



**Metro Early College Schools
Student/ Parent Handbook**

Columbus, Ohio

School Year 2020 - 2021

The Metro Schools:

Governing Board

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Dr. Patrick Bennett	VP, International Institute for Innovative Instruction & Global Operations Franklin University 2020
Mr. Todd Cunningham	Director of Development EMH&T, Inc. 2021
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Mr. Scott Gooding	Executive Director Budget & Financial Management Columbus City Schools 2019
Dr. Howard Greene	Director, K-12 Education Outreach, College of Engineering The Ohio State University 2020

Dr. Kody Kuehl

Dean, College of Arts, Sciences & Education, Franklin University
Dean of Faculty, Urbana Branch

2020

Ms. Marlene Lesko

Director, Human Resources
Battelle Memorial Institute

2021

Dr. Don Pope-Davis

Dean, College of Education & Human Ecology
The Ohio State University

2021

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NOTE:	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in August, 2019. If you have questions or would like more information about a specific issue or document, contact your school principal or Meka Pace, or access the full district policies on the Metro's website: www.themetroschool.org by clicking on "Governing Board and Policies" and finding the specific policy in the Table of Contents for that section.
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2020-2021

Metro Schools

1929 Kenny Road
Columbus, OH 43210
Phone: 614-259-6639
www.themetroschool.org

July '20						
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14 - Teachers Only
17 - Teachers Only
18 - New Students Only
19 - All Students report

07 - Labor Day No School
25 - Virtual Day

09 - Virtual Day
14 - PSAT Juniors only; Virtual all others
23 - Teachers Only - No Students

06 - Virtual Day
23-27 Thanksgiving Break No School

18 - Teacher Work Day No Students
18 - 31 Winter Break No School

01 - Winter Break No School
04-15 - Jterm

18 - MLK Day No School

15 - Virtual Day
23 - ACT Juniors only; Virtual all others

15-19 - Spring Break No School

02 - No School
05 - Virtual Day

6 - Virtual Day/Capstone Symposium
14 - Virtual Day -Prom
27 - Last Day of School
28 - Teacher Work Day No Students
29 - Graduation

Student/Parent Handbook

for

Metro Early College High and Middle Schools

Welcome to The Metro Schools! The staff and I are pleased to have you as a student and will do our best to help make your experience here enjoyable, successful and safe. To help provide a safe and productive learning environment for students, staff, parents, and visitors, the Board of Education publishes this Student/Parent Handbook to explain students' rights, responsibilities and consequences for misbehavior, along with helpful information about Metro's programs.

Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their children. Teachers will also review this Handbook with students at the beginning of the school year.

Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please contact your school's principal.

Please reach us at:

The Metro School
1929 Kenny Road
Columbus, Ohio 43210
614-259-6639

Meka Pace, Superintendent, pace@themetroschool.org

Please see the website for all staff emails. www.themetroschool.org

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status

of the Board's policies and the School's rules as of August 2019. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on Metro's web site.

***Metro's Vision:** To provide a small and intellectually vibrant learning community designed to serve students who want a personalized learning experience that prepares them for a connected world where math, science, and technology are vitally important. All Metro students engage in a personally relevant and academically rigorous curriculum within a safe and trusting environment.*



METRO HABITS

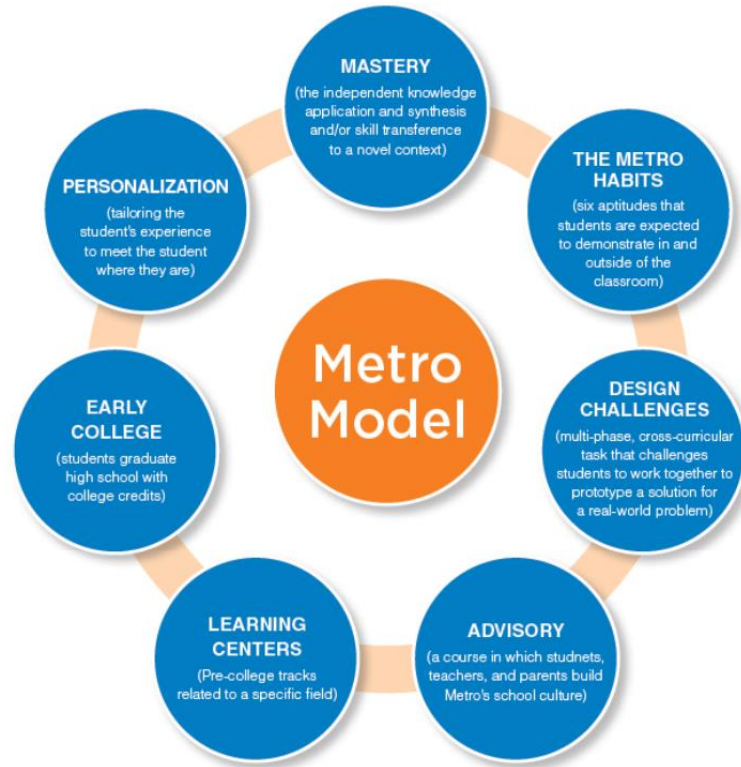
MISSION OF THE SCHOOL

Our mission is to have all members of the Metro community seek to improve their practice of the Metro Habits of Heart and Mind:

- A. **Effective Communicator:** Students will communicate their ideas clearly and have the ability to reflectively consider others' ideas, even when those ideas may differ from their own.
- B. **Inquiring Learner:** Students will be inquisitive thinkers, not only asking questions, but acting upon those questions in an effort to discover the answers, accepting confusion, uncertainty and the risk of failure as part of the process.
- C. **Active and Responsible Decision Maker:** Students will make decisions rationally and purposefully, considering all available alternatives in order to find the best possible course of action.
- D. **Effective Collaborator:** Students will work independently and as contributing members of a team, accepting and reacting to improve oneself based on feedback and critique, and demonstrating compassion and honesty in all interactions with others.
- E. **Critical Thinker:** Students will be creative thinkers, approaching new and perplexing problems with positive energy, uniqueness, and originality of thought, drawing from their own personal experiences and prior knowledge.

- F. **Engaged Learner:** Students will exhibit persistence, sustaining a problem solving process over time while remaining focused and producing multiple drafts, much as a skilled artisan, to achieve success.

What is Metro?



Nondiscrimination

The Metro Early College High School does not discriminate on the basis of race, color, sex, sexual orientation, religion, national origin, age, gender identity or expression, ancestry, familial status military status or disability in its educational programs, activities, and employment policies and provides equal access to the and other designated youth groups. All district policies, programs, practices, procedures, and decisions shall be reviewed to assure the rights of all students and employees to equal educational and employment opportunities as guaranteed by the Constitution of the United States and by

law.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Krista Miller, Middle School Principal

Anthony Alston, High School Principal

1929 Kenny Road Columbus OH 614-247-2276

SCHOOL DAY

The school building is open at 7:15am daily. The school day starts at 8:00am and ends at 2:30pm.

Metro Middle School Daily Schedule

8:00 - 9:05	1st period
9:05 - 10:10	2nd period
10:10 - 11:15	3rd period
11:15 - 11:30	Recess
11:30 - 11:50	Lunch
11:50 - 12:20	Advisory
12:20 - 1:25	5th period
1:25 - 2:30	6th period

. Metro High School Daily Schedules

Daily Schedule (M,T,TH,F)	
Advisory/Office Hours	8:00 - 9:00 am
1st Period	9:00 - 10:15 am
2nd Period	10:15 - 11:30 am
Lunch	11:30 - 12:00 pm
3rd Period	12:00 - 1:15 pm
4th Period	1:15 - 2:30 pm

Daily Schedule (W)	
1st Period	8:00 - 9:30 am
2nd Period	9:30 - 11:00 am
Lunch	11:00 - 11:30 am
3rd Period	11:30 - 1:00 pm
4th Period	1:00 - 2:30 pm

EMAIL HOURS

Our main form of communication is via email. It allows for often quicker and more confidential communication between families and staff. However, in order to promote a healthy work/life balance for our teachers and staff we have set times and encourage our staff to limit their communication via email to the hours listed.

7:30am – 4:00pm Monday - Friday

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

The Metro Schools are a STEM, non-chartered school district that approves enrollment based on a non-selective lottery. Metro is open to students from all across central Ohio. There is no restriction on the county or district of residence as long as students can physically attend classes at our campus locations.

Students must apply using the school website by February of the school year prior to the desired school year of enrollment. Once the application is submitted, students are selected using a lottery system based on number of available seats in the grade level of their student. Parents are notified via email of their acceptance into the program by mid-March and then have a right to either accept or decline their seat at the Metro Schools. Seats that are declined are given to another student on the waiting list and cannot be taken back at a later time.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. Betty Marshall will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis.

However, in addition to the above referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DHS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DHS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Middle School Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the school Principal. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to Betty Marshall.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective building principal before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a back up dose to the school office. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.

If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) shall be notified of the decision in sufficient time for an alternative means of administration to be established.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The principal will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child may self-administer non-prescribed medication and may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the counter topical sunscreen products while on school property or at a school-sponsored event.

provided the student has submitted prior written approval of his/her parent/guardian to the Principal.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non-casual contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the Principal and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.

STUDENTS WITH DISABILITIES

Metro Early College High School strives to locate, identify, and evaluate all children through age 21 who attend the District and are suspected to have a disability. Children with a qualifying disability under the Individuals with Disabilities Education Improvement Act of 2004 or Section 504 of the Rehabilitation Act may be eligible for special education and related services.

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact Lori Carter at carter@themetroschool.org to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the school principal.

CHILDREN AND YOUTH IN FOSTER CARE

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be enrolled and provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

PROTECTION AND PRIVACY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Metro Early College High School receives a request for access.

Parents or eligible students should submit to the Chief Academic Officer a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the Chief Academic Officer, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,

auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202

STUDENT DIRECTORY INFORMATION

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Metro Early College High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Metro Early College High School may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Metro Early College High School to include this type of information from your child's education records in certain school publications. Examples include:

- E. A playbill, showing your student's role in a drama production;
- F. The annual yearbook;
- G. Honor roll or other recognition lists;
- H. Graduation programs; and
- I. Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Metro Early College High School to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 30th of the new school year. Metro Early College High School has designated the following information as directory information: a student's name; address; telephone number; photograph; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

STUDENT FEES AND FINES

Students will be provided a majority necessary materials for courses of instruction without cost. In accordance with State law, The Metro Schools charges the following school fees to cover programming costs.

Middle School:

Annual Student Fee: \$100 per pupil

High School:

Annual Student Fee: \$200 per pupil

Students who are enrolled in college courses through Metro and do not pass the course, will be invoiced for the cost of the class.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

MEAL SERVICE

Metro participates in the National School Lunch Program and makes lunches available to students for a fee of \$3.50/day for lunch and \$2.00/day for breakfast.

- Students may also bring their own lunch to school to be eaten in the school's lunch areas.
- No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact Betty Marshall at marshall@themetroschool.org.

VISITORS

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and receiving a visitor's pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal or appropriate person.

SAFETY AND SECURITY

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a visitors pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a visitors pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. As many unneeded outside doors as possible are locked during the school day.

- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. A person is stationed at the main entrance of the building to greet visitors and guide them to the office.
- H. Students are required to carry identification cards with them at all times in school or on school property.
- I. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

FIRE, TORNADO, AND SAFETY DRILLS

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of administration notification to teachers. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY CLOSING AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

WBNS-10TV

- Information concerning school closings or delays can also be found on the School's web page at <https://www.themetroschool.org>.
- Parents will be notified of school closings or delays via One Call to the phone number on file.

Parents and students are responsible for knowing about emergency closings and delays.

VIRTUAL DAYS

In the event a closing or delay for any reason, Metro Schools automatically go to a virtual day which utilizes AdobeConnect software. Students are expected to join their classes virtually, completing work as set by teachers. Failure to attend or engage in virtual days, without written parent/guardian excuse, will count as an unexcused absence on the student's attendance records.

Students are encouraged to locate secure internet connection before any virtual days either at the student's home, relative's home, local library/restaurant etc.

Metro Middle School Scheduled Virtual Day

8:00 - 8:45 am	1st Period
8:50 - 9:35 am	2nd Period
9:40 - 10:25 am	3rd Period
10:30 - 11:15 am	5th Period
11:20 - 12:05 pm	6th Period

Metro High School Scheduled Virtual Day

1st Period	8:00 – 8:55am
2nd Period	9:00 - 9:55am
3rd Period	10:00 - 10:55 am
4th Period	11:00 – 11:55 am

Metro Schools Inclement Weather Virtual Days (Snow Days) start at 9:00am and run until 1:00pm

The schedule is shifted to 9:00 to allow teachers to prepare for the change in school format.

Students are accountable for all work completed during virtual days.

LOST AND FOUND

The middle school and high school both have lost and found areas. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

USE OF OFFICE TELEPHONES

Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

USE OF PERSONAL COMMUNICATION DEVICES

For purposes of this policy, "personal communication device" (PCD) includes computers, tablets (e.g., iPad-like devices), electronic readers ("e-readers"; e.g., Kindle-like devices), cell phones, smartphones (e.g., iPhones, Android devices, Windows Mobile devices, etc.), and/or other web-enabled devices of any type.

High School Students:

Students may use PCDs before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

Middle School Students:

Students may use PCDs before and after school as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

All Students:

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the Principal.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person shall have their PCD confiscated and held until the end of the school day a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file. If the violation involves potentially illegal activity, the confiscated-PCD may be turned over to law enforcement.

PCDs, including but not limited to those with cameras, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Executive Director and Principal are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students are expressly prohibited from using covert means to listen-in or make a recording (audio or video) of any meeting or activity at school. This includes placing recording devices, or other devices with one - or two-way audio communication technology (i.e., technology that allows a person off-site

to listen to live conversations and sounds taking place in the location where the device is located), within a student's book bag or on the student's person without express written consent of the Executive Director. Any requests to place a recording device or other device with one- or two-way audio communication technology within a student's book bag or on a student's person shall be submitted, in writing, to the Principal. The District representative shall notify the parent(s), in writing, whether such request is denied or granted within five (5) days.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 - Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex (including sexual orientation/transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The Principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD, recording device, or other device with one- or two-way audio communication technology in violation of this policy is required to report the violation to the Principal.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Parents/Guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

Students may use school phones to contact parents/guardians during the school day.

SECTION II – ACADEMICS

COURSE OFFERINGS

Metro Early College Middle School Curriculum & Course Progressions
2019 - 2020 (subject to change)

Math Classes	English Language Arts Classes
Integrated Math B Integrated Math C *Pre-Algebra A *Pre-Algebra B **Geometry (HS Credit) (Order can change) **Statistics (HS Credit) (Order can change) Algebra 1 (HS Credit) Algebra 2 (HS Credit)	Reading Foundations *Short Stories, Plays & Poems *Contemporary Literature **American Literature **European Literature ***Modern Classics ***Multicultural Literature English 9 (HS Credit)

	Some English classes, the order is interchangeable – marked by matching stars/asterisks. Ex., <i>Short Stories, Plays and Poems</i> can come before OR after <i>Contemporary Literature</i> .
Social Studies Classes	Science
Regions & People I Regions & People II World History I: 750 B.C. – 1400 A.D. World History II: 1400 A.D. – 1600 A.D. American Studies I: 1492 - 1786 American Studies II: 1786 - 1877	8th: Fall: Alchemy in Action Spring: Medical Detectives 7th: Fall: Motion and Stability Spring: Our Changing Earth 6th: Fall: Energy and the Environment Spring: Life as We Know It

Electives
6th grade: Wellness and STEM Foundations 7th grade: Wellness and Art 8th grade: Art and Automation and Robotics These electives alternate every other day.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extra-curricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Attendance rules apply to all field trips.
- While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
- Students who violate school rules may lose the privilege to go on field trips.

GRADES

Metro Early College Middle and High School has a grading procedure based on a mastery system. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon mastery assignments and are allowed to remediate these assignments during class, at home or during office hours to demonstrate mastery at a later time.



Metro applies the following grading system:

Mastery	100-90 %
Work in Progress (WIP)	89-0 %

Official District Mastery Policy

Mastery is a core element of the Metro program. Every student is given the opportunity to master the core classes within the Metro program.

- A. All courses will consist of mastery assignments and foundational assignments.
 - a. Mastery assignments are an opportunity for students to demonstrate learning on course learning targets.
 - b. Foundational assignments are an opportunity to practice learning targets.
 - B. Learning targets for the course will be broken into various mastery assignments. In order to demonstrate mastery (90% or higher) in a course, students must demonstrate Mastery (90% or higher) on each mastery assignment. Mastery should be assessed through quizzes, tests, projects, presentations, design challenges or any combination of those.
- C. Remediation is an opportunity for students who do not demonstrate mastery to complete additional practice before re-attempting to demonstrate mastery. Some examples of remediation include (but are not limited to) the following:
- a. Re-teaching embedded into construct of class
 - b. Correcting Mastery Assignment & Reflection
 - c. Practice problems
 - d. Verbal explanation of learning target with teacher
 - e. Video demonstration of example problems
- D. Students will be given an opportunity to re-demonstrate mastery of the content after remediation has taken place. This occurs in many different formats for each of the content courses.

Students must display mastery in a course in order to receive credit. At Metro, this means students must earn a 90% or above on every mastery assessment in a class in order to pass it. If a student gets below a 90%, they are then given more time to remediate, redo assignments, and prove that they understand the material to move on with “Mastery” in the course.

GRADING PERIODS

Students do not receive report cards but rather grades are constantly updated on Powerschool. Parents and students each have a Powerschool login that can be obtained from their advisory teacher.

When a student appears to be at risk of not mastering the course, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, ACCELERATION, AND RETENTION

As a mastery school, Metro does not promote students based on scoring above an 'F' grade in the class overall. Promotion is therefore based on a per class basis and is based on the following criteria:

- A. current level of mastery based on instructional objectives and mandated requirements for the course

A student may be accelerated by subject area when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

- A. achievement on pre-test of the current and succeeding course
- B. state and/or district standardized testing data (MAPS)
- C. potential for success in the accelerated placement based on sufficient proficiency at current level
- D. social, emotional, and physical maturation necessary for success in an accelerated placement

As a mastery school, we realize that each student progresses through coursework at differing rates. If a student has not met significant benchmarks, he/she may be retained at his/her current grade level based on the following criteria:

- A. failure to demonstrate proficiency in mathematics and reading subjects
- B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
- C. scoring at the below basic level on any State-mandated assessment test

A student will be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

GRADUATION REQUIREMENTS

Regular Diploma

Normally, students will complete graduation requirements in four (4) years but with Metro having semester long, block classes, students could meet graduation requirements sooner in their high school career. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway, meet the school requirements for basic coursework, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

As an alternate to the requirement that students attain passing scores on all graduation tests required by the ODE in order to be eligible to graduate, students can meet the State requirements if the following conditions are met:

- passing 4 out of 5 tests and missed passing the fifth test by 10 points or less
- a 97% attendance rate in each of the last 4 school years, excluded excused absences
- no expulsions in the last 4 years
- a grade point average of at least 2.5 out of 4.0 in the subject area not passed
- completion of the high school curriculum requirement in the subject area not passed
- participation in District intervention programs with a 97% attendance rate or a comparable outside program
- a letter of recommendation for graduation from each of the student's high school teachers in the subject area not passed and the high school principal

Specific course requirements are:

Subject Area	Number of REQUIRED credits	Course specifics
Math	4 credits	Must include Algebra 2
Science	4 credits **4 credits for Honors Diploma	1 Biological, 1 Physical, 1 Advanced (either Chemistry or Physics)
English	4 credits	
Social Studies	3 credits **4 credits for Honors Diploma	1 World History, 1 American History, 1 Government, 1 Financial Literacy (Economics or Entrepreneurship)
Health/Physical Education	1 credit	0.5 PE, 0.5 Health
Art	1 credit	
Electives	4 credits - 3 credits of 1 Foreign Language, or 2 credits of 2 Foreign Languages for Honors Diploma	
Advisory	1 credit	.25 credits per year
Graduation Total	20 required	

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Credit will be earned by:

- A. completing coursework;
- B. testing out of or demonstrating mastery of course content; or
- C. pursuing one or more educational options in accordance with the District’s Credit Flexibility Program.

EARLY GRADUATION

Students who wish to apply for early graduation should apply to the high school principal. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

COLLEGE CREDIT PLUS PROGRAM

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any interested student should contact Misty Kemp to obtain the necessary information.

ROUNDTABLES

Dates for student Roundtables are set at the beginning of the school year and are posted on the school calendar. Students are expected to present Roundtables during the scheduled dates, during a mutually agreed upon time with their advisor and parent/guardians. Any exceptions to presentation dates must be approved by a school administrator.

HIGH SCHOOL GATEWAY

Metro High School students who have completed a minimum of 16 MECHS credits at mastery are eligible for gateway. Gateway is the process by which MECHS students apply, via a presentation to a select group, to begin early college coursework.

COMPUTER TECHNOLOGY AND NETWORKS

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g.,

filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

The District further utilizes Securely to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that are not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. Parents/Guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The District supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an e-mail address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belongings to other users, or misrepresent other users on the Network.

- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as e-mail, cell phone and text messages, instant messaging (IM), defamatory personal Web sites or Social Media accounts, and defamatory online personal polling Web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site or on weblog;
2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites such as You Tube;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).

2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
 4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
 5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
 6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
 7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
 8. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any e-mail that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or Dean of Students if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
 - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
 - K. Downloading of information onto the Board's hard drives is prohibited, without prior approval from the technology office. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.

- L. Students must secure prior approval from a teacher or the technology office before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher or the technology office. All such authorized communications must comply with these guidelines.
- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or message residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. Students are prohibited from downloading, installing, or using file-sharing software or programs on the Network.
- Q. Students may not establish or access web-based e-mail accounts on commercial services through the Network (e.g., Gmail), Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the system administrators. Each student is permitted reasonable space to store e-mail, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any student requiring access for class-or instruction related purpose. ()The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology office.

T. Game playing is not permitted during the school day unless given express permission from a teacher or staff member.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

The Metro Early College Middle and High School provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES

Boys and Girls Club

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

ATHLETICS

Athletics are not offered through Metro Middle or High School. Students are able to participate in athletics offered by their home district. Home districts may reach out to Metro to ensure student's academic eligibility. Administrators are permitted to share academic eligibility with coaches and athletic directors to determine if a student meets guidelines of the school district.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Truancy

When a student is absent from school with or without legitimate excuse for thirty-eight (38) or more hours in one school month, or sixty-five (65) or more hours in a school year, the attendance officer shall notify the child's parent or guardian of the child's absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

A student will be considered habitually truant if the student is of compulsory school age and absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year.

Excused Absences

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. out-of-state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity

Any classroom assignment missed due to the absence shall be completed by the student.

If the student will be absent for twenty-four (24) or more consecutive hours that the student's school is open for instruction, a classroom teacher shall accompany the student during the travel period to provide the student with instructional assistance.

- H. such good cause as may be acceptable to the Executive Director
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

Notification of Absence

If a student will be absent, the parents must notify the School at (614) 259-6639 by 8:00 am or email attendance@themetroschool.org and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.

A skipped class or part of the school day will be identified as an unexcused absence. The student will be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Suspension from School

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments may be obtained from each teacher beginning with the first day of suspension. Make up of missed tests may be scheduled when the student returns from school.

Unexcused Absences

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

High School

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absence during a semester, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

Tardiness

Middle/Secondary Level

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the front desk before going to his/her first assigned location. Any student who is late to class up to 5 minutes for an unexcused reason shall be disciplined by the teacher and/or Dean of Students.

Students who are chronically tardy shall be disciplined according to the Student Code of Conduct.

Vacations During the School Year

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It is often not possible for the student to receive certain assignments prior to the trip so arrangements for completion should be made upon the return to school.

CODE OF CONDUCT

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

Expected Behaviors

Students are expected to:

- a. Follow the Metro Habit of active and responsible decision maker. This includes but is not limited to:
 - o Be safe: this includes being physically and emotionally safe at all times. Students must demonstrate this with the following actions:
Keeping hands, feet and objects safe.
 - o Talk to and about classmates and teachers using preferred names and respectful language

- Use safe words and actions when disagreeing with classmates and teachers
 - Following bus rules and procedures
 - Use others work only with permission and when cited or permitted by teachers as group work
 - Follow directions given from teachers and administration the first time
 - Ask permission to borrow items from teachers and classmates
 - Always be in permitted areas and locations as set by the teachers and administrators
 - Listen the first time a classmate asks you to stop
- b. Follow the Metro Habit of effective collaborator:
- work cooperatively with others when involved in accomplishing a common goal regardless of the other’s ability, gender, race, or ethnic background
 - complete your share of the work
 - take responsibility for your role in an issue
 - if facing challenges as a group, seek out help from a teacher
- c. Follow the Metro Habit of critical thinker:
- make connections between new and prior learning, as well as making cross-curricular applications
 - show grit in solving problems, continuing to work through set backs
- d. Follow the Metro Habit of effective communicator:
- use appropriate and kind language when speaking, writing, emailing or texting classmates and teachers
 - resolve conflicts using peer mediation strategies, potentially including the help of teacher, counsellors or administrators
 - tell an adult if you see classmates making unsafe choices
- e. Follow the Metro Habit of inquiring learner:
- ask questions that demonstrate listening
 - continue to learn outside of the classroom
 - use your resources effectively when you have a question

DRESS CODE

Students are expected to dress appropriately at all times in accordance with the Metro School dress code policy (see website with specific picture examples). In general, the dress code policy is as follows:

Guidelines for Men

Shirts: Collared shirts, such as polo/golf style, oxford style, or dress shirts that are long or short sleeve. All must be tucked in if longer than back pockets of pants.

*Student-athletes may wear their team jersey on the day of a game with dress code pants and shoes. **Team sweatshirts and hoodies are not acceptable.***

Sweaters: Pullover or turtleneck sweaters. Turtleneck sweaters must be tucked in unless they are a ribbed pullover style. Sweaters may be worn untucked however, if a dress shirt is worn underneath, the shirt must be tucked.

Pants: Tailored dress slacks or business casual (Dockers® style) pants in a fabric other than denim. A belt must be worn with pants that have belt loops. Professional wear does NOT include sweatpants, wind pants, warm-ups, or cargo-style pants. Underwear may not be exposed.

Jeans are only acceptable on days designated by the principal. Jeans must be blue and or black and may not have patterns, tears, or patches.

Footwear: Men's dress shoes, leather-like, suede, or casual canvas shoes. Loafer styles are also acceptable. Tennis/athletic shoes for running, basketball, soccer, etc. are acceptable only on jean days as designated in the special event section.

**Middle school students are permitted to wear tennis/athletic shoes daily due to having recess.

Guidelines for Women:

Shirts: Collared or un-collared shirts and tops may be pullover or button style. Shirts and tops must be tucked in, unless the shirt was made to be worn out (untucked). Sleeves may be long or short; sleeveless shirts must be three inches wide at the shoulder. Underwear and midriff may not be exposed.

*Student-athletes may wear their team jersey on the day of a game with dress code pants and shoes. **Team sweatshirts and hoodies are not acceptable.***

Sweaters: Pullover, or turtleneck sweaters. Turtleneck sweaters must be tucked in unless they are a ribbed pullover style.

Pants:

Tailored or business casual pants. A belt must be worn with pants that have belt loops. ***Leggings are considered tights, not pants.*** Professional wear does NOT include sweatpants, wind pants, warm-ups, or cargo-style pants.

Jeans are only acceptable on days designated by the principal. Jeans may not have patterns, tears, or patches. Low-rise jeans that prevent modesty are not acceptable.

Socks/Tights/Leggings

Leggings or tights can only be worn underneath skirts whose length extends **no less than three inches** above the knee. Legging or tights are not pants.

Tunics, Skirts, and Dresses

Hems on skirts may be no more than **three inches above the knee**. Tunics may be worn with pants but must be no more than three inches above the knee if worn with tights.

Footwear:

Appropriate shoes include women's dress shoes or pumps leather-like, suede or loafer-style shoes and flats. Closed-toed mule or closed-toed slide styles are also acceptable. Casual sandals are not appropriate, but an open-toed shoe with a dress appearance and a dress heel is acceptable. Sandals, flip-flops or shoes with a toe strap (designed to go between the toes) are not acceptable. Tennis/athletic shoes are acceptable only on jean days as designated in the special event section.

**Middle school students are permitted to wear tennis/athletic shoes daily due to having recess.

For all students:

Jackets:

Students may wear lightweight jackets without a hood or large logo during the school day. Jackets must be a solid color. **Students must still wear a collared shirt underneath their jackets.** Students may wear ¼ zip style jackets without a collared shirt. Winter coats are not permitted to be worn in the building.

Please write students names and initials in all jackets and coats to reduce lost items.

Wellness Class dress code for Middle School Students

- Black, Gray or Red T-Shirts (solid colors) without logos, writing or sports teams
- Black, Gray or Red Crew-Neck Sweatshirts (solid colors) without logos, writing or sports teams
- Black, Gray or Red Shorts (solid colors) without logos, writing or sports teams (Shorts must be no shorter than 3 inches above the knee.)
- Black, Gray or Red Sweatpants or Track pants without logos, writing or sports teams
 - Stripes should be white, gray, black or red
- Tennis/athletic shoes

OR

- Regular business casual but wearing tennis/athletic shoes

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Level I Behaviors & Intervention Strategies

Expected Behavior	Violation of Expected Behavior	Definition of Violation	Consequences: Strategies to Correct Behavior
Follow Metro dress code policy.	Dress code violation.	Any style of dress that contradicts Metro dress code policy (see pages 2-3). The dress code policy is intended to prevent disruption of the classroom atmosphere, enhance classroom decorum, eliminate disturbances, and minimize distractions of other students so as not to interfere with the education process.	Conference with student/parent Re-teach the behavioral expectations Create a behavioral contract that includes expected student behaviors, as well as consequences for infractions and incentives for demonstrating expected behaviors
	Disruptive Behavior	Conduct such as talking out of turn, making noises, throwing objects, play fighting, horseplay, inappropriate displays of affection or otherwise distracting one or more classmates or staff members will be considered disruptive.	
Consider the feelings of others. Obey classroom rules. Demonstrate positive social skills. Stay in assigned areas.	Profanity	Swearing, cursing, or making obscene gestures.	Student participates in a reflective activity
	Loitering	Includes, but is not limited to, standing, sitting, or moving through areas of the building (inside or out) that have been designated as off limits or unsupervised, parking areas on the campus, and standing or sitting in the lavatories other than when specifically using these facilities as intended. Loitering also includes remaining on the property (including the lobby or parking lot) after building hours are over if the student is not participating in a school activity. Loitering is prohibited and this provision applies to all school facilities on a twenty-four hour basis.	Detention during which student participates in behavioral intervention In-school suspension time during which student participates in behavioral intervention
	Tardiness Absenteeism Truancy	Arrival to school after the school day has begun or absence from school or the classroom without parents' and school authorities' knowledge. Truancy is defined as any unexcused absence.	Time in alternative to suspension program developing support plans Report to law enforcement if the law is broken
Be at school on time and attend regularly. Tell the truth. Follow school rules. Follow the Acceptable Use Policy.	Gambling	Playing any games of chance or skill for money or items of value.	** Multiple options for Correcting Student Behavior may be selected depending on an individual student's needs including the age and grade level of the student, the student's history of misbehavior, and the specific offense and its seriousness.
	"Bring Your Own Devices" rules	Failure to abide by the District's policies regarding "Bring Your Own Devices" as indicated in the Acceptable Use Policy.	
	Forgery/Fraud/False Identification	Writing the name of another person or changing times, dates, grades, passes, or permits; giving false information to school district personnel or a school resource officer.	

Level II Behaviors & Intervention Strategies

Expected Behavior	Violation of Expected Behavior	Definition of Violation	Strategies to Correct Behavior
Obey laws regarding smoking for minors.	Use, possession, sale, or distribution of tobacco products.	Using or possessing any tobacco product such as cigarettes, cigars, "dip", vaping, and chewing tobacco.	Student participates in smoking cessation workshop classes
Solve problems peacefully	Fighting	Mutual participation in an incident involving physical conflict	Loss of privilege
	Improper operation of a vehicle	Any action that violates state driving codes and Metro rules of student conduct within a public or private vehicle.	
Take care of school property	School bus/school vehicle disruption	Conduct not specifically listed that obstructs the orderly and safe operation of buses/vehicles.	Create a behavioral contract
Use impulse control.	Sexual misconduct	Any action or behavior that includes unacceptable touching or making references to their private body parts or those of another person verbally, pictorially or in writing. Included in sexual misconduct are actions involving touching of a sexual nature, with or without consent of the other party and possession of inappropriate sexual materials. This includes "sexting" which is defined as sending, sharing, viewing or possessing pictures, text messages, e-mails or other material of a sexual nature in electronic or any form on a cell phone or other electronic device.	Restitution
Consider impulse control.			Bullying: Harassment/Coercion Intimidation/Threats
Consider the feelings of others.	Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both (1) causes mental or physical harm to the student and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.	Detention during which student participates in behavioral intervention Link student with community agency	
Demonstrate positive social skills.	Violence within a dating relationship.		
Accept and respect others when the answer is "no".	Any act written or verbal, gestures, photographs, drawings or any other form of communication used to intimidate, harass or threaten harm to another person based on race, color, gender, religious belief, nationality, disability, sexual orientation, or violence within a dating relationship.		
		Sexual harassment	
	Insubordination	Behavior that substantially disrupts the orderly learning environment. Refusing to follow a request, direction or instruction of an adult. All other disruptive, aggravating and/or disobedient behavior not mentioned in any other category. Students failing to comply with disciplinary penalties may face enhanced penalties for such action.	Time in alternative to suspension program developing support plans
	Extortion	Getting money or a promise by using threat or force. Students must not make a person do anything he or she does not want to do by using threat or force.	Out of School Suspension with Class Work
	Firearms Look-a-like	Any item that resembles a firearm but does not have the explosive characteristics of a firearm but may use a spring loaded device or air pressure by which to propel an object or substance (i.e., toy guns, cap guns, bb guns and pellet guns).	Report to law enforcement if the law is broken
	Theft or knowingly receiving or possessing stolen property	Unauthorized taking of property of another person or receiving or possessing such property.	

	Vandalism	The intentional destruction or damage of property without permission of the owner or the person having control of the property.
	Trespassing	The act of being on school property without permission or refusing to leave the premises or property.
	Cheating/plagiarism	Using, submitting or attempting to obtain information or answers dishonestly. Taking ideas or writings of others and presenting them as if they were yours.
	Unauthorized or inappropriate use of internet, computers, or computer software.	Any action that violates the Acceptable Use Policy, including but not limited to copyright prohibitions, standards of acceptable use, vandalism, forgery, rules governing use of internet, and security prohibitions.

		Level III Behaviors and Intervention Strategies	
Expected Behavior	Violation of Expected Behavior	Definition of Violation	Strategies to Correct Behavior
Pay attention to health, nutrition and exercise Resist negative pressure and avoid dangerous situations Place high importance on getting to know people of other cultural/racial/ethnic groups	Use, possession, sale or distribution of alcohol Use, possession, sale or distribution of drugs other than tobacco or alcohol Physical Assault	Possession, being under the influence of, buying or selling alcohol or illegal drugs. This also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia. Students are permitted to bring prescribed or over-the-counter medication to school with the written permission from a parent/guardian and with authorization and supervision of their doctor and school administrator or administrator's proxy, pursuant to Board Policy. A student may not sell, give, or otherwise transmit prescribed OR over-the-counter medication to another student at school or during school activities. Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person.	Conference with student/parent Loss of privilege Participation in substance abuse counseling program at the student's expense In-School Suspension time during which student participates in behavioral intervention Out-of-School Suspension with Class Work Restitution
Practice conflict resolution and anger management skills Use impulse control	Use, possession, sale or distribution of a firearm Use, possession, sale or distribution of ammunition or a dangerous weapon other than a firearm, explosive, incendiary device or poison Use, possession, sale or distribution of explosive, incendiary devices or poisons Use of a weapon Terroristic Threat	Possessing, transmitting or using any kind of firearm, knife, razor, needles, mace, pepper gas or like substances; dangerous clubs, chain or other look-alike object; or any item that can be considered a weapon or used as a weapon or ammunition for any such weapon. This includes having such items at one's desk, or in a locker or a hiding place on school property including school buses/vehicles. Creating, selling, setting off, attempting to set off or possessing any type of explosive device or destructive device. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.	Alternative to Suspension Program Expulsion Report to law enforcement if the law is broken Fire Starter Class ** Multiple options for Correcting Student Behavior may be selected depending on an individual student's needs including the age and grade level of the student, the student's history of misbehavior, and the specific offense and its seriousness.
Practice personal responsibility	Volatile Act Arson	Disruption of school/school activities by use of violence, force, intimidation, threats to students or staff or disorderly conduct. This includes menacing and provoking others toward acts of disruption (individual or group related). Setting fire or attempting to set fire to a school building or property located on school grounds or any property belonging to, rented by, or on loan to the school district.	

False Fire Alarms/Bomb Threats/Tampering with Automated External Defibrillator (AED)	Destroying or damaging a fire alarm. Making bomb threats, either written or verbal, against any school building. Tampering with the fire alarm means setting off the alarm when there is no emergency. Tampering with the AED means opening the cabinet without permission.
Sexual Offense	Any sexual act or attempted act committed on school property, or during school activities.
Serious Bodily Injury	An incident that results in serious bodily injury to oneself or others. Serious bodily injury involves substantial risk of death; unconsciousness; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
Violent Conduct	An act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity where the act would be a criminal offense if committed by an adult and results in serious physical harm to persons or property.

Gangs

Gangs that initiate, advocate or promote activities that threaten the safety or wellbeing of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

Knowledge of dangerous weapons or threats of violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalism, assault (verbal and/or physical), and destruction of property.

Misconduct off school grounds

Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District.

Misconduct is defined as any violation of the Student Discipline Code.

Displays of affection/sexual activities

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

HARASSMENT AND/OR AGGRESSIVE BEHAVIOR (INCLUDING BULLYING/CYBERBULLYING)

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

- A. verbal harassment or abuse;
- B. pressure for sexual activity;
- C. repeated remarks with sexual or demeaning implications;
- D. unwelcome touching;
- E. sexual jokes, posters, cartoons, etc.;
- F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;

- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Conduct constituting harassment on the basis of race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. **Verbal:**

The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. **Nonverbal:**

Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. **Physical:**

Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s)

SEXUAL HARASSMENT

A student shall not sexually harass another student or school employee during the regular school program or related activities. Sexual harassment includes physical contact and verbal or nonverbal conduct. Verbal sexual harassment includes but is not limited to the making of written or oral sexual innuendos, suggestive comments, jokes or a sexual nature, sexual propositions or threats to a member of the school district community. Nonverbal sexual harassment includes causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling to another member of the school district community. Physical contact may constitute sexual harassment when it consists of threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing or coerced sexual intercourse with another member of the school district community. Sexual harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse with would require the student-abuser be reported to proper authorities in compliance with State law.

Hazing

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Burglary

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Lighting Incendiary Devices

Unauthorized igniting of matches, lighters and other devices that produce flames.

Possession of Pornography

Possessing sexually explicit material.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Discipline

Students at Metro are given clear expectations regarding behavior that is acceptable during the school day and during school sponsored trips and activities. Failure to exhibit the accepted behaviors result in conferencing with the student about choices that have been made with a teacher, counselor or administrator. Following speaking to students, additional consequences may follow and could include, but are not limited to, the follow actions:

Teachers can assign:

- change of seating or location
- bathroom escorts/ hallway escorts
- lunch detention with teacher or administrator
- before or after school detention
- referral to the administrative team

Administrative Team: Any of the above, as well as;

- Twilight school
- In school suspension

Lunch detention:

A lunch detention can be held by a teacher or administrator and require a student to spend their lunch and/or recess period without their peers. Students may be asked to reflect with the teacher or administrator in words or writing, making an action plan for a correction to the unacceptable behavior(s). Multiple lunch detentions may be assigned depending on the severity of the incident.

Twilight School:

A twilight school is an hour-long afterschool detention held with a school administrator. Parents are informed of an assigned twilight school at least one day in advance. During this time, students reflect on their choices either in writing or verbally with the administrator, then proceed to contribute positively to the school by cleaning, organizing, or otherwise helping teachers or staff. Students serve this type of detention from 2:30-3:30pm and are responsible for arranging pick-up.

In-School Suspension:

In-school suspensions require students to work independently with supervision from the administrative team in a designated space, rather than being in the classroom. Students have access to their coursework but are not permitted to attend class, recess, lunch, or afterschool activities, including office hours. In-school suspensions are assigned only by administration and parents are notified by phone or email in advance of the in-school suspension being served. Students can be assigned multiple days of in-school suspension, as determined by the administration. During the suspension students must follow the listed expectations:

- Stay in their assigned seat, asking permission to use the restroom, get lunch, or take a walk
- Work only on school work
- Not use cell phones or listen to music, unless expressly given permission from the administration

Formal Discipline: Out of School Suspensions, Emergency Removals and Expulsions

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal or other administrator will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (3) days setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within three days after receipt of the suspension notice, to Mrs. Meka Pace. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular

or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Expulsion from School

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within one (1) day after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

Permanent Exclusion: Please see board policy 5610.

Discipline of Students with Disabilities

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

Suspension of Bus Riding/Transportation Privileges

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal, dean of students or other administrator will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing, of the reason for and the length of the suspension.

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

SECTION V - TRANSPORTATION

Bus Transportation to School

The Metro School does not guarantee transportation for all students. As a school of choice, parents are responsible for their student(s) transportation to and from school.

The following school districts offer bussing to students who attend Metro:

- Groveport City Schools
- Hilliard City Schools
- South-Western City schools
- Some areas of Columbus City Schools
- Bexley City Schools

Each district has procedures in place for registration, so please be sure to follow instructions for your district as outlined in the document listed on Metro's website. Bus routes are set and managed by district transportation offices, not Metro Schools.

Carpooling: If your school district does not provide a bus, you may register for carpool opportunities through Gohio Commute's School Pool, a service of MORPC. Carpools are not guaranteed or overseen by Metro. Please see the school website for details

Bus Conduct

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Entering the school vehicle

Each student shall:

- be on time at the designated loading zone
- line up single file off the roadway to enter;
- wait until the school transportation is completely stopped before moving forward to enter;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

- remain seated while the school transportation is in motion;
- keep head, arms, legs and objects inside the school transportation at all times;
- keep hands, feet and objects safely to yourself
- pick up trash from the school vehicle

- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other riders;
- not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

- remain seated until the vehicle has stopped;
- cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

Videotapes on School Buses

If a student misbehaves on a bus and his/her actions are recorded on a videotape, the tape will be submitted to the Principal and may be used as evidence of misbehavior.

Acknowledgement Form

Parent/Student Acknowledgement of: Student Handbook

We, _____ and _____,

Parent/Guardian Name (Please Print)

Student Name (Please Print)

have received and read the 2019-2020 Student Handbook. We understand the rights and responsibilities pertaining to students and agree to support and abide by the rules, guidelines, procedures and policies of The Metro Schools. We also understand that this handbook supersedes all prior handbooks and other written material on the same subjects.

_____ Student Signature

_____ Grade

_____ Parent/Guardian Signature

_____ Date