

CITY HIGH SCHOOL



# STUDENT HANDBOOK

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**You can find this handbook online:**

<http://cityhighschool.org/inside>

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# CITY HIGH SCHOOL STUDENT HANDBOOK

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## 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.

**Institutional Advancement:** City High School is a financially robust and effectively managed institution. People, facilities, funding, time and attention are allocated based on the collection and analysis of critical data and in a manner that supports growth and innovation.

## 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. These norms were developed by the founding students at City High School and have served us well:

- 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.**

## SCHOOL SCHEDULE

Classes run from 9:00 a.m. to 3:00 p.m. Monday, Tuesday, Thursday and Friday, and from 9:00 a.m. to 12:40 p.m. on Wednesday. Teachers are in their classrooms for Office Hours on Tuesday through Friday mornings from 8:30 to 8:55. In addition, City High will sponsor many academic and extracurricular activities both before and after regularly scheduled classes.

The school building will open by 7:45 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 21<sup>st</sup> Century Community Learning Center grant.

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Students may also choose and/or be required to attend after school tutoring or study hall. Most after-school classes run from 3:15 p.m. to 5:30 p.m.

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

## BELL SCHEDULE

### CLASS SCHEDULE for 2017-2018

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00-9:00		<i>Students allowed on campus @ 7:45 a.m.; breakfast served Morning office hours Tuesday—Friday 8:30-8:55</i>			
9:00-9:30	<b>PERIOD 1</b> 9:00 a.m. – 9:55 a.m.	<b>PERIOD 1</b> 9:00 a.m. – 10:10 a.m.	<b>WSM 9:00 –</b> 9:40	<b>PERIOD 1</b> 9:00 a.m. – 9:55 a.m.	<b>PERIOD 1</b> 9:00-9:40
9:30-10:00			<b>ADV 9:40 –10:10</b>		<b>PERIOD 2</b> 9:45-10:25
10:00-10:30	<b>PERIOD 2</b> 10:00 a.m. – 10:55 a.m.	<b>PERIOD 3</b> 10:15 a.m. – 11:25 a.m.	<b>PERIOD 2</b> 10:15 a.m. – 11:25 a.m.	<b>PERIOD 2</b> 10:00 a.m. – 10:55 a.m.	<b>PERIOD 3</b> 10:30-11:10
10:30-11:00				<b>PERIOD 3</b> 11:00 a.m. – 11:55 a.m.	
11:00-11:30	<b>PERIOD 3</b> 11:00 a.m. – 11:55 a.m.				
11:30-12:00		<b>PERIOD 5</b> 11:30 a.m. – 12:40 p.m.	<b>PERIOD 4</b> 11:30 a.m. – 12:40 pm.	<b>PERIOD 3</b> 11:00 a.m. – 11:55 a.m.	<b>PERIOD 5</b> 12:00-12:40
12:00-12:30	<b>ADV 12:00-12:30</b>			<b>ADV 12:00-12:30</b>	
12:30-1:00	<b>LUNCH @ 12:30</b>	<b>LUNCH @ 12:40</b>	<b>LUNCH @ 12:40</b>	<b>LUNCH @ 12:30</b>	<b>LUNCH @ 12:40</b>
1:00-1:30	<b>PERIOD 4</b> 1:05 p.m. – 2:00 p.m.	<b>PERIOD 6</b> 1:15 p.m. – 2:05 p.m.	<i>Voices Afterschool Programming</i>	<b>PERIOD 4</b> 1:05 p.m. – 2:00 p.m.	<b>PERIOD 6</b> 1:15 p.m. – 2:05 p.m.
1:30-2:00					
2:00-2:30	<b>PERIOD 5</b> 2:05 p.m. – 3:00 p.m.	<b>PERIOD 7</b> 2:10 p.m. – 3:00 p.m.	<i>Professional Development</i>	<b>PERIOD 5</b> 2:05 p.m. – 3:00 p.m.	<b>PERIOD 7</b> 2:10 p.m. – 3:00 p.m.
2:30-3:00					
3:00-5:30	<i>CHS Staff Meeting 3:15—4:15 p.m.</i>	<i>Voices Afterschool Programming</i>		<i>Voices Afterschool Programming</i>	<i>Voices Afterschool Programming</i>

## ATTENDANCE

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

### **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 front desk, 623-7223 x200, 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, regardless of their grade. 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 Behavior Management System and will be handled as follows:

*WHOLE DAY [or first class period of the day]*

#### **1<sup>st</sup> and 2<sup>nd</sup> offense:**

- Student's home is contacted by Dean of Student Life & School Culture (phone call or email)

#### **3<sup>rd</sup> offense:**

- Student receives an Administrative Referral
- Home is called by a school administrator
- Student will be assigned additional consequences, such as before and/or after school community service activities, mediation, mandatory office hours, attendance contract, loss of off-campus lunch privileges, etc.

## **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. **Students who miss more than 30 minutes of class will be considered absent from class.**

## **OFFICE HOURS**

All teachers are available from 8:30 to 8:55 a.m. Tuesday through Friday mornings on a drop-in basis to work with students who need additional help. Students who have missed class are encouraged to come in as soon as they return to make up missing assignments. In order to strategically help those students who need extra assistance, students may be required to attend additional afterschool office hour sessions if a teacher or parent feels it is advisable. **In addition, any student who is failing a class will be required to attend Mandatory Office Hours after school on Thursdays from 3:15 to 4:15 p.m.** Parents will be notified via email if a student has been assigned Mandatory Office Hours.

## **PARKING, DROP-OFF, & TRANSPORTATION**

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 St. and other nearby streets. Parking meters cost 25¢ for 15 minutes from 8:00 a.m. to 5:00 p.m. Parking is also free for less than an hour in the Pennington St. Garage, located just E of the school on Scott Ave.

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, 110 E. Pennington, Suite 150) to inquire about parking lot availability and cost. The ParkWise number is 791-5071. Note: students cannot ride to and from any City High sponsored event with other students without prior authorization from their parents and/or the school.

## **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. A microwave, a toaster oven, and a refrigerator are available for those

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who prefer to bring their own food. Students may not call in delivery orders.

Seniors will have off-campus lunch privileges four days per week (Monday, Tuesday, Thursday, and Friday). Juniors will have off-campus lunch privileges three days per week (Tuesday, Thursday and Friday). Freshman and Sophomores can earn one day of off-campus lunch privileges through participation in VOICES after school programming. Off-campus lunch requires parent approval.

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 NSLP coordinator at 623-7223 x105.

### ADVISORY

Most teachers and administrators at the school serve as an “Advisor” for a group of approximately 15 students. All Advisory groups meet on **Mondays, Wednesdays, 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, prepare for Student-Led Roundtables and Gateways, and plan for post-graduate experiences including college.

Students remain with the same Advisory 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 their student’s Advisor by phone or by email to discuss any concerns or questions they have about their student’s progress.

### GRADUATION REQUIREMENTS

	ARIZONA	CITY HIGH SCHOOL	UofA, ASU, NAU (basic requirements)
ENGLISH	4	4	4
MATH	4	4	4
SCIENCE	3	3	3
SOCIAL STUDIES	3	3	2

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LANGUAGE	0	2	2
ARTS	1	1	1
FITNESS	0	1	n/a
SENIOR SEMINAR	n/a	1	n/a
INTERNSHIP	n/a	.5	n/a
ADVISORY	n/a	2	n/a
ELECTIVES	7	4.5	n/a
<b>TOTAL</b>	22	25	16*

\*Total credits listed for the three in-state universities represent basic core requirements; applicants are also required to have a high school diploma or equivalent.

### HONOR ROLL & PRINCIPAL'S LIST

Students who receive all A's and B's in their classes will be on the "Honor Roll" each semester. Students who receive straight A's in any given semester will be included on the "Principal's List." Both groups will be honored at Whole School Meeting.

### HONORS DISTINCTION

City High does not offer Honors or AP courses during the school day. However, students can earn Honors distinction on their transcripts through our Honors program, which is offered outside of the regular school day, typically on select Wednesday afternoons. Honors candidacy classes/groups are available for Humanities, Math, and Science courses. Earning Honors distinction is based on additional work and/or commitments, decided by the course instructors.

### PIMA COMMUNITY COLLEGE

City High School has an ongoing collaboration with Pima Community College that will allow select juniors and seniors to take college classes while being enrolled at City High School. The intent of the program is to provide additional upper-level classes to supplement our curriculum, particularly in math and science. Interested families should contact Eve Rifkin, Director of College Access, 623-7223 x216, or [eve@cityhighschool.org](mailto:eve@cityhighschool.org) for more information.

## 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. A few students are also invited to be representatives on the City High School board, which meets monthly and includes parent, staff, and board representation from our governing non-profit organization, CITY Center for Collaborative Learning. 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 and guardians are expected to participate in the student-led Roundtable conference with their child and their child's Advisor at the beginning of the Spring semester and attend their child's Gateway presentation at the end of the school year.** Also, parents can get involved through the City High School Family Association.

## 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.

### **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 in classes. Following are a few topics parents and students frequently ask about.

#### **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.

#### **School Safety**

For the safety of the school community, students may be searched any time it is deemed appropriate by school administration. Violations of the school behavior management system will be dealt with accordingly. Violations of the law will be reported to the police.

#### **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.

#### **Bathroom Use**

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. Students should use the water fountains and bathrooms on the same floor as their current class. Students can use the bathroom that corresponds to their gender identity. There is also a one-person guest bathroom available to all students on the ground floor.

### **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. It is recommended that students bring their own water bottle to school; there is a water bottle refill fountain on the ground floor near the Cafe.

### **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 47 E. Pennington St. location or out in the community.

### **Personal Media Players, and Other Personal Electronics**

Use of personal electronic devices other than cell phones (e.g iPods, mp3 players, etc.) for educational purposes will be determined by teachers on a case-by-case basis, for example, listening to personal music during independent work time or using a game device during a designated break time during class. Violations of this policy will be handled according to the Behavior Management System. When using personal electronics while on campus, students must take care to use them appropriately and not distract those around them. Students must take responsibility for their own valuable possessions.

## **CELL PHONE POLICY**

*The following policy was developed with input from student advisories, Student Voice Committee, and staff. It was approved by City High School administration on 2/29/16.*

We recognize that cell phones have become an integral part of the learning classroom and the school environment. Cell phones are also important communication tools for families. At the same time, cell phones can be a major distraction or disruption in class that significantly interferes with the learning environment. The goal of this policy is to create guidelines for responsible cell phone use in school that can be uniformly enforced and that ensures cell phones are not a distraction or disruption in class.

Policy:

- **Times of use:** Cell phones may be used by students before school, between class periods, during lunch and after regular school hours. They may NOT be used during any class period, including mandatory

tutoring, without the express permission of the teacher.

- **Classrooms Expectations:** During classes, cell phones may be used ONLY with the permission of the teacher. The assumption is that there is no reason for a student to have their cell phone out unless given permission by the teacher. The expectation is that students understand and respect the teacher’s decision regarding whether a cell phone is allowed.
- **Emergencies:** We recognize there are occasional situations when a student is expecting an important message. In those circumstances, the student should let the teacher know they may receive a message during class. If that is the case, they should step in the hall when the message is received and return to class as soon as possible.
- **Implementation:** Teachers will implement the following procedures:
  - Establish a safe, public, designated area in the classroom where students can place their cell phones for the period if they are misusing them (as opposed to getting into a disagreement over “taking” them).
  - Establish and communicate clear times when cell phones are allowed (some schools use signs on the board, red light/green light, etc.)
- **Consequences:** If a student is on their cell phone during class without teacher permission, the following consequences will occur:
  - 1st time: Student places the phone in the designated safe area and the phone is surrendered for the remainder of class period. Student and teacher have a brief, private conversation after class to clarify the expectations and, if appropriate, explain the reasons the student had their cell phone out during class without permission.
  - Repeated violations: Students who repeatedly violate this policy will receive an Administrative Referral. Consequences may include losing their privileges to use their cell phone at school for a designated length of time. If this occurs, parents will be notified and students will have to check their phone at the front desk or leave it at home.
- **Etiquette:** Appropriate and timely use of cell phones is one key factor in making this work. To that end, teachers will do their best to clearly communicate when it is acceptable to use cell phones in class and when it is not. Students will keep their phones on silent or vibrate during class, and will do their best to communicate with their teacher ahead of time if they anticipate the need for an emergency during class.  
**Communication and respect are the key values that will make this**

**policy a success.**

## **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:**

- Items with drug or alcohol messages
- Sunglasses or hoods (not allowed to be worn inside)
- Spikes or chains
- Headphones in ears during instructional time
- Items that promote violence, discrimination, or prejudice (i.e., racism and sexism)
- Items or combinations of clothing that could have gang-affiliated significance
- Exposed undergarments
- 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.

**BEHAVIOR MANAGEMENT SYSTEM & DISCIPLINARY CONSEQUENCES**

<b>INFRACTIONS</b>	<b>CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>❖ Disrupting others' learning</li> <li>❖ Not listening to a teacher</li> <li>❖ Mistreatment of school property, including littering, not cleaning up food/wrappers after lunch</li> <li>❖ Misuse of cell phones or other personal electronic devices</li> <li>❖ Violation of dress code</li> <li>❖ Arriving late to school more than once</li> <li>❖ Arriving late to class more than once</li> <li>❖ Unexcused absence from class, including leaving class without permission</li> <li>❖ Acting rude toward a fellow student or staff member</li> <li>❖ Inappropriate physical behavior, e.g. shoving in the hallways</li> <li>❖ Inappropriate use of foul language</li> <li>❖ Refusal to work in class</li> </ul>	<p>1<sup>st</sup> Infraction: Warning to clarify the rules and policies.</p> <p>2<sup>nd</sup> Infraction: Detention and/or mediation, notification home.</p> <p>3<sup>rd</sup> Infraction: Administrative Referral.</p>
<b>SERIOUS OFFENSES</b>	<b>CONSEQUENCES</b>
<ul style="list-style-type: none"> <li>❖ Being insubordinate to a staff member (e.g. disregarding a behavior consequence)</li> <li>❖ Unexcused absence from school (verified by parent/guardian)</li> <li>❖ Skateboarding on Pennington Street, before, during, or after the school day</li> <li>❖ Leaving campus unexcused during the school day, including leaving a school field trip</li> <li>❖ Cheating or plagiarism</li> <li>❖ Failure to report to detention</li> <li>❖ Acting inappropriate or rude toward a community member or guest speaker</li> <li>❖ Use or possession of tobacco under the following circumstances:             <ul style="list-style-type: none"> <li>➤ During any</li> </ul> </li> </ul>	<p>Serious Offenses result in an immediate Administrative Referral.</p> <p>Administrative Referral results in short-term suspension <i>or</i> participation in the Restorative Justice program with a focus on mediation.</p> <p>Short-term suspensions are followed by a mandatory re-entry meeting with student and parent/guardian.</p>

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<p style="text-align: center;">school-sponsored activity</p> <ul style="list-style-type: none"> <li>➤ In the no-smoking zone in front of the school</li> <li>➤ Between the hours of 8:00am and 4:00pm on Pennington St., between Stone and Scott Aves.</li> </ul> <ul style="list-style-type: none"> <li>❖ Use or possession of a lighter, matches, or drug-related paraphernalia on school property</li> </ul>	
EXTREME OFFENSES	CONSEQUENCES
<ul style="list-style-type: none"> <li>❖ Possession or use of a weapon on campus</li> <li>❖ Possession, use, sale, or distribution of alcohol or drugs on campus</li> <li>❖ Being under the influence of alcohol or drugs on campus or at any school-sponsored event</li> <li>❖ Use or possession of drug-related paraphernalia on campus or at any school-sponsored event</li> <li>❖ Willfully causing physical harm to a member of the school community</li> <li>❖ Bullying, hazing, or intimidation</li> <li>❖ Harassment (including sexual harassment)</li> <li>❖ Theft</li> <li>❖ Vandalism of school property or community property during or before/after school hours</li> <li>❖ Intimidating or threatening a member of the school community, including use of hate speech or hate symbols</li> <li>❖ Conducting gang activity during the school day</li> <li>❖ Failure to allow a search of personal belongings</li> </ul>	<p>Consequences for Extreme Offenses begin with a choice between an immediate short-term suspension or immediate enrollment in the Restorative Justice Program, and a mandatory meeting with parent/guardian. Some extreme offenses may result in an immediate short-term suspension <i>and</i> the option of the Restorative Justice program.</p> <p>Extreme Offenses may result in a hearing before the school’s Judiciary Panel, comprised of staff and a school board member, to review possible consequence of long-term suspension or expulsion.</p> <p>Offenses subject to automatic expulsion include the following:</p> <ul style="list-style-type: none"> <li>❖ Intent to distribute drugs, alcohol, or prescriptive medications as determined by a police report OR as evidenced by clear observable behavior</li> <li>❖ Possession of a firearm, loaded or unloaded, or live ammunition</li> <li>❖ Sexual or aggravated assault as defined by the AZ Dept. of Education, Safety and Accountability Division.</li> </ul>

### 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/them.
- **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 City High 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, PLC 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 using an Incident Report Form (forms available in the front office and online) 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.

#### **6. 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 Behavior Management System. 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 Behavior Management System.

**CITY HIGH SCHOOL STUDENT HANDBOOK**

\*\*\*SAMPLE. COPIES AVAILABLE AT FRONT DESK AND ONLINE.\*\*\*

City High School  
Revised 3/4/11

**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:** \_\_\_\_\_

## TECHNOLOGY POLICY

### **Privileges & Resources**

Each student at City High School receives a cityhighschool.org email account through which they can access Google Apps for Education, including Gmail, Drive, and Classroom. 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 Director 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 only be permitted to access the "CHS Student WiFi" network. "CHS Wireless" & PFFSD Wireless networks are not to be accessed by students.
- 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 any files not saved in the cloud.
- 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 Director 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 Director. 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.