



Metro Schools

Student Handbook

2018-2019

**“.... preparing responsible citizens
and
Innovative leaders....**

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STUDENT HANDBOOK 2018-2019**Introduction**

Welcome again to Metro Schools! We created this school to help you succeed in school and life in this community. The purpose of this handbook is to help you understand and participate in Metro Schools' values, procedures, rules and practices for this school year. Your presence here with us matters. We want to get to know you and for you to get to know us. An important part of your success comes in how you connect with teachers, staff and fellow students. We want to support you in this process. Please talk with someone anytime you feel a need.

This handbook is a work in process. We wrote it to help everyone at Metro Schools do better at connecting, learning and growing. You will find some rules and requirements here. Some of these are legal requirements. Any organization needs to define the way we do things to be successful. These are necessary to manage the many kinds of interactions between people. And these help us all move forward together in our important goals for your success. Please use this handbook as a guide throughout the year.

If you have any ideas or suggestions for this manual, please write them down and share them with your advisor. If you have any questions or concerns related to procedures and practices please contact your advisory teacher, school dean, or the Head of Schools/Principal during school hours, or send a message to pscanlon@metroschoolsmn.org. This handbook is by no means complete and will need revision as the educational program changes.

All students enrolled in Metro Schools will be treated equally without regard to race, color, creed, age, physical or mental disability, religion, sex, sexual orientation, national origin, or status with regard to public assistance. Harassment or bullying of any sort, including sexual harassment, will not be tolerated.

Metro Schools is an Affirmative Action/Equal Opportunity Employer. All employees of Metro Schools will be treated equally without regard to race, color, creed, age, physical or mental disability, religion, sex, sexual orientation, national origin, marital status, or status with regard to public assistance. Harassment of any sort, including sexual harassment, will not be tolerated.

To start, here are a few principles we are mastering across the school that you will be a part of doing with us.

Positive Behavior Intervention System (PBIS) Explanation and Protocol

Metro Schools has implemented PBIS as a daily practice with each student. PBIS is a school wide positive proactive approach to building a safe and good culture for everyone. The goal in following this practice is to achieve and enhance our school culture so that all students can be successful socially, behaviorally, emotionally and academically. The more students and staff do this practice together the better it will be for everyone.

Lion Pride (ROAR)

Metro School's mascot is a Lion. We have 4 core values that we expect everyone to learn and follow.

- **R=Respect** Every person respects and honors everyone else because each is important.
- **O=Organization** Everyone cooperates and communicates so we can all achieve success. We help contribute organizing and doing the current goals. This includes cooperating in group activities and when something important needs to be done. Such as getting to school, class activities, lunch, or activities across the school.
- **A=Attitude** Every person works to think the best about others. If there is a problem we take time to find out what the problem is, talk about it and work at resolving the problem without dishonoring or harming one another. We want the best for everyone, so we work diligently for ourselves and for our neighbors.
- **R=Responsibility** Every person has the ability to choose and act in ways that help and not harm. Each of us will pause, think and then act in ways that help each of us grow and learn. We will consider and act for others and the good of the school because this is good for everyone.

STUDENT HANDBOOK 2018-2019**Metro Schools' Mission**

Metro Schools will provide students with best-practice English instruction in a caring learning community so they can excel academically, pursue post-secondary education, and become responsible world citizens. Metro Schools will actively partner with families and communities to preserve students' cultural identity as they become integrated into their new environment.

Metro Schools' Vision

The vision of the founders of Metro is that students who learn with us will have a steadfast belief in their worth as human beings and will be grounded emotionally, spiritually, and academically to fulfill their aspirations in a changing, challenging world community.

Metro's General Principles**Honor**

We treat everyone with respect and dignity:

1. We look first for assets in everyone we see.
2. We are polite, respectful and friendly to students, staff, parents, and guests.
3. We assume that students, staff, parents, and guests are well-intentioned and seek to understand how we can best understand and support one another.
4. We do not discuss students, parents, staff or visitors in a negative way or gossip about them
5. We expect students, staff, parents, and guests to treat one another with respect and act by politely confronting disrespectful behavior or reporting it to an administrator.

We work with integrity:

1. We report all information accurately, whether good or bad.
2. We admit to errors and look to correct them.
3. We are truthful and respectful in all dealings with students, staff, parents, vendors and guests.
4. We follow all eligibility rules for sports and other clubs and do not compromise our values for outcomes.

Discipline

We do high quality work:

1. We choose high quality work over mediocre quality. Seek to do this with all your school work.
2. We follow through to make sure tasks are complete, so we make real progress.
3. We make effort to get it right instead of rushing through tasks.
4. We focus our work to do the more important things first that move us forward.
5. We are relentless in our goal to prepare students for college, work and citizenship.

Learning

1. We constantly seek to improve:
2. We accept and seek out constructive feedback of our learning and work.
3. We are willing to have difficult conversations to improve our work.

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4. We constantly look for ways to improve our practice and do not give up on ourselves or others.

Attendance Policy**Student Attendance is required.**

Arrival time. Students should not arrive at school before 7:30 a.m. It is important that each student is safe coming to school, during school, and after leaving school. If you take the city bus, please plan so arrival is not before 7:30. Plan carefully with your parents so you can manage this. Communicate with someone about your situation.

Closed campus. The Metro Schools campus is “closed.” This means that under no circumstances may any student leave school property after arriving without parent/guardian permission and signing out of school from the office. If a student has an appointment off-campus during the school day, the student must show proof of that appointment. His/her absences will be marked as unexcused until he/she shows proof of that appointment either with a note from a parent/guardian or from the agency where the appointment is. Follow through with the office and your parents/guardians for any off-campus appointment or event during the school day.

Upon return to school after an absence, it is the student’s responsibility to request homework assignments from each teacher. Metro Schools follows absences closely and carefully because we all know that missing some of school can greatly affect your current and future success.

- 5 unexcused absences in any one class in a quarter will result in a failing grade for the quarter. 10 unexcused absences in any one class in a semester will result in a failing grade for the semester and the student will not receive credit for that class.
- 3 unexcused tardies (showing up late) equals one unexcused absence. Tardy means arriving more than 2 minutes after the bell.
- Being tardy more than 20 minutes to class equals one unexcused absence. Missing that much of the start of class ruins a students’ ability to learn from that class time.
- Seven unexcused absences or a total of 15 absences in a year will result in a report to county officials for truancy proceedings. This is the requirement of law in Minnesota.

Classroom Expectations:

Make these skills a normal part of your life when you are in school, work or focused on activities with others. We will explicitly help students learn and develop the following skills:

- Respect for yourself as well as others.
- Respect each other’s opinions, space, and belongings.
- Be seated with all materials and supplies when class begins. Come ready to learn.
- Complete all assignments on time. Delays only make it harder for students and others.
- Listen while others are speaking. Everyone is important, including what they are saying.
- Electronics will be used only with permission and used appropriately (see electronics procedure).
- Come in with a ready to learn attitude and HAVE FUN learning! Fun does not happen to you, you can find it in the current activity.

Grading Policy 2018-2019

Grades are a way to help you measure how you are doing at school in your growth and progress. Your real progress happens as you take time daily and weekly to manage your learning activities in courses and activities. If there are things that you do not understand or struggle to learn, please communicate with your teacher and parents. Every step you take in school should be a step forward and we want you to enjoy and benefit from this.

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Metro Schools grades students based on the state standards selected for each course. A student's letter grade will reflect their understanding of the standards taught during that grading period or term in the class. The new grading and reporting policy and procedures system will:

- a. Reflect academic achievement.
- b. Contain meaningful feedback.
- c. Be honest, fair, transparent, credible, useful and user friendly.
- d. Be referenced to meaningful criteria.
- e. Align with the Metro Schools curriculum.
- f. Reflect consistency within and among courses, grade levels, departments, and/or schools.
- g. Staff is responsible for updating grade books at minimum at every two weeks
- h. Assessment should not comprise of more than 60% of the student's grades. This means there are other important things to evaluate for the total grade. Your teacher will explain these things to you and your course information will also have this information.

A variety of academic achievement assessments will be used to show what students know and can do. Example assessments include: projects, essays, quizzes, skill assessments, journals, tests, labs, and portfolios.

Late Enrollment—a student enrolling late in a grading period will receive a grade from Metro if they have enrolled in at least ½ their classes for the grading period (Example: a student must enroll before the 5th week of the grading period is complete.) If the student has transferred, the Metro Schools grade will be averaged with the transferred grade for that grading period. After the 5th week of the grading period has been completed, students will not receive credit for the quarter/semester. Teachers will make this clear to any late enrolling students. If you enroll late please ask about how this will affect your course plans.

Incompletes—a student is given an “I” grade due to incomplete work. This may be for a variety of reasons, such as prolonged illness, transfer from another school near the end of a grading period, job/family commitments, illness, etc.

Incomplete work must be completed within two weeks of the end of the grading period, or the grade will automatically be changed to an “F”. As soon as you learn of the Incomplete grade please communicate clearly with each teacher, so you understand what is missing and what it takes to complete what is missing. Ask for help and get your parents'/guardians' support to ensure you complete and turn in what was missing before the deadline.

No Credit—a student will be issued an “NC” if their enrollment was late in the grading period, or if they have reenrolled after a prolonged absence, or if they have exceeded the 5 unexcused absences allowed per grading period.

Any course given an NC grade means the course may have to be taken again. Learn quickly what this means for you. An NC course will often delay when you can graduate from high school.

The best approach for you in school is to ensure you start well in class and stay diligent to work on learning and accomplishing assignments and tasks. By staying on top of classwork you can still have time to enjoy doing other things. If you get behind in your school work, then the work it takes to make up what is late will only get more intense and harder to complete. Learning this work management skill is a very important skill for life.

Student Absences and make-up work:

1. Excused absences and absences due to a “suspension”
 - Make up work must be allowed.
 - Students are given as many days to turn in work as they were absent. For example, if a student is absent for two days, they would have to have turn in make-up work by the second day they are back.
 - Take responsibility to ask for makeup work. Then follow through and turn it in on time.
2. Unexcused absences

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- Make-up work can be but doesn't have to be given. This is up to the teacher's discretion.
 - Take responsibility to ask for makeup work. Then through and turn it in on time.
3. Attendance
- Teachers take and record attendance every class period within the first ten minutes of the class period. Your attendance and participation in class will affect your grade for that course and term.

Homework Policy

Homework is an essential part of our school program. The purpose of homework is to

1. Provide additional time to complete assignments given during class;
2. Reinforce what is learned in class;
3. Promote independent work habits;
4. Develop organizational and time management skills;
5. Get ready for activities that will occur in the classroom

Homework may also be an extension assignment which is frequently a long-term continuing project that parallels class work. Learn how to develop good study habits and a responsible attitude towards your homework. This is actually one of the most important habits for your future success. Find a quiet place to work, set a regular timetable and plan adequate time to complete all homework assignments. The amount of homework may vary from class to class. If you struggle to complete your homework talk with your parents and teacher about this. The goal is not to bury you in homework but to help you really learn the course materials.

If you have something that really works well for you, please share this with your teacher and others.

Dress Code

The dress code exists to help everyone focus on learning and enjoying school, not be distracted by how someone dresses or create problems. The dress code exists to help everyone focus on learning and enjoying school, not be distracted by how someone dresses or create problems. Fancy gowns, extremely long or short dresses, extremely tight pants, see-through blouses and see-through muscle shirts, exercise clothes, pajamas, clothes showing midriffs or underwear/undergarments, clothing that promotes products or services and gang paraphernalia **are not permitted**.

Lunch

Metro Schools provides daily lunches following the federal and state lunch program guidelines. All students can get and eat lunch at Metro Schools. Any student who qualifies for free lunch can receive a free lunch meal. Students who qualify for reduced lunch can eat for a small fee of [XX]. All other students must pay [YY] per meal.

Lunch procedures are as follows:

- Students are scheduled for one of the two lunch periods. This is in the student's class schedule.
- Passing time from class to lunch is X minutes.
- Line up at the registration kiosk to verify you are eating and register for the meal. Payment for the meal will be tracked automatically.
- Proceed to get your food. Please choose all the types of food offered. If you don't take all the types Metro Schools will not receive payment from the State for the meal and this will harm the school budget. If you don't want to eat some of the food, still take it but you don't have to eat it.

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- Find a place to eat. The lunch period lasts Y minutes. Someone will notify the group when the period is ending.
- Stay in the lunchroom and on second floor until the lunch period is over. Other students are in class during this time.
- When finished eating take the tray and stuff with you, throw out waste and return the tray and utensils to ZZ.

Food and Access Rules During Lunch Period:

- No food or drink in library or classrooms
- Loud conversations are to be in cafeteria not library
- Learning Center is open only if supervised
- No student is to leave second floor before end of the first lunch
- No student is to leave second floor before end of the second lunch

Payments for Meals:

- An account will be created for each family and each student will be tracked within that account.
- Your meal program status (free, reduced or pay) will be linked to the account. This was clarified by a form your parents filled out.
- Each month your family will receive a notice of how much is owed for each student's meals. Please help your parents/guardians get this notice and deal with the school.

Smoking, Drug, and Alcohol Use

The School has prohibited smoking and drug/alcohol use on all Metro Schools' properties, including school buildings and grounds. Refer to the Student Discipline Section below for more information on how the school deals with students who use these.

Students on Buses and driving cars

If you take a school bus, ensure you know what bus to take to and from school. Your parent/guardian will request this service for you. Students should only board their assigned busses. Metro Schools and the bus provider are very serious about protecting and transporting students safely every trip. Communicate any changes you learn about bussing with your parents/guardians including times for pickup and drop off.

Strong storms during the year may interrupt bus transportation. The school will communicate any concerns or warnings to you and your parents as promptly as possible.

Behavior on buses

- All school behavior rules apply to travel on busses and vans no matter the purpose or time of day.
- Violations of these rules will result in the same consequences.
- Always obey the bus driver. Your safety is at risk if the driver is distracted from driving.
- Keep head and limbs within the bus or van while moving.
- If the bus is stopped on a street or highway do not leave the bus unless instructed. If instructed to leave the bus follow directions just like you would for a fire drill – stay together, move carefully. Help everyone stay safe.
- Parents will be promptly informed of violations.
- Certain privileges will be removed for students who instigated, aggravated or participated in violations.

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- If fights or other violence happen the bus driver can and will call the police. Any criminal activities will be processed by the police independent of Metro Schools. Metro Schools will also take action regarding the students involved after a careful investigation to determine the truth of what happened.
- All students who aggravate or entice others to join in a violation of rules will be treated as participants.
- Certain violations will result in suspension from school. (Clarify these)
- Repeated violations may result in being banned from taking the bus.
- Students may file reports of incidents on a bus in confidence to the principal.
- Parents have the right to learn about and communicate about bussing events that involved or affected their student.

School Property and Acceptable Use

All District equipment, systems, and Internet access must be used for business-related and/or educational purposes. [Refer to the Technology-Internet Acceptable Use Policy.]

Internet and Social Media Use

During the school day students are not allowed to access voice, texting or social media-type applications that allow communication with individuals or groups. Exceptions are when access to specific applications and tools are part of a class or course, approved and guided by a teacher or other staff person; or if a staff person allows a student to communicate with a specific person or organization.

{From Avalon School Student Manual} Students will participate in annual Metro Schools safety training as it pertains to Internet safety, including appropriate online behavior, interacting with other individuals on social networking sites and chat rooms, and cyberbullying awareness and response.

Bullying, Harassment and Violence

{From Avalon School Student Manual} (Metro Schools) strives to provide safe, secure, and respectful learning environments for all students on school grounds and at school-sponsored activities. Bullying, like other disruptive or violent behavior, is conduct that interferes with a student's ability to learn and a teacher's ability to educate. Therefore, it is a violation for any student or staff member to harass, bully, or inflict violence upon a student or staff member through conduct or communication. Harassment or bullying constitutes any action written, verbal, graphic, or physical including electronically transmitted-i.e. internet, cell phone, or wireless hand-held device that creates a hostile or offensive educational work environment. A student will be warned to discontinue the behavior and warned that if they should choose to continue they may face suspension. Flagrant or extreme forms of harassment, bullying, or any form of violence may result in immediate suspension followed by expulsion or termination.

Weapons Policy/Zero Tolerance

In accordance with state and federal laws, weapons of any kind are strictly forbidden on all school grounds and buses.

Under this policy, look a-likes (including toy guns, squirt guns, toy knives, etc.) may be considered to be weapons. Students must not to bring any form of these objects to school or on a school bus.

Discipline: A student in possession of a firearm on school grounds, school bus, or at a school function, shall be immediately suspended and further consequences will be determined by the Associate Head of Schools.

Discipline Procedures:

At Metro Schools we are highly committed to support every student's learning. This means that the priority during school class or school activities is to focus on learning. Every student has the right to learn. When students distract or

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disrupt learning activities something must be done to restore quality learning at that time. Therefore, Metro Schools established the following responses to disruptions in learning:

Level 1

- Teacher redirects student/s back to the current activity
- Talk to student privately away from the rest of students who are engaged in learning
- Student is removed from the activity and goes to the Buddy Room to get back to learning

Level 2

- Contact Dean of Students for additional support
- Student reflection and reentry into class

Level 3

- Student works through problem, comes up with solution, and communicates the solution with the classroom teacher upon re-entry

Level 4

- In-School suspension – student goes to a designated room to refocus and work outside of class
- Out of school suspension. This results in other things that affect ability to earn credit.
- Student returns to school and meets with teacher, parents, and Director
- Behavioral contract signed and acted on by all parties

Health Services

Any change in medications should be communicated and medication authorization form completed with the nurse prior to bringing any medication to school. Once brought to school the medication is to be well labeled and secured so that no other person can access or use the medication.

Our guidelines follow those set by the State Department of Health for the administration of medication:

- The administration of medication to students shall be done only in exceptional circumstances wherein the student's health may be jeopardized without it.
- Prescription medication may be given at school. Medications must come in the original container correctly labeled by the pharmacist or doctor. The pharmacist will typically provide the family with two prescription bottles upon request one for home and one for school. Medication authorization forms are available in the nurse's office.
- If medication is to be given not more than three times daily, parents are to arrange to give it at home (before school, after school, and before bedtime) unless specifically indicated otherwise by the physician.
- Over the counter medication, including Tylenol and aspirin, may be given when accompanied by a note from the parent/guardian and the physician. Over the counter medication must be in the original container with printed instructions on the bottle or box.

Early Dismissal of a Student

When parents come and pick up their student early, before the end of classes, they must sign the student out in the front office on the three-ring binder with a sign-in/sign-out sheet located on the front office's counter.

STUDENT HANDBOOK 2018-2019**Internal/External Communications**

Parent/family communication consists of phone calls, send home notes and quarterly newsletters. Each student will be issued a 3-ring binder and a Daily Planner. Bring this binder with you each day to school and home again. Your homework assignments should be written in the Planner. Use this to help you and your parents track and complete assignments. Use this daily to build strong work habits.

Parent/Teacher Conferences

Conferences are scheduled for the end of 1st and 3rd quarters. During the parent/teacher conferences teachers will have:

- The student's progress report card
- Example of student's work or portfolio

Letters and phone calls are used to inform parents about conferences.

Stolen/ Damaged Personal or School Property

Any student or person who damages or steals another person's property or school property (ranging from documents and equipment to school building and vehicles) will be reported. A [property incident report] will be completed. Student discipline procedures will apply. If theft or damage was intentional the student will act to return, repair, pay for or replace whatever property was stolen or damaged. Any inability to address this violation will be negotiated between the student/person in the presence of the student's parent/guardian, the individual affected by the violation and a designated school representative.

School Closing

1. Local radio (WCCO 830 AM) will be notified of the decision to close school. Notification of the media will be done by Metro administration.
2. When Minneapolis Public Schools close due to weather, the Metro Schools will also be closed.

School Calendar

There is a copy of the school calendar attached to this document. The Metro Schools Calendar is also available at <http://metroschoolsmn.org/student-resources/calendar/>.

Volunteers

Many of our parents work as volunteers in the classroom and in other areas of the school. All visitors (including classroom volunteers) need to have a background check and need to sign in at the office each time they come. They will be given a visitor's badge, which will identify them to both staff and students. Please contact the school office at 612-722-2555 if you are interested in volunteering.

Complaints and Concerns

Please bring complaints and concerns first to your advisor. You may also bring complaints and concerns to the Head of Schools at 612-722-2555 or pscanlon@metroschoolsmn.org.