

Metro High School Student and Parent Handbook

2016 - 2017



1212 7th St. SE
Cedar Rapids, Iowa 52403

Main Office	558-2193
Attendance	558-2291
Clinic	558-2272
Records	558-2890
Fees	558-1901
Fax	398-2117

<http://crmetro.cr.k12.ia.us/>

NON-DISCRIMINATION POLICY

It is the policy of the Cedar Rapids Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (employment only), marital status, sexual orientation, gender identity, and socioeconomic status (students/program only) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. District employees with questions or a grievance related to this policy should contact the Executive Director of Human Resources, 319-558-2000. Students and others should contact the Manager of Student Equity, 319-558-2000. The District mailing address is 2500 Edgewood Rd NW, Cedar Rapids, IA 52405-1015.

HISTORY

In 1974, the Cedar Rapids Community School District established an alternative high school in a red brick firehouse on the city's southeast side. Three teachers began with forty students to meet the challenge of providing Cedar Rapids with an alternative high school for students who had stopped attending the conventional high schools in the city. The new school, named Metro (**M**eeting **E**ducational **T**asks **R**egardless of **O**bstacles), began with the firm belief that all students are worthwhile and should have an opportunity to complete their high school education. By 1978, Metro expanded to include an additional campus on the southwest side of Cedar Rapids. In 1982, both school locations merged into our current building on the southeast side. Today, Metro staff serves over four hundred students from the three conventional high schools in the district.

OUR PHILOSOPHY

Metro High School, provides an educational alternative for students in the Cedar Rapids Community School District. Many of our students enter with negative perceptions of school or with circumstances in their lives that do not allow school to be a priority. The students and staff members at Metro make a conscious effort to provide a supportive and caring atmosphere. Each student is recognized and accepted as an individual with unique interests, abilities and learning styles. Metro's educational program is designed to provide a variety of options for meeting the Cedar Rapids School District's graduation requirements. There is a continued effort to aid students in developing as total individuals.

NATIONAL AND STATE AWARDS & RECOGNITIONS

- 1984-85, Excellence in Education Award, US Department of Education
- 1990-91, First In the Nation in Education (FINE) Award
- 1992, Redbook magazine's top 140 schools in the country
- 1993, National Secondary School Recognition Program Award (Blue Ribbon Schools Award)

ENROLLMENT PROCEDURES

New students may enroll at Metro during one of the scheduled Orientation sessions. The enrollment process includes recommendation from the previous school's counselor or administrator, attendance at a parent/student information meeting, and successful completion of our Orientation program. Students receiving special education services must have the recommendation of the IEP team and approval from the District's Special Services Administrator prior to enrollment in our Orientation.

ORIENTATION

All entering students must participate in our Orientation program. During this time, staff assess student academic skills, and students become familiar with and model our behavior expectations, learn about programs offered, establish school goals, and learn positive methods for attaining their goals. Students must fully attend Orientation and meet the behavior expectations prior to their enrollment. Upon their successful completion of Orientation, students are assigned an advisor and receive a class schedule.

GRADUATION REQUIREMENTS

Students completing the credit requirements to graduate will receive a Cedar Rapids Community School District diploma. The credit system is computed on an 18-week semester, four year program. Semester courses carry a potential of 1 credit for 50-minute classes or 2 credits for 100 minute block classes.

Language Arts	8.0 credits	4 years	Social Studies	6.0 credits	3 years
Math	6.0 credits	3 years	Science	6.0 credits	3 years
Physical Education	4.0 credits	4 years	Electives	10.0 credits	4 years

HOW TO EARN CREDIT

Students do not receive letter grades at Metro. Our program uses a variable credit system allowing students to earn from 0 – 1 credit for each class per semester. Credit is earned on the basis of attendance, work performance, and behavior. Students may typically earn 4-6.5 credits per semester.

ADVISORS

The heart of Metro is the advisor/advisee system. Each teacher serves as an advisor for 15 - 20 students. The advisor is an advocate for their students’ educational programs. With the exception of new ninth graders, students retain the same advisor throughout their enrollment at Metro. Advisors have the opportunity to formally meet with their advisees weekly to discuss issues relevant to their educational program. The advisor system is designed to provide maximum support to the student and assistance to the parents/guardians. The advisor will:

- Maintain communication with parents or guardians supporting the student’s school success.
- Monitor the classes their advisees are taking to ensure they are making progress toward graduation.
- Assist in developing career and/or post-secondary education plans.
- Assist in problem solving when behaviors interfere with school success.

Parents and guardians are encouraged to call their student's advisor for information on attendance, behavior, and school progress.

DAILY SCHEDULE

Students attend classes Monday through Friday. Metro follows the Cedar Rapids Community School District calendar for in-service days, holidays/breaks, weather cancellations and late starts. Classes begin at 7:50 a.m. and end at 3:00 p.m. Monday through Thursday. Metro has an expectation that students arrive on campus no sooner than 7:30 a.m. and leave at 3:25 p.m. unless they are involved in a scheduled activity with staff.

M T W TH Schedule

Breakfast 7:30-7:50	Advisor Check- in/METRO Reads 7:50-8:15	Period 1 8:20-9:10	Period 2 9:15-10:05	Period 3 10:10-11:00	Lunch 11:00-11:30	Period 4 11:30-12:20	Period 5 12:25-1:15	Period 6 1:20-2:10	Period 7 2:15-3:00
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Every Friday is an early release day for students with class dismissal at 11:35 a.m. Both breakfast and lunch will be served to students on Friday. Lunch is served from 11:35 to 12:05. Metro staff reserves the right to assign student schedules based upon the well-being of the student population.

Friday / Half-Day Schedule

Breakfast 7:30-7:50	Advisor Check- in/METRO Reads 7:50-8:15	Period 1 or 2 8:20-9:10	Period 3 or 4 9:15-10:05	Advisor Group 10:10-10:40	Period 5 or 6 10:45-11:35	Lunch 11:35-12:05
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E&I Time

- All students are encouraged to take advantage of E&I time.
- Students will report to their advisors during check in and check out time; advisors will remind students what sections are available for Intervention and what Enrichments are being offered that day.
- Students who complete the required work during E&I time may move to the enrichment activity.
- Students moving from Intervention session to Intervention session during E&I shall have a pass with destination and time listed.

- Students not taking advantage of E&I time must vacate the building promptly after Advisor Check Out.
- Students who have a schedule that ends before 6th hour have the option to make arrangements with their advisor or classroom teacher to work in the building until E&I time. If doing so frequently, the student and advisor should re-consider the student's schedule.
- Students may not leave the building and return for E&I time, unless arrangements are made with Administration.

GENERAL INFORMATION

✓ **Attendance**

Consistent daily attendance is the key to success at Metro. Our school has an automated calling system to report student absences to parents/guardians. Parents may also check attendance using PowerSchool. Parents may obtain login information and directions for using this internet based student data system by contacting our main office. Parents/guardians are welcome to check with our attendance secretary or their student's advisor regarding attendance. Please report absences to the attendance secretary at 558-2291. We encourage students and families to schedule appointments, examples may include; dentist, doctor, and other appointments outside of the school day.

✓ **Child Abuse Reporting**

All Metro staff members are required by law to report to state officials any suspicions of child abuse. Iowa law requires that teachers, counselors, nurses, or administrators file an official report with the Department of Human Services if evidence exists of child abuse involving our students and/or children in our Parent-Child Center.

✓ **Computer Use**

Access to the electronic information network is provided as a resource through which students may conduct school-related tasks, research, and communication. All access should be in support of and consistent with the District's strategic plan and educational objectives. Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

Access to Inappropriate Material

Staff and parents should be aware that some material accessible via the network may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Prohibited material should not be accessed by students or staff. Although the district applies supervision and technology protection measures (internet filtering), students acting independently or irresponsibly may find ways to access inappropriate materials. Age appropriate instruction will be provided regarding strategies for avoiding the inadvertent access of inappropriate material and what to do if students accidentally access such material.

Supervision and Monitoring

Student use of networked resources will be supervised and monitored by teachers in a manner that is appropriate for the age of the students and circumstances of use. Students have limited privacy when they use network resources at school. Routine monitoring that reveals evidence of inappropriate activities may result in an individualized search of a student's activities or personal files.

✓ **Plagiarism Policy**

Metro students are actively engaged in the learning process. This process requires investigating and using published materials and ideas. It is important to discourage the improper use of published materials and to encourage integrity in the academic process. Therefore, Metro offers the following definition of plagiarism, an explanation of our policy, and an outline of our steps to help students avoid plagiarism.

✓ **Fees**

A yearly materials fee is required by the district. This fee can be paid in full at fall registration or on a prorated basis at the beginning of each semester. If your family is eligible for Free/Reduced Meals or if you are homeless,

you may also be eligible for a fee waiver. A request for exemption is a part of the Free/Reduced Meals form. Forms are available in the main office or will be mailed to you by calling 558-2193.

✓ **Fees – Learning Center**

Students who take a Learning Center class work independently on a variety of courses. Many times students would like to continue to work on their assignments at home. If they choose to do so, most often, they need to check out a book. A \$40 deposit may be required before a student is able to check out a book. Once the book is returned in the same condition it was checked out in the student will be refunded the money.

✓ **Transcripts**

Transcripts that are requested by former or graduated students of Metro will be provided for \$2.00 per copy. Payment and a form of identification are required upon receiving the transcript.

✓ **Field Trips**

Field trips offer staff an opportunity to extend student learning in the community. When field trips are scheduled, they are an extension of the class. A student may participate in a field trip if a current field trip permission form is on file and approved by a parent or guardian if the student is under 18. Transportation for field trips is provided by Metro. Students are **not** allowed to drive their own vehicles. Students who refuse to participate in field trips (who have a current signed field trip permission form) are refusing to attend class and failing to follow our class expectations. If students arrive to school late and their class has left for a field trip, they will be assigned to a supervised area in which to work.

✓ **Food Service**

Breakfast and lunch are served on campus daily. Breakfast is available at 7:30 a.m., and lunch is served from 11:00-11:30 Monday through Thursday, and 11:35 to 12:05 noon on Fridays and District scheduled early dismissals. Families may apply for free or reduced prices for all food service meals. Forms are available in the main office or will be mailed to you by calling 558-2193.

Cedar Rapids Meal Prices 2016-2017		
	BREAKFAST	LUNCH
High School Student	\$1.75	\$2.70
Reduced	\$.30	\$.40
Milk – Ala Carte	\$.50	\$.50

✓ **ID Cards**

All new Metro students will be issued an ID card following their successful completion of Orientation. Returning students will be issued an ID in the fall. A student ID is necessary for utilizing the automated meal program and for admission to school events in the District. Lost IDs may be replaced through the main office at a cost of \$1 per ID.

✓ **Open House**

Open Houses are held 1-2 times a year. These events provide an opportunity for parents and guardians to learn more about Metro, meet the staff, and tour the school. Check your Metro school calendar for open house dates.

✓ **Hi-SET Pre-Testing/Testing**

Students who are interested in shifting from a high school diploma to the Hi-SET may work on the pre-tests at the Kirkwood High School Completion Center located on the Main Kirkwood Campus at 6301 Kirkwood Blvd SW. More information is available by calling 319-784-1510.

✓ **Parent-Child Center**

An onsite daycare, serving infants and toddlers, is available for students and staff. While staff pays for the service, parenting students are expected to participate in the Center for one 45-minute period each school day, in exchange for the care of their child. This allows parenting students an opportunity to continue their education while alleviating the cost of childcare. The Center also provides a hands-on classroom for both parenting and non-parenting students to develop/enhance their childcare skills.

✓ **Positive Behavioral Interventions and Supports (PBIS)**

Positive Behavioral Interventions and Supports (PBIS) is a national initiative developed to change the school culture and climate to be more consistent and positive. It is a school wide approach that challenges staff to teach and model positive behaviors in all areas of the school, reinforcing students for appropriate behavior, and using clear, consistent consequences for inappropriate behavior. This past year at Metro, a core group of staff worked with consultants from Grant Wood Area Education as we introduced the concept of CR² which stands for:

- ◆ Caring
- ◆ Respect
- ◆ Responsibility

This school year, all students will be taught how to model appropriate behaviors in common areas of the school. We have developed lesson plans and videos that support our expectations. Next school year, our focus will be on classroom behaviors. The goal of PBIS is to create a new and more positive culture that will be in place for years to come. We will continue to give you updates about PBIS through our website and in our newsletter. Teachers and staff have noticed positive changes in the way students act toward adults and each other. It is exciting to be a part of a national initiative that is showing improvement in student behavior and achievement. Thank you for your continued support of your children as they learn how to be academically AND socially successful at Metro.

✓ **Records**

Parent(s) of minor students *and* students over the age of 18, have the right to access school records for their student whether the student resides with them or not. A non-custodial parent has the right to access school records by providing Metro with their identification. If there is a legal document, divorce decree or court order prohibiting access to school records, or if parental rights have been terminated, student records will not be provided. Current or former students 18 years of age or older and minor students accompanied by a parent shall have the same rights. Due to an amendment to the Family Rights and Privacy Act (FERPA), in the No Child Left Behind (NCLB) legislation and in the Patriot Act anti-terrorism bill, access to student information is given to military recruiters and post-secondary institutions to include; student names, addresses and phone numbers, whether or not they are published in directory information and without parental consent. Parents/guardians (or students if 18 or older), still have the option, however, of withholding this information from military recruiters and post-secondary institutions by completing a form provided at the parent/student information meeting prior to enrollment.

✓ **Student Transportation**

Students attending Metro are provided daily tickets to ride the city bus to and from school at no charge. Tickets may be picked up in the IMC at the end of each school day. Standard rules for the school bus are covered in the Metro Student Expectations. Limited parking is available for students in the parking lot located on the upper level of our campus and in the public parking lot across the street from Metro. Students must demonstrate safe driving practices on and around the Metro campus. If a student is driving in a manner that is determined to be dangerous or illegal, they may be banned from using the parking facilities on or around Metro. Parking in either lot is at the risk of the vehicle owner and driver. Metro and the Cedar Rapids Community School District assumes no responsibility for theft or damage to vehicles or their contents.

We encourage students to follow these guidelines to reduce the risk of criminal acts:

- Lock your car.
- Do not leave valuables openly visible in your vehicle.

- If you have desirable equipment such as a stereo, iPod, CDs or other electronic devices, be very discreet. Lock these items in your trunk if possible.
- If your car is vandalized or broken into, report this **immediately** to a Metro staff. We encourage any student who is the victim of a crime to file a report with the Cedar Rapids Police.

✓ **Visitors**

Our goal is to ensure Metro is a safe setting for all students. Metro students are **not** allowed to bring visitors, including students from other schools, to our building. Metro students are not allowed on other school campuses without the prior consent of that building's administrator. Parents/guardians are always welcome at Metro however, if you would like to talk with your student's advisor, scheduling a meeting in advance will ensure staff is available. All visitors must enter through the 7th Ave. entrance (Door 1), sign in at the main office and pick up a visitor badge.

STUDENT ACTIVITIES & OPPORTUNITIES

✓ **Basketball**

The Metro Basketball program is a way for students to connect with school and to have a strong incentive to attend classes. Our season runs from the end of November to early March. We play in games and tournaments with other small schools in the area. We focus on building teamwork through competitive play and the development of fundamental basketball. Students must meet the attendance and behavior expectations set forth by the coaches to be eligible to participate.

✓ **Co-Curricular and Athletic Activities**

Metro students have the opportunity to participate in co-curricular and athletic activities at their home schools, provided they meet eligibility requirements. We encourage continued participation in activities at the conventional schools. Please contact us with any questions you have about maintaining your student's participation in athletic, music or other activities. For other questions regarding eligibility, contact the athletic director at your attendance area school.

✓ **Environmental Education (EE)**

The Metro EE program offers a week-long canoe trip in the fall and a week-long bicycle trip in the spring for 10-12 eligible students. Students have the opportunity to earn elective and PE credit for their participation in these extended outdoor activities. Although this is an excused activity, students will be responsible to complete missed work in their scheduled classes.

✓ **Post-Secondary Enrollment Option**

Students with junior credit may be eligible to take select courses offered through Kirkwood Community College. Courses successfully completed, may apply toward high school graduation requirements as well as applying to the student's college transcript. The course tuition is paid by the district.

✓ **Service Learning**

We provide students the opportunity to participate in service learning activities throughout the year. Activities have included Meals on Wheels, Adopt-A-Highway, Chickenstock (Metro Day of Caring), assisting at an area daycare, rehabbing Indian Creek Nature Center and supporting other local non-profits.

✓ **Theatre**

Students are offered the opportunity to participate in a theatre production each year. Involvement may include acting, stage design, lighting, script writing, and other support roles. These productions are hosted at a local neighborhood community theatre.

✓ **Volleyball**

Students wishing to play volleyball may participate in our intramural program offered each fall. Practices and games typically occur after school hours. Students must meet the attendance and behavior expectations set forth by the coaches to be eligible to participate.

✓ **Yearbook**

Metro publishes an annual yearbook with photographs and stories depicting the school year from a student perspective. At the end of the year, this publication is available online.

STUDENT SUPPORT SERVICES

✓ **Health Care Services**

A pediatric nurse practitioner is at the Metro Health Clinic, 558-2272, on a daily basis to meet the healthcare needs of our students and the children in the Metro Parent-Child Center. The following services are provided in the clinic:

- ✓ Physical examinations
- ✓ Treatment of minor illnesses
- ✓ Medication distribution
- ✓ Basic laboratory tests
- ✓ Prescriptions for medications
- ✓ Health education and counseling
- ✓ Referral for complex medical conditions

✓ **Drop-Out Prevention Services**

Our Drop-Out Prevention Specialist offers help with the many issues that prevent our students from attending school on a regular basis. Students and families are connected with community support services to assist them with affordable housing, childcare, food assistance, and financial resources. Mary may be reached at 558-3939.

✓ **Healthy Relationship Support**

A Victim Advocate from Waypoint Services for Women, Children and Families, is available to meet individually with students and to provide information in classes. Students may request services by contacting their advisor, or our Drop-Out Prevention Specialist, Mary 558-3939, or by contacting Waypoint at 365-1458.

✓ **Mental Health Counseling**

Mental health counselling is available through community partnerships. Parents/guardians, students or Metro staff may initiate a request for services by contacting the Metro Clinic at 558-2272.

✓ **Substance Abuse Counseling**

A substance abuse counselor from the Area Substance Abuse Council (ASAC) is on the Metro campus two days a week to meet individually with students. Parents/guardians, students or Metro staff may initiate a request for services by contacting our ASAC Counselor at 558-2041 or at ASAC at 390-4611.

RULES AND EXPECTATIONS

We believe it is everyone's responsibility to maintain a positive, productive atmosphere. The following expectations guide our program allowing our students to learn and staff to teach in a safe, productive, respectful environment. Choosing to join the Metro community means:

Attending school and classes daily. Being in school and attending classes during scheduled hours allows for the greatest opportunity for learning. Arriving and departing from school and all classes at the designated time and attend all classes while at school. If students leave campus without a written excuse or phone call prior to their departure from their parent or guardian, they will not be allowed to return for the day and their absence will be counted as unexcused.

Being respectful of all students and staff members and their property. Offensive language, outside drama or conflicts brought into our building, bullying or harassment of any nature and fighting interferes with the rights of students and staff, and will result in severe disciplinary action.

Being physically and mentally prepared to participate in classes and school activities. Using drugs or alcohol before or during school displays poor judgment and disrespect for the Metro community. Use of drugs or alcohol will result in severe disciplinary action.

Refraining from tobacco use on or around our campus. It is our expectations that students do not use, or display any tobacco products while they are on our campus.

Being a law-abiding member of our community. Display or use of any illegal substances, or weapons, or behaviors, will result in severe disciplinary action.

Valuing the ethnic, religious and economic diversity of the Metro community. Celebrating our uniqueness is essential. Interfering with the diversity of our school will not be tolerated.

Telling the truth at all times. Integrity is our most valuable possession and telling the truth protects integrity. Being cooperative and honest when seeking resolution to potential conflicts is essential to the safety of our school.

Being respectful of the Metro building and of the school property. Helping keep the building clean by picking up after yourself and disposing of garbage and recycling in appropriate places is expected.

Displaying a positive image of self. Clothing that displays or promotes drugs, alcohol, sex, racial, gender, ethnic discrimination, gang affiliation, or any other inappropriate message (as determined by Metro staff), is not permitted. Any clothing that causes a significant disruption or distraction to the learning environment that is determined to be inappropriate by staff, or is considered unsafe, will not be allowed.

Using good judgment on and around campus. Responsible driving on campus and in the neighborhood, respectful behavior at the bus stop and elsewhere on campus and cooperation with and respect for all neighbors, is an expectation for all students.

Being involved and productive. Actively participating in classes through discussion, reading, writing and completion of classroom assignments to the best of your ability is expected. Adhering to the class behavior expectations is required.

Respecting the rule about cell phones. Cell phones may only be used inside the building before and after school, during passing time, and at lunchtime. Metro and the Cedar Rapids Community School District can assume no responsibility for cell phones that are lost, stolen or damaged while on our campus. When parents need to get a message to their student, we encourage them to contact our main office at 558-2193.

Students must remember that cell phones are a privilege and NOT a right; therefore following the cell phone policy will result in better outcome for all.

We expect all members of the Metro community to act as responsible young adults striving to accomplish personal goals while continuously displaying pride in oneself and pride in and respect for the Metro community.

If a student chooses not to meet the Metro Behavior Expectations and District policies, Metro staff members will determine appropriate consequences up to and including:

- ✓ Meeting between student and staff
- ✓ Meeting between student, parent and staff
- ✓ Suspension, Short-Term
- ✓ Suspension, Long-Term
- ✓ Development of a behavior plan/contract
- ✓ Disciplinary Hearing with the CRCSD Hearing Officer
- ✓ Expulsion through the CRCSD School Board