

THE METROPOLITAN HIGH SCHOOL

Student Handbook

2019-2020



The Metropolitan High School

1180 Rev. James A. Polite Avenue Bronx, NY 10459

Telephone: (718) 991-4634 **Fax:** (718) 542-7294 **Web Address** www.metropolitanhighschool.org/
Skedula <https://skedula.com/>

Dr. Latoya Y. Key, Principal

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Dr. Latoya Y. Key, Principal

Ms. Andrea M. Riley, Assistant Principal

Ms. Michelle Noonan, Assistant Principal

Ms. Lydia Cordero, Assistant Principal

Ms. Nancy Hilario, Guidance Counselor

Ms. Dzifa Dogbey, Nurse

This Handbook Belongs to:

NAME _____

ADDRESS _____

ZIP CODE _____

CITY/TOWN _____

PHONE _____

Vision, Mission, and Values

OUR VISION

At The Metropolitan High School, we nourish our students in a learning environment that is **challenging** where appropriate, and **supportive** when needed, so they can build their **intellectual curiosity, social skills, and self-confidence**.

OUR MISSION

The Metropolitan High School will design **positive student-centered instruction** through **hands-on** learning, **inquiry**, and multiple opportunities for **revision**. We will create a supportive learning environment through **community partnerships, family involvement, and character development**. By doing so, our students will graduate with the skills to be thoughtful **risk takers, self-advocates, and contributing citizens**.

OUR CORE VALUES

Community

We believe in a strong community; we cultivate relationships with our students and families; we work through disagreements and search for common ground because a strong community leads to strong students.

Belief in Students

We believe our students have the potential to achieve their dreams. As a school community we support students in fulfilling their potential by overcoming initial failures through repeated effort.

Integrity

We value character and honesty. We believe in the power of personal choices and the strength that results from upholding our values.

Resilience

The path to self-improvement necessarily involves setbacks; we teach, value, and reward students who find success through the difficult path of learning from mistakes.

Intellectual Curiosity

More important than knowing a collection of facts or traditional ideas of “being smart”, we believe in asking interesting questions, and pursuing our curiosity about the world.

GRADING POLICY

Please note that information is subject to change

Grade Schedule:

The Metropolitan High School has adopted the following grading period timeline:

- The Metropolitan High School operates on the New York City Public School calendar (see <http://www.schools.nyc.gov>)
- Students will receive progress reports every three weeks of the marking period.
- Parents will receive a student's Report Card six times per academic year

Grading Scale:

The Metropolitan High School has adopted the following grading scale:

Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory/Failing
(100- 90)	(89-80)	(79-70)	(69-65)	(55)

Pass/ Fail classes are issued "P" or "F" and earn credit to non-pass/ fail classes. However, they do not factor into grade point averages.

All subjects (Physical Education, and The ARTs)

- Examinations 30%
- Homework Assignments 15%
- Performance Tasks (projects, written reports, oral presentations) 30%
- Class Participation/Notebook 25%
- *Based on Habits of Work and Learning criteria

Science Labs

Lab (Completion, participation) 100% (P/F)

Art

- Projects 40%
- Class participation, based on Habits of Work and Learning criteria 40%
- Analysis 10%
- Sketchbook 10%

PE

- Projects, Quizzes 50%
- Participation/Performance 50%

Students will receive a course syllabus at the beginning of each marking period and will receive their final grades and credits at the end of each term, in late January and June.

Teachers may give students opportunities to correct assignments. Teachers give marking period grades at least twice in every term. Students receive feedback on report cards throughout the year.

Make-up Work, Late Work, Missing Assignments, and Zero Scores

Make-up Work

Students that miss school work due to absences will be given the opportunity to make up missed work at the teacher's discretion. Teachers may assign the make-up work necessary to ensure academic progress, not as a punitive measure.

Late Work and Missing Assignments

Students will be allowed to hand in late work. Administration will determine reasonable timeframes and consequences deemed appropriate for assignments that are handed in past the due date.

Students that habitually do not turn in work will be referred for interventions, after school tutoring, and support classes.

Teachers will continue to do everything in their power to ensure that students are completing their work.

- Students are expected to take exams, make classroom presentations, and demonstrate mastery and competence via performances when scheduled. Our late work policy does not grant students an implied extension simply because they feel unprepared.
- The best practice is for students to complete work to the best of their ability and to submit work when it is due.
- Extensions for due dates must be requested in advance and approval for an extension is at the discretion of the teacher. Asking a teacher for an extension on or after the due date is not acceptable.
- Students and parents are integral stakeholders in the Metropolitan education team, and must ensure that required assignments are completed. Parents and students are encouraged to check student progress regularly via PupilPath. Students and/or parents must contact the teacher for additional support.

Zero Scores

Students who do not make reasonable attempts as determined by the Administration and teachers, to complete assignments/assessments will receive a zero. Students will be allowed to make up the work or retake an assessment with or without penalty as determined by the Administration.

PROMOTION AND GRADUATION POLICY

There are three areas in which students must meet requirements to be promoted to the next grade level or to graduate: Academics, Community Service, and Discipline.

Academics

To be promoted to the next grade level or to graduate students must successfully accumulate credits

- Students must earn the credits from ALL regular classes they are enrolled in during the regular school year.
- Credits Required for promotion:
 - Students receive 1 credit at the end of each semester for each class they have passed. Exception: Advisory and Gym classes earn .5 credits. (See graduation requirements below)
 - Minimum Credits needed to be promoted

Credits Required

- to be promoted to the 10th grade 8 credits
- to be promoted to the 11th grade 20 credits
- to be promoted to the 12th grade 28 credits
- to graduate 44 credits must be in the right subjects

Students need **44 credits** in these subject areas to earn a Regents diploma.

- 8 credits in core English
- 8 credits in Social Studies, including:
 - 4 credits in Global History
 - 2 credits in U.S. History
 - 1 credit in Participation in Government
 - 1 credit in Economics
- 6 credits in math, including:
 - At least 2 credits in advanced math (for example, Geometry or Algebra II)
- 6 credits in science, including:
 - 2 credits in any life science
 - 2 credits in any physical science
 - 2 credits in any life science or physical science
- 2 credits in Languages Other Than English (LOTE)
- 4 credits in physical education, students must take gym every semester up to 12th grade (Students are required to complete the NYC DOE FitnessGram every school year. See the gym syllabus for details.
- 1 credit in health education
- 2 credits in arts education, including visual arts, music, dance, and theater
- 7 credits in electives

Course Failures

- Any student lacking credits at the end of a semester will **be expected to retake the full course** in order to make up the credits and stay on track for promotion. Any student failing classes at the end of semester one will be expected to take them during the following fall or summer. If they fail classes during the second semester, they will be expected to make up the class/es in the summer or following spring. All school programs are approved by the Administration of The Metropolitan School.

Community Service

Activities and events that qualify for community service vary widely. Only hours completed at an **approved** non-profit organization will count. Any other service hours would need to be pre-approved by the community service coordinator prior to doing the hours.

- There are very specific things that **do not** count as community service hours:

- Babysitting, household chores, or work done on the block or around the neighborhood.
- Performing work at a relative's, friend's neighbor's job, even if it is a non- profit organization.
- Hours that cannot be verified.
- Any service for which the student is paid.
- Other acts may be deemed unacceptable due to the nature of the activity.
- **Procedures to complete and record Community Service:**
- Students receive approval of community service assignments from the community service coordinator.
- Students complete a total of community service hours per school year.
- A letter from the supervisor of the previously approved hours is written to the school describing the work and the hours completed. There must be a phone number so that the hours can be verified.
- The letter on corporate letterhead is delivered to the student's advisor for entry into PupilPath.

COURSE EXPECTATIONS

Scheduling

Students must attend the class that they are assigned to; they may not stop attending or go to a different class at will. Any class changes must be routed through the Guidance Counselor or the Principal, just as with any other class change.

Attendance

Students are marked absent if they are not present when the teacher takes attendance. In the case where a student does arrive late, it is the student's responsibility to report to the teacher upon entry. Students who are late will receive a late slip upon entry; the late is then presented to the teacher.

Students who have unexcused absences are subject to lose credit for assignments completed during the class missed. Students who are absent should submit their note to the Main Office.; an original note must be provided from the doctor's office. Students who are absent should submit their note to the Main Office.

Locker Use/Personal Items

In order for students to receive a locker, students need to write an essay and sign a contract agreeing to the following rules. There is zero tolerance for students who violate locker rules. Students who do so will have their locker privileges revoked.

- Lockers are given to students who write an essay whereby the student presents the case for appropriate scholarly behavior in school.
- The student signs a contract agreeing to the following rules.
 - Students are allowed to place their items in their lockers prior to the start of the school day.
 - Seniors will be given priority and will be assigned lockers prior to other students.
 - Students are not permitted to share lockers.
 - Students given lockers are required to give a \$5 deposit. The deposit will be given at the end of the year when the lockers are cleaned out by the student, the lock returned without damage, and the locker is not defaced (graffiti, stickers, markers, writing). Students whose lockers are ruined will not receive their deposit.

- Students arriving late to school are to report directly to class and cannot stop at their lockers. The priority is to report to class.
- Students cannot go to their lockers during the school day for any reason. In an emergency, the student needs to acquire the permission of any of the administrators who will go with the student to the locker.
- Students are to retrieve personal belongings at the end of the school day and after the Period 8 Bell signals the end of the school day.

No student is allowed to go to the locker during the school day. Students who violate this expectation and rule will have his/her locker privilege revoked. All students are encouraged to secure their personal items in their school lockers and not leave them out in the open. Items stolen from non-secure locations are not the responsibility of the school and will not be replaced by the school. Students who do not secure personal belongings in their assigned school lockers assume responsibility for their own items.

Bathroom Policy

Students are required to carry a bathroom pass when going to the bathroom. Unless there is a severe emergency, students are not permitted to use the bathroom 1st and 8th period. Students are not permitted to use the bathroom the first 10 minutes of class and the last the last 10 minutes of class. Students are ONLY permitted to use the bathroom on the second floor or by the Security post.

Identification Cards

- All students at The Metropolitan High School are required to carry ID cards at all times. ID cards are required for entry in the morning, to enter the cafeteria at lunch, to re-enter the building after regular school hours, and for school events. Cards that are lost, stolen, or damaged must be replaced immediately. ID cards must be presented upon request. There may be a fee for replacement cards.

ATTENDANCE POLICY

Attendance. The Metropolitan High School believes that school is a student's top priority. Students must make medical or other appointments after school hours or on weekends. If that is absolutely impossible, we ask that parents/guardians let the student's advisor know as far in advance as possible and that the student bring in a note verifying the reason for the absence. If a student is to be out sick, the parent/guardian should call the School Office before 8:00 a.m. so we know they will be absent. **It is the student's responsibility to collect missed work.**

Absences may be excused only for illness or for a verifiable family emergency.

All absences can be excused only if a written note from the legal guardian is received in the Main Office upon the student's return to school.

A doctor's note or other official documentation is required for an absence period of more than 2 consecutive days. Notes from the Doctor must come from the doctor on letterhead from the doctor's office.

Lateness: A student is considered late when not seated in their assigned classroom at the start of the day or at the start of a class.

If for any reason a student is late to school, he/she will receive a late slip at entry.

If a student arrives at school more than 45 minutes late without a doctor's note they will receive an immediate detention.

Each day, students are expected to be on time for class. This means that students must be in their assigned locations and answer when their name is called. If a student shows up after this time, he /she is marked late.

Leaving the campus (school): Students are not permitted to leave The Metropolitan High School once they are inside the building.

Leaving the school without authorization will result in a suspension and/or a detention. Parents should be aware that students are permitted to leave campus once the school day ends.

Parent/Guardian or person on the Blue Card must escort the child out of the school.

Early Dismissals. In the rare event that a student needs an early dismissal, the following procedures must be followed:

- Parent/legal guardian's consent must be given.
- The student must make up all missed work, including points in gym class.
- Only early dismissals for doctor's appointments or illness will count as excused absences in class or gym. All other early dismissals are considered unexcused.

DISCIPLINE POLICY

Various consequences for students that violate school policies:

- Conference with teacher/staff
- Teacher outreach to parents/guardians
- Referral to Administration
- Removal from class
- Peer mediation
- Detention
- Parent/teacher/Dean/Guidance Counselor Conferences
- Individual Behavior Plan/Contract
- Functional Behavioral Assessment (FBA)/Behavioral Intervention Plans (BIP)
- Principal's Suspension
- Superintendent Suspension

Suspension

- Students can be suspended for violations of the NYC discipline code.

Good Standing

- Students who break school rules or fail to serve the penalty for breaking them may not be eligible to be in good standing at school. For those who are not in good standing, this could result in not being eligible for sports, dances, prom, camp activities, field trips, night school classes and other activities.

Code of Conduct - Non-Negotiable Behaviors

As was presented to each student before enrollment, the following are the non-negotiable behaviors at The Metropolitan High School.

- Attend classes every day except for illness or family emergency.
- Arrive to school on time each day with all required materials.
- Follow dress code each day. See page 8 "The Metropolitan High School Dress Code".
- Refrain from bringing cell phones, or other electronic devices to school. These items must be surrendered at scanning, and are returned at the end of the school day. **Refusal to do so will result in suspension.** The items will be confiscated if seen, and the student will be issued detention upon meeting with the Principal. A parent/guardian may reclaim the confiscated items.
- Refrain from marking up or dirtying any wall, desk, or other part of the school building. Deliberately destroying or damaging school property constitutes immediate disciplinary action (suspension). Any student caught defacing School/Settlement property will be held financially responsible for any/all repairs.
- Refrain from chewing gum anywhere.
- Refrain from eating anywhere outside of the lunchroom. Food may only be eaten in the cafeteria and not in the hallways, or stairwells. Please respect our school and keep the premises clean.
- Follow classroom rules.
- Do homework nightly.
- Do your own work on tests, quizzes and homework.
- Speak softly in the hallways and/or classrooms.
- Refrain from foul language at all times.
- Refrain from fighting, any unwanted physical contact and negative verbal contact. Grounds for suspension.
- Show respect to adults who work at the school, neighbors and to all visitors.
- Accept responsibility for your positive or negative behavior. Such action is looked upon favorably and is taken into consideration when the administration determines consequences.
- Follow all school policies.

THE METROPOLITAN HIGH SCHOOL DRESS CODE

The Metropolitan High School Faculty and staff strictly enforce the dress code. Warnings are not issued because the expectations for dress code compliance are clearly spelled out.

Bare Midriffs, Shorts and Shoes

- Shorts for boys and girls must be knee-length and be worn above the hips.
- Bare Midriffs are not allowed for boys wearing shirts cut off at the sides or girls wearing crop tops. All parts of the stomach and back must be fully covered without pulling or tugging
- Pants or shorts must not be too baggy, sagging, or too tight.
- Skirts must be knee length or longer and no slit may come too high.
- Flip-flops, slippers, shoes without a back strap, or shoes with wheels are not permitted.

Gym Uniforms

- Students may wear The Metropolitan High School gym shirt or their own shirt and are allowed to wear their own gym shorts or sweatpants. Students may not cut off or alter the gym shirts in any way.
- No short-shorts. Lycra or spandex shorts are allowed.
- Students must wear gym shoes for gym.

*Students must be in dress code when participating in physical education. This means that students must wear: gym shoes, The Metropolitan High School gym shirt or their own shirt, shorts that conform to school regulation, or jogging pants. Students who do not dress in gym uniforms will not be permitted to participate and will lose those points. When students do not wear gym shoes, or when they are wearing their school clothes, they will not be permitted to participate, thus they will lose 2 points. The gym uniform may not be worn outside of the gymnasium.

Distractive Clothing

- No gang related clothing.
- Any clothing or jewelry that is determined by a teacher or staff member to be distracting to the learning process is not permitted. Ex. Vulgar or obscene words or graphics on clothing is prohibited. Vulgarly apparel that depicts sexually suggestive expressions or actions, profanity, obscenity, alcohol, drugs, tobacco, or which degrade the integrity of individual groups is prohibited.
- Sunglasses are prohibited unless prescribed by a physician for a legitimate reason.

NEW YORK PUBLIC SCHOOL DISCIPLINE CODE

Students and parents are provided with a copy of the New York Public School's Discipline Code, at the start of each school year. This is provided to us by the New York Public School system. Since it is revised on an annual basis, we issue the student copy as an addendum to The Metropolitan High School Handbook. Students are required to

sign an acknowledgement that they have received, read and understand both The Metropolitan High School student handbook and the NYC Discipline Code at the start of each school year.

The code describes a broad range of misconduct that is prohibited in the school. Because the code listing acts of misconduct does not include all types of misconduct, the student who commits an act of misconduct not listed under the sections therein shall be subjected to the discretionary authority of the classroom teacher and the principal or designee.

All disciplinary actions for misconduct should include a conference between the teacher and/or principal or designee and the student, followed by notification to the parent(s) or guardian. The student, parent, or guardian who feels that the disciplinary action taken is unwarranted has the right to appeal to the principal. The next level of appeal is the school board president.

This disciplinary process is intended to be instructional and corrective, not punitive. In addition to the disciplinary actions listed in the policy, the school may assign students to workshops in truancy/violence prevention or in conflict resolution. Students whose acts of misconduct most seriously disrupt the educational process may be subject to expulsion.

The policies and administrative procedures apply to all actions of students during school hours, before and after school, while on school property, and when the actions affect the mission or operation of the school. Students may also be subject to discipline for serious acts of misconduct, which occur either off-campus, or during non-school hours when the misconduct disrupts the orderly educational process in the school.

The Discipline Code shall be followed and enforced in the same spirit and manner throughout the school in all areas and activities. The range of actions is listed from the least severe to the most severe. Staff members shall consider all mitigating circumstances prior to disciplinary action and ensure due process for each student.

- Mitigating circumstances include, but are not limited to, the following factors:
- Age, health, maturity, and academic placement of a student
- Prior conduct
- Attitude of a student
- Cooperation of parents/guardians
- Willingness to make restitution
- Seriousness of offense
- Willingness to enroll student in a student assistance program

Other Specific Acts of Misconduct

Academic Dishonesty. At The Metropolitan High School students must learn that in order to grow academically, they will be judged on their own work. We expect students to honor other people's work by giving credit in the form of reference and/or footnote for any borrowed words, ideas, or opinions, and by including quotation marks when copied exactly. When working on a team project, credit must be given to each person who contributes.

Students must understand that copying the words, ideas, or opinions of someone else without giving credit to that person in the form of footnotes or references is considered PLAGIARISM. Whether deliberate or accidental, plagiarism is a serious and punishable offense. Students must always be responsible for their own work and not engage in any manner of CHEATING.

These types of academic dishonesty will result in loss of credit and/or failure according to the discretion of the teacher. Students will also receive an automatic detention (first offense), or more severe penalty if their cheating continues.

Deliberate plagiarism

- Copying of a phrase, sentence or a longer passage from a source and passing it off as one's own.
- Summarizing or paraphrasing someone else's ideas without acknowledging that the work is not one's own.
- Buying a term paper and handing it in as your own.

Accidental Plagiarism

- Forgetting to place quotation marks around another writer's words.
- Omitting a source citation for another's idea because one is unaware of the need to acknowledge the idea.

Cheating

- Obtaining a copy of tests or scoring devices.
- Copying another student's answers during a test.
- Providing another student questions or answers to, or copies of, test questions.
- Having or using notes or other unpermitted materials during tests.
- Duplicating another student's project or work for submission as one's own work.
- Having someone other than the student prepare the student's homework, paper, project, laboratory report or take-home test.
- Permitting another student to copy the student's homework, paper, project, laboratory report or take-home test. Representing as one's own work the product of someone else's creativity.

Student Substance Abuse

The Metropolitan High School views the use of illegal substances as a significant impediment to student learning which may require a variety of responses. Our school believes that parents and students should be able to expect a school environment free of illegal substances, which is conducive to teaching and learning. The purpose of this policy is to facilitate the achievement of an environment free of illegal substances. For purposes of this policy, the school environment is defined as the physical area attendant to school-sponsored or related activities whether or not such area is school property (including, but not limited to, the school building and land, and the site of any school-sponsored or related activities), and means of transportation to or from the area of activity.

The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct. Gross disobedience or misconduct shall include, but not be limited to

- The sale of any illegal substance,
- The distribution of any illegal substance,
- The possession of any illegal substance,

- Consumption of or the exhibiting of evidence or any indications of having consumed any illegal substance whether consumed on or off the school premises,
- Participation in a plan to sell, distribute, possess, or consume any illegal substances as defined in this policy.

Sexual Harassment

At The Metropolitan High School we understand sexual harassment to be a form of sexual discrimination that occurs when one person subjects another person to unwanted sexual attention, coerces him or her into sexual activity, and/or punishes his or her refusal. Sexual harassment may be manifested verbally (which includes, but is not limited to, propositions, innuendoes, and/or subtle pressure for sexual activity) and/or physically (which includes, but is not limited to, touching, patting, pinching, brushing against another's body, physical assault, rape, or subtle pressure for sexual activity). The accusation of sexual harassment is a serious one, and all cases will be given immediate individual attention with the strictest confidentiality imposed. A student should contact his/her Advisor and/or the Principal if they encounter this problem.

Verbal Harassment

There shall be no verbal harassment at The Metropolitan High School. Verbal harassment includes threats, gestures, or verbal attacks on persons, including attacks directed at one's racial, ethnic, or religious background, sexual preference, physical or mental disability, appearance, as well as any form of obscene language, swearing, slander, name-calling, or slur. Our school is a place where every one of us must be comfortable.

Bullying

The Metropolitan High School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with everyone in the school community.

- Each student at The Metropolitan High School has a right to:
 - Learn in a safe and friendly environment
 - Be treated with respect
 - Receive the help and support of caring Staff

Students or parents are encouraged to report an alleged incident of bullying to a teacher, counselor or administrator.

Cyberbullying

The Metropolitan High School is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner and shall educate students on appropriate online behavior and Internet use including but not limited to interacting with other individuals on social networking websites, and cyberbullying awareness.

Physical Altercations

At The Metropolitan High School Fighting is unacceptable for any reason Any Where in the school or on school grounds and will not be tolerated.

The physical nature of a fight could include but is not limited to hitting, punching, slapping, poking, grabbing, pulling, tripping, kicking, and pinching.

Any student who engages in such actions will be suspended and may not participate in school related activities.

Verbal Abuse Toward Staff

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable at The Metropolitan High School. Disrespect of school staff and failing to comply with their reasonable directions or demonstrating insubordination will not be tolerated. Additionally, use of vulgar, profane, or obscene language or gestures toward staff will not be tolerated. Consequences for students that fail to conduct themselves in an appropriate manner may result in disciplinary measures, which could include detention, removal from class, parent conference or suspension.

MEDICAL POLICIES

Records and Physical Exams - In order to enroll at The Metropolitan High School every student must have an up-to-date physical, health records, including immunizations. Students will be excluded from school until that record is provided or until a record of an upcoming medical appointment is provided by parent/guardian.

Illness/Injury: Students can be excused from a gym class for medical reasons only if they have a note from a doctor. Any student who does not participate in gym for illness without a doctor's note will receive no more than 2 points for that day; less if he/she is not in gym dress code. Students may not be excused from physical education for more than one day without a doctor's note. Students who require extended exemption from gym may have to take a make-up class in order to earn gym credit or complete an independent project.

Medications - If a student requires medication during school hours, the distribution of the medications will be supervised by the Office supervisor under the following guidelines required by state law:

Prescription medication must be supplied in the original pharmacy container.

The container must be identified with the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.

Parents/guardians must sign the appropriate administration forms.

Non-prescription medication must also be supplied in the original container and must be accompanied by written instructions from a physician and consent from parent/guardian

The school Office Manager is the primary person designated and authorized to administer medication in the absence of the school nurse. The Administrative Assistant will be the backup person(s) to the Office Manager. All medication must be placed in the Nurse's office. In order to administer any prescribed medication to a student or

child, there must be a doctor's note on file. For any over the counter medication, we must have a note signed by the parent with directions. Furthermore, a log will be kept on file that indicates the following:

- Name of Student/Child, Name of Medication, Date, Time, and Who Dispensed Medication.
- Students are responsible for going to the Nurse's Office to receive their medication at the appropriate time.
- Students are not allowed to have medication in their possession or in their lockers. This includes any over the counter medication.

FIRE DRILLS

Posted in every room is a sign detailing the evacuation protocol required. Students are to follow their teacher according to that map and to stay with their class. In the event of a fire drill or fire, students must not stop at bathrooms or lockers. They must go directly downstairs and stay as a class in the designated outside location until given further instruction. Any student violating this procedure is jeopardizing the safety of our school and will face consequences including possible suspension. **There is to be no talking whatsoever during a fire drill.**

TEXTBOOKS

Students are responsible for keeping their textbooks in the condition in which they received them. Students will return books at the end of the school year. The school will only credit books if they have the student's name in ink, have minimal writing in them and are in good condition. Students and/or parents are financially responsible for lost or damaged books.

PARENTS/GUARDIANS

Contracts - The Metropolitan High School expects parents/guardians to be our partners as we seek to prepare our students to take responsibility for their education and to be productive citizens. We expect parents/guardians to attend parent/student/teacher conferences. Parents are expected to sign a contract pledging their concern for academic excellence and their respective role to support it.

Course Syllabus and Unit Checklists - Teachers will provide students with a syllabus and unit checklist for each course. The syllabus contains a description of the course, academic and behavioral expectations, a grade policy, and required material. The unit checklist can be used as a guide for students to stay on track with course time frames and aids students in successfully completing the course. Parents and students are encouraged to review these documents.

Homework- Students have homework most every night; parents/guardians should remember to ask about homework and encourage students to get all work in on time. In addition, we ask that parents/guardians do the following:

- Provide students with quiet, well-lit place to work
- arrange all vacations to insure that students do not miss school
- call students at school only in the event of an emergency

- ensure that students are ready for school each day with a clean clothing, books, notebook, assignment book, pen and homework

Communication - Parents and students are responsible for communicating the student's schedule with one another. The main office is not able to keep track of where students are outside of their scheduled classes. Students are expected to inform their parents anytime they will be delayed or kept late at school. Parents can expect that anytime a student is held after school by a member of the staff, the staff member will provide a written verification if and only if requested by the parent.

Additionally, the main office staff cannot remove students from class to receive phone calls from parents. If parents have an emergency situation, they must reveal the emergency to the Office Manager or Administrative Assistant. The office staff will be responsible for contacting the student in the event the emergency is verified. If not verified, students will not be removed from class.

If parents have a message to get to their child, the main office will attempt to email the message to his/her advisor. We make no guarantee, and assume no responsibility, for non-emergency messages parents wish to relay to their son/daughter, as this is not the function of the school's main office.

PupilPath and Progress Reports-

Students will receive progress reports every three weeks. All students and parents will be able to view grades and progress electronically. The use of PupilPath will help parents determine when and how to communicate effectively with teachers. Please see Mr. Guerrero to obtain a username and password for PupilPath.

VISITORS

The Metropolitan High School is a learning organization that values the presence of observers and guests. To minimize the potential for disruption of our learning environment, visitors are required to always obtain a visitor's pass from school security AND report to the school's Main Office. No one will be exempt from this requirement.

All visitors must keep all interactions positive by not engaging in negative behaviors. Visitors must refrain from using offensive language. Persons violating these requirements will be escorted out the building and may be given a Limited Access Letter for future visits.

STUDENT VISITORS

The Metropolitan High School believes that the purpose of school is for learning. Social visitors generally disrupt the learning environment and interfere with learning that is taking place. Therefore, visiting with students at school is strongly discouraged, unless scheduled in advance and approved by the principal.

STUDENTS' RIGHTS

The right of students to freedom of expression shall not be abridged, **provided that such right shall not cause any disruption or disorder within the school.** Freedom of expression shall include without limitation, the rights and responsibilities of students, collectively and individually, (a) to express their views through speech and symbols, (b)

to write, publish, and disseminate their views, and to assemble peaceably on school property for the purpose of expressing their opinions. Any assembly planned by students during regularly scheduled school hours shall be held only at a time and place approved in advance by the Principal (or designee).

No expression made by students in the exercise of such rights shall be deemed an expression of school policy, and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students.

Freedom of Speech

Students' right to free speech comes with the following restrictions:

- What a student says may not disrupt the work and discipline of the school in a material or substantial way.
- A student's words may not incite others to disrupt the work or discipline of the school or disobey the laws.
- No students may be obscene.

Students may not say (slander) or write things about (libel) another person that damages that person's reputation and are not true, if they know the statement to be false or don't care whether it is true or false.

Students may not use fighting words, that is, words which, when spoken to a reasonable person is reasonably certain to produce a violent action. Included in this category would be racial, sexual, ethnic, or religious slurs.

Freedom of Press

Students may express their opinions in publication and other written material as long as it follows standards of good taste. Unofficial or underground publications distributed at school will not be censored so long as they are signed by the author(s), and are not disruptive, defamatory, obscene, or containing "fighting words." The Metropolitan High School reserves the right to regulate the content of "school sponsored express activities." A sign posted, must be signed by the person who puts it up and must be posted in the designated area in the school.

Freedom of Religion

Students have the right to be absent from school for observance of the holy days of their religion. Parents/guardians must notify the Parent Coordinator and school office in writing **prior** to absence. An absence for religious reasons does not count as an official absence from school.

Search and Seizure

Any searches of lockers *will* be conducted solely for the safety and well-being of The Metropolitan High School community. Mass searches of lockers is permitted when the Principal (designee) deems that a threat to the safety of the school exists. Ownership of lockers is maintained by The Metropolitan High School and student use is subject to the right of the school administration to have access to the lockers at any time for cleaning or to search for illegal or dangerous materials. Additionally, student bags may be checked during scanning for illegal and dangerous materials.

Right to equal education

The Metropolitan High School students cannot be prevented or discouraged from participating in any school activity because of race, gender, sexual preference, religion, national origin, or handicap.

What to do if rights are violated

You are encouraged to talk to your advisor, your teachers, your Principal, or someone else in The Metropolitan High School. Any member of the school community who believes he/she has been subject to or bears witness to discrimination on the basis of race, gender, age, sexual orientation, religion, national origin, disability, or handicap may file a complaint with school principal. The Principal will make a determination in the matter.

SNOW DAYS/SCHOOL CANCELLATION

The Metropolitan High School follows the New York Public Schools with respect to snow days. If you do not see the announcement on the television or hear it on the radio, call our main number (see front of planner) to confirm whether or not there is school. Parents are encouraged to check the NYCDOE website (Schools.nyc.gov) for school closing. Students and parents will be notified by School Messenger if there is a last minute cancellation (for building flooding, power outage or other facility malfunctioning).

BUILDING HOURS

Students are not to be in the building or on the school grounds after 2:40 p.m. unless under the direct supervision of a school staff member. All after-school activities on school nights will cease by 5:30 p.m. unless the principal grants special permission.

LUNCHROOM PROCEDURES

Since the cafeteria/lunchroom is in constant use, clean up by each student is necessary in order to maintain a pleasant, clean, relaxed atmosphere for all students. Students are to use the cafeteria for its intended purpose, and may be there only during their assigned lunch period or for scheduled meetings or classes. These four things are among those not permitted in the lunchroom at any time: Standing, yelling, throwing, or fighting.

In an effort to keep our school clean, students are not allowed to take food out of the cafeteria. The common area and halls are not areas used to eat food.

CODE OF CONDUCT FOR COMPUTER USE

Students have the privilege to use computer workstations, the school network, and the Internet for educational purposes in technology skills, information gathering skills and communication skills.

Student Responsibilities

In order for The Metropolitan High School to provide sound educational opportunities via its computer network, each student must use computers and the network responsibly.

Responsible students treat computers, printers, other hardware, and printers carefully. Students will leave a computer working in the same condition as they found it; namely, making no setting changes that alter the

computer's appearance or function; treating the mouse, keyboard, printers, and furniture gently to avoid damage; and keeping the computer, monitor, keyboard, mouse, and furniture clean.

Responsible students use the Internet appropriately. The student exercising the privilege to use the Internet, as an educational resource is responsible for all material received. Only those students with prior experience or instruction shall be authorized to use the Internet.

This involves studying the Acceptable Use Policy and passing a quiz on its contents with a 100% score.

Students are not allowed to access, use or possess pornographic, gang-related, violent, or illegal material; inappropriate or offensive text via email or other means; or files deemed dangerous to the integrity of The Metropolitan High School network system (e.g., viruses, worms, or other harmful programs designed to disrupt or alter a computer's functions). In addition, students may not access, use, or possess unauthorized or illegally obtained hardware, software or data.

Students must comply with the following safety rules for Internet use. Students should not give out any personal information such as address, telephone number, parent's work address or telephone number, or any other person's address or telephone number without parental permission. Students should tell their teacher, principal, or parent/guardian immediately if they experience uncomfortable information. Students should never agree to meet or to send any picture to someone they have communicated with on-line.

Responsible students use the school network properly

Students must keep their computer account and password private; if students have a group project, they will arrange with their teacher to create a shared folder for that particular assignment. Students may not alter any network address or identifiers. Students may not copy software from computers, destroy or damage another person's files or messages, copy other people's work or attempt unauthorized entry, interfere with or disrupt any computer, network, source or equipment, regardless of who may own, operate or supervise it.

Responsible students maintain the integrity of the private electronic mail system

The student has the responsibility to report all violations of privacy. Students are accountable for all mail sent or received under their user accounts. Students may not use the network or labs for wasteful or frivolous purposes including but not limited to playing games, using chat programs, listening to music, watching videos unrelated to a school assignment, participating in "chain letters," or engaging in any for-profit commercial activities including advertising or sales. It is the student's responsibility to follow all computer lab rules and obey supervisors of the labs.

Students must check their email accounts on a regular basis. Teachers often communicate to their students and request assignments via email.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties. Students observing or knowing of any violation of these guidelines or of a security problem on the network/Internet must notify a teacher or the principal.

Students should not expect that files stored on school-based computers or servers will be private

Electronic messages and files stored on school-based computers or stored outside the school using the school's Internet account may be treated like school lockers. All administrators and teachers have access to stored files and email. Administrators and teachers may review files and messages at any time to maintain the integrity of the

system, to ensure that students are acting responsibly, to conduct the business of the school, and to comply with legal requirements. A violation of these terms and conditions may result in a loss of Internet privileges.

POLICY ON MANDATED REPORTING OF ABUSE/NEGLECT

All school personnel are mandated reporters of suspected abuse and/or neglect. Mandated reporters are required to report suspected child maltreatment **immediately** when they have "reasonable cause to believe that a student known to them in a professional or official capacity has been harmed or is in danger of being, harmed-physically, sexually, or through neglect and that a caregiver either committed the harm or should have taken steps to prevent the child from harm".

Once any staff member becomes aware that a student may be the victim of abuse or neglect, **they must:**

Notify the Principal or Guidance Counselor of the situation and complete an incident report.

The Guidance Counselor will assist both the faculty member and student in understanding the ramifications of the call. The social worker will debrief the student and, when appropriate, will contact the parent(s)/guardian.

No one in the workplace, even a supervisor, is permitted to suppress, change, or edit a report of abuse. A mandated reporter who willfully fails to report suspected incidents of child abuse or neglect is subject to license suspension or revocation, and commits a misdemeanor. Falsely reporting, information to the hotline is also a misdemeanor.

When calling a hotline, the staff member must have the following information (or as much as is known): the name, birth date, and address of the alleged victim; the name, address, age or birth date, and relationship of the alleged perpetrator; what type of injury or harm was allegedly done to the victim; and a description of the incident (time/date, place in which it occurred, and indication of intention to harm).

Physical abuse is defined as occurring when a parent or person responsible for the child's welfare "inflicts or allows to be inflicted upon such child physical injury, by other than accidental means". Common injuries include bruises, human bite marks, bone fractures, and bumps. Physical abuse also occurs when the caregiver or parent creates a substantial risk of physical injury" by shaking, throwing, choking, smothering, or pushing the child into fixed objects. Acts of torture are defined as "deliberately or systematically inflicting cruel or unusual punishment which results in physical or mental suffering," When reporting, physical abuse, it will be important to document the presence of any injuries, as a report may not be taken unless evidence of harm exists.

Sexual abuse is defined as occurring when a person responsible for the child's welfare commits sexual penetration, sexual exploitation, sexual molestation, or when a young child contracts a sexually transmitted disease. A child's disclosure of sexual abuse will be handled sensitively. When a student attempts to disclose sexual abuse, the teacher or staff member will listen attentively while maintaining a calm demeanor. The mandated reporter will pay very careful attention to the disclosure of sexual abuse, but will not encourage the student to disclose information in addition to what is being given voluntarily. Staff will take very careful notes, writing the student's words verbatim as much as possible. The student will be referred immediately to the school Guidance Counselor and the Principal will be informed.

Neglect occurs when a person responsible for the child "deprives or fails to provide the child with adequate food, clothing, shelter, or medical treatment", or when an adult "provides inadequate supervision of a child (particularly small children)".

Policy for Attending School Wide Events and Trips

There will be several trips throughout the school year – some for academic progress, college, incentives, educational and achievements. Below are rules and expectations for trips in our school.

- All NYC DOE school regulations apply to all school trips and school events.
- Teachers must agree or recommend students to participate in trips and school events.
- Students must be in good standing (passing all classes or showing improvement).
- Students should not have discipline issues with other students or adults.
- Students should not have any suspensions within the semester of the trip or school event
- Permission slips must be submitted when requested and signed by parent/guardian; valid parent/guardian number must be on trip form. Permission slips will not be accepted on the day of trip unless approved by administration.
- Students must meet the requirements of the trip (i.e, Freshman trips should only have Freshman students unless otherwise stated).
- Illegal items are not permitted on trips nor may they be brought to any school event.
- Siblings are not allowed on school trips.
- Students who disobey rules during a trip or school event will be banned from future trips or school events.