

Metropolitan Arts Institute

Student Codes of Conduct

&

Policy Handbook

2019-2020

Vision Statement

Ideally, art leads one through the transformative process of discovering the true self. In striving for skill, excellence and truth, we also uncover the inspiration that lies in the creative process. In trusting this process we can create meaning and purpose and also learn that life is a work in progress.

Metro Arts will serve as the tool box for the artistic mind and heart. Our purpose is to help students set goals, master techniques and develop skills and self discipline. Ultimately, success at Metro Arts is defined as the experience created through a productive, growing and tolerant community.

Mission Statement

The Metropolitan Arts Institute prepares students for college or a career in the arts and instills a love for the creative process. At Metro we develop partnerships with community arts organizations and practicing professional artists. We are dedicated to providing students who demonstrate desire, interest and talent in the arts the opportunity to pursue a rigorous academic and artistic program. At Metro we are committed to offering students a culturally diverse curriculum within an environment designed for self-discovery and the development of authenticity.

Equal Educational Opportunity

Metro Arts is committed to a policy of nondiscrimination (including non-harassment) in relation to race, color, religion, sex, national origin and disability. All individuals associated with the school including, but not limited to the administration, the staff and students are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment or harassment based on a person's race, color, religion, sex, age, national origin and disability.

I. Code of Conduct

A. The standards for conduct are governed by four fundamental principles:

- Be honest in all endeavors
- Take responsibility for your actions
- Have respect for all people
- Cause no intentional harm

B. Academic and Artistic Responsibility

- Academic and Artistic Responsibility include developing personal integrity and a strong work ethic. Each student is expected to engage in creative work that challenges them on both emotional and intellectual levels. These challenges will enable them to develop a mastery of the creative process, fostering continued growth. In addition, students who do not receive at least a C in beginning level art classes may not be allowed entry into advanced level art classes without special approval of the instructor. Such students will be placed in other entry level art courses.

HOMEWORK POLICY

- All students must turn in homework on the day it is due, at the time the teacher says it is due (beginning of class, end of class, by 4 pm, etc.).
- If a student does not come to class with complete homework, the student is required to attend Office Hours.
- Specific loss of points for late work will be determined by individual departments.
- Late homework that is 7 calendar days beyond the original due date will not be accepted and the assignment will be given a 0%.
- Assignments will not be collected after the last day of the quarter without approval from the Director of Student Services and Academics.
- Make-up assignments are given at the discretion of the teacher.
- Extensions and exceptions to the Homework Policy are granted by the Director of Student Services and Academics.
- The Homework Policy does not apply to large projects or large assignments. The value of large projects and large assignments will be reduced by 10% per calendar day they are received beyond the original due date.

- Extensions and exceptions to the Academic Homework Policy are granted only by administration for extraordinary circumstances or RTI, 504 and Special Education accommodations.

COURSE FAILURES, CREDIT RECOVERY AND STUDENT SCHEDULING

- All students in all grades who fail to gain credits in any required academic or required elective course in Semester One must enroll in a tuition based credit recovery program at a cost to the parent or guardian no later than January 15th. Credit recovery during Semester Two must be completed by the third week of May. Students enrolled in credit recovery will not be scheduled for the following Semester until the course work is completed and Metro Arts has received and accepted a transfer grade of no less than C-.
- Students who fail to gain credits in any required academic or required elective course in Semester Two must enroll in a tuition based credit recovery program at a cost to the parent or guardian no later than July 15th. Credit recovery during Semester One must be completed by the third week of November. Students enrolled in credit recovery will not be scheduled for the following semester until the course work is completed and Metro Arts has received and accepted a transfer grade of no less than a C-.
- Those who fail to recover credits in any given semester will be unable to enroll for the following semester. Exceptions may be made for those students passing all current classes, as well as their course recovery class, if additional time is needed. However, they will not be able create a schedule for the following semester until the credit recovery is complete. The student must apply for this exception. Students who fail to apply for an extension to the credit recovery program will be automatically un-enrolled at the end of the current semester. A letter will be sent home notifying the parent.
- If a student fails two required courses in any semester Metro will be unable to create a viable schedule for them and the student will be unable to continue at Metro Arts. We are unable to accommodate more than one credit recovery course per semester. Students who fail two academic courses will be automatically un-enrolled. A letter will be sent home notifying the parent.
- Students who are enrolled in an RTI Program, Credit Recovery, or State Test Prep Program will attend 9th Hour classes (from 2:45-3:45 M,T,H,F). Failure to do so will result in standard attendance discipline.
- **Students not maintaining at least a C- in all coursework will not be eligible to audition or participate in any Metro Arts performances or art exhibits.**
- **Students who achieved a “C-” or less in a core academic course will be required to be enrolled in Academic Remediation Studies.** If needed, this class is required in order to

remain enrolled at Metro. These classes are full year courses and will focus on strengthening reading and writing, math or science skills, offer homework support and increase organizational skills. Students will be withdrawn from elective courses in order to be enrolled in Academic Remediation Studies.

II. Code of Aesthetics

- The development of creative expression is encouraged within the school environment. Final decisions regarding the appropriateness of creative expression will be at the discretion of the administration.
- All teachers, staff and administrators are expected to present a balanced and unbiased viewpoint concerning controversial issues that arise via the curriculum.

III. Code of Dress

- Final decisions regarding the appropriateness of dress will be at the discretion of the administration. See attached detailed dress code. Failure to follow the code of dress may lead to disciplinary action.

IV. Code of Administrative Actions

- The administration and faculty are responsible for student and staff safety while on campus or at any school function. Actions that break the standards for conduct will result in a specific disciplinary action.

A. Grounds for Disciplinary Action:

- Tardies
- Non-participation in class
- Misuse of electronic devices of any kind
- Failure to arrive prepared for class
- Excessive absenteeism
- Failure to comply with any staff member
- Use of Profanity
- Inappropriate conversation referencing drugs, alcohol, sex, guns or violence
- Inappropriate dress
- Inappropriate displays of affection (beyond holding hands)
- Plagiarism, lying and stealing
- Damage to school property

- Gang Activity
- Harassment
- Hazing
- Bullying
- The possession of cigarettes or lighters
- The possession, sale of or being under the influence of alcohol, drugs or prescription drugs for non-medical use and the possession of drug paraphernalia
- The possession or use of a weapon including a knife with a blade of any length

B. Types of Disciplinary Actions:

- **Informal Reprimand:** A discussion between the student, faculty member and/or an administrator to determine appropriate behavior.
- **Lunch Detention:** Detention may be assigned by faculty or the administration for various violations of the codes of conduct.
- **Student Conference:** Creating an agreement regarding appropriate behavior with one or more members of the faculty, the administration and the student.
- **Parent Conference:** Discussion involving student, parent and or faculty member or an administrator to determine an agreement regarding appropriate behavior.
- **Behavior Contract:** An agreement between student, parent and administration regarding appropriate behavior, which will allow the student to continue attending classes. Violations of a behavior contract may result in short or long term off campus suspension.
- **In School Suspension:** Consists of suspension from classes for one or more days. The suspension may be immediate.
- **Short Term Off-Campus Suspension:** Consists of removal from classes and campus for nine days or less. The suspension may be immediate if the student's presence poses a danger to any student or school personnel. The parent will be notified immediately.
- **RPC:** Removal until Parent Conference: Student is suspended until parent contacts school and sets up appointment to meet with administration. Refusal to set an appointment or show up for an appointment will result in the student being withdrawn if they are absent for ten consecutive school days.
- **Long Term Off-Campus Suspension:** Consists of a determination by an administrator that appropriate disciplinary action requires short term off campus suspension from classes and a recommendation to the Disciplinary Committee for a long term suspension

of eleven days or more. Due process procedures will be initiated for a hearing with the Disciplinary Committee. A parent or student may appeal the decision of the Disciplinary Committee to the Board of Directors.

- **Expulsion:** Consists of a recommendation by the administration to the Board of Directors for permanent expulsion from Metro Arts. Due process procedures will be initiated for a formal hearing with the Board of Directors.

C. Harassment, Hazing, Bullying & Threat of Harm to Self or Others:

Harassment:

- Harassment is any verbal, physical, visual or electronic conduct that denigrates or shows hostility or aversion toward an individual because of that individual's race, color, sexual orientation, religion, gender, age, national origin, or disability. Harassment has the purpose or effect of creating an intimidating, hostile, or offensive environment, of unreasonably interfering with an individual's performance, or adversely affects an individual's opportunity for education.
- In the event of harassment a report to the administration is required in writing. The administration will conduct a prompt and thorough investigation and will communicate a determination as soon as practical. If the investigation determines that harassment has occurred appropriate disciplinary action will be taken.

Hazing:

- Hazing is any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, in which both one (1) the act was committed in connection with an initiation into, and affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and two (2) the act contributes to a substantial risk of potential physical injury, mental harm or personal degradation.
- Hazing is prohibited at the school. Any solicitation to engage in hazing is prohibited; aiding and abetting another person who is engaged in hazing is not allowed. It is not a defense to a violation of this policy that the hazing victim consented or acquiesced to the hazing activity.
- All students and staff shall take reasonable measures within the scope of their individual authority to prevent violations of the hazing prevention policy.
- All claims of violations of the hazing policy should be reported to a professional staff member, who will prepare a written report for the Head of School. All reports of

hazing will be investigated promptly by the Head of School. Staff members shall preserve the confidentiality of those individuals who reported the hazing, while also disclosing all information about the incident to the Head of School.

- Any professional staff member who knowingly permitted, authorized or condoned hazing or failed to report the hazing incident to the appropriate administrator will be disciplined in accordance with the school's policies.
- All violations of this hazing policy will be subject to the school's policies and procedures for discipline.
- Any incidents of hazing that includes possible child abuse or violations of Arizona statutes will be reported to law enforcement as required by law.

Bullying:

- All forms of bullying involving Metro Arts Students are prohibited including cyber-bullying both on and off campus. Bullying is aggressive behavior that is intentional and is typically repeated over time. Bullying can be hitting or punching, teasing or name calling, intimidation through gestures or social exclusion or insulting messages sent by email or text messages or made on blogs or websites or any other electronic media. Any incidents of bullying should be reported to a staff member, who will prepare a written report for the administration. The administration will investigate the incident, and if the investigation determines that bullying has taken place, appropriate disciplinary action will be taken according to the school's policies and procedures for discipline.

Threat of Harm to Self or Others:

- In the event that a student is judged to be in danger of harming him/herself or someone else, the following procedure will be followed:
- An administrator will request an immediate conference with the parent(s) and student, after which the student will be sent home and must set an appointment for and visit a qualified, licensed mental health professional for assessment.
- The family will be required to sign a release giving the mental health professional permission to speak with school administration.
- Before the student can return to school, a letter from the mental health professional will be required, stating that the student is not a danger to self or others. Should ongoing therapy be required, refer to the Process for Responding to Mental Health Concerns below.
- Counselor's notes are confidential and do not become part of a student's permanent record.

D. Responding to Mental Health Concerns

- In certain cases the Metro Administration may determine that a student is at serious physical and/or emotional risk and will require ongoing therapy with a licensed mental health professional who has been approved by the school's administration as a condition of the student's attendance and/or enrollment at school.
- Parents will sign a release allowing the school administration and mental health professional to communicate on a periodic basis on a schedule deemed appropriate by the school. The therapy will continue until both the therapist and the school administration are in agreement that therapy is no longer necessary.

E. Drug Testing Process

- If there is reasonable suspicion that a student is using, under the influence, or in possession of alcohol or drugs the parent will be contacted by an administrator and required to have the student drug tested, at a cost to the parent, at a school designated lab within 2 hours of suspicion unless the student freely admits to the drug use.
- If the parent refuses to have the student tested, the administrator will report the incident to the Division of Youth and Family Services for investigation and will suspend the child from school until such test is completed unless the student freely admits to the drug use.
- If a student is in possession of drugs, alcohol, and/or drug paraphernalia the police may be notified and disciplinary action will be taken.
- If testing is positive or the student admits to using any controlled, illegal or dangerous chemical substance, the family will be referred to a qualified therapist and/or program and required to attend at a cost to the parent or guardian. The school will require the parent(s) to sign a release allowing the administrator to speak with the treating professional before the student will be allowed to return to school.

V. Health, Safety, FERPA Rights, Access to education records & Silent Witness Program

- The administration is responsible for the health and safety of all students; if there is reasonable suspicion that a law or school policy has been violated, the administration may search a student's person, bag, locker or motor vehicle.
- Students may choose to report anonymous accounts of events about any incident on campus or at a school sponsored event relevant to student health and safety without parent permission. It is to be understood that such reporting will always be voluntary and never required by the school. **The school is not responsible for reporting to a parent that their student has chosen to report about an incident as a silent witness.**

- The administration respects the student's right to privacy of person and freedom from unreasonable search and seizure of property as guaranteed by the fourth amendment of the United States Constitution.
- Parents and or guardians have the right to inspect and review his or her child's education records, the right to seek to amend the records, the right to consent to disclosure of personally identifiable information from the records (except in certain circumstances), and the right to file a complaint with the Family Policy Compliance Office in the U.S. Department of Education (Department). 20 U.S.C. § 1232g; 34 CFR Part 99 regarding an alleged failure by a school to comply with FERPA.
- Under FERPA, Metro Arts will provide a parent with an opportunity to inspect and review his or her child's education records within 45 days following its receipt of a request. A school is required to provide a parent with copies of mandated education records.
- A school is not generally required by FERPA to provide a parent with access to school calendars or general notices such as announcements of parent-teacher meetings or extra-curricular activities. That type of information is not generally directly related to an individual student and, therefore, does not meet the definition of an education record.
- Under FERPA, a school is not required to provide information that is not maintained or to create education records in response to a parent's request. Accordingly, a school is not required to provide a parent with updates on his or her child's progress in school unless such information already exists in the form of an education record.
- Prescription Drug Release: Students are not allowed to take prescription medications on campus. Students who must take prescriptions during the school day by a Doctor's orders must register and leave the medicine at the front desk. Medicine will be distributed by the administration.
- Limited emotional support and mentoring is available to students on a voluntary basis by administrative staff. Instructional mentoring is encouraged; however, client privilege between students and school personnel is not enjoyed in Arizona. Appropriate student advisement includes the ethical and lawful obligation to inform parents and the administration of any issue involving safety. Suspected child abuse must be reported by the administration to Child Protective Services or law enforcement.
- Access to students during the school day is limited to the legal guardian of the student. Persons designated in writing by the parent or legal guardian may pick up students from school. Classroom and or limited lunchtime visitation by parents or legal guardians is by appointment only and subject to the approval of the administration.

VI. Code of Attendance:

· Attendance and Tardy Policy

- It is the parent or legal guardian's responsibility to report and excuse absences on the day they occur or before. Absences that are not excused within 24 hours of the absence will remain unexcused.
- Students have one school day per excused absence to make up work. Students will have the opportunity to make up participation points for excused absences only. Absences that are not excused within 24 hours of the absences will remain as unexcused and students will not be able to make up work.
- Call 602-258-9500 extension 10 to report and excuse your student's absence.
- Please be aware that the law defines "truant" as an unexcused absence for at least one class period during the day. Therefore, parent communication regarding absences is very important.
- Students must attend office hours in response to the absence to gain instruction, turn in assignments and collect any homework or materials.
- If a final exam is missed the student will automatically receive a grade of 0% for the exam resulting in a 10% drop in the semester grade. If a final exam absence is medically excused the student will receive an incomplete and will have the number of days absent to take the exam before receiving a failing grade of 0% on the exam. Missing a final exam will only be excused with medical documentation. Metro Arts will not provide prior approved absences for final exams without medical documentation. Students should not plan family, or other trips that encroach on exam days.

· Attendance - Arizona Law

- The state of Arizona requires that all students attend school 90 percent of the school year. Metro Arts' students attend school 180 days per year, which means that a student has nine sick days a semester. When a student reaches nine absences a semester, a referral will be made to Student Services and Academics for intervention. Students who have more than 6 absences per semester may lose their privileges to participate in extracurricular activities.
- A student that is absent more than ten percent (18 days) of the required number of school days per year is considered to have "excessive absences" whether the absence is excused or unexcused. An absence is defined as a minimum of one missed class period per day.

- When a student has 5 or more unexcused absences, the student can be cited to a Court Unified Truancy Suppression Program (C.U.T.S.) and cited \$50 assessment fee. Consequences through the Maricopa County Juvenile Court can include suspension of student's driver's license or inability to get a driver's license until a student's eighteenth birthday and/or formal court proceedings.
- Students absent for ten consecutive school day without parent communication or medical documentation will be considered unexcused and the student shall be withdrawn from the school, pursuant to A.R.S. §15-901 (A)(2).
- If there are 10 or more consecutive absences due to illness, the school shall require the student to furnish a doctor's note verifying the student's illness, which shall remain in the student's file for four years.
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- Students with chronic health conditions or serious medical injury that affects attendance can avoid losing credit with an independent educational agreement and plan. Credit will be given for completed course work per semester within established plan expectations created by the administration. All chronic health conditions and major illnesses must be medically verified and documented by a certified medical physician

Tardy Policy

- Students who are 1-30 minutes late to any class are marked as tardy.
- Students who are tardy to the first period of the day will be required to attend 30 minutes of Office Hours with that instructor.
- Students who are 31 minutes or later will be marked with an unexcused absence and will remain in the Administration office until the next class period begins. A parent must call in to excuse this absence within 24 hours. The student must attend office hours in response to the absence to gain instruction, turn in assignments and collect any homework or materials.

VII. High School Code of Enrollment Obligation

- Students must be enrolled in a full course load of six classes per semester including one art elective per semester and a minimum of two academic courses. Any student who fails to earn credit in an academic course will be required to recover credits. Credit will not be awarded for any make up course taken off campus without a transfer grade of at least 62%. Metro Arts may require the student to take a Metro Arts final exam to prove competence in subject matter.
- **To earn a diploma from Metro Arts students must complete all high school credits required by the state of Arizona and their entire senior year at Metro Arts. Senior Humanities must be taken on campus and is required of all Seniors. Metro Arts is**

not an accelerated school. Student who wish to graduate a year early from high school must transfer to another school in order to graduate and receive a diploma.

- **Currently enrolled Metro students who have completed credits outside Metro Arts required to enter senior year must have transcripts for those courses to Metro Arts by the end of the second week of school in January of their Junior year. Such students must be enrolled in the second semester Metro courses they will need to enter senior year. When both these requirements are satisfied the student will be allowed to register for senior classes and secure a senior schedule.**
- Parents and students accept full responsibility for all instructional materials and will be held liable for any damage to or loss of those materials.

VIII. Code of Transportation Responsibility

- Reliable transportation to and from school is the responsibility of the parents.
- Students may not park their cars on public streets surrounding the school.

Handbook, Dress Code and Building Rules Agreement 2019-20

Please view the entire Handbook and Policies on the Metro Arts website at:

www.metro-arts.org click the *Students/Parents* tab, select "*School Policies*", click the *Student-Handbook* link at the bottom of the page.

You may also pick up a printed copy of the Student Handbook in the main office at Metro Arts.

In signing below, I confirm my agreement to follow all the policies in this handbook and any future changes and additions. I understand the statements below. I also understand that from time to time these policies will be updated or altered and I will be informed of these changes and my agreement to follow them will be assumed unless I inform Metro Arts otherwise and decide to withdraw my student from the school.

- I have read the handbook.
- I have read the dress code.
- I have read the cell phone, homework, technology policies.
- I have read the classroom and building rules.
- I agree to follow the Policies as outlined in the Handbook.

Signed: _____ Date: _____
Student

Signed: _____ Date: _____
Parent / Guardian