

METRO

ACADEMIC & CLASSICAL HIGH SCHOOL Student/Family Handbook

An International Baccalaureate World School



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St. Louis, Missouri 63108
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Mr. Joseph Cooper, Assistant Principal
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METRO ACADEMIC & CLASSICAL HIGH SCHOOL

TABLE OF CONTENTS

TOPIC	PAGE
Table of Contents	2
Mission Statement	3
Emblem and Colors	4
Metro School Team.....	4
Metro School Schedule	5
General Conduct	6
General Information	7
Graduation Requirements.....	8
Grading Information	9
AP Classes and Advanced College Credit	10
Study Hall/Policy on Failure.....	11
Academic Integrity.....	12
Open Campus.....	13
Community Service.....	14
Organizations/Clubs.....	15
After School Policy.....	16
Attendance.....	17
Alcohol, Narcotic Drugs, and Drug Paraphernalia	18
Computer Usage Agreement	19
Dress code.....	19

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 to make the curriculum relevant
- 6) Use engagement activities /collaboration in the classroom
- 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) Design assignments that require research/learning about other cultures and their perspectives
- 11) Highlight and celebrate the cultural contributions of all people
- 12) Create brave spaces that allow students to share their perspectives freely
- 13) Create assessments that require evaluation/analysis and 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	Mr. Joseph Cooper	Assistant Principal
Jonathan Boyle	English	Mrs. Renee Burton	IB Coordinator
Elizabeth Chambers	English, IB	SUPPORT STAFF	
Dana Siegrist	English	Bobbie Richardson	Administrative Assistant
MATH		Teddy Martin	Administrative Support
Katherine Clark	Math	Rena Bailey	Administrative Support
Zachary Colonius	Math	Daniel Evans	Book Clerk
Drew Gillum	Math	Jacqueline Perry	Data Specialist
Paul Perniciaro	Math, IB	Zachariah Young	College Counselor
SCIENCE		Anthony Henderson	Counselor
Elizabeth Arens	Biology, IB	Bridget McCarthy	Library Media Specialist
Samantha Jones	Chemistry/Anatomy		
Ruben Medina-Perez	Chemistry/Physics, IB	Christine Nevills	Nurse
Larisa Selimovic	Biology, IB	Lara Fallon	Social Worker
SOCIAL STUDIES			
Joseph Chambers	Social Studies, IB	E. Arens/S. Jones	Co-Athletic Directors
Diana Christy	Social Studies	Camille Davis	Bldg. Learning Assoc.
Sara Eplin	Social Studies, IB	Naudia Langston	Bldg. Learning Assoc.
Leila Green	Social Studies		
ELECTIVES			
Jabari Harris	PE/Health		
Ademir Koric	Computer Science		
Riley Cameron	Music		
Chad Harmon	Art, IB		
Isabella Fassi	Spanish, IB		
Corrine Wilson	French, IB		
Renee Burton	Theory of Knowledge		

METRO SCHOOL SCHEDULE					
REGULAR SCHEDULE	TIME	CLASS PERIOD	ADVISORY SCHEDULE	TIME	CLASS PERIOD
<i>Mon. - Thurs.</i>	7:15 - 8:46	1st/5th		7:15 - 8:39	1st/5th
	8:49 - 10:20	2nd/6th		8:39 - 9:09	ADVISORY
	10:20 - 10:30	BREAK		9:10 - 10:34	2nd/6th
	10:31 - 12:01	3rd/7th		10:34 - 10:44	BREAK
	12:01 - 12:41	LUNCH		10:44 - 12:08	3rd/7th
	12:41 - 2:12	4th/8th		12:08 - 12:48	LUNCH
				12:48 - 2:12	4th/8th
C SCHEDULE	TIME	CLASS PERIOD	D SCHEDULE	TIME	CLASS PERIOD
<i>Ext. Aud. Sessions</i>			<i>Classes before lunch</i>		
	7:15 – 8:29	1st/5th		7:15 - 8:20	1st/5th
	8:29 - 9:40	ACTIVITY		8:23 - 9:28	2nd/6th
	9:40 – 10:54	2nd/6th		9:28 - 9:38	BREAK
	10:54 - 11:04	BREAK		9:38 - 10:43	3rd/7th
	11:04-12:18	3rd/7th		10:45 - 11:55	4th/8th
	12:18-12:58	LUNCH		11:51 - 12:31	LUNCH
	12:58-2:12	4th/8th		12:31 - 2:12	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 facilitate your learning. You, however, are accountable for your educational journey and personal growth.

The rules and expectations defined in this document are in alignment with the SLPS Student Code of Conduct Handbook and the climate and culture we strive to achieve at Metro.

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 Bullying/Cyber – bullying (student/student) (student/teacher)

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 from the main office staff. 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. ID badges will be color coded based on grade level. 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 wear their ID badges 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. All lock combinations will be kept on file in the main office. 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, staying attentive, and 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.

All Metro students are expected to attend and actively participate in all schoolwide events, including Cultural Celebrations, De-Stress Days, and scheduled auditorium programs. These events are a vital part of our school culture, promoting community, well-being, and shared learning experiences. As these activities occur during the academic day, they are considered mandatory. To ensure full participation, students should not request early

dismissal or plan to miss these events.

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.

Graduation Requirements

The minimum requirements for a Metro Academic and Classical High School are 28 credits.

4 credits	English
4 credits	Mathematics
4 credits	Science
4 credits	Social Studies
1 credit	Practical Arts
1 credit	Fine Arts
1 credit	Physical Education
2 credits	Foreign Language
½ credit	Health
½ credit	Personal Finance
½ credit	ACT Prep
5 ½ credits	Electives
28 credits	Metro Diploma

Note:

- Students must complete the Missouri Personal Finance requirement which is attainable in Personal Finance.
- Examinations on the United States & Missouri Constitutions and Civics exams must be passed. Students must complete the state required CPR certification.
- Students must take all requisite End of Course exams required by Missouri.
- Students must complete 200 hours of community service.

Valedictorian

The esteemed title of valedictorian is used to distinguish and honor a graduating student who has demonstrated the highest level of academic excellence of the graduating class. The valedictorian designation is awarded to the student who attains the highest weighted GPA across all courses (full course load) taken during their entire high school journey at Metro through the sixth or eighth semester (Spring Semester of the Senior Year). The valedictorian will have the honor of delivering a commencement speech to their fellow graduating peers, marking a significant moment of recognition for their outstanding academic achievements.

Salutatorian

The esteemed title of salutatorian is used to distinguish a graduating student who has achieved a high level of academic merit of the graduating class. The salutatorian designation is awarded to the student who attains the second-highest weighted GPA across all courses (full course load)

taken during their entire high school journey at Metro through the sixth or eighth semester (Spring Semester of the Senior Year). If there is more than one graduating student with the second-highest weighted GPA, those students will share the salutatorian designation.

4.0 Honors Club

Saint Louis Public Schools (SLPS) aims to acknowledge students who demonstrate exceptional academic performance. Graduating students who achieve an unweighted and/or weighted 4.0 grade point average (GPA) will be honored with the prestigious designation of being a member of the SLPS 4.0 Honors Club.

Grading Information

Student grades in each course are based, in part, on assessment, 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, 89-80 B, 79-70 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 as Metro does not have a letter grade of D.

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 diploma, 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 project (Creativity, Action, and Service) are necessary components to 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 in 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.

Missouri lawmakers have introduced specific bills in both chambers to ensure public colleges and universities offer credit for IB exams—similar to existing policy for AP scores. These include:

- **House Bill 291**, sponsored by Rep. Kemp Strickler (R-Lee’s Summit).
- **Senate Bill 243**, sponsored by Sen. Maggie Nurrenbern (D-Clay County).

Both measures would mandate that public institutions of higher education adopt policies granting academic credit when students score a 4 or higher on **IB** exams or a 3 or higher on **AP** exams, specifying the type and amount of credit awarded. As of now, these bills have been filed but have not yet passed both chambers or been signed into law. They were flagged as “bills to watch” in the 2025 legislative session..

IB Diploma candidates are selected not only for their academic excellence but also for their strong work ethic and personal integrity. Approval is based on a review of academic records, teacher input, and demonstrated commitment to rigorous coursework. If there are questions or concerns about a student’s readiness or fit for the IB Diploma Programme, a family meeting may be requested to discuss expectations and support strategies.

Advanced Placement and Advanced College Credit Programs

Advanced Placement (AP) courses are usually offered at Metro in, Chemistry, Pre-Calculus, English Language, English Literature, French, Psychology, Government, World History, and United States History. 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. See below for upcoming changes.)*

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There is no cost for the course; however, there is a cost assigned to students if they miss or fail to take their exam.

Supervised School Services (Graded--pass/fail)

The Supervised School Service program is an elective opportunity for students during their 12th-grade year. This elective is a valuable opportunity for students to actively assist teachers and

school staff with various tasks while developing essential skills and gaining practical experience. Students will receive a pass or fail as a grade for Supervised School Service and 25 service hours per semester.

Enrollment in the Supervised School Service program is a recognition of academic and personal excellence. To be eligible, students must meet specific criteria, including a minimum of a 3.0 GPA, 95% attendance (no more than four tardies/lates per semester), four teacher recommendations, and completion of all required electives. Also, if you receive a letter grade of F in any course at the first progress report, you **MUST** attend Metro Learning Academy, or you will be withdrawn from Supervised School Service. These criteria are set to ensure that students who participate in the program are dedicated and responsible.

Students selected to enroll in Supervised School Service are expected to fully support their assigned teacher or staff member for the entire class period daily and to be in attendance. Failure to meet this commitment may result in the student being withdrawn and placed in an alternative elective course and not receiving service hours.

Metro Academic Expectations

We are committed to fostering an environment that supports every student's success—academically, socially, and emotionally. This means upholding clear expectations that ensure student safety, maintain the smooth operation of classes and school events, and promote a strong culture of academic excellence. To uphold these commitments, the following rules and expectations have been established:

Academic Probation

Admission into Metro is competitive. You can be proud of yourself for the accomplishments and qualities that gained your acceptance. We hope that your accomplishments will continue. Remember, upon admittance into Metro, you committed to keeping your grades at a high level. **Students not thriving academically must attend MANDATORY after-school tutoring and Metro Learning Academy on Saturdays** as well as excluded from extra-curricular activities and athletics. Students will be identified in the first progress reporting cycle as needing multi-tiered systems of support if the student receives a letter grade of F in any course. **If a student fails two classes in one semester, the student will be placed on academic probation.** A family meeting will be scheduled for students who consistently (two or more letter grades of F) are not able to meet the academic demands of Metro to discuss other academic options.

Metro Learning Academy

Metro Learning Academy, held on Saturdays, a multi-tiered system of support support and extension of student learning beyond the traditional classroom.

Metro Learning Academy offers a variety of academic enrichment opportunities, including **test preparation, science labs, essay writing review**, etc. A mandatory specialized **Math Lab focused on Algebra skills and concepts** for students who scored **Basic** on the 8th Grade MAP or 9th Grade Algebra I EOC, and those performing **below grade level** on the Math assessments. These experiences are designed to reinforce core content and help students build the skills necessary for higher level mathematics.

Attendance is mandatory for students who have an **F on their progress report**, and they are also required to attend after-school tutoring. Metro Learning Academy provides both support and enrichment to help all students achieve academic growth and long-term success.

Study Hall

Study Hall is a feature of every Metro's student schedule to give students more time during the day to balance the courseload and rigor of Metro's academic program. It is a designated block of time in students' schedules to work independently on assignments, collaborate with peers on school projects, seek additional academic support, etc. Attendance is taken by the Study Hall teacher, and it is **MANDATORY** for students during study hall to report to their designated Study Hall teacher for attendance at the beginning of the class period. If a student is not in attendance for study hall yet currently present at school, the student will be coded as a "cut."

Students who have Study Hall scheduled during the first or last period of the day are still required to be present and on time—these periods are not optional. Any student who is consistently tardy or late (four or more instances) or who has two or more unexcused absences from their first or last period Study Hall will lose Open Campus lunch privileges for a period of two weeks. During this time, they may not leave campus for lunch, have food delivered or brought to them by other students, or eat outside. Instead, they will be required to eat in the Café.

Students in grades 11 and 12 who are eligible for open campus privileges during Study Hall must sign back in 15 minutes prior to the start of the next class period. Students participating in open campus during the last period of the day Study Hall may sign out but must return 30 minutes prior to the end of the day. *Study Hall is closed for the first five (5) weeks of the school year.*

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

Virtual Learning and Summer School

Metro Academic and Classical High School is committed to ensuring that ALL students are on track for graduation. In line with this commitment, any student failing a course will be required to complete that course via the SLPS Personalized Learning Platform (PLP) the semester immediately after receiving the letter grade of F to recover credit. Students recovering credit must attend mandatory after-school tutoring and Metro Learning Academy on Saturdays. Students must attend summer learning if they failed a course as no student can return to Metro or any other school site deficient in credit.

For students utilizing PLP for credit advancement (electives only) or Personal Finance, they must actively engage with their course for a minimum of one hour daily, Monday through Friday. This engagement is crucial to their academic progress and successful completion. The use of PLP for elective credit (approval must be given) must be taken prior to the student's junior year. ***Ninth grade students will ONLY be allowed to utilize PLP for Personal Finance not credit advancement.*** However, approval may be given on case-by-case basis—such as doubling up in Mathematics.

Personal Finance

In the state of Missouri, students must earn a 1/2 credit in the area of Personal Finance. This course spans one semester and focuses on the core competencies of Personal Finance, equipping students with the vital knowledge and skills to make informed decisions about real-world financial issues. The Personal Finance course is offered via the SLPS Personalized Learning Platform (PLP). Students who are in the 9th grade have the option to enroll in this course during the summer preceding their 10th grade academic via the SLPS PLP. It is important to note that the completion of the Personal Finance course is mandatory before a student enters their 11th-grade year.

Academic Integrity

Metro has extremely high regard for academic integrity and, as such, has zero tolerance for any and all forms of academic dishonesty. Academic dishonesty includes but is not limited to, all forms of cheating on any assessments, essays, or assignments (copying, taking pictures, group chats with answers, etc.), plagiarism, and any other unethical academic behavior. Any student in violation will receive no credit (zero/F letter grade), a family meeting will be scheduled, and a notation of the violation will be in the student's school record.

The use of artificial intelligence (AI) tools, such as Chat GPT, has the potential for misuse and often borders on plagiarism. At Metro, we utilize Turnitin to disrupt plagiarism and ensure the integrity of ALL student work. If it is deemed that a student has used any AI tool to complete an assignment, the student will receive no credit (zero/F letter grade), a family meeting will be scheduled, as well as a notation of the violation in the student's school record.

Any academic dishonesty violation will affect recommendations written by the school for any student applying for post-secondary institutions, scholarships, and other educational programs.

SLPS 2024-2025 Student Code of Conduct Handbook

Guidelines for Artificial Intelligence (AI) Use:

AI can enhance student learning experiences and support the achievement of learning objectives. Student use of AI tools will have a focus on using them to take ownership of their learning and development. We value student agency in SLPS and seek to foster a collaborative learning environment with the use of technology and technology tools and applications.

AI tools will only complement, not replace, human instruction and support. As such, the use of generative AI tools (e.g., ChatGPT, Dall-e, etc.) is permitted in St. Louis Public Schools for the following activities:

- Brainstorming and refining ideas;
- Fine tuning research questions;
- Finding information on a topic;
- Drafting an outline to organize thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts assigned to you or content that you put into a formal class assignment/project.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool, and clearly defined by the instructor which components may use such technology.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs, or papers to complete class assignments.

Students are responsible for the information submitted based on an AI query. Student use of AI tools must be properly documented and cited. Any assignment that is found to have used generative AI tools in unauthorized ways will be subject to disciplinary actions, including but not limited to assignment resubmission, assignment failure, or course failure. If in doubt about permitted usage, please ask for instructor clarification.

Teachers play a critical role in facilitating meaningful interactions and providing individualized support to students using AI tools and must adhere to all district policies and regulations regarding the collection, storage, and use of student data when using AI tools. Protecting student privacy is paramount in use of technology.

Source: Adapted from Center for the Advancement of Teaching;
<https://teaching.temple.edu/sites/teaching/files/resource/pdf/Chat-GPT%20syllabus%20statement%20guidance.pdf>

OPEN CAMPUS

Metro Academic and Classical High School has been existence for over 50 years, with that said we have reviewed and updated the 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. Students who are eligible to participate in Open Campus **must sign back in 15 minutes prior to the start of the next class period**. Students participating in Open Campus the last period of the day may sign out but must return 15 minutes prior to the end of the day. **Any student not returning during the last period of the day will lose Open Campus privileges for two (2) weeks**. 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 assigned Buddies or on special occasions. 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. ***Study Hall is closed for the first five (5) weeks of the school year.***

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 community service requirement has been a part of Metro Academic & Classical High School's graduation requirements since the school was founded in 1972. 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 250 hours of community service will be required for graduation beginning with the Class of 2029. These hours should be completed over the course of four years. Students **MUST** complete at least 50 hours per school year. No more than 75 hours should be submitted any single year. Any student not fulfilling this graduation requirement **WILL** BE allowed to graduate; however, they **WILL NOT** receive their high school diploma and final transcripts will not be released.

Class of 2026	200 hours
Class of 2027	200 hours
Class of 2028	200 hours
Class of 2029	250 hours

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. Service hours **will not be approved** if it is not deemed community service. For example, dog walking, baby sitting, duties as a member of an organization, etc. 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. If you have any questions regarding what is considered community service, please stop by the main office.

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.

Schoolwide Community Service

At the core of a Metro education is service to the community, one of the fundamental principles for which Metro was established. Every student must complete 200 hours of community service to graduate. In the 2022-23 school year, the Metro team instated designated schoolwide days of service so that we may more intrinsically involve service in our identity as a school community. On schoolwide service days, students and staff go out to serve in other SLPS schools or local community organizations in the City of Saint Louis with the intention of our students transforming into compassionate leaders committed to serving others.

All Metro students are expected to attend and actively participate in a minimum of two schoolwide service days. These days are an important part of our school culture and commitment to community service. To ensure full participation, students should not request early dismissal on scheduled service days. We appreciate your support in making these experiences meaningful for all.

School Clubs and Organizations

At Metro, students are encouraged to expand their academic journey beyond the classroom. With a diverse array of over 40 clubs, students have the chance to engage and connect with peers who share similar passions and interests.

At the heart of our student community is our Student Council (STUCO), which serves as the umbrella for the National Honor Society (NHS) and identity-based organizations, including the Black Student Union (BSU), Asian Student Association (ASA), and the Hispanics of Metro (HOM). These organizations play an instrumental role in our school by functioning as ambassadors for the school to the broader community, contributing to students' leadership development, and serving as a vital link between the student body and the school's leadership team.

To establish an official club at Metro, each club must have a minimum of five student members and a staff sponsor. A sponsor must be present at all meetings. ***Before becoming an official club and participating in Metro's Activities Fair, every club must submit a clear mission statement, outline a community service plan that includes at least two service events, provide a calendar of scheduled meetings (at least twice a month), and commit to actively supporting at least two school-wide events.*** Students may only serve as president or member of the executive board of one Tier 1 organization/club; however, they are welcome to join multiple Tier 2 organizations/clubs as general members. Exceptions may be given with approval from STUCO Executive Board.

Tier 1 Organizations/Clubs

- Student Council (STUCO), National Honor Society (NHS), Black Student Union (BSU), Asian Student Association (ASA), Hispanics of Metro (HOM), Model UN, Future Business Leaders of America (FBLA), and Health Occupations Students of America (HOSA)

Tier 2 Organizations/Clubs

- All other organizations/clubs

ALL students must be in good academic standing, no letter grades of F and an attendance percentage of 90% or better to participate in school events/activities and athletics. Students will be reviewed at every five-week intervals for grades and weekly for attendance improvement. Students with extenuating circumstances will be reviewed on a case-by-case basis.

Sports, Activities, and Clubs (*clubs are based on student interest—below are clubs that may or may not exist*). At the beginning of the school year, Student Council will host a Club/Activity fair to introduce all the clubs/activities at Metro.

Boys' Cross Country	Baseball	Cheerleading	Black Student Union
Girls' Cross Country	Boys' Track	Student Council	Yearbook Committee
Girls' Volleyball	Girls' Track	Chess	Drama
Boys' Soccer	Girls' Tennis	Debate	Asian American Assoc
Girls' Soccer	Boys' Tennis	Spanish Club	Dungeons & Dragons
Boys' Basketball	Girls' Softball	Model UN	Tech Crew
Girls' Basketball		French Club	Garden Club
		HOSA	Metro Women's Assoc

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 and the Athletic Director. 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 with the permission of the Administration.**
- **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 bus, ride share, taxicab, or parent/guardian'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 Assignment 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 require that the missed test is scheduled make-up date is during your assigned Study Hall. 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. It 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.

Alcohol, Narcotic Drugs and Drug Paraphernalia

Metro adheres to the guidelines outlined in the official SLPS Student Code of Conduct 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 SLPS Student Code of Conduct 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 SLPS Student Code of Conduct 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.

Electronic Communication Device Policy

In alignment with **Missouri Senate Bill 1481** and the **SLPS Student Code of Conduct Handbook**, Metro has implemented a comprehensive policy regarding electronic communication devices—one that reflects both legal obligations and the shared values of our academic community. To cultivate an environment that prioritizes focus, mutual respect, and intellectual engagement, all personal electronic communication devices—including, but not limited to, **cell phones, headphones, AirPods/earbuds, smartwatches, iPads, and similar technology**—will be **collected at the outset of each class period**. Each student will be assigned an **individual storage slot** within each classroom.

Please note: This policy excludes district-issued laptops, which remain permitted for instructional use.

Devices should not be visible or in use at any time, during passing periods, Study Hall, and in hallways, restrooms, lunch, etc. **unless explicitly authorized by a teacher for academic purposes.**

NO Cell Phone Use During Study Hall and Lunch

Students may have their cell phones **outside of the school building** during Study Hall and Lunch **only under these conditions:**

- **Students in grades 11–12 who leave campus during for Study Hall.**
- **Students in grades 10–12 who leave for Open Campus Lunch.**
- **Students in grade 9 *ONLY* who leave campus on designated Open Campus Lunch days.**

This decision supports compliance with legal requirements while honoring the unique culture and student autonomy that defines the Metro experience.

Failure to adhere to this policy will result in **progressive disciplinary consequences**, consistent with the **SLPS Student Code of Conduct Handbook**. Across the district, students who are found as not following the Personal Electronic Communication Device Policy and procedures will move through a progressive discipline procedure:

- **First Violation:** A warning will be issued.
- **Second Violation:** The device will be confiscated and returned to the student at the end of the day, with parent/guardian notification.
- **School-Level Discretion for Persistent Violations:** Schools will have the option to implement further progressive disciplinary actions for consistent violations, in accordance with the Saint Louis Public Schools Code of Conduct.

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:

- Students are expected to dress in a way that supports a positive learning environment. Tank tops are allowed if the straps are at least one inch wide. Spaghetti straps, halter tops, and shirts with open backs are not permitted. Shorts and skirts must be of a reasonable length appropriate for school. Clothing overall should be suitable for a classroom setting.. For more details, please see the Indecent Exposure and Dress Code Policy in the SLPS Code of Conduct Handbook.
- 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. If a student's clothing does not meet the dress code, and we have appropriate items available at school, we will provide them so the student can continue learning without disruption. 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/guardian 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 consequence 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 Code of Conduct handbook. Consequences for infractions can be severe. Please use good judgement.

ALL students will receive a copy of the SLPS Student Code of Conduct Handbook at the beginning of the school

