

# METROPOLITAN BUSINESS ACADEMY

innovation • integrity • involvement

## Student & Family Handbook 2019-2020

115 Water Street  
New Haven, CT 06511  
Phone (475)220-7700  
Fax (475)220-7705  
[www.metropolitanbusinessacademy.org](http://www.metropolitanbusinessacademy.org)

**A Note about This Handbook:**

The Metropolitan Student & Family Handbook provides important information specific to Metropolitan Business Academy. In addition to the policies set forward by this administration, students and parents of Metropolitan Business Academy are held to all policies and procedures set forward by the New Haven Public Schools.

## Table of Contents

### Directories and Calendar

Telephone Directory.....	3
Email Directory.....	4
School Calendar.....	5

### School Overview

About Metropolitan .....	8
Mission .....	8
Vision .....	8
Explanation of Academic Pathways .....	8
School Code.....	8
Website.....	8

### General Information

Bell Schedule.....	9
Dress Code.....	10
Extended Day Expectations.....	10
Family Engagement.....	10
Parent/Family Team.....	11
Student Led Conferences (SLC).....	11
School Closings.....	11
Student Breakfast Information.....	11
Student Lunch Information.....	11
Visitors.....	11

### School-Wide Policies and Procedures

Attendance.....	12
Bullying and Harassment.....	12
Title IV, Title IX, and 504 Coordinators.....	13
Evacuation Procedures.....	13
Lockdown/Code Red Procedures.....	13
Mandated Reporting.....	14
Non Discrimination/Equal Opportunity.....	14
Parking Policy.....	14
Smoking Policy.....	14
Tardy Students.....	14
Textbooks.....	15
Technology and Laptop Policy.....	15

### Information about Requirements and Courses

To the Parents of Metropolitan Students.....	16
Accessing PowerSchool and Naviance.....	16
Add/Drop Policy.....	16
Advanced Placement Courses.....	17
Community Service Hours .....	17

### Info about Requirements and Courses Cont'd

Definition of a Credit.....	17
Entrance Reqs for Institutions of Higher Ed.....	18
Grade/Class Transfer Policy.....	19
Graduation Requirements.....	19
Honors Contracts.....	19
Internships.....	19
Mastery-Based Learning.....	20
What does MBL look like at MBA?.....	20
Guiding Principles and Practices.....	21
What Does My Grade Mean? .....	22
New Haven Promise.....	21
Requirements for Promotion.....	21
Summer Programs.....	21
Summer School (Credit Retrieval).....	22
Timeline for Processing College Applications....	23
21 <sup>st</sup> Century Competencies.....	

### Addressing Student Behavior

Avoiding Plagiarism.....	24
Discipline Referrals.....	24

### Student Portfolios

Basic Information.....	25
Working Portfolios vs. Showcase Portfolios.....	25
Grading Portfolios.....	25
Portfolio Reflection.....	25

### Weekly Advisory & Student Led Conferences

Faculty Advisors.....	26
Student Led Conferences.....	26
Types of Advisory.....	26

### Supportive Student Programs and Personnel

Advisory Board.....	27
Counseling and Guidance Office.....	27
Health Services.....	27
Learning Lab.....	28
Library Hours, Procedures and Resources.....	
Student Support Services Team (SSST).....	28

### Extracurricular Information

After-School Activities.....	29
After-School Tutoring.....	29
Class Activity Guidelines.....	29
Organization of Student Councils.....	29

## ***Directories***

### **Telephone Directory**

<b>Name</b>	<b>Title</b>	<b>Number</b>	<b>Internal #</b>
<b>Main Office</b>		475-220-7700	87700
<b>Main Fax Number</b>		475-220-7705	
<b>Michael Crocco</b>	Principal	475-220-7710	87710
<b>Moseley, James</b>	Assistant Principal	475-220-7711	87711
<b>Echevarria, Carmen</b>	Secretary	475-220-7700	87700
<b>Martinez, Melissa</b>	Main Office Clerk	475-220-7700	87700
<b>Chicoski, Lauren</b>	Magnet Resource	475-220-7707	87707
<b>Cupole, Charline</b>	Library Media Specialist	475-220-7730	87730
<b>Lalor, Pat</b>	School Nurse	475-220-7715	87715
<b>Legere, Belinda</b>	Guidance Counselor A-L 504 Coordinator	475-220-7727	87727
<b>Ortiz, Diane</b>	Social Worker	475-220-7715	87715
<b>Pitkin, Heidi</b>	Guidance Counselor M-Z	475-220-7729	87729
<b>Reinshagen, Julie</b>	AP and ISSP Coordinator	475-220-7728	87728
<b>Security Desk</b>	(Lobby)	475-220-7708	87708
<b>Turnaround Room</b>	Social Work Intern	475-220-7723	87723

\*A full, updated directory of staff phone numbers and email addresses is available on our school website.

## Email Directory

Please visit the school website to view the updated directory throughout the year.

Name	Department	Email Address
Achebe, Furahi	Technology	furahi.achebe@new-haven.k12.ct.us
Blatteau, Leslie	History	leslie.blatteau@new-haven.k12.ct.us
Braginsky, Nataliya	History	nataliya.braginsky@new-haven.k12.ct.us
Burgess, Sherry	Science	sherry.burgess@new-haven.k12.ct.us
Cap, Jon	Technology	jon.cap@new-haven.k12.ct.us
Carrington, Kelly	Technology	kelly.carrington@new-haven.k12.ct.us
Chicoski, Lauren	Magnet Resource	lauren.chicoski@new-haven.k12.ct.us
Cupole, Charline	Technology / Media	charline.cupole@new-haven.k12.ct.us
Echevarria, Carmen	Secretary	carmen.echevarria@new-haven.k12.ct.us
Gracy, Laurie	Business	laurie.gracy@new-haven.k12.ct.us
Greenia, Carmen	Spanish, French	carmen.greenia@new-haven.k12.ct.us
Griffin, Chia-Lien	Chinese	chia-lien.griffin@new-haven.k12.ct.us
Hekeler, Christopher	Business	christopher.hekeler@new-haven.k12.ct.us
Jinks, Travis	Youth Coordinator	travis.jinks@new-haven.k12.ct.us
Krisavage, Veronica	Math	veronica.krisavage@new-haven.k12.ct.us
Lalor, Pat	School Nurse	pat.lalor@new-haven.k12.ct.us
La Pan, Danielle	English	danielle.lapan@new-haven.k12.ct.us
Langley, Amy	Math	amy.langley@new-haven.k12.ct.us
Lauber, Ned	Math	ned.lauber@new-haven.k12.ct.us
Lefort, Marc	Physical Education	marc.lefort@new-haven.k12.ct.us
Legere, Belinda	Guidance/504 Coordinator	belinda.legere@new-haven.k12.ct.us
Lin, Austin	Math	austin.lin@new-haven.k12.ct.us
Lopez, Joanna	Spanish	joanna.lopez@new-haven.k12.ct.us
Martinez, Melissa	Main Office Clerk	melissa.martinez@new-haven.k12.ct.us
Matheson, Katie	Special Education	katherine.matheson@new-haven.k12.ct.us
Miller, Julia	History	julia.miller@new-haven.k12.ct.us
Monahan, Mathew	English	matthew.monahan@new-haven.k12.ct.us
Moseley, James	Assistant Principal	james.moseley@new-haven.k12.ct.us
Nierenberg, Mathew	Special Education	mathew.nierenberg@new-haven.k12.ct.us
Nouchkioui, Fatima	French, Arabic	fatima.nouchkioui@new-haven.k12.ct.us
Ortiz, Diane	Social Worker	diane.ortiz@new-haven.k12.ct.us
Pacelli, Anne	English	anne.pacelli@new-haven.k12.ct.us
Pantaleo, Donnamarie	Special Education	donnamarie.pantaleo@new-haven.k12.ct.us
Peterhansel, Tyler	Chemistry/Biology	tyler.peterhansel@new-haven.k12.ct.us
Pitkin, Heidi	Guidance Counselor	pitkin.heidi@new-haven.k12.ct.us
Reinshagen, Julie	AP/ISSP Coordinator	julie.reinshagen@new-haven.k12.ct.us
Ruzbasan, Gary	History	gary.ruzbasan@new-haven.k12.ct.us
Sacco, Anthony	English	anthony.sacco@new-haven.k12.ct.us
SCSU Social Work Interns	Clinic	mswinterns.mba@gmail.com
Shaw, Jennifer, Ph.D.	Math	jennifer.shaw@new-haven.k12.ct.us
Sinatra, Nicholas	Math	nicholas.sinatra@new-haven.k12.ct.us
Smith, Jessica	Science	jessica.smith@new-haven.k12.ct.us
Staysniak, Stephen	English	stephen.staysniak@new-haven.k12.ct.us
Whitbeck, Christoph	Science	christoph.whitbeck@new-haven.k12.ct.us
Willems, Chris	Science	chris.willems@new-haven.k12.ct.us
Wright, James	Youth Coordinator	james.wright@new-haven.k12.ct.us

## ***School Calendar***

(Updated 7/19/2019 – Subject to change)

<b>Month</b>	<b>Important Dates / Events</b>	<b>Notes</b>
<b>September</b>	August 29 <sup>th</sup> – First Day of School	Marks Open
	2 <sup>nd</sup> – No School, Labor Day	
	4 <sup>th</sup> – Yearbook/ID Card Picture Day	Underclassmen in uniforms. Seniors have “dress up” day. Make every effort to take your picture on this day.
	9 <sup>th</sup> – Yearbook/ID Card Make-Ups	Only 1-hour dedicated to make-up pictures. There is no “re-take” day.
	10 <sup>th</sup> – Staff In-Service	No school for students
	11 <sup>th</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	17 <sup>th</sup> – Parent/Family Team Meeting, 6-7pm. Parents, Teachers	Babysitting and Spanish-speaking student translators upon request.
	18 <sup>th</sup> – Biannual Blood Drive	Students 17+ can sign up to donate in the gymnasium
	19 <sup>th</sup> – Annual Student Activities/Club Fair	Students will explore clubs and programs during the school day.
	21 <sup>st</sup> – Annual Coastal Cleanup	Volunteer opportunity at Lighthouse Park 11am-12:30pm
<b>October</b>	2 <sup>nd</sup> – SPMT Meeting, 2:30-3:30pm	Students, Families and Community Partners are welcome to attend.
	9 <sup>th</sup> – No School, Yom Kippur	
	14 <sup>th</sup> – No School, Columbus Day	
	17 <sup>th</sup> – Student Led Conferences (1 of 3) <sup>2</sup>	Mandatory conferences.
	21 <sup>st</sup> – Staff In-Service	Students dismiss at 11:15am
<b>November</b>	5 <sup>th</sup> – Staff In-Service	No school for students
	6 <sup>th</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	11 <sup>th</sup> – No School, Veteran’s Day	
	12 <sup>th</sup> – Parent/Family Team Workshop, 6-7pm	Babysitting and Spanish-speaking student translators upon request.
	27 <sup>th</sup> – Early Dismissal at 11:15am & End of First Trimester <sup>3</sup>	Attendance will be taken. Marks close.
	28 <sup>th</sup> -29 <sup>th</sup> – No School, Thanksgiving Recess	
<b>December</b>	16 <sup>th</sup> -20 <sup>th</sup> – Spirit Week (Senior Sponsored)	
	20 <sup>th</sup> – Early Dismissal at 11:15am	Attendance will be taken.
	23 <sup>rd</sup> -31 <sup>st</sup> – No School, December Recess	

January	1 <sup>st</sup> – No School, New Year's Day	Return to school on Thur, January 2 <sup>nd</sup>
	6 <sup>th</sup> – No School, Three Kings Day	
	8 <sup>th</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	14 <sup>th</sup> – Parent/Family Team Workshop, 6-7pm	Babysitting and Spanish-speaking student translators upon request.
	20 <sup>th</sup> – No School, M.L.K., Jr. Day	
	14 <sup>th</sup> -17 <sup>th</sup> – Tentative Midyear Exams	Students dismiss early each day
	29 <sup>th</sup> – Staff In-Service	Students dismiss at 11:15am
February	5 <sup>th</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	6 <sup>th</sup> – Student Led Conferences (2 of 3) <sup>2</sup>	Mandatory conferences.
	10 <sup>th</sup> -14 <sup>th</sup> – Spirit Week (Junior Sponsored)	
	14 <sup>th</sup> – Early Dismissal at 11:15am	Attendance will be taken.
	17 <sup>th</sup> -21 <sup>st</sup> – No School, February Recess	
March	4 <sup>th</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	13 <sup>th</sup> – End of Second Trimester <sup>3</sup>	Marks Close
	24 <sup>th</sup> – Parent/Family Team Workshop, 6-7pm	Babysitting and Spanish-speaking student translators upon request.
April	1 <sup>st</sup> – SPMT Meeting, 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	6 <sup>th</sup> -9 <sup>th</sup> – Spirit Week (Sophomore Sponsored)	
	9 <sup>th</sup> – Early Dismissal at 11:15am	Attendance will be taken.
	10 <sup>th</sup> -17 <sup>th</sup> – No School, April Recess	
May	4 <sup>th</sup> – Staff In-Service; AP US Gov Exam; Tentative Senior Portfolio Presentation Kickoff <sup>4</sup>	Students dismiss at 11:15am
	5 <sup>th</sup> – Teacher Appreciation Day	
	6 <sup>th</sup> – AP Lit Exam at 8am & SPMT Meeting from 2:30-3:30pm <sup>1</sup>	Students, Families and Community Partners are welcome to attend.
	7 <sup>th</sup> – Student Led Conferences (3 of 3) <sup>2</sup>	Mandatory conferences
	12 <sup>th</sup> – Biannual Blood Drive	Students 17+ can sign up to donate in the gymnasium
	22 <sup>nd</sup> – Social Justice Symposium	
	25 <sup>th</sup> – No School, Memorial Day	
	27 <sup>th</sup> – Senior Prom	6-10pm at Anthony's Ocean View

June	1 <sup>st</sup> -5 <sup>th</sup> – Freshmen Spirit Week	
	11 <sup>th</sup> -12 <sup>th</sup> , 15 <sup>th</sup> -16 <sup>th</sup> – Tentative Exams	Students dismiss at 11:15am
	15 <sup>th</sup> -19 <sup>th</sup> – Senior Week Activities	
	17 <sup>th</sup> – Senior Awards Ceremony	6:00-7:30pm at MBA
	17 <sup>th</sup> -18 <sup>th</sup> – Make-up Exams	Students dismiss at 11:15am
	19 <sup>th</sup> – End of Third Trimester <sup>3</sup>	Marks close

<sup>1</sup> The School Planning and Management Team (SPMT) is one of the main decision-making bodies of the school. All stakeholders are represented, including teachers, administrators, students and families. Parents are encouraged to attend.

<sup>2</sup> MBA does not host “Meet the Teacher Night” or “Report Card Night.” Instead, we have Student-Led Conferences (SLC), which are set by appointment with your child’s advisor. A full explanation of SLCs is in our Parent Student Handbook.

<sup>3</sup> Metropolitan runs on a trimester grading system. There are approximately twelve weeks in a trimester. Report cards will be mailed three times during the school year.

<sup>4</sup> Every senior is required to deliver their 21<sup>st</sup> Century Portfolio Presentation during the third trimester.

## ***School Overview***

### **About Metropolitan**

Metropolitan is a full college preparatory program that offers students four academic paths of study. These pathways are supported by the 21st Century Competencies. Metropolitan is committed to offering students opportunities to apply its core values of ***Innovation, Integrity*** and ***Involvement*** through project-based learning using state of the art technology, student leadership positions, internships, and community service.

### **Mission**

MBA is committed to ensuring all students realize their full educational potential by providing supportive, innovative and rigorous instruction in a safe school environment.

### **Vision**

Metropolitan Business Academy -- A school of innovation, integrity, and involvement -- uses the resources of the school and community to offer a challenging, integrated curriculum that inspires students to become self directed 21st century learners on their journeys to excellence.

### **Explanation of Academic Pathways**

The **Academy of Allied Health and Science** prepares students to pursue further education toward a career in the medical sciences through rigorous specialized curriculum and community based partnerships.

The **Academy of Digital Arts and Technology** provides students with opportunities to build digital media literacy skills with a focus on innovation using animation, web and graphic design, programming, multimedia, and e-commerce.

The **Academy of Finance** connects students with the world of financial services, offering a curriculum that covers banking and credit, financial planning, accounting, business psychology, and e-commerce and entrepreneurship.

The **Academy of Law and Political Science** prepares students to pursue further education toward a career in law, political activism, journalism, criminal justice, community action, and public service.

**School Code:** 070503

**Website:** [www.metropolitanbusinessacademy.org](http://www.metropolitanbusinessacademy.org)



## ***General Information***

### **Bell Schedule**

Metropolitan operates on an alternating A day/B day 87-minute block schedule. The day begins at 7:44am and ends at 2:05pm on Monday through Thursday. On Fridays, students are dismissed at 12:30pm and teachers attend staff professional development [Learning Community meetings, Data Team meetings, Grade Level and Content Team meetings, or other professional development] sessions.

Students attend four classes per day on both A day and B day. Classes run on an alternating 87-minute block schedule on Monday through Wednesday. On Thursday and Friday, classes run on an alternating 66-minute block schedule with an additional 70-minute advisory block [5<sup>th</sup> period] scheduled on Thursdays. On Fridays, students attend classes for 63 minutes each and dismiss at 12.30pm.

### **Monday through Wednesday**

#### **A/B Day**

Period 1 7:44 AM - 9:11 AM  
Period 2 9:14 AM - 10:39 AM  
Period 3 10:42 AM - 12:37 PM  
Lunch 1 10:42 AM - 11:12 AM  
Lunch 2 12:07 PM - 12:37 PM  
Period 4 12:40 PM - 2:05 PM

### **Thursday Schedule**

#### **A/B Day**

Period 1 7:44 AM - 8:50 AM  
Period 2 8:53 AM - 9:59 AM  
Period 3 10:02 AM - 11:41 AM  
Lunch 1 10:02 AM - 10:32 AM  
Lunch 2 11:11 AM - 11:41 AM  
Period 4 11:44 AM - 12:50 PM  
Period 5 12:55 PM - 2:05 PM [Advisory]

### **Friday Schedule**

#### **A/B Day**

Period 1 7:42 AM - 8:45 AM  
Period 2 8:48 AM - 9:50 AM  
Period 3 9:53 AM - 11:25 AM  
Lunch 1 9:53 AM - 10:27 AM  
Lunch 2 10:55 AM - 11:25 AM  
Period 4 11:28 AM - 12:30 PM

## **Dress Code**

All Metropolitan Business Academy students are expected to wear the school uniform. All elements of the school uniform can be purchased generically from any vendor or retail store. Orders for uniforms with Metropolitan logos may be made during orientation or in our main office.

Students are required to wear the following uniform tops and uniform bottoms.

The choices for **uniform tops** (does not contain any logos or writing) are long-sleeved or short-sleeved: white polo shirt, navy polo shirt, light blue polo, white oxford button down shirt, and light blue oxford button down shirt. Sweaters and windbreakers are allowed, so long as they meet the color and logo policy previously stated. The choices for **uniform bottoms** are: khaki pants, navy pants, khaki skirt, navy skirt, knee length navy shorts, and knee length khaki shorts.

For picture examples of the uniform please visit the About Us tab on our school website.

Metropolitan Business Academy will be initiating a “clothes closet” where students will be able to donate uniforms that no longer fit them. These uniforms will be made available to other students to use as needed. If you would like to donate your child’s uniform, please do so in the main office.

## **Coat Policy**

Per order of the Superintendent, no student is to be in a classroom wearing a coat or jacket. Students must put their coats in their locker by 7:40 AM.

## **Extended Day Expectations**

MBA offers students a variety of clubs, after school activities, and tutoring. Time after school provides valuable extended learning experiences for students who may need to complete group work or individual assignments with the support of a teacher. While we welcome students to partake in activities so that they may have an enriched high school experience, students who remain after school must adhere to all school policies. Students who stay after must partake in organized activities with a club or teacher. If a behavioral issue arises, a student’s privileges to stay after school may be revoked and the child may be asked to leave the campus. More information about extended learning hours are on page 27.

## **Family Engagement**

MBA is committed to making parents an equal partner in the education for MBA students. Guardian involvement is an integral part of student success, and there are many ways that parents can become involved with the MBA community. If parents are interested in being a guest speaker in a class, arranging guest speakers, organizing a field trip, or offering some other expertise that will augment the MBA curriculum, please contact the After-School Activity Coordinator. Parents are also welcome to volunteer at MBA in various capacities or participate with the SPMT.

If parents have other concerns about their child’s performance in class or if they have any other school-related questions, please contact the office immediately so that a meeting can be arranged and the issue can be addressed.

## **Parent/Family Team**

Metropolitan has an active group of parents who attend Student Led Conferences and support parent-sponsored activities. Parents are invited to attend any meetings held by the organization. Our meetings are held generally every month, unless there is a vacation or closing. Most meetings coincide with Student Led Conferences and educational workshops. See the School Calendar for dates and check the school website for more information, including meeting agendas and minutes.

## **Student Led Conferences**

Parents must attend Student Led Conferences on the evenings of **October 17<sup>th</sup>**, **February 6<sup>th</sup>**, and **May 7<sup>th</sup>**. For more information on Student Led Conferences, see page 25. If these dates do not fit your schedule, please contact your child's advisor.

## **School Closings**

Information on school weather related closings, delays, and dismissals may be obtained on WTNH News Channel 8 or at the New Haven Public Schools website: [www.nhps.net](http://www.nhps.net). You can also get school closings text alerts by registering your cell phone at: <http://wtnh.com/mobile/text-alerts/>. It is requested that parents and students do not call the main office for this information.

## **Student Breakfast Information**

Breakfast is available for all students. Breakfast opens by 7:10am and closes by 7:30am. If students arrive after breakfast has already closed for the morning, students will not be able to get breakfast that day.

## **Student Lunch Information**

Seniors and Juniors eat during the first lunch wave and Freshmen and Sophomores eat during the second lunch wave. There are some exceptions for mixed grade level classes that meet during third period. After students arrive in the lunchroom, they will be allowed to enter the serving area to pick up their lunch in small groups as directed by the lunch time monitor. Students must stay in the cafeteria during lunch unless they are given a pass by a classroom teacher to attend a lunch time tutorial. No food is allowed upstairs. Students are expected to clean up after themselves and should throw away all trash in the appropriate receptacles before leaving the lunch room.

## **Visitors**

All visitors must sign in at the Welcome Desk at the main entrance of the school and pick up a visitor badge.

## ***School-Wide Policies and Procedures***

### **Attendance**

Teachers take attendance in every class. If a student arrives to school late, the student must check in at the main office. If the student does not check in, he or she will be marked absent for the day. Students should be aware that their attendance record follows them throughout high school, and as they apply to college. Poor attendance could make students ineligible for the **New Haven Promise** or other scholarship opportunities. When a student is absent, he or she should bring a note to the main office explaining the reason for the absence. Parents and Students should be aware that both excused and unexcused absences can affect academic performance and interrupt scholarship eligibility.

Reporting class absences: A student has cut a class if there is no reasonable explanation for why the student has not shown up to class. If students show up within the last few minutes of class or leave with a given pass and do not return to class, and there is no reasonable explanation, the student's behavior will be documented as a cut. All students must present passes to their teacher to account for their whereabouts.

### **Bullying and Harassment**

Bullying is defined as physical, verbal, or psychological attacks or acts of intimidation or the intentional isolation that is intended to cause fear, distress, or to harm the victim while on school grounds or at a school sponsored activity.

Harassment is unwanted behavior which interferes with the rights of individuals to study, work, and enjoy school. Everyone has the right NOT to be harassed and all students and faculty should feel safe at school. Please bring any concerns of harassment directly to the administration.

Sexual Harassment is unwelcomed behavior, either physical or verbal, of a sexual nature. School board policy as well as state and federal law prohibit sexual harassment. It includes, but is not limited to, sexual kidding or verbal abuse, petting, pinching, grabbing, or rubbing up against someone in a sexual way, telling sexual jokes or making sexual innuendoes, spreading sexual rumors about another, or displaying or distributing sexually graphic material.

The New Haven Board of Education will not tolerate any form of harassment of any members of the New Haven Public School Community by students or employees of the New Haven Public Schools. If harassment is observed or if anyone is the victim of any form of harassment, it should be reported immediately so that it can be investigated.

BOE Code 5131.911: The New Haven Board of Education will not tolerate any form of bullying or harassment of the members of the New Haven Public School Community by students or employees of the New Haven Public Schools. Bullying and/or harassment include, but are not limited to, acts based on: gender identity, ethnicity, nation of origin, race, sexual orientation, physical characteristics, or mental capacity. The New Haven Public Schools require students, faculty, staff, and or parents to report all cases of bullying and harassment immediately, to the school's administrator, administrator's designee, or director. Teachers and other school staff that receive reports of bullying from students are required to report this information to the appropriate administrator immediately.

#### **Title IV, Title IX and Section 504 Coordinator**

The Board of Education prohibits sexual harassment or intimidation of its students and employees. Any student or employee who believes he or she has been the subject of discrimination/sexual harassment should contact the district's Equity/Title IX Coordinator or an administrator.

Metropolitan Business Academy, 115 Water Street, New Haven, CT 06511

Title IX Coordinator: James Moseley, Assistant Principal, (475)220-7711

504 Coordinators: Belinda Legere, Guidance Counselor (475)220-7727 and Heidi Pitkin, Guidance Counselor (475)220-7729

Note: This booklet can be made available in Spanish or other languages upon request.

Este libro se encuentra en Espanol para el que lo necesite. Para más información en español, por favor contacte a los Embajadores de la Escuela, Carmen Echevarria (475-220-7700) or Melissa Martinez (475-220-7704).

#### **Evacuation Procedures**

The evacuation route for fire drills and emergencies shall be posted in each classroom. Teachers will review evacuation procedures for each room where they have class. During an emergency, all students will take their backpacks and calmly and quietly exit the building. Students should not leave their classes or their classroom teacher after exiting the building. They should quietly listen for directions. Horse play, even during a drill, can create a serious, threatening, and unsafe situation.

#### **Lockdown / Code Red Procedures**

As of March 2019, the Superintendent has changed the previous procedure of announcing "Code Red" over the intercom in the event of a lockdown. Instead, you will simply hear "Lockdown." This will allow all visitors in the building to understand the instructions.

When a lockdown is called, a serious situation is putting Metropolitan students, staff and visitors at risk. It could mean unauthorized personnel are in the building, someone is armed and dangerous in the area of the building, or some other serious threat is at hand.

Students who are in a hallway should enter any open classroom so the teacher can close and lock the door. Students in the bathroom can lock the bathroom door from the inside and remain inside until the end of the lockdown period. Students and teachers who are in rooms other than classrooms should close the entry doors to those spaces and remain quiet and out of sight of windows and doors.

**No one is allowed to leave the room during a lockdown for any reason.** All students and staff must remain in the designated lockdown area until the end of the lock down. The end of a lockdown is signaled when a school administrator or other official personnel announce that the lockdown is over.

Teachers will review lockdown procedures and practice them ahead of time so that everyone understands the seriousness of the lockdown procedure.

## **Mandated Reporting**

All school personnel are State Mandated Reporters. School personnel must report any suspicion that any child under the age of 18 has had physical injury inflicted upon him/her other than by accidental means or has injuries which are at variance with the history given of them, or is a condition which is the result of maltreatment such as, but not limited to malnutrition, sexual abuse, sexual exploitation, deprivation of necessities, emotional maltreatment or cruel punishment or has been neglected, if the suspected perpetrator is:

- A person responsible for such child's or youth's health, welfare, or care
- A person given access to such child by such responsible person
- A certified school employee

(CT. General Statutes, Sec. 17a-101a)

Any child who is suspected to be in imminent risk of abuse should also be reported. If students have anything of this nature to report about themselves, a family member, or friend, they should visit a teacher, guidance counselor, an administrator, or other student support personnel.

## **Non Discrimination / Equal Employment / Equal Educational Opportunity**

It is the policy of the New Haven Public Schools district that no person shall be excluded from participation in, denied the benefits of or otherwise discriminated against under any program, including employment. Protected classes include Age, Ancestry, Color, Gender Identity or Expression, Genetic Information, Learning Disability, Marital Status, Mental Disability, Intellectual Disability, National Origin, Physical Disability, Race, Religious Creed, Sex, Sexual Orientation.

The right of a student to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of race, gender, color, religion, national origin, age, sexual orientation, pregnancy, parenthood, marriage, or for any other reason not related to his/her individual capabilities. More information and forms are available in the Administrative Procedures Handbook for Students and Parents.

## **Parking Policy**

Due to the already limited parking spots in our lot for teachers, school and district administrators, and support staff, parking is not available to students in our parking lot.

## **Smoking**

Metropolitan Business Academy is a smoke-free environment both in its building and on its grounds.

## **Tardy Students**

Students tardy to school must sign in the main office and get a pass. Students who are tardy to a class or between classes should have a pass and must follow their teacher's protocol for logging late arrivals. Classroom routines allow tardy students to access materials quickly and begin working. Students and Parents should be aware that both excused and unexcused tardiness affects a student's academic outcomes and may put them at risk for the **New Haven Promise** or other scholarships.

### **Textbooks**

Textbooks are loaned to students during the academic year. It is the responsibility of each student to care for the textbooks at all times. Teachers are responsible for numbering, assessing the book's condition, distributing books at the beginning of the year, and collecting them at the end of the academic year. A copy of this inventory will be submitted to Ms. Carmen to keep on file in the main office for easy reference for students who withdraw from school during the school year. Students must return books at the end of the year or they will be charged and their grades will be held until the obligation is paid.

### **Technology and Laptop Policy**

MBA uses technology across the disciplines to ensure that our students receive exposure to, and practice with, technology. The goal is to make our students capable users who have the skills to use devices and access online resources after high school. Using the technology at MBA, including but not limited to the laptop and desktop computers, digital cameras, video equipment, calculators, etc., is a privilege. If students do not use technology appropriately, it may result in disciplinary action.



## ***Information about Requirements and Courses***

### **To the Parents of Metropolitan Students:**

A student's course of study influences his/her success upon graduation. This handbook has been created so that you will have critical information to assist your child with career planning and prepare for lifetime learning, as each strives to develop skills necessary to fulfill his/her goals.

**IMPORTANT:** Metropolitan Business Academy requires a minimum of 28 credits for graduation and the completion of an Internship and a minimum of 100 hours of Community Service.

### **Accessing PowerSchool and Naviance**

The grading system for each class will be explained by your teacher at the outset of the year. Metropolitan will send out your access code and password for PowerSchool once they become available.

**PowerSchool** helps our school access and maintain student information. PowerSchool uses the Internet to facilitate student information management and communication among school administrators, teachers, parents and students. As a parent, you can check your child's attendance, assignments, grades and much more. Teachers will try to make sure that grades are updated as much as possible, but students should remain in conversation with teachers about their grades on a regular basis.

New Haven Public Schools has partnered with **Naviance**, to provide a variety of additional tools for student achievement through academic planning. Naviance offers plans for academic, college and career readiness, as well as goal setting and resume builder.

### **Add/Drop Policy**

Full year courses may be dropped only during the first 3 weeks into the 1<sup>st</sup> marking period. Likewise, semester (½ credit) courses may be dropped only before the 3<sup>rd</sup> week into the first or third marking period. All changes after the 3<sup>rd</sup> week of the first or third marking period must be signed by a parent and an administrator. Students must see their counselor to add or drop a class.



## **Advanced Placement Courses**

The Advanced Placement Program provides highly motivated high school students with the opportunity to take college-level courses in a high school setting. Students not only gain college-level skills, but in some cases may also earn college credit, dependent on their AP test score and the college attended. Metropolitan Business Academy's college level (curriculum and expectations) Advanced Placement courses are open and available to students in grades 10, 11, and 12 with seniors given priority. AP examinations, given nationally in May at a time and date specified by the College Board will be taken by all registered students. See Ms. Julie Reinshagen for more information.

1. Student motivation, student performance, and teacher recommendation are considered for student placement into an AP course. In addition, these placements must be screened, are subject to final approval by Guidance and Administration, and are limited by space availability.
2. Parental consent/signature is necessary for placement in each AP course, along with acknowledgement that students will take the AP Exam in May on a day/time nationally specified by College Board.
3. Students and parents will sign an "AP Student Contract" for each AP class at the start of that course. Students **not** completing the required "AP Student Contract" at the start of the course will be dropped from the course.
4. The New Haven Public School District, in conjunction with the Connecticut State Department of Education, pays for Advanced Placement Examination Fees. However, it should be noted that registered AP students not taking the AP Examination/s will incur an obligation current with the testing costs of that year. This cost will be filed as a financial obligation and must be fulfilled prior to release of grades, transcripts, schedules, or diplomas.
5. Students enrolled in AP courses receive a higher ranking and GPA upon successful completion of the course.

AS STATED ABOVE, ALL REGISTERED AP STUDENTS WILL TAKE THE REQUIRED AP EXAM.

## **Community Service Hours**

Students are required to do 25 hours of community service per year (100 hours total). It is the responsibility of the student to obtain the appropriate paperwork from the Guidance Office, get signatures from service hour supervisors, and return the forms to the Guidance Counselor for filing. Visit our website for suggested places to volunteer.

## **Definition of a Credit**

Credit is granted for successful completion of any course in grades nine (9) through (12). Freshmen, sophomores, juniors and seniors are required to enroll in eight classes each year, though the minimum number of required graduation credits is 28.

## **Entrance Requirements for Institutions of Higher Learning**

The following is an overview of the general entrance requirements for a variety of post-secondary school programs. Each school has individual requirements, which the student may verify with his/her guidance counselor.

### **Four Year Degree Granting Colleges**

English .....4 years; college preparatory  
Math.....at least 3 years (Algebra, Geometry, Algebra II) (3 or more years depending on major)  
World Language.....2 years minimum of one language (3-4 years of one language desired)  
Social Studies .....3 years minimum, (including 2 years of U.S. History and .5 years of Civics)  
Science .....3 years of lab sciences include Biology & Chemistry (Physics is recommended)

### **Two Year Junior and Community College**

(Requirements generally follow those listed for 4 year colleges)

### **Two Year Technical Institutes and Schools**

English .....4 years  
Math.....at least 2 years including Algebra I and Geometry  
Science .....at least 2 years of Science

### **Nursing School – Collegiate Program (B.S. & R.N.)**

English .....4 years college preparatory  
Math .....must be at least 3 years (Algebra I & II and Geometry)  
Science .....3 years of lab science including Biology & Chemistry (Physics is often required)  
Social Studies .....3 years including 2 years of U.S. History  
World Language...3 years minimum; (2 Latin courses recommended)

### **Nursing Schools – Licensed Practical Nursing Program (L.P.N.)**

College preparatory subjects are desired, but a high school curriculum with at least Biology and one or two years of mathematics is still accepted as long as marks are not lower than "C."

### **Two Year School for Business /Computer (Certificate/Diploma)**

English .....4 years college preparatory  
Math..... must be at least 3 years (Algebra I & II and Geometry)  
World Language.....at least 2 years of one language; 3 years minimum  
Science .....Biology & Chemistry  
Social Studies .....3 years including 2 years of U.S. History  
Keyboarding .....1 year minimum  
Accounting .....Accounting 1 & 2  
Business Law.....at least 1 course  
Computer Applications.....1 year minimum  
Marketing/Entrepreneurial Studies at least 1 course

## **Grade/Class Transfer Policy**

Grades earned from previous class are transferred to the newly assigned class and incorporated within the final grade.

## **Graduation Requirements**

The following are the minimum number of credits required for graduation from MBA.

<b>Minimum 28 credits</b>	
<b>Art</b>	1 credit
<b>Electives</b>	8 credits
<b>English</b>	4 credits
<b>Math</b>	4 credits
<b>Physical Education</b>	1 credit
<b>Science</b>	3 credits
<b>Social Studies:</b>	
<b>World History</b>	1 credit
<b>Civics</b>	1 credit
<b>U.S. History</b>	1 credit
<b>Technology</b>	1 credit
<b>World Language</b>	3 credits

For a Complete List of Courses and Descriptions, please visit the website:

[www.metropolitanbusinessacademy.org](http://www.metropolitanbusinessacademy.org) > Academics > Course Selection Guide

## **Honors Contracts**

Metropolitan does not track its students. Students have the opportunity to complete an Honors contract for core courses and to receive honors credit on their transcripts for the course in which they completed one. The particulars of each contract are agreed upon by the teacher, student, parent, and guidance counselor. Honors Contracts are available from teachers and in the guidance office. Honors Contracts should be filed in the guidance office by the end of the first marking period, but please see your Counselor first if you are interested in getting one. Honors Contracts can be issued later on in the school year with teacher permission.

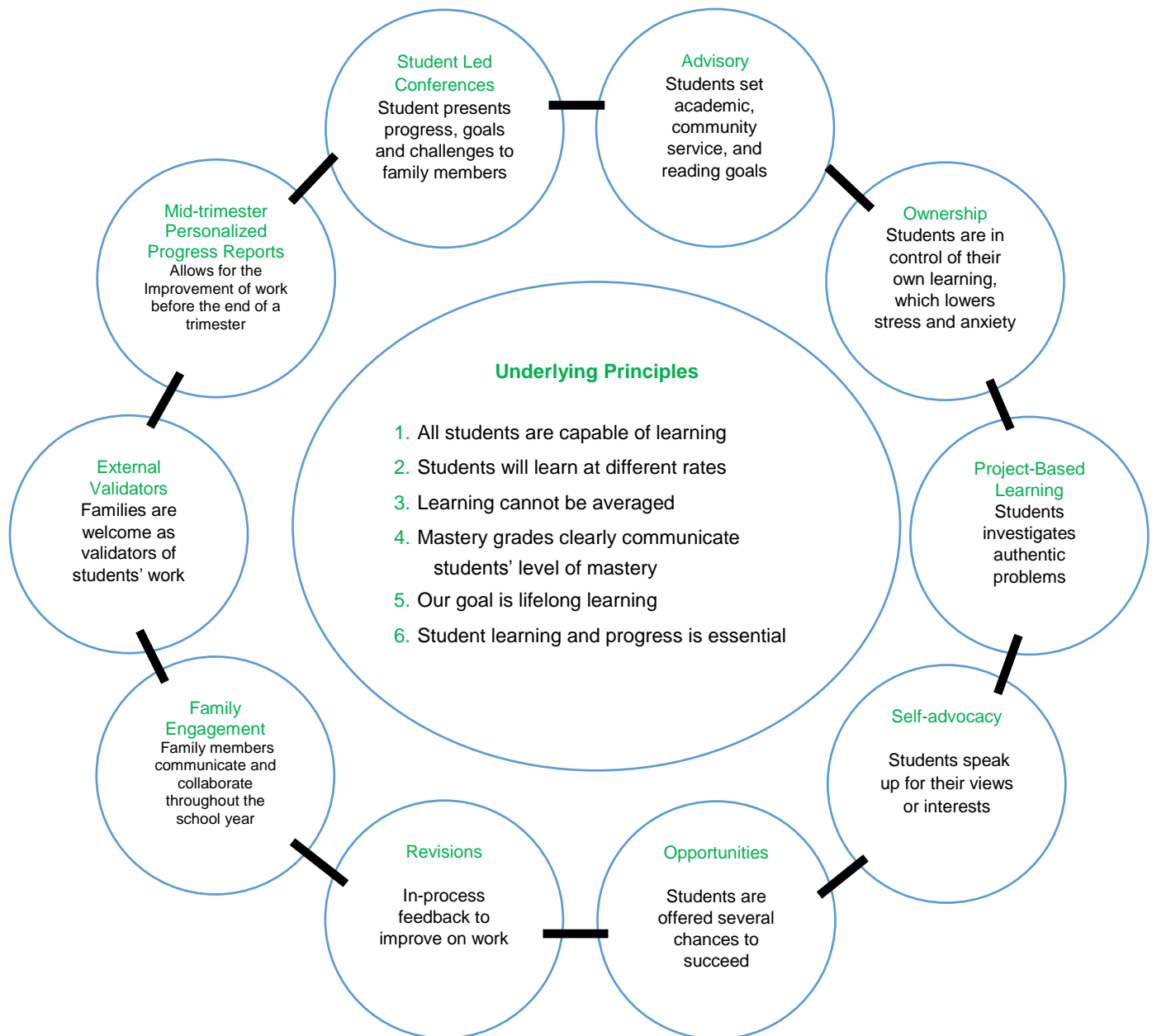
## **Internships**

Students will be required to complete an internship during their high school career. Requirements of individual internships will be decided on by a faculty advisor and the partnering business.

## **What does Mastery-Based Learning look like at MBA?**

At Metropolitan Business Academy, our mastery learning system has been built with the understanding that students develop and learn at different rates, and given the time and supports needed, every student will meet rigorous academic standards.

Mastery-based learning focuses on the core academic standards of each content area and supports students in monitoring their own progress, setting goals, sharing their work in a public setting, and creating a more personalized learning experience.



## **Guiding Principles and Practices of Mastery Based Learning**

Metropolitan Business Academy has embraced the following grading principles aligned to Mastery Based Learning:

**1. Principle: All students are capable of learning and deserve to be in a diverse and challenging learning environment.**

*Practice:* We find ways to provide educational opportunities for all students and commit to supporting their growth unconditionally. Students are not grouped in classes based on prior performance or standardized test scores. All students have the opportunity to achieve Exemplary in all courses.

**2. Principle: Students are given multiple opportunities to show their knowledge and skills. Students will learn at different rates and need time and feedback to practice and learn from mistakes.**

*Practice:* Students build a body of work to demonstrate their mastery of each course standard, revise work to achieve mastery. Students practice skills, give and receive feedback, and learn how to respond to feedback throughout the learning process.

**3. Principle: Learning cannot be averaged; averaging scores does not present an accurate picture of a student's current level of mastery.**

*Practice:* We determine mastery grades based on a student's current level of achievement.

**4. Principle: Mastery grades clearly communicate how well students have met specific standards (content and graduation).**

*Practice:* We report on student mastery of specific skills and concepts within a course (aligned to graduation standards) using the terms Novice, Emerging, Competent and Exemplary.

**5. Principle: Content knowledge, 21<sup>st</sup> Century Skills and reflection are all important for life-long learning.**

*Practice:* Students receive feedback on content knowledge and 21<sup>st</sup> Century Skills in each class. Regular reflection occurs in all classes. Students set authentic goals and report out on their progress in Student Led Conferences.

**6. Principle: Communication about student learning and progress is essential for student growth.**

*Practice:* Teachers work with students to help them understand where they are in relation to meeting the standards. All teachers are available through school email, students and parents have access to the school's online grading system, and every student has an advisor to provide support and act as the primary contact. The school formally communicates progress six times per year through Student Led Conferences and report cards.

## What Does My Grade Mean?

XE	CO-XE	CO	EM	NY	NE
Exemplary	Competent – Exemplary	Competent	Emerging	Novice	No Evidence
Your work is of the highest quality! It is thorough and could be used as an example for your peers. You have exceeded the standard with distinction!	Your work is accurate and high quality. It shows a mastery of the content beyond the requirement. You have exceeded the standard!	Your work is accurate. It demonstrates mastery of the requirement. You have met the standard!	Your work has errors but shows you are beginning to master the requirement. Your work needs to be revised to meet the standard.	Your work is “not yet” there. It shows you need to keep practicing and learning in order to meet the standard.	Your work is missing or incomplete. Your work needs to be finished and/or revised in order to meet the standard.

You have met the standard ← → Edit your work to meet the standard

## New Haven Promise

New Haven residents who attend New Haven Public Schools are eligible to sign up for New Haven Promise, a scholarship that covers in-state college tuition if students meet requirements in high school. Requirements include 40 hours of community service, 90% attendance record or better, and have a cumulative 3.0 GPA or higher at graduation. Students can sign up with our Guidance Counselors. Visit [www.newhavenpromise.org](http://www.newhavenpromise.org) for more information.

## Requirements for Promotion

In order for a student to be promoted from one grade level to another, all students must earn the following required credits; freshmen 7 credits, sophomores 14 credits, juniors 21 credits, and seniors 28 credits. School Attendance - Each student must be in attendance to earn credits in his or her subjects. Attendance for the day is taken in the first period class each morning. Any student exceeding the 20-day absence policy established by the New Haven Board of Education will lose all credits that school year. \*Contact the Principal in writing for an appeal.

## Summer Programs

Various summer programs are offered to interested students. These programs are academic or enrichment focused. Programs run about 5 to 6 weeks, and are held at various colleges and universities. Teacher and counselor recommendations and other information may be needed for consideration. Some summer programs may require a fee. See Ms. Reinshagen, ISSP Coordinator for details.

## Summer School

Students who have failed a course are encouraged to attend the NHPS summer school. Students are allowed to make up only 1 credit in Summer School. Courses included are, English, Math, History, Science and Spanish. See counselor for an application. Courses taken in other summer programs may not be acceptable as a means to restore credit for failure in NHPS courses.

## **Timeline for Processing College Applications**

1. Parents and students should carefully review all their child's college applications.
2. All applications must be submitted with a large envelope and three stamps to the counselor for processing at least 3 weeks prior to their due date.
3. Mid-year reports require a business envelope and one stamp.

## **21<sup>st</sup> Century Competencies**

Metropolitan's graduation competencies and performance indicators align with New Haven Public Schools' cross curricular graduation competencies and performance indicators. By the time a student graduates from Metropolitan and NHPS they will demonstrate proficiency in the following competencies:

<b>21<sup>st</sup> Century Competency</b>	<b>As demonstrated by a student's ability to...</b>
<b>1</b> Problem Solving and Critical Thinking	<ul style="list-style-type: none"> <li>• Reasons effectively</li> <li>• Make insightful judgments and decisions</li> <li>• Solve problems</li> </ul>
<b>2</b> Accessing and Analyzing Information*	<ul style="list-style-type: none"> <li>• Use research tools to access and evaluate information from multiple sources</li> <li>• Organize and synthesize information using multiple methods</li> </ul>
<b>3</b> Communication and Collaboration*	<ul style="list-style-type: none"> <li>• Articulate ideas clearly and effectively to a variety of audiences using multiple modes</li> <li>• Communicate effectively and work productively with others</li> </ul>
<b>4</b> Creativity and Innovation	<ul style="list-style-type: none"> <li>• Demonstrate originality and inventiveness in work by, implementing and sharing new ideas</li> </ul>
<b>5</b> Initiative, Leadership and Accountability	<ul style="list-style-type: none"> <li>• Set and meet high standards and goals for one's self and others</li> <li>• Manage time and resources to produce high quality results in a timely manner</li> <li>• Take responsibility for one's own learning</li> </ul>
<b>6</b> Citizenship and Responsibility	<ul style="list-style-type: none"> <li>• Exercise empathy and respect for diverse cultures and perspectives</li> <li>• Contribute to and take responsibility for the larger community</li> </ul>



## ***Addressing Student Behavior***

### **Avoiding Plagiarism**

Excellent written expression of well-formulated ideas is a fundamental skill for academic and career success. It is a skill that students are working on throughout their high school careers and continue to work on in college. Plagiarism is something serious that could get them dismissed from college or have other serious consequences.

Plagiarism could mean any of the following infractions:

- Taking someone else's assignment or portion of an assignment and submitting it as one's own.
- Submitting material written by someone else or rephrasing the ideas of another without giving the author's name or source.
- Submitting purchased papers as one's own.
- Submitting papers from the Internet written by someone else as one's own.
- Copying and pasting text from the internet and submitting it as one's own.

If student work is found to be plagiarized, teachers will help the student access the appropriate writing support so that students can write an assignment that meets the standards. Teachers will require that students resubmit the assignment done correctly after accessing writing support. These writing supports may include:

- After-school tutorial with the student
- Showing the student models of the steps between finding information and a final product
- Pair the student with another student who is especially skilled at correctly incorporating research into writing assignments.
- Discuss online supports with the library media specialist or library TA.

### **Discipline and Referrals**

Discipline referrals will be tracked through our online discipline referral form. Part of the form includes fields where teachers can categorize behavior and also a field where teachers can write in a description of the incident. Any discipline referrals made by teachers are on record throughout the year, and can be entered as evidence at student-led conferences and student disciplinary hearings. Students are responsible to adhere to the classroom rules and to show respect to all members of the Metropolitan Community.



## ***Student Portfolios***

### **Basic Information**

1. Every student needs a portfolio in every classroom.
2. Student portfolios are maintained by students.
3. Student portfolios remain in the classroom at all times.

### **Working Portfolios vs. Showcase Portfolios**

The **working portfolio** is not a final product; it is a work in progress. Working portfolios can contain the following: warm-ups/"do-nows", class notes, teacher handouts, class readings, what students are currently working on in class, writing drafts, completed homework/class work, etc. It is also a place students can keep other materials for your class, like their bathroom pass. Students might use their working portfolio on a daily or weekly basis depending on the class.

The **showcase portfolio** is a final product. It is maintained throughout the school year, and it will be added to each year.

Each department will decide what should be included in the showcase portfolio for each subject/grade level. Each portfolio needs to have a Table of Contents sheet, so students will be able to keep their portfolios organized. Student work should be organized with the oldest assignment first and the newest assignment last (September to June). This shows student growth throughout the year. It also helps students become aware of how much work they have completed in each class and if they are missing any major assignments. The showcase portfolio does *not* include everything the student does in every class.

### **Portfolio Reflection**

Students are given time to look through their showcase portfolios and write reflections. Students should reflect on each major assignment after they complete it. They should also reflect on their work at the end of each quarter. They should complete the Showcase Portfolio Reflection Sheet at the end of the school year.

## ***Weekly Advisory and Student Led Conferences***

### **Faculty Advisors**

Our Advisory Program is essential to ensure that students build close, trusting relationships, as well as certain non-academic skills, including perseverance and responsibility. The purpose of advisory is to give every student at least one adult in the building who is there to academically support them and be their advocate.

Students will meet with advisory groups at least twice a month. Advisory groups will participate in team building activities throughout the year and other activities to help students prepare for their futures. Students are encouraged to bring any issues they are having to advisory for discussion. Each year, the advisory curriculum focuses on different topics (e.g. job skills, college readiness). This is intended to help prepare students for life after high school. Students will also use our advisory sessions to prepare for Student Led Conferences. Faculty advisors or students will call parents to schedule these conferences.

### **Student Led Conferences**

Student led conferences occur three times per year and are strategically scheduled in the middle of the first, second, and third marking period. Instead of traditional “meet the teacher” night and “report card night,” students must attend individual Student Led Conferences. Student Led Conferences are attended by a student’s faculty advisor, and an adult (anyone over 18) who cares about that student’s future. This adult can be a parent, sibling, other relative, family friend, or friend’s parent as long as they are 18 or over. During these meetings, students present a collection of work representing each of their classes. The student will also explain how well they are doing in each class and how they plan to maintain their grades or improve their grades. All Metropolitan students are expected to achieve Cs or higher on their report cards. During these conferences, advisors can remind parents or guardians of the many student supports that are available including after school tutorial, behavior check sheets or other monitoring tools, counselors and clinicians, etc.

Student Led Conferences allow Metropolitan to maintain over 90% parent engagement. High parent engagement has a positive effect on student achievement.

Student Led Conferences take place after school on

- **October 17<sup>th</sup>**
- **February 6<sup>th</sup>**
- **May 7<sup>th</sup>**

Locations within the school will be determined upon setting up the appointment with the advisor.

### **Types of Advisory**

At least twice a month, students will meet with their Faculty Advisor and Advisory Group for team building and to review their academic performance, set goals and complete the advisory curriculum. Once a month, students attend Academic Advisory, where students choose which teacher they need extra help from or challenge work from. They meet at that time to work on assignments for that class. This Thursday period may also be used for grade level meetings, which are run by class Advisors, Guidance Counselors or Peer Leaders.

## ***Supportive Student Programs and Personnel***

### **Advisory Board**

Metropolitan relies on the assistance of Board and SPMT members, consisting of community partners, after-school program providers and Metropolitan families, to provide students with opportunities to explore careers in a specific industry and to learn how their classroom experiences, both in the pathways and in their core academic classes, connect with life after high school. The Advisory Board's goals are:

- Establishing new internships, job shadowing opportunities, and field experiences
- Building community partnerships for after-school programming and classroom collaborations
- Promoting a high performance culture by securing sponsorship for the Academic Pathways

### **Counseling and Guidance**

School Counselors are in every school in the city of New Haven. Each one holds a masters degree and is certified by the State Department of Education. Helping students to know themselves and realize their potential is the focus of the Counseling Department. Counselors work with students individually and in groups to help them identify their strengths, weaknesses, values, and interests.

In addition, counselors assist students in their post-secondary plans as follows: identifying and selecting colleges, applying for scholarships, completing financial aid forms, and in supporting placements for vocational and technical training. Counselors also serve as liaisons between students, parents, school, and the community by assisting, monitoring, and/or making referrals regarding academic, social, and vocational needs. As a part of that vision, counselors foster in students the desire and ability to succeed academically and socially and to become contributing members of their community. Additional responsibilities include student rostering, scheduling, and maintaining individual student Education Plans. The Guidance Office is located off the Student Center. Students can meet with Guidance Counselors by setting up an appointment and receiving a pass for that appointment.

### **Health Services**

The mission of the New Haven Health Department Bureau of Nursing is to ensure an optimal level of wellness for a culturally diverse urban community by promoting and encouraging a healthy life style for its citizens. The Bureau of Nursing provides professional expertise so that schools and community health needs are identified, assessed and monitored with emphasis on safety and the prevention of disease. This is accomplished through the delivery of health services, education and counseling in collaboration with other city departments, community agencies and resources. The primary focus of school health is wellness, with the emphasis on preventative service and health promotion activities. The School Nurse ensures that students are healthy enough to learn and minimizes the time lost in school due to illness or other prolonged disability. This is accomplished through proper assessment, referral and follow up care, as well as appropriate communication with the student's health care provider. The nurse is available to see students three days per week (T-W-Th). The nurse's office is located off the Student Center. Students must obtain a pass from a teacher to see the Nurse. If a student is sick on any other day of the week, they will be sent to the office to call home.

## **Learning Lab**

Metropolitan provides a wide range of support services to its students including Social Work Interns, Special Education Paraprofessionals, and a Learning Lab. The Learning Lab is open to students who need individualized tutoring or a smaller environment to work on a particular assignment. Students must obtain permission from their teachers and make an appointment to utilize the learning lab.

## **Metropolitan Library**

### **Hours**

The library is open during the school day on both A-days and B-days, but these hours may be adjusted to account for the schedule of the library media specialist, teacher reservations, meetings, or other special programs that may be running. The library is frequently open after dismissal. Please check in with the library media specialist or library TA to find out after-school hours.

### **Procedures**

All students are welcome in the library with a “pass and a purpose”. Students may be sent with a pass only for the period that you have the teacher. Passes are not necessary before or after school. After-school hours will be determined in September based on community service volunteers.

Students are required to sign in and leave their pass at the desk. If the student returns to class before the end of the period, the pass is signed with the time and the student is given that pass to return to class.

Feel free to call the library at 475-220-7730 (87730 from a phone within the school) to follow up on student attendance or stop by to see the sign in log.

### **Resources**

The Library Media Specialist is available to collaborate on projects that promote information literacy skills. Classes are always welcome to come to the library with their teacher. To best manage the space, **sign up is available in the library** for the following:

- Computer Lab (27 computers)
- Floor Computers (12-14 computers)
- Floor Space (10 – 40 seats)
- Individual Laptops
- Conference Rooms (small working groups or meetings)
- 2 Mobile Labs (27 computers each) (Prior to signing out the mobile labs, a training is required.)

## **Student Support Services Team (SSST)**

The Student Support Services Team (SSST) provides systematic identification, intervention, referral and support for students and their families. The school Social Worker, SCSU Social Work Interns, and the Guidance Counselors are all members of the SSST. The Student Support Services team works to remove barriers that disturb, interrupt or distract learners. They are integral partners in supporting social-emotional learning, positive school climate, and school and classroom behavior management.

## ***Extracurricular Information***

### **After-School Activities**

After-school clubs and activities will run between 2:15 and 4:30pm Monday through Thursday and 12:40 to 2:30pm on Fridays. All freshmen and sophomores are required to join an after-school activity either at our school or at another organization. Metropolitan wants to know what students are involved in. Research shows that high school students who are involved in extracurricular activities do better in school. Students interested in starting a club may visit Ms. Chicowski during lunch waves to share ideas. After-school staff or interns distribute bus passes and collect attendance for those who stay after for programs or extra help. Bus passes will be available to students while supplies last. Please be sure to get on your program's attendance sheet every day you attend. Students who stay after school must take part in an organized activity with a club or teacher.

### **After-School Tutoring**

Students can stay after school for tutorial if they need extra help in a certain subject area. Teachers will announce their availability to students, and teacher office hours will be posted on the website. Students should stay in the room where they are receiving extra help. They should not drop in and out of other running clubs or tutorials or cause disruptions. If a student leaves one tutorial and needs to enter another to get extra help in another subject area, they should arrive with a pass from the previous tutorial. Students staying for tutorial need a pass from the teacher in order to obtain a bus pass.

### **Class Activity Guidelines**

When students have an idea for an event or an activity, they should tell their class advisor or class officers so a proposal can be prepared. All activities and class sponsored events must be approved by the administration via the "[Event or Project Proposal Form](#)". Hardcopies are available in the main office and on the school website under the Students tab. Permits, if required, will be submitted by Ms. Carmen, the office secretary, or the administration only after proposals have been approved. All activities must have adequate adult supervision.

### **Organization of Student Council and Class Officers**

Every class will elect Student Council officers. See Advisory Manuals for more information on this process. Student Council officers and Class Officers are the same thing. If a student is elected as a class officer, he or she is on Student Council. Class Advisors are responsible for the organization and execution of the election process. They must ensure that any student who runs for a Class Office has given at least 10 hours of community service to the school and submits a written letter of recommendation from a teacher. Students must also complete an Application with an Essay presenting their interest in becoming a Class Officer. The Application with Essay form will be decided on by individual Class Advisors.

Elected Class Representatives will represent about 20 classmates (depending on the size of the class depends on how many representatives should be elected). These groups of twenty will be assigned by the class advisor to each representative. The idea is that every student at Metropolitan knows who their Class Representative is so that they are ensured a voice at Class Meetings. Students are encouraged to seek out their Class Representative or other Elected Officers if they have an idea, suggestion, complaint, etc.