

# **Metro High School Student and Parent Handbook**

**2025 - 2026**



**1212 7<sup>th</sup> St. SE  
Cedar Rapids, Iowa 52401**

<b>Menu Option 1</b>	<b>Attendance</b>
<b>Menu Option 2</b>	<b>Clinic</b>
<b>Menu Option 3</b>	<b>Main Office</b>
<b>Menu Option 4</b>	<b>Counselor</b>
<b>Menu Option 5</b>	<b>Cafeteria Manager</b>
<b>Menu Option 6</b>	<b>School Facilitator</b>
<b>Menu Option 7</b>	<b>Engagement Specialist</b>
<b>Menu Option 9</b>	<b>If you know the parties extension</b>
<b>319-409-8162</b>	<b>Universal Fax</b>

It is the policy of the Cedar Rapids Community School District not to discriminate in educational programs and/or activities on the basis of race, creed, color, gender, sex, sexual orientation, marital status, gender identity, socioeconomic status, national origin, religion, disability, age (except for permitting/prohibiting students to engage in certain activities) or genetic information and in employment opportunities on the basis of age, race, creed, color, gender, sex, sexual orientation, gender identity, national origin, religion, disability or genetic information. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact Darius Ballard, Chief of Human Resources, Educational Leadership and Support Center, 2500 Edgewood Rd NW, Cedar Rapids, IA, (319) 558-2000.

## HISTORY

In 1974, the Cedar Rapids Community School District established an alternative high school in a red brick firehouse on the city's southeast side. Three teachers began with forty students to meet the challenge of providing Cedar Rapids with an alternative high school for students who had stopped attending the conventional high schools in the city. The new school, named Metro (**M**astering **E**ducational **T**asks **R**egardless of **O**bstacles), began with the firm belief that all students are worthwhile and should have an opportunity to complete their high school education. By 1978, Metro expanded to include an additional campus on the southwest side of Cedar Rapids. In 1982, both school locations merged into our current building on the southeast side. Today, Metro staff serves over four hundred students from the three conventional high schools in the district.

## OUR PHILOSOPHY

Metro High School, provides an educational alternative for students in the Cedar Rapids Community School District. Many of our students enter with negative perceptions of school or with circumstances in their lives that do not allow school to be a priority. The students and staff members at Metro make a conscious effort to provide a supportive and caring atmosphere. Each student is recognized and accepted as an individual with unique interests, abilities and learning styles. Metro's educational program is designed to provide a variety of options for meeting the Cedar Rapids School District's graduation requirements. There is a continued effort to aid students in developing as total individuals.

## NATIONAL AND STATE AWARDS & RECOGNITIONS

- 1984-85, Excellence in Education Award, US Department of Education
- 1990-91, First In the Nation in Education (FINE) Award
- 1992, Redbook magazine's top 140 schools in the country
- 1993, National Secondary School Recognition Program Award (Blue Ribbon Schools Award)
- 2024, Accepted into the National Alternative Education Association Exemplary Practices Cohort

## ENROLLMENT PROCEDURES

New students may enroll at Metro during one of the scheduled Orientation sessions. The enrollment process includes recommendation from the previous school's counselor or administrator, attendance at a parent/student information meeting, and successful completion of our Orientation program. Students receiving special education services must have the recommendation of the IEP team and approval from the District's Special Services Administrator prior to enrollment in our Orientation. If you have questions about the enrollment process, please contact our School Principal, Mark Groteluschen, 319-558-4204.

## ORIENTATION

All entering students must participate in our Orientation program. During this time, staff assess student academic skills, and students become familiar with and model our behavior expectations, learn about programs offered, establish school goals, and learn positive methods for attaining their goals. Students must fully attend Orientation and meet the behavior expectations prior to their enrollment. Upon their successful completion of Orientation, students are assigned an advisor and receive a class schedule.

## GRADUATION REQUIREMENTS

Students completing the credit requirements to graduate will receive a Cedar Rapids Community School District diploma. The credit system is computed on an eight/nine week quarter. Quarter classes have the potential for 1 credit in an 80 minute block class.

Language Arts	8.0 credits	4 years	Social Studies	6.0 credits	3 years
Math	6.0 credits	3 years	Science	6.0 credits	3 years
Physical Education	4.0 credits	4 years	Electives	10.0 credits	4 years
TOTAL CREDITS REQUIRED TO GRADUATE				40.0 credits	

## HOW TO EARN CREDIT

Students do not receive letter grades at Metro. Our program uses a variable credit system allowing students to earn from 0, .25, .5, .75, 1 credit for each class per semester. Credit is earned on the basis of academic performance and completion of the curriculum. Teachers will work with students who may need non-traditional educational methods to support credit earning, and students benefit from regular attendance and following behavior expectations. Students may typically earn 4-6.5 credits per semester, depending on the number and type of courses they enroll in. Additional credits can be earned by enrolling in online or independent learning opportunities which are completed outside of the normal school day and on Fridays.

## ADVISORS

The heart of Metro is the advisor/advisee system. Each teacher serves as an advisor for 15 - 20 students. The advisor is an advocate for their students' educational programs. Students retain the same advisor throughout their enrollment at Metro. Advisors have the opportunity to formally meet with their advisees weekly to discuss issues relevant to their educational program, and will have a graduation progress meeting 4 times a year. The advisor system is designed to provide maximum support to the student and assistance to the parents/guardians. The advisor will:

- Maintain communication with parents or guardians supporting the student's school success.
- Monitor the classes their advisees are taking to ensure they are making progress toward graduation.
- Assist in developing career and/or post-secondary education plans.
- Assist in problem solving when behaviors interfere with school success.

**Parents and guardians are encouraged to call or email their student's advisor for information on attendance, behavior, and school progress.**

### Student Advisee Responsibilities:

Students should be at school daily Monday through Thursday with their chromebook and a charger, should take their chromebook home for use on Fridays, and attend scheduled meetings on Fridays with their advisor.

Zero Hour	Advisor Group (Wed)	Fridays	As Needed
<ul style="list-style-type: none"><li>● 7:50-8:15 am be in your advisor's classroom. Options:<ul style="list-style-type: none"><li>○ Xello</li><li>○ Class assignments</li><li>○ Online coursework</li><li>○ "Set your day" - eg music, breakfast, chatting, etc.</li></ul></li></ul>	<ul style="list-style-type: none"><li>● Attend and participate in lessons</li><li>● Complete activities on Xello</li></ul>	<ul style="list-style-type: none"><li>● Meet 1 time per quarter with your advisor to discuss your grad progress and Future Ready Activities</li><li>● Make progress on your online learning that was assigned by your advisor</li></ul>	<ul style="list-style-type: none"><li>● Stay after school during E/I time (2:25 - 3:00 pm) for support with class work</li><li>● Let your advisor know proactively about any issues you need support with</li></ul>

## DAILY SCHEDULE

Students attend classes Monday through Thursday. Metro follows the Cedar Rapids Community School District calendar for in-service days, holidays/breaks, weather cancellations and late starts. Classes begin at 7:50 a.m. and end at 3:00 p.m. Monday through Thursday. Metro has an expectation that students arrive on campus no sooner than 7:30 a.m. and leave at 3:25 p.m. unless they are involved in a scheduled activity with staff. Metro staff reserves the right to assign student schedules based upon the well-being of the student population.

Regular Day Schedule M-T-TH	
Zero Hour (Advisor)	7:50 - 8:15
1st Hour	8:20 - 9:40
2nd Hour	9:45 - 11:05
Lunch	11:05 - 11:35
3rd Hour	11:35 - 12:55
4th Hour	1:00 - 2:20
E and I	2:25 - 3:00

Wednesday (Advisor Group)	
Zero Hour (Advisor)	7:50 - 8:00
1st Hour	8:05 - 9:20
Advisor Group	9:25 - 9:45
2nd Hour	9:50 - 11:05
Lunch	11:05 - 11:35
3rd Hour	11:35 - 12:55
4th Hour	1:00 - 2:20
E and I	2:25 - 3:00

2 Hour Late Start Schedule	
Zero Hour (Advisor)	9:50 - 10:15
1st Hour	10:20 - 11:10
Lunch	11:10 - 11:40
2nd Hour	11:40 - 12:30
3rd Hour	12:35 - 1:25
4th Hour	1:30 - 2:20
E and I	2:25 - 3:00

Friday Options:
Credit Recovery Remote Learning
Graduation Planning Meetings (1 per quarter)
Family Engagement
Enrichment and Extracurricular Opportunities
Future-Ready Connected Experiences

### Zero Hour and E&I Time

- Students will report to their advisors during zero hour at the start of the school day.
- All students are encouraged to take advantage of Intervention or Enrichment (E&I) offerings at the end of the school day.
- Students not taking advantage of E&I time must vacate the building promptly after 4th hour
- Students who have a schedule that ends before 4th have the option to make arrangements with their advisor or classroom teacher to work in the building until E&I time. If doing so frequently, the student and advisor should re-consider the student's schedule.
- Students may not leave the building and return for E&I time, unless arrangements are made with Administration.

## GENERAL INFORMATION

### ✓ Attendance

Consistent daily attendance is the key to success at Metro. Our school has an automated calling system to report student absences to parents/guardians. Parents may also check attendance using Infinite Campus. Parents may obtain login information and directions for using this internet based student data system by contacting our main office. Parents/guardians are welcome to check with our attendance secretary or their student's advisor regarding attendance. Please report absences to the attendance secretary at 558-2193 - Extension 1. We encourage students and families to schedule appointments, examples may include; dentist, doctor, and other appointments outside of the school day.

### ✓ Child Abuse Reporting

All Metro staff members are required by law to report to state officials any suspicions of child abuse. Iowa law requires that teachers, counselors, nurses, or administrators file an official report with the Department of Human Services if evidence exists of child abuse involving our students.

### ✓ Computer Use

Access to the internet is provided as a resource through which students may conduct school-related tasks, research, and communication. All access should be in support of and consistent with the District's strategic plan and educational objectives. Users of district networked resources may not engage in activities that are illegal, utilize inappropriate language, engage in plagiarism or copyright infringement, or that jeopardize the security of the system.

#### Access to Inappropriate Material

Staff and parents should be aware that some material accessible via the network may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Prohibited material should not be accessed by students or staff. Although the district applies supervision and technology protection measures (internet filtering), students acting independently or irresponsibly may find ways to access inappropriate materials. Age appropriate instruction will be provided regarding strategies for avoiding the inadvertent access of inappropriate material and what to do if students accidentally access such material.

#### Supervision and Monitoring

Student use of networked resources will be supervised and monitored by teachers in a manner that is appropriate for the age of the students and circumstances of use. Students have limited privacy when they use network resources at school. Routine monitoring that reveals evidence of inappropriate activities may result in an individualized search of a student's activities or personal files.

### ✓ Plagiarism Policy

Metro students are actively engaged in the learning process. This process requires investigating and using published materials and ideas. It is important to discourage the improper use of published materials and to encourage integrity in the academic process. Plagiarism is using another writer's work without crediting the original source. That source might be a book, a website, another student, or even one's own previous work. This is not limited to simply copying and pasting from another source. Any time a student presents others' ideas or words as their own, this is plagiarism. This takes many forms, such as:

- Copying something someone else wrote and submitting it as if you wrote it
- Using another source's exact words without putting those words in quotation marks and telling the reader who wrote/said them
- Putting someone else's ideas into a document that you did write parts of, but not telling the reader that they're someone else's ideas

Academic dishonesty including plagiarism and cheating are strictly prohibited and will result in academic consequences.

### ✓ Fees

A yearly materials fee is required by the district. This fee can be paid in full at fall registration or on a prorated basis at the beginning of each semester. If your family is eligible for Free/Reduced Meals or if you are homeless, you may also be eligible for a fee waiver. Forms are available in the main office or will be mailed to you by calling 558-2193, Extension 3. This exemption is also available on Infinite Campus in the Annual Verification process.

### ✓ Metro Plus

Description: Metro Plus is offered as an opportunity for students to continue working on school work on scheduled Tuesdays and Thursdays from 4:00 PM to 6:00 PM and during check-in time on Fridays. If you have questions about Metro Plus, please talk to your advisor, support staff, or administration.

### ✓ Transcripts

Transcripts may be requested by former or graduated students of Metro by contacting the main office.

### ✓ Field Trips

Field trips offer staff an opportunity to extend student learning in the community. When field trips are scheduled, they are an extension of the class. A student may participate in a field trip if a current field trip permission form, which can be found in the checkbox section of the Annual Verification and approved by a parent or guardian if the student is under 18. Transportation for field trips is provided by Metro. Students are **not** allowed to drive their own vehicles. Students who refuse to participate in field trips (who have a current signed field trip permission form) are refusing to attend class and failing to follow our class expectations. If students arrive to school late and their class has left for a field trip, they will be assigned to a supervised area in which to work.

### ✓ Food Service

Breakfast and lunch are served on campus daily. Breakfast is available at 7:30 a.m., and lunch is served from 11:05-11:35 Monday through Friday and District scheduled early dismissals. Families may apply for free or reduced prices for all food service meals during the annual verification process on Infinite Campus. If your family is eligible for Free/Reduced Meals or if you are homeless, you may also be eligible for a fee waiver. Forms are available in the main office or will be mailed to you by calling 558-2193, Extension 3. This exemption is also available on Infinite Campus in the Annual Verification process. All students at Metro receive one school breakfast or lunch at no cost. Additional meals will follow the published rate.

Cedar Rapids Meal Prices 2025-2026		
	BREAKFAST	LUNCH
High School Student	\$2.45	\$3.50
Reduced	\$.30	\$.40
Milk – Ala Carte	\$.60	\$.60

### ✓ ID Cards

All new Metro students will be issued an ID card following their successful completion of Orientation. Returning students will be issued an ID in the fall. A student ID may be necessary for school events or City Bus rides. Lost IDs may be replaced through the main office.

### ✓ Open House

Open Houses are held 1-2 times a year. These events provide an opportunity for parents and guardians to learn more about Metro, meet the staff, and tour the school. Check your Metro school calendar for open

house dates.

### ✓ **Hi-SET Pre-Testing/Testing**

Students who are interested in shifting from a high school diploma to the Hi-SET may work on the pre-tests at the Kirkwood High School Completion Center located on the Main Kirkwood Campus at 6301 Kirkwood Blvd SW. More information is available by calling 319-784-1510.

### ✓ **Student Transportation**

Students attending Metro may ride the Cedar Rapids City Bus with no fee, provided that they show a school ID. Standard rules for the school bus are covered in the Metro Student Expectations. Limited parking is available for students in the public parking lot across the street from Metro. Students must demonstrate safe driving practices on and around the Metro campus. If a student is driving in a manner that is determined to be dangerous or illegal, they may be banned from using the parking facilities on or around Metro. Parking in either lot is at the risk of the vehicle owner and driver. Metro and the Cedar Rapids Community School District assumes no responsibility for theft or damage to vehicles or their contents.

We encourage students to follow these guidelines:

- Lock your car.
- Do not leave valuables openly visible in your vehicle.
- If your car is vandalized or broken into, report this **immediately** to a Metro staff. We encourage any student who is the victim of a crime to file a report with the Cedar Rapids Police.

### ✓ **Visitors**

Our goal is to ensure Metro is a safe setting for all students. Metro students are **not** allowed to bring visitors, including students from other schools, to our building. Metro students are not allowed on other school campuses without the prior consent of that building's administrator. Parents/guardians are always welcome at Metro however, if you would like to talk with your student's advisor, scheduling a meeting in advance will ensure staff is available. All visitors must enter through the Main Entrance located on 7<sup>th</sup> Avenue. Visitors will be asked for identification and scan their ID into the Raptor System.



## **STUDENT ACTIVITIES & OPPORTUNITIES**

### **✓ Co-Curricular and Athletic Activities**

Metro students have the opportunity to participate in co-curricular and athletic activities at their home schools, provided they meet eligibility requirements. We encourage continued participation in activities at the conventional schools. Please contact us with any questions you have about maintaining your student's participation in athletics, music or other activities. For other questions regarding eligibility, contact the athletic director at your attendance area school.

### **✓ Outdoor Education**

The Metro Outdoor Education program offers fall and spring opportunities. Students have the opportunity to earn credit for their participation in these extended outdoor activities. Although this is an excused activity, students will be responsible to complete missed work in their scheduled classes.

### **✓ Post-Secondary Enrollment Option**

Students may be eligible to take select courses offered through Kirkwood Community College. Courses successfully completed, may apply toward high school graduation requirements as well as applying to the student's college transcript. The course tuition is paid by the district.

### **✓ Service Learning**

We provide students the opportunity to participate in service learning activities throughout the year. Activities have included Meals on Wheels, Adopt-A-Highway, Chickenstock (Metro Day of Caring), and supporting other local non-profits.

### **✓ Theatre**

Students are offered the opportunity to participate in a theatre production each year. Involvement may include acting, stage design, lighting, script writing, and other support roles. These productions are hosted at a local neighborhood community theatre.

### **✓ Basketball**

The Metro Basketball program is a way for students to connect with school and to have a strong incentive to attend classes. Our season runs from the end of November to early March. Metro plays in games and tournaments with other small schools in the area. We focus on building teamwork through competitive play and the development of fundamental basketball. Students must meet the attendance and behavior expectations set forth by the coaches to be eligible to participate.

### **✓ Volleyball**

Students wishing to play volleyball may participate in our intramural program offered each fall. Practices and games typically occur after school hours. Students must meet the attendance and behavior expectations set forth by the coaches to be eligible to participate.

### **✓ Robotics**

Metro students have the opportunity to enroll in a Robotics class and compete in Robotics competitions throughout the school year.

### **✓ Yearbook**

Metro publishes an annual yearbook with photographs and stories depicting the school year from a student perspective. At the end of the year, this publication is available online.

## **STUDENT SUPPORT SERVICES**

### **✓ Health Care Services**

A pediatric nurse practitioner is at the Metro Health Clinic, 319-558-2193 - Menu Option 2 the healthcare needs of our students and other enrolled CRCSD students. The following services are provided in the clinic:

- Physical examinations
- Treatment of minor illnesses
- Medication distribution
- Basic laboratory tests
- Prescriptions for medications
- Health education and counseling
- Referral for complex medical conditions

### **✓ Assistance with Food, Hygiene, and Clothing**

Metro High School has a food pantry, access to hygiene products and clothing for students and families, who can be connected with community support services to assist them with affordable housing, childcare, food assistance, and financial resources. Students and families can contact their advisor, engagement specialists, counselor, clinic, or any other Metro Staff member to receive support.

### **✓ Mental Health Counseling**

A mental health counselor is available at Metro through Tanager Place. Parents/guardians, students or Metro staff may initiate a request for services. Appointments require paperwork to be completed by parents/guardians or by the student if they are 18 or older. Appointments are submitted to insurance.

### **✓ Skip the Trip**

Students, with parent permission, may take the Iowa Drivers Permit test at school to earn their Learners Permit.

## EXPECTATIONS

### ✓ **Positive Behavioral Interventions and Supports (PBIS)**

PBIS is a school wide approach that challenges staff to teach and model positive behaviors in all areas of the school, reinforcing students for appropriate behavior, and using clear, consistent consequences for inappropriate behavior.

### ✓ **Displaying a positive image of self.**

Clothing that displays or promotes drugs, alcohol, sex, racial, gender, ethnic discrimination, gang affiliation, or any other inappropriate message (as determined by Metro staff), is not permitted. Any clothing that causes a significant disruption or distraction to the learning environment that is determined to be inappropriate by staff, or is considered unsafe, will not be allowed.

### ✓ **Being physically and mentally prepared to participate in classes and school activities.**

It is our expectation that students do not use any tobacco, drug or alcohol products while they are on our campus.

### ✓ **Cell Phones and Other Communication Devices**

iPads, Ear Buds, Smart Watches, etc.

To help maintain focus and reduce distractions, students may not use personal electronic devices during the school day (7:50 AM–2:50 PM), or while eating breakfast and in the area where breakfast is being served. This policy applies to cell phones, smart watches and smart glasses (when connected to the internet or a phone), earbuds, headphones, gaming devices, portable media players, and other similar devices.

All devices must be turned off or silenced AND stored out of sight (such as in a locker or backpack) throughout the school day. Students may not use any device features until school is dismissed.

Exceptions may be granted for:

- ✓ Students with a documented legal, medical, or safety-related need who have received principal approval.
- ✓ Students whose IEP, 504 Plan, or Health Plan includes device access.
- ✓ Students may use devices for a specific learning activity if the teacher has received prior approval from the principal.

If families need to contact a student during the day, they should call the school office. In an emergency, the school will contact parents/guardians as soon as it is safe to do so.

### **Consequences for Violations:**

- ✓ First offense – The device will be taken and held in the office until the end of the day.
- ✓ Second offense – The device will be taken and kept in the school office until the end of the day. The student's parent/guardian must give permission before it is returned.
- ✓ Third offense – The device will be taken and kept in the school office until the end of the day. The student's parent/guardian will be required to pick it up.
- ✓ Fourth offense and beyond – Additional consequences according to the District's Discipline Matrix.

Using a personal device during a test may result in cheating consequences in addition to device penalties.

Additional reminders: Students may not record or take photos at school. All student-owned devices are considered “personal belongings,” and the students are responsible for them. The school is not responsible for loss or damage.

**If a student is not meeting the Metro Behavior Expectations and District policies, Metro staff members will determine appropriate consequences up to and including:**

- Meeting between student and staff
- Meeting between student, parent and staff
- Potential schedule change
- Development of a behavior plan/contract
- Suspension
- Disciplinary Hearing

	<b>All Areas</b>	<b>Library</b>	<b>Neighborhood/ Parking Lot</b>	<b>Stairs/Hallways/ Foyer</b>	<b>Cafeteria/Library @ Lunch</b>	<b>Restrooms</b>	<b>Office/Clinic</b>	<b>Classroom</b>
<b>C A R I N G</b>	Use kind words and actions  Keep Metro clean, safe, and healthy	Use kind and appropriate language  Show consideration for others	Keep Metro clean, safe, and healthy  Make good decisions	Use kind words and actions  Keep Metro clean, safe, and healthy	Use kind words and actions	Find staff for help/support with concerns  Keep Metro clean, safe, and healthy	Greet others  Use kind words and actions	Listen while others are speaking  Keep your hands, feet, and objects to yourself  Put materials away in the appropriate place
<b>R E S P E C T</b>	Use appropriate language  Honor personal space	Follow guidelines for computer use  Honor school property  Keep volume at a minimum	Honor boundaries  Use appropriate language  Represent Metro positively	Walk and talk  Honor personal space	Wait patiently for your turn  Honor personal space	Honor the privacy of others  Use appropriate language	Enter quietly  Wait patiently for your turn  Use eye contact	Follow staff directives immediately  Let other students work without bothering them
<b>R E S P O N S I B L E</b>	Own your words and actions  Be honest	Stay focused on your task  Pick up work area when done  Have a pass from your teacher with you	Find staff for help/support with concerns  Be honest  Own your words and actions  Throw all trash in garbage cans	Be to class on time  Go directly to where you need to be	Throw all trash in garbage cans  Leave area when 1 <sup>st</sup> bell rings  Get lunch during designated times	Use/Flush/Wash/Leave  Throw all trash in garbage cans	Make requests positively and appropriately  Be honest  Follow staff directions	Be on time. In classroom when the 3 <sup>rd</sup> bell rings  Have materials ready at the start of class  Stay in the classroom unless you have permission to leave

