

METRO

ACADEMIC & CLASSICAL HIGH SCHOOL

Student/Guardian Handbook

An International Baccalaureate World School



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METRO ACADEMIC & CLASSICAL HIGH SCHOOL

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Metro Academic and Classical High School

School Statement

Mission:

Metro Academic and Classical High School will create a rigorous college preparatory atmosphere that develops passion for lifelong learning, service, global-mindedness, independence, and critical thinking.

Vision:

As an IB School Metro Academic and Classical High School aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Commitments:

Metro staff will:

- 1) Show our love/passion for our subject matter-be enthusiastic
- 2) Follow the IB/AP/Course curriculum to insure a rigorous college prep atmosphere
- 3) Promote IB components in ALL classes /Incorporate IB skills at all levels
- 4) Create classroom lessons that incorporate inquiry and critical thinking
- 5) Commit to relating content to real world events and applications Make curriculum relevant
- 6) Use Cooperative learning /collaboration in our classes
- 7) Provide open ended learning experiences
- 8) Respect and value differing perspectives and opinions in the classroom
- 9) Choose text, examples and materials and issues that are from global perspectives
- 10) Make assignments that require research/learning about other cultures and their perspectives
- 11) Highlight the cultural contributions of all peoples
- 12) Celebrate diversity –explore other perspectives
- 13) Create assessments that require evaluation/analysis rather than regurgitation of info/Challenge students beyond recalling information
- 14) Promote, encourage and create a system to foster service learning

*** Programmatic Statement**

We believe that learning is a life-long process of growth and development. This process involves physical and mental activities and affects all facets of a person's character and personality. We believe that one's formal education is a series of planned experiences, designed to cause specific learning to take place. Therefore, we believe that Metro should provide experiences to develop responsible, intelligent, self-directed human beings.

Metro's Emblem and Colors



Our school's emblem is symbolic of the quest to develop, in our school, and in our students, an atmosphere of respect and celebration of the many cultures present in the American society, and to embrace and accept those who are different from us, with respect and equity.

Our emblem depicts two hands, one white, the other black, clasped in friendship, with the male and female symbols intertwined within the *T* of *Metro*. This symbol indicates our willingness to work toward equality, respect, and appreciation for all members of our Metro society, our American society, and our global society.

Our school colors (black, white and gold) were chosen in honor of our commitment to work toward this mission.

ACADEMIC FACULTY		LEADERSHIP TEAM	
ENGLISH		Dr. Tina Hamilton	Principal
Leah Allen	English, IB	Dr. La'Ron Haymore	Assistant Principal
Elizabeth Chambers	English, IB	Mr. Jeremy VanPelt	IB Coordinator
Elizabeth Foster	English	SUPPORT STAFF	
Anthony Nipert	English	Bobbie Richardson	Administrative Assistant
MATH		Renae Bailey	Administrative Support
Renee Burton	Math, IB	Alexis McGee	Book Clerk
Katherine Clark	Math		
Paul Perniciaro	Math	Jacqueline Perry	Data Specialist
Alex Yentumi	Math	Zachariah Young	College Counselor
SCIENCE		Erica Brooks	Counselor
Elizabeth Arens	Biology	Brenda Kukay	Library Media Specialist
Samantha Jones	Chemistry/Anatomy		
Frederick Pontillas	Chemistry/Physics, IB	Christine Nevills	Nurse
Larisa Selimovic	Biology, IB	Elizabeth Webb	Social Worker
SOCIAL STUDIES			
Joseph Chambers	Social Studies, IB	Tenille Bufford	Athletic Director
Diana Christy	Social Studies	Latriese Washington	Building Substitute
Sara Eplin	Social Studies, IB		
Leila Green	Social Studies		
ELECTIVES			
Alena Armstrong	PE/Health		
Ademir Koric	Computer Science		
Marquita Reef	Music		
Margaret Seiler	Art, IB		
Cassandra Valle	Spanish, IB		
Corrine Wilson	French, IB		
Jeremy VanPelt	Theory of Knowledge		

SCHEDULE					
REGULAR SCHEDULE	TIME	CLASS PERIOD	ADVISORY SCHEDULE	TIME	CLASS PERIOD
<i>Mon. - Thurs.</i>	7:10 – 8:46	1st/5th		7:10-8:34	1st/5th
	8:46-10:18	2nd/6th		8:34-9:04	ADVISORY
	10:18-10:26	BREAK		9:04-10:31	2nd/6th
	10:26-11:56	3rd/7th		10:31-10:41	BREAK
	11:56-12:36	LUNCH		10:41-12:05	3rd/7th
	12:36-2:07	4th/8th		12:05-12:45	LUNCH
				12:45-2:07	4th/8th
C SCHEDULE	TIME	CLASS PERIOD	D SCHEDULE	TIME	CLASS PERIOD
<i>Ext. Aud. Sessions</i>			<i>Classes before lunch</i>		
	7:10 – 8:25	1st/5th		7:10 – 8:15	1st/5th
	8:25 - 9:35	Special Activity		8:20-9:25	2nd/6th
	9:35 – 10:50	2nd/6th		9:25-9:35	BREAK
	10:50 - 11:00	BREAK		9:35-10:40	3rd/7th
	11:00-12:15	3rd/7th		10:45-11:50	4th/8th
	12:15-12:55	LUNCH		11:50-12:30	LUNCH
	12:55-2:07	4th/8th		12:30-2:07	ACTIVITY

Welcome to Metro Academic & Classical High School, a school with the tradition of nurturing and developing the college bound, self-motivated student who seeks challenge. Our curriculum offers you a scholarly program. The faculty, staff, and administration are dedicated to your personal and intellectual development and committed to offering you academic excellence. We are here to assist you and direct your learning. You, however, are responsible for your education and personal growth.

The rules defined in this document remind all of us of the need to be considerate of others, to be responsible for regular class attendance, and to accept the discipline necessary for this intellectual and personal growth, through service to ourselves, to each other, and to our community.

We are delighted to have you as students, and we appreciate and respect the gifts and talents you bring to Metro.

GENERAL CONDUCT/ DISCIPLINE POLICY

Metro's concept of how to show respect for self, others, and the Metro community which strives to keep our building a clean, comfortable, safe, enjoyable environment.

- Be courteous to one another, and to all school personnel.
- Do not use profanity, vulgarities, or display vulgar actions.
- Refrain from running, horse play, and talking loudly within the building.
- Clean up after yourselves.
- Do not eat or carry food or drink into the gym, classrooms, the library, or the auditorium.
- Always settle disagreements without physical violence.
- Offer to help others, be compassionate toward others, and show appreciation for others' accomplishments.
- Make ALL our guests feel welcome.
- Think before you speak, think before you act.
- Listen to understand.
- Tardies to class and school will cause you to lose open campus for the day or result in lunch or after school detentions.
- No Cyber – bullying (student/student) (student/teacher)

OPEN CAMPUS

As Metro Academic and Classical High School celebrates over 45 years of excellence, we have reviewed and updated Open Campus expectations and procedures. We understand that this privilege is of great importance and have devised a plan to make it viable for current and future Metro students.

The history of open campus is rooted in the unique creation of Metro “a school without walls”. When the school was located in a small portable building on Chouteau Ave, teachers took attendance and then traveled with students as they boarded public transportation to the Art Museum, Washington University, and St. Louis University. Classes were held in these locations, and the student population was smaller than it is today. The traveling nature of classes made open campus a vital component of the school.

After Metro received a building on Washington (Temple of Israel) near Kingshighway, students were allowed to continue to go outside of the building on the campus grounds known as the “four holy corners”. Student responsibility was an intricate expectation then and remains one for those students allowed to leave campus.

Our present building is Metro’s third location and the first building built specifically for Metro High School. Although classes do not travel around the city, the practice of open campus has been retained and is viewed by most students as a vital privilege. Our primary concern is obviously the safety of our students when they leave campus. There have been a small number of issues that have occurred over the past few years, and we will be speaking to students about safety and awareness of their surroundings if they leave campus. We will also be reinforcing the acceptable use of study hall periods and the time management skills necessary to meet the rigorous academic demands our students encounter.

We are requesting every student participating in Open Campus leave with at least one other person for safety. Students are also **required** to sign in and out. Open Campus privilege will remain available **for 10-12th graders in good academic standing** and for 9th grade students on identified days during lunch periods with their Senior Buddies. There may be times when we encourage children to remain inside for study hall or restrict open campus privileges for students who need extra support or interventions to ensure academic success. We will also suspend open campus privileges for **late arrivals, discipline infractions and students who fall below 90% attendance**. Parent signatures/permission slips granting permission and assuming liability while students are off campus will be required for participation in open campus.

Thank you for your support as we tailor the practice of open campus to keep our students safe and support the academically rigorous environment that exists at Metro Academic and Classical High School.

Class	Open Campus Privileges	Restrictions
Freshman	Lunch on identified days (2 nd semester)	Attendance, Discipline, Grades
Sophomore	Lunch	Attendance, Discipline, Grades
Junior	Lunch and Study Hall (after first 5 weeks)	Attendance, Discipline, Grades
Senior	Lunch and Study Hall (after first 5 weeks)	Attendance, Discipline, Grades

COMMUNITY SERVICE

Mission and Vision Statement

As part of Metro Classical and Academic High School's mission, we are dedicated to the classical tradition of civics education through service to others. The **Metro Community Service Program (MCSP)** guides students as they learn the value of service to one's community and the importance of caring for the welfare of others. The MCSP is a platform to promote and assist students as they form life-long habits of civic engagement through local, national, and global service experiences.

Meaningful Service

The service requirement should be meaningful service. After listening to input and suggestions from our stakeholders we have decided that 200 hours of community service will be required for graduation. These hours should be completed over the course of four years. No more than 75 hours should be submitted any single year.

Due to the limited ability for students to perform community service during Covid-19. The following requirements have been instituted for different graduating classes.

Class of 2023	125 hours
Class of 2024	150 hours
Class of 2025	200 hours
Class of 2026	200 hours

School based projects and impactful service hours will be promoted, while "nice deeds" and helpful actions while they will be celebrated, will not be counted towards service hours. We believe these changes will steer the service-learning component away from "hours to be completed" to meaningful service to others.

In order to assist students to find the most personal, fulfilling, and impactful service, the MCSP is dedicated to supporting students through this four-year process. The goals of MCSP are to:

1. Link students with proven community service sites that fit students' interests and are safe.
2. Direct service back into SLPS and the students and families the district serves.
3. Create lasting connections with service sites outside of Saint Louis and abroad to support our IB principles.

Examples of service hours can include: camp counseling, tutoring of SLPS students, mentoring elementary and middle school students, food pantry or social causes volunteering, school based projects that serve or improve Metro, beautification days, organizing blood drives, facilitating a donation drive etc. Students should not be paid for service hours and internships, unless they are specifically service based, should not be used to complete the service component.

Through their service, students can gain valuable life and work experiences, build lasting relationships with community members, develop their character, and contribute to strengthening their communities and their school. Thank you for helping us by encouraging your student to complete meaningful service hours.

GENERAL INFORMATION

Entering the School Building

All students and visitors must enter the school building using the front doors, passing through the Metal Detectors manned by the Safety Officer or other school personnel.

Visitors (including parents and other relatives, friends, and alumni) are to stop at the Security desk to sign in, and to obtain a visitor's ID pass and permission to proceed to their destination within the school building. This is a very important step in assuring the safety and security of all members of the Metro family: students, staff, faculty, and administration.

ID Badges

During the first week of school, identification badges will be made for all students at no cost for the badge. If a student ID badge is lost or stolen, a duplicate may be obtained at a cost to the student of \$5.00. Students must have their ID badges with them at all times, and, for precautionary reasons, should always have their ID badge with them when they leave campus during the school day.

Lockers

Students will be issued a locker during the first week of school. Any problems with the locker should be reported to administration.

Auditorium Events and Ceremonies

Proper and appropriate behavior will be expected of you as you continue into adulthood.

- Give courteous attention to the program participants.
- Refrain from talking, whispering, or making other noises.
- Using your phone during an event is rude, please don't do it
- Save your reading material and class work for another time -- they are not to be brought to auditorium events.
- Show performers and honorees respect by sitting correctly, and staying attentive, turning off devices.
- Enthusiastic clapping and standing ovations are the accepted ways in our society of showing appreciation of performances, and of showing your happiness at the successes of honorees
- Attendance at auditorium sessions is **mandatory** for all students. Failure to attend will result in an attendance mark of "cutting class".

Please remember that ceremonies and auditorium events require a different sort of demeanor than do celebrations such as sporting events and major contemporary music concerts.

Field Trips

Students participating in field trips must have a *Parent Consent Form* signed by a parent, in the possession of the sponsor for the field trip. Students must also obtain permission (by way of a signature) for each of the teachers whose class will be missed the day of the field trip.

Metro's Grading System

Student grades in each course are based, in part, on test, homework, and project scores, these items are strongly influenced by class participation, individual student initiative, punctuality, attendance, and class preparedness. It is the student's responsibility to be fully aware of the course requirements and grading system described in each teacher's class policy or course outline. Metro uses the standard 10-point percentage scale (based on 100%) for grading (100-90 = A, 80-89 B, 70-79 C. ***Semester grades are calculated on a real time basis not over an average of two quarters.*** Therefore, to pass and receive credit for any course, the class grade (based on all of the above criteria), must fall at 70% or higher.

The International Baccalaureate (IB) Program

The International Baccalaureate Organization was founded in 1968, establishing its headquarters in Geneva, Switzerland. This private organization offers a two-year curriculum culminating with a secondary school diploma known as the International Baccalaureate, which is based upon international standards, critical thinking skills, and reflective evaluation. Originally, this program was designed to ensure children of career diplomats and international corporation employee's equal access to an integrated education which would be recognized worldwide by various institutions of higher learning. To offer this curriculum and the corresponding examinations, schools need to be authorized by IBO.

The authorization process begins with a formal application and includes the training of teachers, the writing of curriculum, and the school evaluation by a visiting team. Approval of each of the above components results in affiliation status followed by full participation.

Metro Academic and Classical High School was awarded affiliation status with The International Baccalaureate Organization in July 2001. Our program features the following IB classes: World Literature, Spanish, French, Biology, History of the Americas, Math, Psychology, Art, Sports Health and Sciences, Music, and Politics. The Extended Essay, the Theory of Knowledge (TOK) course, and CAS (Creativity, Action, and Service) complete the program. To earn the IB Diploma, students must subscribe to six of the offerings, choosing either Spanish or French as their second language, and complete the 4,000-word Extended Essay, the Theory of Knowledge (TOK) course, and the required 150 hours in out-of-school CAS activities. Each of the external assessments is worth a possible seven points; students must acquire 24 points on the external assessments and complete the extended essay and TOK paper to receive the International Baccalaureate diploma.

The features which make this particular program so unique are its breadth, its in-depth approach to curriculum, its use of direct experience, its emphasis on reflection, its international focus, and its assessment system. The benefits to students who partake of the rich, academic culture support acceptance into selective universities. Many U.S. universities will award sophomore standing for students who earned sufficiently high scores on their IB examinations. Major universities around the globe admit students simply on the basis of their having earned the IB Diploma.

Advanced Placement and Advanced College Credit Programs

Advanced Placement (AP) courses are usually offered at Metro in Biology, Calculus, English Language, English Literature, World History, and United States Government. Students enrolled in AP courses will receive credit toward graduation from Metro, while also possibly earning college credit if they score a grade of **3** or higher on the AP examination provided by the Educational Testing Service. (Some colleges only accept a **4**.) There is no cost for the course; however, there is a cost assigned to students if they miss or fail to take their exam.

Dual credit courses are also offered at *Metro*, in the form of 1-8-1-8 courses through Saint Louis University, or Advanced College Credit courses through UMSL. These programs are intended for those students who have the ability, motivation, and maturity to begin their college education in advance of high school graduation. Saint Louis University's 1-8-1-8 program is restricted to juniors and seniors. For these courses, you receive Metro credit, as well as college credit.

Sports, Activities, and Clubs (*clubs are based on student interest—below are clubs that may or may not exist*)

Boy's Cross Country	Baseball	Cheerleading	Black Student Union
Girl's Cross Country	Boy's Track	Student Council	Yearbook Committee
Girl's Volleyball	Girl's Track	Chess	Drama
Boy's Soccer	Girl's Tennis	Debate	Amnesty International
Girl's Soccer	Boy's Tennis	Spanish Club	Tech Crew
Boy's Basketball	Girl's Softball	Accolades	Dance Club
Girl's Basketball		French Club	MWA
		Aquarium Club	

Cross Country

Girls and boys Cross-Country Running are both fall sports. The season begins in mid-August and ends around the end of October. Practices are held everyday after school, from about 2:30 until 5:00 p.m. Metro has both varsity and junior varsity teams. You do not have to be a fast runner to participate in Cross Country. You just have to be dedicated and willing to work toward victory.

Student Council

Metro's Student Council consists of 16 students, four from each grade level, who are elected by their fellow classmates to serve the school. Meetings are usually held during lunch one day per week. The Student Council helps with school events, such as the annual *Meet and Greet Barbecue*, does community-service projects, and discusses student concerns.

Spanish Club

Spanish Club is designed for all students, freshmen through seniors, no matter what foreign language course they take. We learn about Spanish culture while having fun.

French Club

French Club is a weekly club, with officers elected each year. It celebrates all things French. At various times throughout the year, club members enjoy cultural presentations, language presentations,

Debate

Sharpen your presentation and logic skills while competing against other serious thinkers... join Debate!

Aquarium Club

The Aquarium Club sets up and maintains tanks around Metro. Our centerpiece is the 180-gallon tank in the main entrance hallway of the first floor.

Drama

Drama Club traditionally puts on two productions during the school year.

Amnesty International

Amnesty International is a global organization that works to defend Human Rights and the environment.

If you would like to begin a new club-please contact the principal for an application.

Metro Expectations

We are responsible for providing an atmosphere which will allow everyone to succeed, and that means enforcing rules which not only affect the safety of the student body, but also the smooth running of all classes and events. With this in mind, we offer the following rules and regulations:

Academic Probation

Admission into Metro is competitive. You can be proud of yourself for the accomplishments and qualities which gained your acceptance. We have every hope that your accomplishments will continue. Remember, upon admittance into Metro, you committed to keeping your grades at a high level. ***(Study Hall is closed for the first five (5) weeks of the school year for students in grades 11-12.)***

Policy on Failure

Students with class grades of **F** at the designated weeks listed below will abide by the following policy:

5th week:	1 (one) F	-- Study Hall
	2 (two) Fs	-- Study Hall <i>and</i> Closed Campus
10th week:	1 (one) F	-- Study Hall
	2+ (two+) Fs	--Study Hall, Closed Campus, Exclusion from extracurricular activities
15th week:	1 (one) F	-- Study Hall
	2+ (two+) Fs	--Study Hall, Closed Campus, Exclusion from extracurricular activities
20th week:	1 (one) F	-- Study Hall
	2+ (two+) Fs	-- Study Hall, Closed Campus, Exclusion from extracurricular activities, Academic Probation (throughout the entire following semester)

Summer School and Correspondence Courses

Remember that you may only make up to two courses during summer school, and that each semester of a year-long course (such as Biology or a Foreign Language) is considered a course in itself. Therefore, should you fail both semesters of first-year Spanish, that would make two courses to be made up during summer school, and you would have no room for another course.

Summer school courses taught at schools other than *Metro* may only be taken to make up for failed academic courses... they may not be taken in advance of taking the course at *Metro*.

Please note that, though summer school courses are free, correspondence courses are not. They average \$300 each.

Academic Dishonesty

Anyone found cheating or collaborating with a cheater on a test, quiz, research paper, essay, book report, etc., will be given a zero (F) for that assignment, and a conference will be set up including the student, a parent, and an administrator. A notation of the incident will be placed in the student's permanent folder. This notation will affect recommendations written by the school for you as you apply for colleges and scholarships. Anyone found copying homework/class work will be given a zero (f) for that assignment.

Alcohol, Narcotic Drugs and Drug Paraphernalia

Metro adheres to the guidelines outlined in the official St. Louis Public Schools "Rights and Responsibilities" handbook. Any student found to be in possession of alcohol or other drugs (other than verified prescription drugs, verified as prescribed for you) or drug paraphernalia, within Metro or on school property (250 feet surrounding the building in all directions), will be immediately referred to police officials, and suggested for immediate transfer to an alternative high school.

Threats and Vandalism

Threats are taken very seriously at Metro. Take care not to make threats, even in a joking tone, to or about, your peers, your teachers, the members of the administration, or the staff. Threats by mouth, by phone, in homework, or in any other manner will be dealt with immediately, according to the guidelines and regulations set forth in the official St. Louis Public Schools "Rights and Responsibilities" handbook. This will include, but not be limited to, 10-day suspension, as well as a recommendation for immediate transfer to an alternate high school.

Vandalism is a dishonor to yourself, to your peers, and to everyone involved in Metro. Vandalism will be dealt with according to the guidelines and regulations set forth in the official St. Louis Public Schools "Rights and Responsibilities" handbook. This will include, but not be limited to, 10-day suspension, as well as a recommendation for immediate transfer to an alternate high school.

Cell Phones and other Electronic Equipment

Cell phones are permitted in school. Individual teachers will have expectations regarding their use during class time. If your phone becomes a distraction or is being used improperly it will be confiscated until the end of the school day. Repeat offenders' guardians will be required to pick up cell phones that have been confiscated. It is not appropriate to record others on your electronic device without permission. Please refrain from doing so.

Dress Code

We trust that Metro students will use their best judgement and discretion when choosing clothing that allows them to best express themselves while also maintaining a positive school environment. A reminder of what is not considered acceptable:

- Clothing should be of a reasonable length for a learning environment
- Clothing worn to school should avoid being offensive/derogatory, illegal, vulgar, obscene, violent, or profane topics. Clothing which displays insignias, language, or topics considered to fall into the categories listed above as inappropriate, are not permitted.
- Sunglasses may not be worn within the school building.
- For safety and health reasons, shoes must be always worn when on school property.

Students who wear items which fall into the above outline of unacceptable items, will be expected to find a way to change to other clothing before they may participate in school that day. This may mean calling a guardian to pick you up, or to bring you more appropriate clothing, or it may simply mean that you will have to change into sweats you may have on hand for gym class. As the expectation is that you will dress appropriately for school, should you choose not to, any class time or tests, etc. which are missed due to your having to find appropriate clothing, will be considered as your having chosen not to participate, with the appropriate resulting consequences that would be imposed on anyone choosing to cut class or not participate in an assignment.

Computer Usage Agreement

When a student enrolls at Metro, he or she is assigned a computer network access log-in number and password. Before this can be activated, the student and his or her parent must sign the computer usage contract, agreeing that the student may not:

- Share passwords
- Log in under someone else's credentials
- Access restricted websites
- Change settings
- Download items on to the computer/device

School technology is meant as a tool to help you complete your work and learn. It should not be used for social media, entertainment, or personal business.

The punishment for breaking any of these rules is loss of computer-usage privileges. See contract for complete outline of restrictions. We follow the rules for computer usage as outlined in the SLPS Student Rights and Responsibilities handbook. Consequences for infractions can be severe. Please use good judgement.

After School Policy

Traditionally, Metro students have spent time at school after dismissal.

Students have curricular, extra-curricular, and non-curricular opportunities after the regular school day. They may remain at Metro for the following activities:

- **Sports Practices / Games:** These students are the responsibility of the coach and/or the assistant coach. They may be in the gym, outside, or at a court or field. (When track members have to run inside the building, there should be an attempt to do so as quietly as possible. It is expected that team members remain at the designated location until dismissal.
- **Clubs / Organizations:** These students are the responsibility of the sponsor and are assigned to the sponsor's classroom, if possible. It is expected that students remain in the classroom with the sponsor until dismissal.
- **Quiet Study:** These students choose to remain at *Metro* for study. They will remain in *Café Metro* and/or the library until 3:30 pm.
- **Tutoring:** These students are the responsibility of the teacher tutoring them. They will remain with the teacher in that teacher's classroom until they are dismissed.

The coach, sponsor, or teacher will remain with students in their care until the students exit the building to a bi-state, taxi cab, or parent's vehicle. Students who are not picked up on time will lose the privilege of staying after school.

METRO ATTENDANCE AND TEST MAKEUP POLICY

In keeping with each student's commitment to accepting the challenges of a quality education, students are expected to attend all classes regularly and punctually. Excessive absences or tardiness will not be tolerated, except for clearly documented illnesses, educational experiences, or traumatic events. Administrators will verify absences which fall under these categories. Please note that family vacations do not fall under the category of acceptable reasons for absence.

Making up Tests and Other Work Related to Absence

It is always your responsibility to approach your teacher immediately upon return from a verified absence or field trip to schedule making up of tests and other work. You may not wait until the next class meeting, as some classes (such as Tuesday/Thursday classes) have a number of days between class meetings. For any tests which were announced before your absence or field trip, you should be ready to take these on the day of your return into the building. This is your responsibility to schedule with your teacher, and failure to do so may well result in harm to your grade.

Tardies

Students who arrive late to school must sign in at the office for a pass to class. If your tardy is caused by bus or cab problems, it will be excused. If you arrive late for school because of your own transportation, you will lose open campus privileges for that day. If you do not have open campus (freshman) you will receive a lunch detention.

Students arriving to class tardy, for whatever reasons, must be admitted to class, but will be subject to penalties according to the written attendance policy of that class. The teacher will keep a record and report any student with more than three tardies.

Absences

Unfortunately, some circumstances (isolated illness, medical appointment, educational opportunity apart from school field trip, funeral, etc.) result in absences. To accommodate these and other circumstances, students will be allowed to make up work (within the timeframe defined by each teacher's class policy. ***Students will not be able to make up work or assessments assigned during, or due on, the date of an unverified absence (cut) from class.*** Additional penalties may also be assessed, once again according to the policy for the course missed. Students will also be required to obtain notes for any missed class, prior to returning for the next class meeting, or be subject to penalty as outlined in the attendance policy for that course.

A student on academic probation must attend all classes and an absence from any class must be reported to an administrator by the instructor of the class.

Verified absence= parent or guardian has called school **before 9:00 am on each day of absence.*

Early Dismissal Procedure:

- **Early Dismissal** must be ***verified through the office*** by a phone call or letter from parent/guardian, the morning of the early dismissal.
- Ask the secretary on duty for a note. You must show it to the teacher upon arrival to the class from which you will be dismissed early.
- ***Your parent/guardian must come into the building and sign you out. You will then*** be called out of class. Be sure to let your parent know which class you will be in at the pick-up time. This will make things go more smoothly. Your parent may then wait for you inside, or outside in the car.
- If you will be leaving on your own, without someone picking you up, this needs to be communicated through the office at the time of the phone call, or in the letter you will show the office in the morning.
- Early Dismissal should be limited to emergencies, such as doctor appointments which could not be scheduled at a later time, or some other urgent family matter.

Please sign below acknowledging that you have read and understood the expectations listed in the Metro Student and Family Handbook.

You should have received am SLPS “Rights and Responsibilities Handbook” during registration. Please contact the school office if you need an additional copy.

Student Name _____ Grade _____

Student Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

Student Signature _____ Date _____