



# Parent/Student Handbook

641 North Sixth Avenue

Phoenix, Arizona 85003

Phone – 602-252-6721

## CONTENTS

<b>About ACYR &amp; City View High School</b> .....	4
<b>Principal’s Welcome Letter</b> .....	5
<b>School Hours</b> .....	7
<b>Bell Schedules</b> .....	8
<b>School Calendar</b> .....	9
<b>City View High School Organizational Structure</b> .....	10
<b>Mutual Responsibility for Student Success</b> .....	11
<b>Graduation Requirements</b> .....	12
Education and Career Action Plan (ECAP).....	12
<b>Academic Services</b> .....	13
<b>Attendance</b> .....	14
<b>School Safety and Policies</b> .....	16
Student Searches.....	16
Drug and Tobacco Policy.....	16
Student Bullying.....	17
Bullying Prevention and Response Plan.....	17
Mobile and Electronic Devices.....	17
Personal Property.....	18
Media Recording.....	18
Reporting Child Abuse .....	18
Campus Security and Safety .....	18
Fire Drills/Evacuation .....	18
Medication Policy .....	18
Guidelines for Student Dress .....	19
Dress Code .....	20
<b>Student Services</b> .....	22
Family Engagement Nights .....	22
Clothing Closet .....	22
Displaced Students .....	23
<b>Transcripts and Student Records</b> .....	23

<b>Special Education</b> .....	23
IDEA.....	24
Child Find Information.....	24
<b>Family Educational Rights and Privacy Act</b> .....	25
<b>Educational Rights of Youth Experiencing Homelessness</b>	26
<b>Computer, Internet, &amp; Telecommunication Safety</b> .....	27
<b>Parent/Guardian Agreement</b> .....	28

## Student and Parent Handbook

[www.cityviewhighschool.org](http://www.cityviewhighschool.org)

City View High School prohibits discrimination against and harassment of current or prospective students based on race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under the applicable federal or state law.

This handbook is designed to cover many of the policies in effect for City View High School and it is not intended to include complete information on every policy or rule related to the school or associated programs.

## **About ACYR & City View High School**

### Arizona Center for Youth Resources (ACYR)

Since 1976 ACYR has focused on developing our greatest natural resources...youth. Over the years we have grown and evolved into offering academic, vocational, and employment programs that help individuals discover their potential. ACYR helps build pathways to success through education, skill building, and employment.

### City View High School

Focusing on student success through smaller classes, innovative instruction and individualized attention since 1995, City View High School strives to provide educational opportunities for youth who have completed 8<sup>th</sup> Grade through their 22<sup>nd</sup> birthday. City View High School strives to provide an environment that allows all learners the opportunity to be successful. Utilizing the unique educational opportunities and support in addition to services provided by ACYR, students can experience a well-rounded education that will provide them the opportunity to be the best version of themselves.

### City View NOW

City View NOW is an educational option for students 16-22 years old who have been out of school for 30 days or more without earning a high school diploma or high school equivalency (GED). City View NOW is an online high school with highly qualified instruction, supported by mentors to motivate and assist students as they work toward earning their high school diploma.

### Workforce Development

A service provided to City View High School students, Workforce Development provides economically disadvantaged youth who demonstrate one or more barriers to employment or higher education opportunities to receive job training and internship opportunities.

### The Mission of City View High School is to:

- Provide each student with innovative learning experiences that develop positive intellectual, social, and physical outcomes of significance.
- Promote self-directed, lifelong learning.
- Facilitate the student's ability to make responsible decisions about his or her education and future.
- Empower students to obtain the academic, vocational, personal, and social skills necessary to complete requirements for a high school credential and enter post-secondary education or training.

## Letter from the Principal

Dear City View High School Families,

Welcome to all of our returning and new students and families! We have been busy this summer preparing for the opening of the new school-year. Our focus is to empower students to obtain the academic, vocational, personal, and social skills necessary to complete requirements for a high school credential and enter post-secondary education or training.

This school-year we will face new opportunities and challenges allowing us to be innovative and bold in our decision-making, teaching and learning. The health and safety of our students, families, staff, and community is of the utmost importance. We continue to keep our students and our staff at the forefront as we return to school. The first day of school will be August 2<sup>nd</sup>, will be in person.

I pledge to you, as your principal, that I will do everything in my power to create a safe and respectful environment for all beginning the first day we open. We will be seeking your input on what your student needs are so that we can improve on our practices. Our staff will work to support all students during these unprecedented times. As a CVHS family member, you are important to the success of our school. Your involvement provides a critical service to our campus and our students' success. If you ever have any question, comments, concerns, and celebrations, please let us know via the manner that best works for you.

In closing, we are so grateful to you for your patience, partnership, hard work, and perseverance. Your commitment to our students, and to the CVHS family, is profound, and we are honored to serve you.

Sincerely,



Kenneth Smith  
Principal

## Carta del director

Estimadas familias de City View High School,

¡Bienvenidos a todos nuestros estudiantes y familias nuevos y los que van a regresar! Hemos estado ocupados este verano preparándonos para la apertura del nuevo año escolar. Nuestro enfoque es capacitar a los estudiantes para que obtengan las habilidades académicas, vocacionales, personales y sociales necesarias para completar los requisitos para una credencial de escuela secundaria e ingresar a la educación o capacitación postsecundaria.

Este año escolar enfrentaremos nuevas oportunidades y desafíos que nos permitirán ser innovadores y audaces en nuestra toma de decisiones, enseñanza y aprendizaje. La salud y seguridad de nuestros estudiantes, familias, maestros y la comunidad es lo mas importante. Seguimos manteniendo a nuestros estudiantes y nuestros maestros a la vanguardia mientras regresamos a la escuela.

El primer día de escuela comienza el 2 de Agosto en persona

Le prometo, como su director, que haré todo lo que esté a mi poder para crear un ambiente seguro y respetuoso para todos a partir del primer día que abrimos. Esperamos su opinión sobre las necesidades de su estudiante para que podamos mejorar nuestras prácticas. También discutiremos con usted cuáles son sus pensamientos. Nuestros maestros trabajarán para apoyar a todos los estudiantes durante estos tiempos sin precedentes. Como miembro de la familia de CVHS, usted es importante para el éxito de nuestra escuela. Su participación brinda un servicio fundamental para nuestro escuela y el éxito de nuestros estudiantes. Si alguna vez tiene alguna pregunta, comentario, inquietud o celebración, dejanos saber de la manera que mejor se adapte a sus necesidades.

Para terminar, estamos muy agradecidos por su paciencia, colaboración, el trabajo duro y perseverancia durante este tiempo. Su compromiso con nuestros estudiantes y con la familia de CVHS es profundo y es un honor para nosotros servirles.

Sinceramente,



Kenneth Smith

Principal

## School Information

### Office Hours

7:30AM to 4:00PM – Monday through Thursday

7:30AM to 2:00PM – Friday

### School Hours

8:00AM to 3:45PM – Monday through Thursday

### School Contact

Phone Number: 602-252-6721 ext. 221

Email – [highschoolnow@acyraz.org](mailto:highschoolnow@acyraz.org)

Website – [www.cityviewhighschool.org](http://www.cityviewhighschool.org)

### City View High School Faculty

Phone Number: 602-252-6721

Brittney Greeno	extension 219	<a href="mailto:brittneyg@acyraz.org">brittneyg@acyraz.org</a>
Susan Farretta	extension 312	<a href="mailto:susanf@acyraz.org">susanf@acyraz.org</a>
Trevor Riddle	extension 310	<a href="mailto:trevorr@acyraz.org">trevorr@acyraz.org</a>
Jimmy Pak	extension 311	<a href="mailto:jimmyp@acyraz.org">jimmyp@acyraz.org</a>
Spencer Spinks	extension 216	<a href="mailto:spencers@acyraz.org">spencers@acyraz.org</a>
Amanda St. George	extension 245	<a href="mailto:amandas@acyraz.org">amandas@acyraz.org</a>

## 2021-2022 Bell Schedule

Monday - Thursday	
Period 1	8AM – 9:40AM
Period 2	9:42AM – 11:22AM
Lunch	11:22AM – 11:55AM
Advisory	11:55AM – 12:21PM
Period 3	12:23PM – 2:03PM
Period 4	2:05PM – 3:45PM

Special Schedule	
Period 1	8AM – 9:30AM
Period 2	9:32AM – 11:02AM
Lunch	11:02AM – 11:35AM
Advisory	11:35AM – 12:35PM
Period 3	12:37PM – 2:07PM
Period 4	2:09PM - 3:40PM



# 2021-2022 City View High School Event Calendar

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July						
26	Teacher Inservice (Jul. 26 - 30)					
29	New student schedule pick up 1pm - 3pm					

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				18

August						
2	First Day of School					
12	Open House (5:30pm to 7pm)					

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		17

September						
2	Progress Reports sent home					
6	Labor Day					

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						12

October						
7	Progress Reports sent home					
11	Fall Break (Oct. 11 - 15)					
21	Family Engagement Night					

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				16

November						
11	Veterans Day					
18	Progress Reports sent home					
25	Thanksgiving (Nov. 25 - 26)					

December 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						10

December						
16	End of Fall Semester					
17	Tentative Winter Graduation					
20	Winter Recess (Dec. 20 - 31)					
	Total Semester 1 days = 73					

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					16

January						
3	First Day of Spring Semester					
17	Martin Luther King Jr. Day					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					15

February						
3	Progress Reports sent home					
21	President's Day					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		15

March						
14	Spring Break (Mar. 14 - 18)					
14	Progress Reports sent home					

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

April						
	AZM2 Testing April - May					
28	Progress Reports sent home					

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				12

May						
26	Last Day of School					
27	Graduation					
30	Memorial Day					
	Total Semester 2 days = 77					

June 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June						
1	Summer School (Jun. 1 - 30)					

School Contact Information

Phone Number: 602-252-6721 ext. 221

Email – [highschoolnow@acyraz.org](mailto:highschoolnow@acyraz.org)

Website – [www.cityviewhighschool.org](http://www.cityviewhighschool.org)

**City View High School Organizational Structure**

City View High School Governing Board

Sharlet Barnett	Superintendent/CEO ACYR
Tim Valencia	President, Governing Board
Michael Silver	Member, Governing Board

Organization/District Administration

Sharlet Barnett	Superintendent/CEO ACYR
Aida Jimenez-Uselton	Director of Education - ACYR
Michael Savage	Accountant
Ralph Weinberg	Operations Manager
Steve Soto	Data and Quality Assurance Manager

City View High School Administration

Kenneth Smith	Principal
Jaime Claros	Student Services Manager
Tomonica Clark	Intervention Specialist
Lydia Moreno	Assistant Registrar
Shana Tompa	Special Education Coordinator
Genny Malachowski	School Social Worker

City View High School Faculty

Jimmy Pak	Mathematics
Spencer Spinks	Science
Brittney Greeno	English
Susan Farretta	Career and Technical Education
Trevor Riddle	Social Sciences
Amanda St. George	City View NOW Success Coach

## General Information

City View High School is a public charter high school serving grades 9-12. The academic programs are competency and project-based with a focus on practical application of knowledge and skills learned in the classroom. All instruction is aligned with Arizona High Academic Standards for Students content standards. In addition to standard course offerings, students will participate in coursework that addresses career planning, technology competency, and higher order thinking skills. These courses are designed to prepare students for graduation, pursue post-secondary education, and prepare for long-term success. The student-teacher ratio of 15:1. Smaller class sizes provide personalized instruction and the development of strong teacher/student relationships.

## **Mutual Responsibility for Student Success**

City View High School will:

- Provide a safe, well-ordered and caring environment
- Encourage each student to work to be the best version of themselves
- Provide a balanced and challenging curriculum that meets the individual needs of each student
- Listen and respond quickly to any concerns that parent/guardians or students may have
- Conduct parents promptly if a concern arises
- Communicate with parents/guardians regarding their student's progress and achievements
- Be available to parents/guardians for meetings and conferences
- Encourage each student to attend school on time every day
- Value and respect each student as an individual
- Provide each student with high quality instruction and a variety of enrichment activities

City View High School Students will:

- Attend school on time every day
- Follow all school rules, policies, and procedures
- Cooperate with teachers, staff, and other students
- Complete assignments on time
- Respect the school environment and local community

City View High School Parents will:

- Ensure their student attend school every day and is on time
- Support their student and assist in their education when needed
- Inform the school regarding any concerns which might affect your student's learning
- Stay actively involved by attending and participating in Family Engagement Nights and other school events
- Support the school rules, policies, and procedures
- Encourage a positive attitude toward school and your student's education
- Recognize and celebrate your student's accomplishments

City View High School Governing Board will:

- Seek financial efficiency and value for resources
- Consult with parents/guardians when necessary
- Ensure compliance with statutory obligations, including health and safety regulations
- Monitor and review all aspects of the school's work

## Graduation Requirements

The Arizona Department of Education requires students to meet the following minimum requirements to graduate with a high school diploma in the State of Arizona (refer to Arizona Administrative Code R7-2-302). In addition to the state minimums, City View High School requires the following additional requirements for graduation.

- I. Minimum number of academic credits

English	4 Credits
Math	4 Credits
Science	3 Credits
Social Sciences	3 Credits
CTE/Fine Arts	1 Credit
Electives	7 Credits
Total	22 Credits
  
- II. Pass Civics Exam & CPR Training (Effective July 1, 2019)
  
- III. Work Experience Opportunities for Elective credit

### Education and Career Action Plan (ECAP)

Upon enrollment into City View High School, an Education and Career Action Plan (ECAP) will be created. An ECAP reflects a student's current academic plan, career aspirations, and extended learning opportunities to develop the student's individual academic and career goals. This plan will be reviewed and updates quarterly.

### Grading Scale

A = 100% - 90%

B = 89% - 80%

C = 79% - 70%

D = 69% - 60%

F = Below 59% No credit.

INC = Incomplete. Work needs to be completed within two weeks unless otherwise noted.

Grades can be affected by factors such as attendance, class participation, effort, homework completion, and grades earned on assignments and assessments.

## Academic Services

### Credit Recovery Options

City View High School provides credit recovery options for students who need to earn additional credits to graduate. Students who wish to take advantage of this opportunity will need to meet with school administration to develop an educational plan to support their credit recovery process. Upon school approval of that plan, students will be provided options available to them to recover credits

### Blended Learning

City View High School utilizes Blended Learning as our approach to instruction. Blended Learning combines traditional classroom methods with computer-based tools and activities. Blended Learning allows students choice in their learning as well as providing teachers with the ability to expand the learning into different and exciting ways. Students in a blending learning classroom are provided with the opportunity to personalize their instruction with the support of the teacher.

### Tutoring Services

Students can receive free tutoring to assist them in meeting their academic goals. This free tutoring is available on Fridays from 9:00AM to 12:00PM, and other times during the week by appointment. This opportunity provides students with the additional assistance to improve reading, math, or writing skills and is personalized to meet the needs of each student.

### Make-up Assignments

It is the student's responsibility to complete school work missed due to absences. Teachers will provide make-up assignments for excused absences upon request. All assignments must be completed within two school days of your student returning to school. **Work provided for unexcused absences will be left to the discretion of the teacher.**

# Attendance

## Importance of Regular Attendance

Regular school attendance is important because students are more likely to succeed academically when they attend school regularly and consistently. It is difficult for a student to build their skills and progress if they are frequently absent. Families play a key role in making sure that students get to school safely every day and understand the relationship between regular attendance and success in school.

According to A.R.S. 15-802 and 15-803 in is a legal requirement that students between the ages of 6 to 16 attend school regularly. City View High School recognizes some absences are unavoidable, however when a student misses too much school regardless of the reason it can cause them to fall behind academically. We want your student to be successful so please let us know how we can support you and your student, so they can attend school on time every day.

## City View High School Attendance Policy

Teachers and staff encourage students to be at school on time every day. Student attendance closely matches student academic achievement and progress. Students who are absent from school miss the introduction of new material, interaction with peers, activities, and presentations. The attendance policy is intended to involve parents, to teach students responsibility and to provide for the best quality instruction and academic accountability. School Administration may require medical documentation for excessive or habitual absences. The full CVHS attendance policy is available upon request.

City View High School cares about the education and wellbeing of your student. Regular attendance is an important part of being a successful student and City View High School goal is to work with students and families to ensure that students attend school every day.

## Excused Absences

- A parent/guardian is asked to call City View High School within 24 hours of the absence to officially excuse the student(s) from school or particular periods of class during the day.
- When a parent/guardian brings or picks up a student, he/she must be signed in/out of school. No student will be permitted to leave campus without verified permission from the parent/guardian.
- Students are responsible for making arrangements with their teachers to complete make-up work for excused absences within a limited timeframe.
- Excused absences include but are not limited to: individual illness or health conditions, serious illness in the immediate family, religious holidays, death in the immediate family, school approved activities, and medical/dental appointments (documentation required).

### Unexcused Absences

- Unexcused absences are considered truancies.
- If a student misses only one period, the unexcused absence will be considered “ditching class”, and the student will be referred to school administration.
- While parents/guardians may be aware of these circumstances, the absence will remain unexcused for attendance purposes.
- Make-up for missed work will be at the discretion of the teacher, and a parent/guardian phone call will not be justification as an excused absence.

### Consequences for Absences

SchoolMessenger will be sent to home for every absence:

- **After 2** absences: Teacher intervention (teacher talks w/students and calls parent about concern)
- **After 4** absences: Office intervention (SSM talks w/students and calls parent about concern)
- **After 5** absences: automated “5 day truancy letter” email and mailed to parent (home visit)
- **After 6** absences: Office intervention (Principal meeting w/student, parent, possibly teacher, and home visit)
- **After 7** class period absences (excluding documented illnesses) per semester, the student will be placed on an attendance contract, transferred to City View NOW, or dropped from the class with a “W”.
- **After 10 consecutive unexcused days of absences** per semester, the state requires schools to automatically withdraw the student.

*Students who are withdrawn due to 10 consecutive absences can be transferred to the City View NOW Program.*

To return to City View High School, students must show academic progress in City View NOW and be placed on an attendance contract

### Sign Out Policy

- Students are not permitted to leave school **without permission**.
- A parent/guardian must go to the school office and sign the student out of school before he/she will be allowed to leave campus.
- Anyone other than the parent/guardian on campus to pick up the student, must be listed on the school contact list or the parent/guardian must provide permission in writing at least 24 hours prior to the student being signed out of school.
- Parent/guardian must show picture ID to pick up a student.
- Students 18 years of age or older will not be able to sign themselves out.

### Tardy Policy

- A tardy is defined as “not being in an assigned seat when the late bell rings.”
- Parents may call to excuse a tardy student; parents are asked to physically sign in students arriving late if the parent is dropping off the student.
- Additional disciplinary measures may be taken against students who are habitually tardy or absent.

## Appointments during the school day

Please schedule appointments before or after school so as to not disrupt your student's learning. If it is necessary to leave campus during the school day, the student must have parental permission and notify the school at least 24 hours BEFORE the early departure takes place. Students 18 years of age or older will not be able to sign themselves out.

## School Safety and Policies

City View High School has established policies and procedures that promote character traits that are desirable for lifelong success. Students are responsible for their actions. Consequences for not adhering to school policies is a method of educating students on desirable behaviors expected from young, responsible adults. Students' behaviors on the way to and from school or during a school function can have consequences at school according to Arizona law and ACYR/City View High School Policy. City View High School utilizes a progressive discipline matrix that is designed to promote school safety and qualities of school success. The full discipline matrix is available upon request.

### Student Searches

To ensure the safety and well-being of all students and staff, the school staff has the right to search and seize property, when there is reasonable suspicion that some material or matter detrimental to the health, safety, and welfare of the student(s) exist. This would include personal property such as backpacks, book bags, clothing, electronic devices, or other items carried or in possession of the student.

Please Note: City View High School has a policy that allows the school administration to examine the personal belongings of a student thought to be in possession of weapons or drugs or if use of drugs is suspected. Parents will be notified of the examination as well as the outcome if weapons, drugs, and/or illegal substances are found.

### Drug and Tobacco Policy

City View High School is a drug, tobacco, and alcohol-free campus. When a substance abuse problem is identified in a student, CVHS will assist that person in meeting the responsibility to address the issue. Resource information and referral for anyone needing assistance will be made.

The purpose of this policy is to protect the safety, health, and well-being of all students and staff, and to help students to successfully meet their education and career goals.



\*Administration will exercise discretion based on the school disciplinary matrix when determining consequences and may assign more or less severe consequences depending on each individual situation.

### Student Bullying

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important at City View High School.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically. Cyber-bullying means bullying through the use of technology or any electronic communication.

### Bullying Prevention and Response Plan

City View High School aims to provide all students with a safe learning environment free of bullying and harassment. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the any School staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to any School staff member. The Principal or his/her designee will make all reasonable efforts to investigate and address reports of bullying in a timely manner.

### Mobile and Electronic Devices

Students are permitted to bring the following electronic items to school.

1. Cell phone
2. Laptops, tablets, or similar computing devices
3. Portable music and entertainment systems (iPod, Nintendo DS)

**City View High School assumes no responsibility for items brought to school. Electronic items brought to school are the sole responsibility of the student/parent/guardians.** City View High School reserves the right to determine when devices can/cannot be used, conditions of use, and appropriateness of use. CVHS also reserves the right to confiscate any electronic devices that are deemed disruptive to the learning environment or violate school policies. Phone calls or text messages may not be made or taken when class is in session.

### Personal Property

Any personal property, including electronic devices or any materials for classroom use or demonstration(s), brought on, or left on school premises IS AT THE RISK OF THE OWNER. The school assumes NO RESPONSIBILITY or liability for personal property on campus.

### Media Recording

City View High School respects the confidentiality of all students and staff, therefore, media recordings are prohibited on campus unless it is for educational purposes and has been preapproved by School Administration.

### Reporting Child Abuse

Arizona law mandates all employees to report reasonable suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services or local law enforcement agencies. State law protects employees from civil and criminal liability who are required to report reasonably suspected abuse. Reports of abuse are confidential records.

### Campus Security and Safety

City View High School provides a safe and secure environment and maintains a “closed” campus. No student is authorized to leave the campus during regular school hours. Other individuals who are not employees or students of the school are not authorized to be on the school campus during school hours except by explicit permission of the school administration. Parents/guardians are always welcome on the campus and are required to check in at the front office of the school.

### Fire Drills/Evacuation

City View High School will perform regular fire and lockdown drills. Specific signals and procedures have been established for all types of emergency drills and safety areas have been designated. All drills will be practiced with students on a regular basis.

### Medication Policy

City View High School does not have a nurse on staff. All medications (prescriptions and non-prescription) must be given to the front office staff where it is locked up until needed. Parents/guardians must provide a written request for a student to be given prescription or nonprescription medication during school hours. The request shall state the name of the student, drug dosage, frequency, prescriber’s name (doctor), and diagnosis/indication for use. It

is the student's responsibility to administer the dose of the prescription as needed. A parent is welcome to come to the school to administer medicine to his/her child.

Medicine will be locked in the front office of the school. Your student may not keep medication on his/her person, with the exceptions of:

1. Student may carry and self-administer prescription medication for breathing disorders (i.e. asthma)
2. Student may carry and self-administer prescription medication for anaphylaxis (severe allergic reaction) provided all requirements for prescription medications, as described above, are complied with.

### Guidelines for Student Dress

City View High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

City View High School's values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

City View High School's student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.

- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

### Dress Code

City View High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the School's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

1. Basic Principle: Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

2. Students Must Wear\*, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

\* Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress but should not focus on covering bodies in a particular way or promoting culturally

specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).

3. Students May Wear, as long as these items do not violate Section 1 above :

- Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

4. Students Cannot Wear:

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).

5. Dress Code Enforcement

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. School administration and staff shall not have discretion to vary the requirements in ways that lead to discriminatory enforcement.

- Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined in Sections 1 and 4 above. Students in violation of Section 1 and/or 4 will be provided three (3) options to be dressed more to code during the school day:
  - Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
  - Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

- If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.
- No student should be affected by dress code enforcement because of racial identity, sex assigned at birth, gender identity or expression, sexual orientation, ethnicity, cultural or religious identity, household income, body size/type, or body maturity.
- School staff shall not enforce the school's dress code more strictly against transgender and gender nonconforming students than other students.
- Students should not be shamed or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to:
  - kneeling or bending over to check attire fit; o measuring straps or skirt length;
  - asking students to account for their attire in the classroom or in hallways in front of others;
  - calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others; in particular, directing students to correct sagged pants that do not expose the entire undergarment, or confronting students about visible bra straps, since visible waistbands and straps on undergarments are permitted; and, o accusing students of "distracting" other students with their clothing.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

Students who feel they have been subject to discriminatory enforcement of the dress code should contact School Administration.

## **Student Services**

### Family Engagement Nights

Twice each school year City View High School hosts Family Engagement Nights. This is an opportunity for parents to receive resources, distribute progress reports, celebrate student achievements, and share their accomplishments with families. During these events there will be information and resources shared with families regarding opportunities available to students during high school and after graduation. Parents are strongly encouraged to attend these events.

### Clothing Closet

ACYR maintains a closet with a variety of men's and women's clothing for our youth. Students may browse the clothing if they need clothing for any reason. Please contact any staff member about a student's need, and we will provide them access.

### Displaced Students

Students who lack a fixed, regular, or adequate nighttime residence may be eligible for services under the McKinney-Vento Act. This Act ensures that displaced children/youth can continue their education even while they may be in temporary or unstable living situations. Please contact the Homeless Education Liaison for assistance.

### Transcripts and Student Records

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act – FERPA). Parents and students 18 years of age or older, have the following rights in connection with educational records:

1. To inspect and review the student's educational records.
2. To request amendment of the student's educational records to ensure that the records are not inaccurate, misleading, or in violation of student rights, including the right to a hearing, if necessary, to consent to disclosure of personally identifiable information contained in the student's educational record, except that information deemed "directory information" may be disclosed without consent unless the parent/eligible student directs in writing that this information not be made public. Disclosure may also be made without consent in certain circumstances allowed by FERPA.
3. To file complaints with the U.S. Department of Education.
4. A copy of the school policy regarding student records or inspection of records may be requested from the principal.
5. Please keep student information current and updated at all times.

Biological parents and divorced biological parents have equal rights relating to student records unless the school has been provided a court order to the contrary.

Supplemental records may be prepared as needed but shall not be considered as part of the permanent record file for students. Examples of supplemental records may include health cards, psychological reports and special education records.

Student disciplinary records, with respect to long-term suspensions and expulsions, will be forwarded to other schools as part of the student record request.

All official transcripts must be mailed directly from/to the Registrar's office. Unofficial transcripts and student records will be provided to the student upon request. City View High School requires 24 hours to process any request.

## Special Education

### IDEA

The Individuals with Disabilities Education Act Amendment of 1997 (IDEA) is a federal special education law that requires school districts, charter schools and other public education agencies (hereafter referred to as the “school”) to provide a free, appropriate public education to eligible children with disabilities.

This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment.

Children with disabilities and their parents are guaranteed certain educational rights, known as procedural safeguards, from birth through age 22. IDEA and its implementing regulations also provide methods to help you assure that your input is considered. If your child is having difficulty in school, please check with the teacher to determine what interventions have been tried to help your child succeed. If the interventions are unsuccessful, a referral for special education evaluation may be necessary. You may contact the school administrator if you wish to make a referral personally.

If special education disabilities are suspected, we are required to evaluate your child to identify and document whether your child has any disabilities that affect his or her learning and, if so, to determine what special education and related services are required. The evaluation will be done only after we have explained what we plan to do during the evaluation. We will use tests and procedures selected specifically for your child. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, we will provide you the complete results within 60 calendar days of your written consent.

Exceptional Student Service Records are destroyed three years after the student leaves City View High School. You may obtain a copy of your student’s records before the child is withdrawn.

### Child Find Information

City View High School actively seeks children, birth through age 22, who may benefit from special education services. We use this notice as one means of annually informing our staff, the public, and all parents/guardians of our responsibility to make a free, appropriate public education (FAPE) available to all high school age students with disabilities.

In order to provide FAPE:

- Screening for possible disabilities will be completed within 45 calendar days after notification to the responsible public agency by the parents / guardians of the child, or after any student enrolls in our school without appropriate records of screening, evaluation, and progress in school. The Child Study Team (CST) will look at the child’s



ability in the areas of academics, vision, hearing, adaptive living, communication, social/emotional and motor skills.

- An initial, comprehensive evaluation of a child being considered for special education will be completed, at no cost to the parents /guardians, as soon as possible, but time may not exceed 60 calendar days from receipt of informed written parents/guardians consent.
- In the case of a student who is identified with a special education need, a reevaluation of that need is conducted every 3 years, or more frequently if requested by the student's parents/guardians or teacher. The re-evaluation process need not include formal assessments.
- Some students who are not eligible for special education services may be eligible for support under Section 504 of the Rehabilitation Act of 1973. If eligible, District staff and the parents/guardians may develop a written plan to assist the student.
- City View High School personnel will also assist parents/ guardians who seek services for their pre-high school age children who might qualify for special education services.

If you have knowledge of a child, birth through 22 years of age - including those attending private schools and home schools - who may require special education services, please call the school.

## **Family Educational Rights and Privacy Act**

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect teacher resumes (located in front office – upon request). The teachers at City View High School are highly qualified and committed to providing a positive learning experience. Resumes are available for your review from the school administration by appointment.
2. The right to inspect and review the student's education records within 45 days of the day the district receives a request for access. Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The school administrator will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
3. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask to amend a record that they believe is inaccurate or misleading. They should write to the school administrator, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, we will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
4. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed

by the district as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel), a person serving on the school board, or a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Non-custodial and divorced parents have equal rights relating to student records unless the school has been provided a court order to the contrary. Certain student education records are considered "directory information", including the following: student's name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents, date and place of student's birth, class designation (grade level, etc.), extracurricular participation, weight and height (if a member of an athletic team), enrollment dates, awards received, and photograph.

## **Educational Rights of Youth Experiencing Homelessness**

Please let City View High School know if there is any way in which we can assist the student and family experiencing homelessness. We have many community resources we would be happy to share.

- Go to school, including public preschool, no matter where they live or how long they have lived there.
- Continue in the school of origin (the school attended when permanently housed or the school in which last enrolled) if that is the parent's or youth's choice and is feasible.
- Receive transportation to and from the school of origin.
- Enroll in school immediately even if missing records and documents normally required for enrollment.
- Enroll and attend classes while the school arranges for the transfer of school and immunizations records or any other documents required for enrollment.
- Enroll and attend classes in the school of choice (either the school of origin or the school in the attendance zone where the family or youth is residing) even while the school and parent or youth seek to resolve a dispute over the selected school.
- Receive the same special programs and services, if needed, as provided to all other students served in these programs.
- Receive transportation to and from school and school programs, comparable to that of housed students.

## Computer, Internet, & Telecommunication Safety

### City View High School Technology Agreement

All students attending the City View High School will be required to use an individual login and password combination to access any computer on the school's campus. It will be the responsibility of each student to log on to the computers when directed by a teacher or other school staff using their student login and password combination. It will also be the student's responsibility to log off or shutdown that computer when directed.

The use of CVHS computer equipment is a privilege, NOT a right. Students are to use ONLY their assigned login credentials when accessing computers or any electronic media. Students are NOT to use another student's login information or provide their credentials to any other student. Abuse of the rules may result in the restriction or cancellation of a student's account. Repeated abuse may also lead to disciplinary action for both students, including suspension or expulsion.

City View High School reserves the right to monitor users' online activities and to access, review, copy, store, and delete any electronic communication or files accessed on CVHS computers and disclose them to others, including police, as it deems necessary. Users should have no expectation of privacy regarding their use of computer or internet access at the ACYR/CVHS property, network, and/or internet access or files, including email. CVHS employs a computer monitoring system that monitors student computer activity real time, records all keystrokes, and allows teachers and staff to copy, control, or shutdown the student's workstation at any time. Classroom teachers may add additional rules as needed to ensure student safety and an effective learning environment.

In addition, the following rules apply to ALL City View High School computers at all times.

1. NO personal storage devices, cellphones, or music players may be connected to ANY ACYR computer at any time.
2. Use of proxy servers is STRICTLY prohibited. At no time should you ever attempt to subvert the firewall settings in place at ACYR.
3. No streaming or downloading of music.
4. No downloading of images for personal use. ONLY images needed for coursework and that do not violate copyright laws may be put on school computers.
5. Only class related videos may be viewed and only when instructed to do so as part of an assignment. NO other videos, music or otherwise, may be viewed at any time while using ACYR computers or networks.
6. No accessing of social media unless specifically directed to do so by instructor for educational purposes only.
7. No using the internet to search for information related to drugs, gangs, violence, sex, fighting (human or animal), weapons, defamatory, or offensive material at any time.
8. No use of any instant messaging or chat service is allowed on any ACYR computer, unless specifically approved by instructor for educational use only.

**City View High School Technology Agreement & Student Computer Use Contract**

I have read and understand the terms and conditions of the Technology Use Agreement at City View High School and agree to follow the rules and procedures. If I violate any of the rules or procedures, I understand my computer privileges will be suspended and discipline may be assigned as a consequence of misuse. I promise to use the school's technology for educational purposes only as directed by the teacher and staff.

**PARENT/GUARDIAN AGREEMENT**

Please initial and sign that you have read the following sections included in the City View High School Parent/Student Handbook, and agree to follow the procedures:

	Parent Initials	Student Initials
Attendance Policy	_____	_____
Tardy Policy	_____	_____
Guidelines for Student Behavior	_____	_____
Dress Code Policy	_____	_____
Grading System	_____	_____
Health and Safety	_____	_____
Mobile and Electronic Device Policy	_____	_____
Computer, Internet, & Telecommunication Safety	_____	_____

I also agree that my student has been made aware of all rules and procedures set forth in this handbook.

Student Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Parent Name (Print) \_\_\_\_\_

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date