

CITY
HIGH SCHOOL



learning. working.
creating. connecting.

SCHOOL HANDBOOK 2008-2009

City High School
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FROM THE ACADEMIC DIRECTOR

August 2008

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 fifth 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, acknowledging their understanding and commitment to the expectations outlined within.

The school staff and board of directors have worked hard to continue 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 expand and strengthen. Becoming familiar with and abiding by the policies in the Student Handbook is an important first step in the process.

Please call whenever you have questions, suggestions, or concerns to share.

Sincerely,

Eve Rifkin
Academic Director

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

City High School will be a learning environment in which every student is known well, feels valued, and receives individual support for their success.

❖ Challenging Academic Curriculum

All students will engage in rigorous learning experiences that require them to use their minds well. The academic program will prepare students for college entrance and will be aligned with state university admissions.

❖ Community Connections

City High School will be a community in which students, staff, and families are active and welcome members. Students and staff will connect with partnership organizations and the wider community of Tucson through course work, service learning, and senior internships.

❖ Student Leadership

All students will learn and experience the democratic process through active participation in their school and community. Students will develop the confidence and empathy to speak their minds, to act, and to lead others.

❖ Diversity

City High School will bring together students from the many neighborhoods and the various cultural and ethnic backgrounds in Tucson. Such diversity will allow students to learn from each other and from their community.

❖ Institutional Sustainability

The school will be a stable and financially viable institution with a balanced budget, effective management systems, and high quality teachers and staff.

SCHOOL SCHEDULE

The school day is from 8:30 a.m.-3:30 p.m. everyday but Wednesday. Students are welcome to arrive after 7:45 a.m. to work on homework or to talk quietly with friends. Students are expected to leave campus by 4:00 p.m. (and by 1:30 p.m. on Wednesdays), unless they are involved in supervised after-school activities, such as extra help sessions with teachers, club meetings, or other extracurricular programs. Please note that this year, Wednesdays will operate on an “early release” schedule instead of “late start.”

2008-2009 CITY HIGH SCHOOL SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
<i>before-school study time 7:45-8:20</i>			<i>before-school study time 7:45-8:20</i>	
Period 1 8:30-9:25 (55 minutes)	Period 1 8:30-9:25 (55 minutes)	City Works Classes 8:30-11:15	Period 1 8:30-9:25 (55 minutes)	Period 1 8:30-9:25 (55 minutes)
Period 2 9:30-10:25 (55 minutes)	Period 2 9:30-10:25 (55 minutes)	Advisory Time - Lunch & Grade Checks 11:15-11:45	Period 2 9:30-10:25 (55 minutes)	Period 2 9:30-10:25 (55 minutes)
Period 3 10:30-11:25 (55 minutes)	Period 3 10:30-11:25 (55 minutes)	Office Hours 11:45-12:30	Period 3 10:30-11:25 (55 minutes)	Period 3 10:30-11:25 (55 minutes)
Period 4 Advisory 11:30-12:00 (30 minutes)	Period 4 City Works Mtg 11:30-11:55 (25 minutes)	Meeting Time - Clubs & Honors 12:30-1:15	Period 4 Advisory 11:30-11:55 (25 minutes)	Period 4 Whole School Mtg 11:30-12:00 (30 minutes)
Lunch 12:00-12:30 (30 minutes)	Lunch 12:00-12:30 (30 minutes)	1:15-4:00 p.m.	Lunch 12:00-12:30 (30 minutes)	Lunch 12:00-12:30 (30 minutes)
Period 5 12:35-1:30 (55 minutes)	Period 5 12:35-1:30 (55 minutes)	Student early release	Period 5 12:35-1:30 (55 minutes)	Period 5 12:35-1:30 (55 minutes)
Period 6 1:35-2:30 (55 minutes)	Period 6 1:35-2:30 (55 minutes)	&	Period 6 1:35-2:30 (55 minutes)	Period 6 1:35-2:30 (55 minutes)
Period 7 2:35-3:30 (55 minutes)	Period 7 2:35-3:30 (55 minutes)	Staff development sessions	Period 7 2:35-3:30 (55 minutes)	Period 7 2:35-3:30 (55 minutes)
<i>after-school detention 3:30-4:15</i>			<i>after-school detention 3:30-4:15</i>	

ATTENDANCE

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

All students are expected to attend all classes and to arrive on time every day. In the event of a necessary absence, a parent or guardian needs to call the City High School office the morning of the absence.

REPORTING ABSENCES

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 parent permission**, the absence will be recorded as unexcused. An **unexcused absence** is considered a serious offense in the school's discipline matrix and results in an administrative referral.

EXCESSIVE ABSENCES

Any student who has **10 absences in a core class or elective** (*excused or unexcused*) during a semester will lose credit for the class. Due to the block nature of City Works classes, a student will lose his or her City Works credit with **4 Wednesday absences** in a semester. Students can have medical absences **waived with proper documentation**. Students with extenuating circumstances can also appeal to the academic director for a waiver.

PROCESS TO ADDRESS ABSENCES

1. After **5 absences in a semester**, the advisor will call home to check in with parents.
2. After **7 absences in a semester**, parents need to meet with the advisor and counselor or administrator to discuss interventions.
3. Once a student has **10 school day absences in a semester**, he or she is placed on probation and must go before the school's Judiciary Committee to review the attendance contract and the student's enrollment status at City High School.

CITYWORKS ATTENDANCE

After **2 Wednesday absences**, the advisor calls home to check in with parents. After **3 Wednesday absences**, the parent needs to meet with the advisor and counselor or administrator to discuss interventions.

LATE ARRIVALS & EARLY DEPARTURES

Parents are encouraged to schedule all appointments during non-school hours; Wednesday 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.

1st PERIOD TARDIES

Any student who is not in class by the scheduled start time is considered tardy. Students who have more than 2 unexcused tardies will have after school detention each day that student is tardy from 3:30-4:00, on Mon, Tues, Thurs, and Fri (detention does not run on Wednesdays). After the 5th unexcused tardy, a conference will be scheduled with the parent/guardian, student, and academic director. This same policy applies to tardiness to class throughout the day. Students who arrive after 9:00 a.m. will be considered absent from the 1st period class.

**PARENTS: Please call the school office, 623-7223 x1
to report a student's absence or late arrival to school.**

OFFICE HOURS – WEDNESDAYS 11:45-12:30 p.m.

Teachers are available to work with students one-on-one every Wednesday afternoon from 11:45-12:30 p.m. for extra help or make-up work. **Students will be required** to attend office hours if they have below a B average in one or more classes or have been absent in the previous week. Students who are in good standing in all of their classes and choose not to work with a teacher during office hours have the privilege of being dismissed from school on Wednesdays at 11:45 p.m.; in this case, advisors will give students a dismissal pass.

Students who are pursuing **honors options** in any of their classes are likely to have meetings or scheduled activities with their teachers on Wednesdays from 12:30-1:00.

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.

ADVISORY

Each teacher and administrator at the school serves as an “advisor” for a group of approximately 14 students. All advisory groups meet on **Mondays, Wednesdays, and Thursdays** for 30-minute periods. Regular weekly advisory time built into the school schedule provides time for students to develop leadership skills, reflect on their learning, prepare for **student roundtable conferences**, develop a school-wide **portfolio**, 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.

LUNCH

Lunch is **available for purchase every day of the week**; students must **pre-pay** for lunches by the week, month, or semester. Microwaves, toaster ovens, and refrigerators are available for those who prefer to bring their own food. Drinks and snacks are available before and after school and during lunch from the school **vending machines**. Students are not allowed to call in delivery orders.

Students will have opportunities occasionally to go off-campus for lunch as part of their Advisory and on Wednesdays with their City Works class and teacher. On those days, students need to bring spending money for the outing or a bag lunch.

This year, we will continue with **off-campus lunch privileges** for juniors and seniors twice per week. Off-campus lunch will require parent approval for the individual student and will not begin until mid-September.

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**, such as the evening City Works Showcase in May. 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.

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.



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 and classroom-specific rules that will be reviewed with students at the start of the school year. The following list addresses a few of the topics that parents and students frequently ask about.

Cell phones and personal media players must be turned off and stored **in backpacks between 8:30 a.m. and 3:30 p.m.**, except during lunch. Students who violate this policy will have their cell phones taken away until the end of the school day.

CD players and other personal electronics (e.g i-pods, mp3 players, electronic game players etc.) are not allowed during school hours, except lunch, unless they are being used with prior teacher approval to enhance a teacher-directed lesson. 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 yet, 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.

Bathroom breaks

There is a 5-minute passing period between each class built into the school schedule. 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, do not distract other classes while in the

hallway, do not use the vending machines during class times. 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 do not distract others and clean up after themselves. Teachers will establish a no-food rule when necessary, depending on the specific lesson or classroom environment (i.e. during science labs or when computers are in use). Drinks must be in a container with a lid. Vending machines are for use before and after school and at lunch only.

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.

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. School staff have 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
- Items that promote racism or violence
- Items or combinations of clothing that have gang-affiliated significance
- 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 (e.g. closed-toe shoes for an outdoor field trip).

Tobacco Use

Use of tobacco by students in school or anywhere on Pennington Street is prohibited at all times. This includes before and after school. Anyone caught violating this rule will receive an administrative referral for a serious offense and the appropriate consequence according to the Behavior Management System:

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</p> <p>Arriving late to class</p> <p>Unexcused absence from class</p> <p>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, such as disregarding a behavior consequence</p> <p>Unexcused absence from school (verified by parent)</p> <p>Leaving campus unexcused during the school day, including leaving a school field trip</p> <p>Sexual harassment</p> <p>Cheating or plagiarism</p> <p>Failure to report to detention</p> <p>Failure to complete a Peer Justice Panel consequence</p> <p>Acting inappropriate or rude toward a community member or guest speaker</p> <p>Use or possession of tobacco during school hours or in sight of school before and after the school day</p> <p>Use or possession of a lighter or matches on school property</p>	<p>Possession or use of a weapon, on or off campus</p> <p>Possession, use, sale, or distribution of alcohol or drugs, on or off campus</p> <p>Possession or use of drug-related paraphernalia, on or off campus</p> <p>Willfully causing physical harm to a member of the school community</p> <p>Theft</p> <p>Intimidating or threatening a member of the school community, including use of hate speech or hate symbols, on or off campus</p> <p>Conducting gang activity during the school day, on or off campus</p> <p>Vandalism of school property or community property during or before/after school hours</p>
<p>Consequences for Infractions</p>	<p>Consequences for Serious Offenses</p>	<p>Consequences for Extreme Offenses</p>
<p>1. 1st Infraction: Warning to clarify the rules and policies.</p> <p>2. 2nd Infraction: Formal teacher consequence and call home.</p> <p>3. 3rd Infraction: 1 day of after school detention, notification home.</p> <p>4. 4th infraction: administrative referral.</p>	<p>1. Serious offenses result in an immediate administrative referral.</p> <p>2. Administrative Referral results in short-term suspension and a meeting with the Academic Director OR a hearing before the Student Government and Judiciary, depending on the nature of the offense.</p>	<p>1. Consequences for extreme offenses begin with an immediate short-term suspension and a mandatory meeting with parent/guardian.</p> <p>2. Extreme offenses 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.</p>

revised 8/08

PRINCIPAL'S LIST

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 "Principal's List" 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 the "Principal's List" will be honored at whole school meetings and in school publications.

STUDENT VOICE & REPRESENTATION

Students have the opportunity to be active participants in school governance at City High School through their advisories and through other structures, such as those listed below. Students can be 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. The **Peer Justice Panel** is a student group, facilitated by a staff member, that plays a role in assigning alternative disciplinary consequences for students who have violated school rules. 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).

TECHNOLOGY

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, videocameras, and laptop computers – to use as part of their core classes, electives, and City Works classes. Students will need to 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:

1. 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.
2. Students will not use technology for any type of illegal conduct or commercial enterprise. This includes unauthorized access to any technology resource within or outside City High School.
3. 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.
4. 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.
5. Students will protect their own privacy by not sharing passwords or any other login information, and by not giving out any personal information except as deemed appropriate and/or required by staff.
6. 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.
7. 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.
8. Students are expected to report any malfunctioning technology resources they encounter to the technology coordinator.
9. The school reserves the right to restrict the technology access privileges of any student that does not use technology resources appropriately.

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.

NOTES OR QUESTIONS

Parents and students – please use the space below to write down any questions or important points regarding the student handbook that you want to highlight for yourselves or you want to discuss with a staff member. A staff member will be available during registration to review the handbook and address any concerns you might have.

SIGNATURE PAGE

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 Monday, August 25, 2008. Keep the rest of the handbook at home for reference.

Parent/Guardian signature

Printed name

Date

Student signature

Printed name

Date

For school use only

Received by:

Date received:

Handbook discussion: Yes No