

CITY



HIGH SCHOOL

**SCHOOL HANDBOOK
2011-2012**

**City High School
48 East Pennington Street
Tucson, AZ 85701**

**Phone: 520.623.7223
Fax: 520.547.0680**

www.cityhighschool.org

Revised 8/15/11

TABLE OF CONTENTS

Letter from Eve Rifkin, Principal	3
City High School Mission and Goals	4
School Schedule	4
Attendance	4
Office Hours	6
Parking & Drop-Off	6
Breakfast & Lunch	6
Advisory	6
Habits of Heart and Mind	7
School-Wide Norms	7
General Rules & Expectations	7
Behavior Mgmt. System & Disciplinary Consequences	8
Dress Code	9
Honor Roll	9
Student Voice	10
Family Participation	10
Student Records & Media Release	10
Health and medications	10
Anti-Bullying & Anti-Hazing Policy	11
Incident Report Form	13
Technology Policy & Resources	14
Signature Page	15

August 2011

Dear City High School Students and Families,

Welcome to all newcomers and welcome back to all returnees! We are very excited to embark together on City High School's eighth year!

This handbook includes useful information that will help students succeed at City High School. It also provides an overview of the rights and responsibilities of all students. We require that students and parents read and sign the handbook, thereby acknowledging their understanding and commitment to the expectations outlined within.

We have made several important and exciting changes this year. VOICES has been fully integrated into City High School and will offer a fantastic array of after-school activities and programs. We implemented a week-long "Summer Bridge" program for all incoming freshmen to help them adjust to high school in general and City High School in particular. We also made some important changes to our grading policy. Please pay particular attention as you read the Handbook to the sections on school schedule, attendance, dress code, and the behavior management system.

The school staff and board of directors have worked hard to develop the high quality educational program at City High School. We are eager to have all members of the school community participate productively in helping the school grow and improve. Becoming familiar with and abiding by the policies in the School Handbook is an important first step in the process.

**Please sign and return the signature page at the end of this document
to your advisor by Thursday, August 25, 2011.**

Sincerely,

Eve Rifkin
Principal and Co-Founder

623-7223 X 216
eve@cityhighschool.org

MISSION

City High School strives to be a community of learners in which all members use their minds well and care about one another. We engage with challenging academics and the unique resources of our city and region in order to become active citizens and responsible stewards of our world.

GOALS

❖ Personalization

At City High School, students are known well and have opportunities to direct their own learning. Adults in the school community provide individual support and partner with families to ensure academic and social success for all students.

❖ Challenging Academic Curriculum

Students engage in learning experiences that require them to practice and improve critical thinking and study habits. Students publicly demonstrate mastery of content knowledge and academic skills. The academic program prepares students for college, career, and life-long learning.

❖ Community Connections

Students and staff engage with Tucson, the greater Southwest, and the border region in order to become active and responsible citizens. This is accomplished through place-based learning, service learning, senior internships, and participation in community-based organizations.

❖ Student Leadership

Students develop the skills and confidence to take responsibility for their actions and initiate efforts to improve the school and community. Students have multiple opportunities to participate in school-wide initiatives and decisions.

❖ Diversity

City High School brings together and retains students and staff from the many neighborhoods and populations of greater Tucson. The curriculum reflects the varied cultural traditions of southern Arizona. City High School is a community where members recognize and respect diverse identities and points of view.

SCHOOL SCHEDULE

Classes run from 9:00 a.m. to 3:00 p.m. Monday through Thursday and from 9:00 a.m. to 12:40 p.m. on Friday. Additionally, City High will sponsor many academic and extracurricular activities both before and after regularly scheduled classes.

School will open by 7:30 a.m. Students may choose and/or be required to participate in tutoring or office hours prior to the beginning of classes. Students are also welcome to attend club meetings, work on homework, or talk quietly with friends in the common area before school starts. Following the regular class schedule, students will have the opportunity to participate in several after school activities as part of the VOICES after-school program funded through a 21st Century Community Learning Center grant. Most after-school classes run from 3:15 p.m. to 5:30 p.m.

Students who are not involved in supervised after school activities are expected to leave campus by 3:30 p.m.

ATTENDANCE

Good attendance is extremely important to ensure student success. The rigorous, and often times project-based nature of the City High School curriculum requires that students are actively participating in their classes everyday.

CITY HIGH SCHOOL SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:30-8:55	OFFICE HOURS				
9:00-10:30	PERIOD 1	PERIOD 2	PERIOD 1	PERIOD 2	PERIOD 1 9:00-9:40
10:40-12:10	PERIOD 3	PERIOD 4	PERIOD 3	PERIOD 4	PERIOD 2 9:45-10:25
12:10-12:40	LUNCH				PERIOD 3 10:30-11:10
12:45-1:25	ADVISORY (grade checks)	ADVISORY (12:45-1:10)	WHOLE SCHOOL MEETING	ADVISORY (12:45-1:10)	PERIOD 4 11:15-11:55
1:30-3:00	PERIOD 5	PERIOD 6 (1:15-2:05)	PERIOD 5	PERIOD 6 (1:15-2:05)	EARLY RELEASE STAFF MEETINGS 2:00-4:00
		PERIOD 7 (2:10-3:00)		PERIOD 7 (2:10-3:00)	

REPORTING ABSENCES

All students are expected to attend all classes and to arrive on time every day. When students need to miss school because of an illness, emergency, or other reason, **parents need to call the school office or submit a note** to excuse the student's absence. If a student misses school **without parental permission**, the absence will be recorded as unexcused. **Please call the school office, 623-7223 x202 to report a student's absence or late arrival to school.**

EXCESSIVE ABSENCES

Any student who has **7 absences in a core class or elective (excused or unexcused)** during a semester is at risk of losing credit for the class. Students can have medical absences **waived with proper documentation**. Students with extenuating circumstances can also appeal to the principal for a waiver.

UNEXCUSED ABSENCES

An **unexcused absence** is considered a serious offense in the school's discipline matrix and will be handled as follows:

WHOLE DAY [or first class period of the day]

- 1st and 2nd offense:**
- student's home is called by Registrar
 - student is assigned 2 days of detention

- 3rd offense:**
- student's receives an administrative referral
 - home is called by Dean of Students
 - student will be assigned additional consequences, including detention, before and/or after school community service activities, mandatory office hours, etc.

LATE ARRIVALS & EARLY DEPARTURES

Parents are encouraged to schedule all appointments during non-school hours; Friday afternoons are an ideal time. When a student has to arrive late, leave early, or leave during lunch, parents need to call ahead or the student needs to supply a note to the office. Students who miss more than 30 minutes of class will be considered absent from class.

OFFICE HOURS – Monday through Friday, 8:30 a.m. to 9:00 a.m.

All teachers are available to work with students in their classroom every morning from 8:30 a.m. to 9:00 a.m. **Students may be required to attend specific office hour sessions if a teacher or parent feels it is advisable.**

PARKING & DROP-OFF

There are 4 “**loading zone**” **spaces** available directly in front of the school and 2 additional spaces across the street to use during the drop-off and pick-up times or at any time during the school day. If there is a need to come into the school while using the loading zone spaces, the driver must turn on their **flashing hazard lights** while parked. **Never block traffic** by stopping in the road when dropping off or picking up students. There are **metered spots** along Pennington Ave. and other nearby streets. Parking meters cost 25¢ for 30 minutes from 8:00 a.m. to 5:00 p.m.

There is **no designated student parking**. Students interested in driving to school should go to the ParkWise office (located on the main floor of the Pennington Street Garage) to inquire about parking lot availability and cost. The ParkWise number is 791-5071.

BREAKFAST & LUNCH

Breakfast & lunch are **available for purchase every day of the week**. While not required, it is preferable that students **pre-pay** for meals by the week, month, or semester. Microwaves, toaster ovens, and refrigerators are available for those who prefer to bring their own food. Students are not allowed to call in delivery orders.

Juniors and Seniors will have off-campus lunch privileges three times per week, on Tuesdays, Wednesdays and Thursdays. Off-campus lunch will require parent approval for the individual student.

City High School participates in the National School Lunch Program (NSLP) and offers reduced price or free meals to students who qualify. If you have any questions regarding this program, please contact the school's business office at 520-623-7223 X 220.

ADVISORY

Most teachers and administrators at the school serve as an “advisor” for a group of approximately 12 students. All advisory groups meet on **Mondays, Tuesdays, and Thursdays**. Regular weekly advisory time built into the school schedule provides the opportunity for students to develop a school-wide **portfolio**, participate in a variety of small group activities that address school issues, and plan for post-graduate experiences including college.

Students remain with the same advisor during their four years at City High School, and the **advisor is the key contact between the school and the student's family**. Parents should feel free to contact advisors by phone or by email to discuss any concerns or questions they have about their child's progress.

HABITS OF HEART AND MIND

The Habits of Heart and Mind are an important thread that weaves throughout the educational program and reinforces real world application and life-long learning. They are both intellectual (of the “mind”) and affective (of the “heart”), and they set high expectations for students’ academic achievement and overall growth. City High School’s 6 Habits of Heart and Mind are:

- ACTION
- EVIDENCE
- EXPRESSION
- INQUIRY
- PERSPECTIVE
- REFLECTION

SCHOOL-WIDE NORMS FOR THE CITY HIGH COMMUNITY

All members of the City High School community are expected to respect one another and to do what they can to promote successful teaching and learning. Creating a respectful atmosphere is a collective responsibility that is reinforced through school-wide norms. Students and staff work together to create and maintain school-wide norms through advisory and school meetings.

1. **Allow others to share ideas without fear of ridicule or judgment**
2. **Respect other people and other cultures**
3. **Respect the property of others and the school**
4. **Create a calm environment**
5. **Be open-minded**
6. **Have a sense of humor**
7. **Resolve conflicts peacefully**

GENERAL RULES & EXPECTATIONS

There are a number of school-wide expectations and classroom-specific rules that will be reviewed with students at the start of the school year. Many of these are listed on the behavior management and disciplinary matrix on the next page. Following are a few topics parents and students frequently ask about.

Cell phones, personal media players, and other personal electronics (e.g i-pods, mp3 players, electronic game players etc.) must be turned off and stored in **backpacks between 9:00 a.m. and 3:00 p.m.**, except during lunch. Headphone use for educational purposes will be determined by teachers on a case-by-case basis. Violations of this policy will be handled according to the Behavior Management System.

When using personal electronics while on campus during the times allowed (before or after school or during lunch), students must take care to use them appropriately and not distract those around them. Students must take responsibility for their own valuable possessions.

Personal belongings

Students need to carry and care for their own belongings and are encouraged to leave valuables at home. There are no lockers in the school building and student storage is very limited. **The school is not responsible for lost or stolen items.**

Treatment of school and community property

All individuals and groups at City High School are expected to leave any space that they use “the way they found it or better.” Students need to clean up at the end of each class and lunch. Students are responsible for the proper care of all school equipment, including books, computers, furniture and supplies.

City High School in the Community

City High School students and staff are engaged regularly in learning at locations other than the school campus. **All expectations and rules outlined in the handbook and expressed to students by individual teachers pertain to all settings during the school day**, whether students and staff are at the 48 E. Pennington St. location or out in the community.

BEHAVIOR MANAGEMENT SYSTEM & DISCIPLINARY CONSEQUENCES

Infractions	Serious Offenses	Extreme Offenses
<p>Disrupting others' learning</p> <p>Not listening to a teacher</p> <p>Mistreatment of school property, including littering, not cleaning up food/wrappers after lunch</p> <p>Misuse of cell phones or other personal electronic devices</p> <p>Violation of dress code</p> <p>Arriving late to school more than once</p> <p>Arriving late to class more than once</p> <p>Unexcused absence from class, including leaving class without permission</p> <p>Acting rude toward a fellow student or staff member</p> <p>Inappropriate physical behavior, e.g. shoving in the hallways</p> <p>Inappropriate use of foul language</p>	<p>Being insubordinate to a staff member (e.g. disregarding a behavior consequence)</p> <p>Unexcused absence from school (verified by parent)</p> <p>Skateboarding on Pennington Street, before, during, or after the school day</p> <p>Leaving campus unexcused during the school day, including leaving a school field trip</p> <p>Cheating or plagiarism</p> <p>Failure to report to detention</p> <p>Acting inappropriate or rude toward a community member or guest speaker</p> <p>Use or possession of tobacco under the following circumstances: <ul style="list-style-type: none"> •during any school-sponsored activity •in the no-smoking zone in front of the school •between the hours of 8:00am and 4:00pm on Pennington St., between Stone and Scott avenues. </p> <p>Use or possession of a lighter, matches, or drug-related paraphernalia on school property</p>	<p>Possession or use of a weapon on campus</p> <p>Possession, use, sale, or distribution of alcohol or drugs on campus</p> <p>Being under the influence of alcohol or drugs on campus or at any school-sponsored event</p> <p>Use or possession of drug-related paraphernalia on campus or at any school-sponsored event</p> <p>Willfully causing physical harm to a member of the school community</p> <p>Bullying, hazing, or intimidation</p> <p>Harassment [including sexual harassment]</p> <p>Theft</p> <p>Vandalism of school property or community property during or before/after school hours</p> <p>Intimidating or threatening a member of the school community, including use of hate speech or hate symbols</p> <p>Conducting gang activity during the school day</p>
Consequences for Infractions	Consequences for Serious Offenses	Consequences for Extreme Offenses
<ol style="list-style-type: none"> 1. 1st Infraction: Warning to clarify the rules and policies. 2. 2nd Infraction: Student stays after class for additional warning. 3. 3rd Infraction: 1 day of after school detention, notification home. 4. 4th infraction: administrative referral. 	<ol style="list-style-type: none"> 1. Serious offenses result in an immediate administrative referral. 2. Administrative Referral results in short-term suspension or administrative consequence. 3. Short-term suspensions are followed by a mandatory re-entry meeting with student and parent/guardian. 	<ol style="list-style-type: none"> 1. Consequences for extreme offenses begin with an immediate short-term suspension and a mandatory meeting with parent/guardian. 2. Extreme offenses may result in a hearing before the school's judiciary committee, comprised of staff and board members, to review possible consequence of long-term suspension or expulsion. 3. Offenses subject to automatic expulsion include the following: <ul style="list-style-type: none"> •intent to distribute drugs, alcohol, or prescriptive medications as determined by a police report OR as evidenced by clear observable behavior •possession of a firearm, loaded or unloaded, or live ammunition •sexual or aggravated assault as defined by the AZ Dept. of Education, Safety and Accountability Division.

DRESS CODE

The City High School dress code is designed to **maximize personal expression** and style, while maintaining a **positive atmosphere** that allows everyone to feel comfortable and **do their best learning**. Below is a list of prohibited clothing. "Clothing" refers to any personal items, including jewelry/accessories, sweatshirts, backpacks, etc. Administration has discretion in making the determination as to whether or not a student is abiding by the City High School dress code.

Prohibited clothing includes:

- Items with drug or alcohol messages
- Clothing with ripped holes
- Sunglasses or hoods (not allowed to be worn inside)
- Spikes or chains
- Bandanas
- Headphones (except during lunch)
- Wearing pants below the waist [i.e., no 'sagging']
- Items that promote racism or violence
- Items or combinations of clothing that have gang-affiliated significance
- Clothing considered provocative [i.e., short shorts, spaghetti straps, lowcut shirts, exposed midriff, etc.]
- Any item considered extremely offensive or disruptive to the learning process

Community Day Dress Code

When students know ahead of time that they will be on a trip, conducting field work, or hosting a guest speaker in their class, they must abide by the Community Day dress code. At a minimum, this is the regular dress code with the addition of wearing a **City High School shirt**. Students can choose to dress up instead of wearing a City High shirt. Except for City High items, **no logos, images or messages** are allowed on any articles of clothing for Community Day dress code. In addition, teachers may require a more specific dress code that fits the specific occasion.

Bathroom breaks

Students are expected to use bathrooms and water fountains during passing periods. Students are allowed to use the bathroom during class, with the following expectations: use the pass provided, only one student leaves class at a time and do not distract other classes while in the hallway. Also, students are not to leave class during the first or last 10 minutes of the period or during advisory.

Food and drink

Occasional drink or food snacks are allowed in the classroom, at teacher discretion, with the expectation that students clean up after themselves. Teachers will establish a no-food rule when necessary (i.e. during science labs or when computers are in use). All drinks must be in a container with a lid.

Tobacco Use

Use of tobacco by students in or in front of school at all times, during any school-sponsored activity (including lunch and fieldwork), or between the hours of 8:00 am and 4:00 pm on Pennington Street between Stone and Scott avenues, is prohibited.

HONOR ROLL

Students who receive some combination of all As and Bs in their classes and those who have shown significant academic progress will be eligible to be on the "Honor Roll" each semester. To qualify, students must have demonstrated their ability to live by the school-wide norms and school rules and have received no administrative referrals. Students on Honor Roll will be honored at whole school meetings and in school publications. Students who receive straight As in any given semester will be given the prestigious title of "Academic Superstar" and will be honored at a whole school meeting.

STUDENT VOICE & REPRESENTATION

There are many opportunities for students to participate in school governance at City High School. Advisories will select students to serve as peer representatives in the school's student governing body, the Student Voice Committee. The roles and responsibilities of the **Student Voice Committee** continue to be developed each year with student and staff input. Students are also invited to be representatives on the school's site council, the **Community Advisory Council**, which meets bi-monthly and includes parent, staff, and board representation. Individual students are always encouraged to voice their opinions about the school program at appropriate times (e.g. in Advisory, with individual teachers during office hours, through the school newspaper, etc.).

FAMILY PARTICIPATION

Parents, guardians, and other family members are **encouraged to participate** in City High School events as much as possible, both during the school day and after the school day. **Students will be expected – and at times, required – to attend a few after-hours events as part of their involvement at City High School.** Parents or guardians will be expected to participate in student roundtable conferences with their child and their child's advisor at least two times per year. Also, parents can get involved through the Community Advisory Council and parent organization, City High Parents.

STUDENT RECORDS & MEDIA RELEASE

The school maintains important information files on each student. Students and parents/guardians may review those records with reasonable advance notice given to the school. School officials may obtain access to student records for educational purposes only. All individually identifiable educational information is confidential. City High School will periodically create print and web-based publications to highlight student achievement and school events. Additionally, the school and staff and students will be occasionally featured in the media. We will honor parent permission regarding student recognition from the "general permission form" filled out during registration.

HEALTH AND MEDICATIONS

All medications must have a signed doctor's order, written parental consent, and be in an original container. All medications must be stored at the main office; epi-pens and inhalers may be carried by a student with a physician's order and/or parental request. Medications must be brought to the school by an adult and be picked up at the end of the year. If a student is not feeling well or is injured, he or she should inform the teacher immediately and report to the front office. First aid is available in the front office. School staff will call parents or the emergency contact person if a student needs to go home for the remainder of the day.

City High School Anti-Bullying and Anti-Hazing Policy

1. Definitions

- Bullying – The process of intimidating or mistreating someone weaker or in a more vulnerable situation
- Harassment – To persistently annoy, attack, or bother somebody
- Intimidation – To persuade someone to do something or dissuade somebody from doing something by frightening him/her
- Self Defense – To act to protect oneself; limited to the amount of force necessary to stop aggressive behavior
- Hazing – Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply:
 - The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution
 - The act contributes to a substantial risk of potential injury, mental harm or degradation, or causes physical injury, mental harm, or personal degradation.

2. Bullying/Hazing Prevention

It is the policy of City High School to create a school culture that demonstrates respect for the viewpoints of every member of the school community and does not tolerate threatening behavior. We will work towards a proactive policy to prevent bullying, hazing, and harassment by focusing on stopping the behavior before it happens. Therefore, understanding the nature of bullying and its implications, as well as discussing strategies to instill an atmosphere of tolerance and respect, will be part of our curriculum and our Advisory Program.

To make sure students, staff and parents are aware of its content, this policy will be published in the student handbook, emphasized during new student orientation, and periodically reviewed with students as part of the advisory curriculum. It applies to student behavior on school grounds, on school property, on school buses, and at all school sponsored events and activities. Students are encouraged to report all incidents of bullying, hazing, harassment and intimidation between students, regardless of where it occurred.

3. Reporting of incidents of harassment, intimidation, hazing or bullying

A. What should be reported

Incidents should be reported when they appear to have occurred without self correction (in other words, where bullying occurred without interruption or apology) and where the person who was bullied or the witnessing party reasonably believes that a) there should be a consequence for the behavior; b) an injury occurs that needs repair, or c) the possibility exists that the threatening behavior will continue to occur.

B. How it should be reported

It is important that students, parents and teachers have an easy and clear process for reporting bullying and that they feel free to report such incidents without fear of reprisal. To ensure that reports contain all the information necessary for appropriate resolution of the incident, City High School will use a standard Incident Report Form [see form at end of document]. Incidents may be reported orally to any staff member, but when this occurs the person hearing the report should fill out an incident form before the end of the school day. All reported incidents should be referred to the appropriate administrator by the end of the school day.

The Incident Report Form will ask for information relating who did what to whom, when and where it happened, and what other people witnessed the incident. Incident Report Forms are available at the front desk and also on the website to facilitate reports made by parents.

In order to ensure reliable information, reports of hazing and/or bullying should not be anonymous. However, it should be clear that the identity of the person making the report will be kept confidential if that is possible and desired.

4. Process for investigation of harassment, intimidation, hazing, or bullying

The first step toward ensuring that incidents of threatening behavior are fully understood and investigated begins with professional development. City High staff will participate in ongoing professional development [through literature review, CFG groups, and other opportunities] related to understanding the causes of bullying and how to create a positive school culture, as well as how to intervene when they witness incidents of bullying or its immediate aftermath.

Once a bullying incident has been reported, the appropriate administrator will investigate the incident by speaking with the major parties and identified witnesses. When it is reasonably clear what has happened, the administrator may proceed with consequences. When there is a dispute over what has occurred, the administrator will confer with other

staff to see if they are able to come to consensus regarding what has occurred. If so, they may proceed with consequences. If there is no consensus regarding what occurred, the students involved may be brought together to discuss the incident. Parents may be invited to this meeting and/or consulted if it appears that they can yield additional information.

At no time should anyone be coerced into giving incorrect information.

5. Process for documentation of harassment, intimidation, hazing, or bullying

Reports of hazing or bullying will be made in written form or orally with a written follow up. Additionally, all consequences related to resolution of the issue will be documented in student files, though this information might not be made available to all parties due to privacy concerns.

5. Disciplinary procedure for students admitting to or found guilty of harassment, intimidation, hazing or bullying

Harassment, intimidation, hazing and bullying are all considered extreme offenses in the City High School discipline matrix. Students who are found guilty of such offenses will be referred to a judiciary hearing per school policy that may result in suspension or expulsion.

In the event that the circumstances of the event are not clear, rendering it difficult to determine culpability, or in the event it appears that multiple people appear to bear responsibility, the disciplinary consequences will be determined by the appropriate administrator in consultation with other staff, the students involved, and parents. The goal of these disciplinary consequences shall be: 1] to make sure the behavior stops, 2] to make sure that all the individuals involved receive consequences that prevent future acts of harassment, intimidation, hazing, or bullying, 3] to repair the damage that has been done to the individuals and the school community, and 4], when appropriate, to provide the perpetrator(s) with the skills and counseling to help them change their behavior and express their opinions, feelings and needs in a positive way.

7. Procedure providing consequences for false reporting of harassment, intimidation, hazing or bullying

Purposefully making a false report of an incident of harassment, intimidation, hazing, or bullying will be considered a serious offense in the City High School discipline matrix.

Incident Report Form

Date of incident: _____ **Date of report:** _____

- Type of incident:**
- Bullying, hazing, harassment, intimidation
 - Assault/fighting
 - Alcohol/drugs
 - Theft
 - Weapons
 - Other _____

Describe what happened. Please be as specific as possible. Include dates, times, description of what was stolen or found, behaviors that led up to the incident, etc. Use the back of this form if necessary.

Where did it happen?

Have you reported the incident yet? If so, to whom? [teacher, parent, etc.]

Were there any witnesses? If so, please list their names.

Your name _____

If possible, would you like us to keep your name confidential? _____

(Note: In order to ensure reliable information, incident reports should not be anonymous. However, we will try to keep the identity of students who make reports confidential if that is possible and desired.)

Staff person submitting/reviewing initial report: _____

CITY HIGH SCHOOL'S TECHNOLOGY POLICY

Privileges & Resources

Each student at City High School receives a cityhighschool.org email account and a server account through which they can store data files on the school's file server. Students will have access to the Internet and to a variety of hardware resources – digital cameras, tape recorders, video cameras, and laptop computers – to use in their classes. Students must abide by the technology use policy and any other rules related to technology resources in order to maintain the privileges and resources offered by the school.

Security, Privacy & Access Issues

Computer and network storage may be accessed by the technology coordinator or other administrative staff to review files and communications to maintain system integrity, and to ensure that users are using the system legally and responsibly. Users should not expect that files and emails stored on City High School servers or computers will always be private.

In order to be eligible for crucial technology funding and to ensure appropriate educational use of the Internet, the school will strike a carefully balanced amount of filtering Internet content coming through the school network. Within reason, freedom of speech and access to information will be honored.

Technology Use Policy

Students are expected to abide by the following:

- At school and during school hours, students will use computers and other technology resources for school-related purposes only. In classrooms, students will use technology only as directed by the teachers.
- Students will not use technology for any type of illegal conduct such as copyright law violations or for commercial enterprise. This includes unauthorized access to any technology resource within or outside City High School.
- Students will conserve the use of technology resources such as bandwidth, printing supplies, file storage etc. Printing and file storage quotas will be enforced as necessary. Files stored on computers/servers and print jobs that are not school related are subject to deletion.
- Students will use appropriate and courteous language and refrain from any communication that attacks, harasses, or insults others or sends inappropriate pictures in all communications, including those using technology.
- Students are expected to take care of the technology resources they use. This includes making sure that laptops, digital cameras, etc. are returned to the appropriate location and properly stored after use. Students are responsible for any damage that occurs due to inappropriate behavior while using these resources. Students are not allowed to eat or drink while using technology resources.
- Students are responsible for the back up of their files. The school will perform periodic back ups of all files stored on servers, but it is up to each student to ensure they have personal back ups of important data via cd burning, use of a thumb drive, etc in addition to storing files on the file server.
- It is the responsibility of each student to safeguard their own privacy. Sharing a password, or logging in for someone else is not allowed. If you know of a security problem with your account or someone else's , please inform the Technology Coordinator or other staff member immediately.
- Students are expected to report any malfunctioning technology resources they encounter to the technology coordinator.
- The school reserves the right to restrict the technology access privileges of any student that does not use technology resources appropriately. The administration will follow the school's general discipline guidelines, but there may be additional consequences for misuse of technology Possible disciplinary outcomes include: suspension, reduced application permissions, loss of access, or contact with law enforcement for possible misdemeanor or felony charges.
- Students who wish to use their own personal laptop [or other mobile computing devices that access the school's network] must first receive approval from the Technology Coordinator. This is for record keeping purposes as well as to ensure both the laptop and the school's network are protected from the transmission of malicious software such as viruses. Once approved the student may use their laptop or other mobile device during the school day when appropriate and within all of the guidelines outlined in the technology policy. Students who use their own devices on school grounds do so at their own risk. City High School makes no warranties of any kind, whether express or implied, for the technology services it provides, and is not responsible for data loss or other damage done to a personal technology device while on school grounds.

2011/2012 City High School Handbook

SIGNATURE AND ACKNOWLEDGEMENT

We have read and discussed the contents of the City High School Student Handbook and commit to abide by them. We understand that the school policies and expectations will be enforced at school, at school-sanctioned activities or events, and while being transported to and from school for field trips. We are familiar with the consequences of not following school rules and school norms. **Please sign and return this form to your advisor by Thursday, August 25, 2011.** Keep the rest of the handbook at home for reference.

Parent/Guardian signature

Printed name

Date

Student signature

Printed name

Date

Date received:

Advisor: