



Parent/Student Handbook

641 North Sixth Avenue

Phoenix, Arizona 85003

Phone – 602-252-6721

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Student and Parent Handbook

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 8th Grade through their 22nd 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 District 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.

City View High School Mission:

The City View High Community empowers students to obtain a HS diploma and become college and career ready through innovative, self-directed learning.

Letter from the Principal

Dear City View High School Students and Families,

It is with great excitement and pride that I welcome you to a new school year at City View High School! Whether you are returning to our community or joining us for the first time, I am thrilled to have each of you as part of our school family.

At City View High School, we are committed to creating a safe, inclusive, and engaging environment where every student is supported and challenged to reach their full potential. Our dedicated staff is eager to foster meaningful relationships, provide high-quality instruction, and work collaboratively with families to ensure student success.

This year, we will continue to focus on academic achievement, social-emotional growth, and creating a positive school culture that reflects our shared values. Together, we will celebrate accomplishments, navigate challenges, and support one another every step of the way.

To our students: I encourage you to approach this year with curiosity, courage, and kindness. Take advantage of opportunities to learn, lead, and grow. Know that your voice matters, and your contributions make our school a better place.

To our families: Your partnership is invaluable. We look forward to working closely with you and invite you to stay involved through events, communications, and ongoing collaboration.

To our staff: Thank you for your passion, resilience, and dedication. I am honored to work alongside such a talented team as we strive to make a lasting impact in the lives of our students.

Let us make this year one filled with progress, connection, and joy. I look forward to all we will accomplish—together.

Warmly,

Dr. Laura Metcalfe

Principal, City View High School

lauras@acyraz.org | 623-396-8368 | www.cityviewhighschool.org

Carta del Director

Queridos estudiantes y familias de City View High School:

¡Con gran entusiasmo y orgullo les doy la bienvenida a un nuevo año escolar en City View High School! Ya sea que estén regresando a nuestra comunidad o uniéndose por primera vez, me emociona tener a cada uno de ustedes como parte de nuestra familia escolar.

En City View High School, estamos comprometidos a crear un entorno seguro, inclusivo y estimulante donde cada estudiante reciba apoyo y sea desafiado a alcanzar su máximo potencial. Nuestro equipo dedicado está listo para fomentar relaciones significativas, brindar instrucción de alta calidad y colaborar estrechamente con las familias para asegurar el éxito de los estudiantes.

Este año, continuaremos enfocándonos en el logro académico, el desarrollo socioemocional y la creación de una cultura escolar positiva que refleje nuestros valores compartidos. Juntos celebraremos logros, enfrentaremos desafíos y nos apoyaremos mutuamente en cada paso del camino.

A nuestros estudiantes: Los animo a que enfrenten este año con curiosidad, valentía y amabilidad. Aprovechen las oportunidades para aprender, liderar y crecer. Sepan que su voz importa y que sus aportes hacen de nuestra escuela un lugar mejor.

A nuestras familias: Su colaboración es invaluable. Esperamos trabajar estrechamente con ustedes e invitarlos a mantenerse involucrados a través de eventos, comunicaciones y colaboración continua.

A nuestro equipo: Gracias por su pasión, resiliencia y dedicación. Me siento honrado de trabajar junto a un equipo tan talentoso mientras nos esforzamos por dejar una huella duradera en la vida de nuestros estudiantes.

Hagamos de este año uno lleno de progreso, conexión y alegría. Espero con ansias todo lo que lograremos—juntos.

Con aprecio,

Dr. Laura Metcalfe

Principal, City View High School

lauras@acyraz.org | 623-396-8368 | www.cityviewhighschool.org

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: (480) 338 - 6019 call or text

Email – highschoolnow@acyraz.org

Website – www.cityviewhighschool.org

City View High School Faculty

Main Line: 602-252-6721 ext. 221

Attendance Phone Number: (480) 338 - 6019

Dr. Laura Metcalfe	extension 350	lauras@acyraz.org
Chelsea Chamberlain	extension 219	chelseac@acyraz.org
Anastasia Mikelson	extension 260	anastasiam@acyraz.org
Cynthia Wright	extension 311	Cynthiaw@acyraz.org
Nimrah Kazmi	extension 312	nimrahk@acyraz.org
Chris Stuart	extension 252	
Victoria Johnson	602 628 7501	victoriaj@acyraz.org
Abby McGirt	602 727 2303	abbym@acyraz.org
Shana Tompa	602 421 5068	shanat@acyraz.org

2025-2026 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 5	12:23PM – 2:03PM
Period 6	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 5	12:37PM – 2:07PM
Period 6	2:09PM - 3:40PM

2025-2026 City View High School Event Calendar

July 2025							July
Su	M	Tu	W	Th	F	Sa	
6	7	8	9	10	11	12	Teacher Inservice (Jul. 21 - 29)
13	14	15	16	17	18	19	23 Student schedule pick up/back to School Night
20	21	22	23	24	25	26	
27	28	29	30	31		2	30 First Day of School

January 2026						
Su	M	Tu	W	Th	F	Sa
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

January	
5	First Day of Spring Semester
	Benchmark Testing 5th - 8th
19	Martin Luther King Jr. Day

August 2025							August
Su	M	Tu	W	Th	F	Sa	
3	4	5	6	7	1	2	Benchmark Testing 4th - 7th
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31						16	

February 2026						
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	
	Benchmark Testing 17th - 13th
19	Family Engagement Night
19	Progress Reports go out
16	President's Day

September 2025							September
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	1 Labor Day
7	8	9	10	11	12	13	Benchmark Testing 8h - 11h
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	25 Progress Reports Due
28	29	30					26 Progress Reports go out
						17	

March 2026							
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					13

March	
	Benchmark Testing (Mid term) 23rd - 26th
	Spring Break (Mar. 16th - 19th)
31	Cesar Chavez Day

October 2025							October	
Su	Mo	Tu	We	Th	Fr	Sa		
5	6	7	8	9	10	11	9	
12	13	14	15	16	17	18	Family Engagement Night	
19	20	21	22	23	24	25	Benchmark Testing (Mid term) 7th - 10th	
26	27	28	29	30	31		Fall Break (Oct. 15th - 16th)	
						16		

April 2026									
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					
							18		

April	
	Testing March - April
15	Progress Reports Due
17	Progress Reports go out

November 2025							November	
Su	M	Tu	W	Th	F	Sa		
						1	Benchmark Testing 17th - 20th	
2	3	4	5	6	7	8	11 Veterans Day	
9	10	11	12	13	14	15	19 Progress Reports Due	
16	17	18	19	20	21	22	20 Progress Reports go out	
23	24	25	26	27	28	29	Thanksgiving (Nov. 27 - 28)	
30						14		

May 2026						
Su	M	Tu	W	Th	F	Sa
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	
	Benchmark Testing (Finals) 19th - 21st
21	Last Day of School
22	Graduation
25	Memorial Day

Total Semester 2 days = 73

December 2025							December
Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	Benchmark Testing (Finals) 15th - 18th
14	15	16	17	18	19	20	18 End of Fall Semester
21	22	23	24	25	26	27	19 Tentative Winter Graduation
28	29	30	31				Winter Recess (Dec. 22 - Jan. 2)
						12	Total Semester 1 days = 177

June 2026							
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
Summer School (Jun. 1 - 30)

Total Semester 1 days = 77

CVHS PARTNERS

We are proud to highlight our community partners, these partnerships help to ensure we provide as many opportunities for our students and families to be success.



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School Contact Information

Phone Number: 602-252-6721 ext. 221

Email – highschoolnow@acyraz.org

Website – 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
Philip Wooley	Member, Governing Board
Arman Sidhu	Member, Governing Board

Organization/District Administration

Sharlet Barnett	Superintendent/CEO ACYR
Steve Soto	Data and Quality Assurance Manager

City View High School Administration

Dr. Laura Metcalfe	Principal
Jaime Claros	Student Services Manager
George Ruiz	Assistant Registrar
Shana Tompa	Special Education/504 Coordinator
	School Social Worker

City View High School Faculty

Cynthia Wright	Mathematics
Nimrah Kazmi	Science
Chris Stuart	English
Chelsea Chamberlin	Career and Technical Education/Instructional Coach
Anastasia Mikelson	Social Sciences

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

Students' Bill of Assertive Rights:

- I have the right to judge my own behavior and be responsible for it. I don't have the right to judge the behavior of others.
- I have the right to not agree to help someone who isn't doing his or her own work.
- I have the right to decide whether I need to find solutions to other people's problems, unless the other person is in danger. Then I have a duty to help someone who is in trouble, if I can, or to find an adult who can help.
- I have the right to make mistakes and change my mind, but I need to make it right with whomever that affects.
- I have the right not to like everyone. I don't have to be liked by everyone either, because there is no way that can happen anyway.
- I have the right not to live in fear. I don't have the right to scare others.
- I have the right to privacy and to not be gossiped about. I don't have the right to gossip.
- I have the right to be treated with respect. I don't have the right to treat others disrespectfully.
- I have the right to express my feelings in an assertive way.
- I have the right to be taken seriously, and I need to take others seriously.
- I have the right to say no without feeling bad. I don't have the right to force others into things they don't want to do.

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 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. Students may arrive to school as early as 7:30 am, **BUT** no later than **8:15 am**.

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; illness or health conditions, serious illness in the immediate family, religious holidays, death in the immediate family, school approved activities, homelessness, family emergencies, time needed to process for the armed forces, out of school suspensions, mental/behavioral health matters, and medical/dental appointments (documentation requested).

Unexcused Absences

- Unexcused absences are considered truanancies.
- 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

School Messenger 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)- Behavior Intervention Plan implemented
- **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.

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.
- School doors open at 7:30 am – students will **NOT be allowed entrance after 8:15 am** without parent/guardian or note from parent/guardian.

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.

Sweeps

The Principal or designated administrator will conduct periodic sweeps of the campus, which means they will randomly check **ALL/ANY** students' belongings to ensure the safety of everyone on campus.

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.

If a student is in possession of marijuana the proper authorities will be notified and student will have consequences up to and including Out School Suspended and Expulsion.

If a student is on campus under the influence they will receive consequences including community services, counseling services, and any consequences from Discipline Matrix.

*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

Due to a change in Arizona Law, wireless devices are not allowed to be present during instructional time, except with only a few exceptions. The approved policy is attached to this document for review.

Students may bring wireless devices to school, but they must be given to the teacher at the start of each class period for safekeeping during class time. If a student refuses to give the wireless device to the teacher, a call to the principal will be made, a conversation will take place, and the wireless device will be surrendered to be locked up for the remainder of the semester. Students may have their wireless devices returned after school on a daily basis. **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.**

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. Students have the ability to report any incident of suspected abuse, a phone and number to the DCS Hotline is provided in the Teacher's Lounge.

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, stomachs 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 full front, full back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings (that do not show underwear lines), 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- **ONLY with a sweater or jacket to cover**
- Athletic attire

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
- Tank tops, including spaghetti straps; halter tops, muscle shirts, men’s undershirts. **(Except: with a sweater or jacket to cover)**
- 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. **(Clothing Closet provided)**.
 - 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; and, 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 four years after final enrollment in ESS. 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.

Discipline Matrix

Academic Misconduct/Dishonesty: Academic misconduct/dishonesty can include, but is not limited to cheating, forgery, lying, and plagiarism. Examples that could apply include: (1) Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or intervention of any information or citation in an academic exercise or assignment; (2) Using the signature or initials of another person; (3) Knowingly giving false or misleading information, including false accusations against others with the intent to deceive; (4) Using another's words, ideas, materials, or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately. In addition to disciplinary actions, students may face academic sanctions which may include but are not limited to receiving a zero on an assignment, grade of "F" for a class, or withdrawal from the class during the academic year.

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Cheating: Using or attempting to use unauthorized materials, information or study aids in any academic exercise or assignment. Fabrication involves the falsification or invention of any information or citation in an academic exercise or assignment.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension	
Forgery: Using the signature or initials of another person.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension	
Lying: Knowingly giving false or misleading information, including false accusations against others with the intent to deceive.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension	
Plagiarism: Using another's words, ideas, materials or work without acknowledging and documenting the source. Students are responsible for knowing the rules governing the use of another's work and for acknowledging and documenting the source appropriately.	1st 2nd 3rd	Conference to short-term suspension Conference to short-term suspension Short-term to long-term suspension	
Aggression			
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Aggravated Assault**: A person commits aggravated assault if the person commits assault as defined in A.R.S. §13-1204. This could include, but is not limited to: 1. Causing serious physical injury to another, 2. Use of a deadly weapon or dangerous instrument, 3. A person eighteen years of age or older committing the assault upon a child under fifteen years of age, 4. Committing an assault knowing the victim is a teacher or other person employed by any school/agency and the teacher or other employee is upon the grounds of a school or grounds adjacent to the school or is in any part of a building or vehicle used for school/agency purposes, or any teacher or agency staff visiting a private home in the course of the teacher's or agency employee's professional duties or any teacher engaged in any authorized and organized classroom activity held on other than school grounds.	1st	Suspension and recommend expulsion (police referral)	13-1204
Assault*: Intentional or reckless causing of physical injury to another or touching another person intending to injure, insult or provoke. Including taking or attempting to take anything by force or threat of force and intentional use of a vehicle in a manner dangerous to person or property.	1st 2nd 3rd	Recommend expulsion (police referral) Short-term suspension (10 days) to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1203

Disorderly Conduct: The intent to disturb the peace or quiet, make unreasonable noise, use of abusive or offensive language or gestures, make a protracted commotion, utterance or display with the intent to prevent the transaction of the business of a meeting, gathering, or class, or refusal to obey a lawful order to disperse.	1st	Conference to short-term suspension (possible police referral)	13-2904
	2nd	Short-term to long-term suspension (possible police referral)	
	3rd	Short-term to long-term suspension (possible police referral)	
Endangerment*: The reckless endangerment of another person that results in substantial risk of imminent physical injury or death.	1st	Conference to short-term suspension (possible police referral)	13-1201
	2nd	Long-term suspension to recommend expulsion (possible police referral)	
	3rd	Long-term suspension to recommend expulsion (possible police referral)	
Fighting*: Mutual participation in an incident involving physical violence, where there is no major injury. Verbal confrontation alone does not constitute fighting.	1st	Short-term suspension (1 to 4 days) (possible police referral)	
	2nd	Short-term suspension (5 to 10 days) (possible police referral)	
	3rd	Long-term suspension to recommend expulsion (possible police referral)	
Minor Aggressive Act: Student engages in non-serious but inappropriate physical contact, i.e., hitting, poking, pulling, or pushing.	1st	Conference to short-term suspension	
	2nd	Short-term to long-term suspension	
	3rd	Long-term suspension	
Other Aggression: Other forms of aggression that may result in humiliation or personal injury to another person.	1st	Detention to recommend expulsion (possible police referral)	
	2nd	Short-term suspension to recommend expulsion (possible police referral)	
	3rd	Long-term suspension to recommend expulsion (possible police referral)	
Recklessness: Unintentional, careless behavior that may pose a safety or health risk to others.	1st	Conference to short-term suspension	
	2nd	Short-term to long-term suspension (possible police referral)	
	3rd	Short-term to long-term suspension (possible police referral)	
Verbal Provocation: Use of language or gestures to insult or humiliate another person or that may incite another person or persons to fight.	1st	Conference to short-term suspension	
	2nd	Short-term suspension to long-term suspension	
	3rd	Short-term suspension to long-term suspension	
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Alcohol Violations and Substance Abuse Counseling: If a long-term suspension is recommended and it is the first long-term suspension for an alcohol offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a School-approved substance abuse program. Failure to satisfactorily complete the substance abuse program will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended and it is the second long-term suspension for an alcohol offense, the student is no longer able to participate in the School-approved substance abuse program. If the recommendation is for expulsion, participation in a substance abuse program will not lessen the recommendation.			
Distribution or share**: Distribution or sharing, or intent to distribute or share alcoholic substances or substances represented as alcohol.	1st	Long-term suspension to recommend expulsion and substance abuse program (police referral)	
	2nd	Recommend expulsion (police referral)	
Sale**: Sale or intent to sell alcoholic substances or substances represented as alcohol.	1st	Recommend expulsion (police referral)	
Use or Possession**: Use or possession of alcoholic substances or substances represented as alcohol. This includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.	1st	Short-term to long-term suspension and substance abuse program (police referral)	
	2nd	Long-term suspension to recommend	

	3rd	expulsion (police referral) Recommend expulsion (police referral)	
Attendance			
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Attendance Policy Violation Leaving School Grounds without Permission: Leaving school grounds without following proper procedures to provide documentation to school officials of permission from a parent/guardian.	1st 2nd 3rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension	
Other Attendance Violations: Violations of state, school district, or school policy related to attendance	1st 2nd 3rd	Conference to short-term suspension Detention to short-term suspension Short-term suspension	
Truancy: Ten (10) or more consecutive unexcused absences.		Dropped from school due to lack of attendance	15-803 15-802

Drug Violation: For purposes of these definitions and School policy, "drugs" shall include, but not be limited to: all dangerous controlled substances prohibited by law, any prescription or over-the-counter drug, except those for which permission to use in school has been granted pursuant to School policy. Hallucinogenic substances, inhalants, synthetic, counterfeit or imitation drugs.

Drug Violations and Drug/Substance Abuse Program: If a long-term suspension is recommended and it is the first long-term suspension for a drug offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served and the student has successfully completed a School-approved drug/substance abuse course. Failure to satisfactorily complete the drug/substance abuse course will result in the initial long-term suspension being reinstated. If a long-term suspension is recommended, and it is the second long-term suspension for a drug offense, drug/substance abuse course will not lessen the term of suspension. If the recommendation is for expulsion, participation in a substance course will not lessen the recommendation.

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Distribution or share**: Distribution or sharing, or intent to distribute or share, or the manufacture of drugs. It also includes distribution, share, intent to distribute or share, or manufacture of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. Distribution of a medication or a dietary supplement for recreation use will be treated as a drug violation - distribution or share.	1st 2nd	Long-term suspension to recommend expulsion and substance abuse program (police referral) Recommend expulsion (police referral)	
Sale**: Sale or intent to sell or manufacture of "drugs." It also includes sale, intent to sell or manufacture of drug paraphernalia and imitations of illegal drugs, including medication for which a student does not have a prescription. Sale of a medication or a dietary supplement for recreational use will be treated as a drug violation - sale.	1st	Recommend expulsion (police referral)	
Use or Possession**: Use or possession of "drugs." This includes use or possession of drug paraphernalia and imitations of illegal drugs, including medications for which a student does not have a prescription. This includes off-campus use and then being on School property or at a School function. Use or possession of a medication or a dietary supplement for recreational use will be treated as a drug violation - use or possession.	1st 2nd 3rd	Short-term to long-term suspension and substance abuse program (police referral) Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)	

Harassment, Threat or Intimidation or Bullying: If a long-term suspension is recommended and it is the first long-term suspension for a harassment, threat or intimidation, or bullying offense, the Principal may allow the student to return after a suspension of at least ten (10) days has been served.

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Bullying*: Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical, verbal, or psychological. Specific examples include, but are not limited to, hitting, punching, demeaning, teasing, name calling, taunting, derogatory nicknames, innuendos, and/or remarks; gestures, social exclusion or cyber bullying.	1st 2nd 3rd	Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) Short-term suspension (10 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral)	
Harassment, Nonsexual*: Harassment, nonsexual means harassing conduct based on and/or motivated by race, color, religion, national origin or disability.	1st 2nd 3rd	Short-term suspension (5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Recommend expulsion. (possible police referral)	
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: (1) The act was committed in connection with the initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with the School; (2) The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation.	1st 2nd 3rd	Short-term suspension (5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Recommend expulsion. (possible police referral)	15-2305
Interference or Threatening an Educational Institution: Defined in ASRS 13-2911 (per 15-841)	1st	Recommend expulsion (police referral)	13-2911
Threatening or Intimidating*: When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property.	1st 2nd 3rd	Short-term suspension (up to 5 days) to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion. (possible police referral)	

Other Offenses

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Classroom Disruption: Interrupting or creating a disturbance or a commotion that impedes the educational process. The disruption could occur in the classroom or on campus.	1st 2nd 3rd	Conference to short-term suspension Short-term to long-term suspension Short-term to long-term suspension	13-2911
Contraband: Possession of items stated in school policy as prohibited because they may disrupt the learning environment.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion	
Defiance or Disrespect: Student engages in refusal to follow directions, talks back or delivers socially rude interactions.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion	
Dress Code Violation: Failure to comply with the District and school dress standards.	1st 2nd	Conference to short-term suspension Short-term suspension to long-term suspension	

	3rd	Short-term suspension to long-term suspension	
Gambling: To play games of chance for money or to bet a sum of money or other items of value.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.	
Language, Inappropriate: Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.	
Negative Group Affiliation: Specific attitudes and actions of a student affiliated with a negative group typically include most of the following: a) May or may not have a recognized leader. b) Do most things together, especially socially. c) Stick together on issues. d) Conduct themselves as though no other individuals exist in the school, including other students.	1st 2nd 3rd	Conference to short-term suspension (possible police referral) Short-term suspension to long-term suspension (possible police referral) Long-term suspension to expulsion. (possible police referral)	
Other Violations of School Policies: A violation of School policy.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.	
Parking Lot Violation: Violation of school policy or laws related to parking lots or the operation of motorized vehicles on school property.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.	
Public Display of Affection: Holding hands, kissing, sexual touching, or other displays of affection in violation of school policy.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion.	
School Policies, Other Violations of Combustible: Student is in possession of a substance or object that is readily capable of causing bodily harm or property damage.	1st 2nd 3rd	Conference to short-term suspension Short-term suspension to long-term suspension Long-term suspension to expulsion	

School Threat

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Bomb Threat**: Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device	1st	Recommend expulsion (police referral)	13-2911
Chemical or Biological Threat**: Threatening to cause harm using dangerous chemicals or biological agents.	1st	Recommend expulsion (police referral)	
Fire Alarm Misuse**: Intentionally ringing or pulling the fire alarm when there is no fire	1st 2nd	Short-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)	
Other Threat*: Other threats to cause harm, by any means, including but not limited to verbal, written, through use of social media, etc.	1st	Recommend expulsion (police referral)	

Sexual Offenses

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
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Harassment, Sexual*: Unwelcome conduct of a sexual nature that denies or limits a student's ability to participate in or receive benefits, services, or opportunities in the school's program. The behavior can include unwelcome sexual advances, requests for sexual favors, and other verbal and nonverbal conduct of a sexual nature.	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral)Long-term suspension to recommend expulsion. (police referral)Recommend expulsion (police referral).	
Indecent Exposure or Public Sexual Indecency*: Indecent exposure is when a student exposes his or her genitals or anus or a female student exposes the areola or nipple of her breast and another person is present and the student is reckless about whether the other person, as a reasonable person would be offended or alarmed by the act. Public sexual indecency is intentionally or knowingly engaging in an act; act of sexual contact; act or oral sexual contact; sexual intercourse; or bestiality if another person is present and the student is reckless about whether the other person, as a reasonable person would be offended or alarmed by the act.	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (police referral) Recommend expulsion (police referral).	13-1402 13-1403
Pornography: Possessing, sharing or posting sexually explicit depictions of persons, in words or images, on a school campus or school District facility, including both in print and on cell phones or other electronic devices.	1st 2nd 3rd	Short-term suspension to recommend expulsion. (possible police referral) Long-term suspension to recommend expulsion. (possible police referral) Recommend expulsion (possible police referral).	
Sexual Abuse**: Intentionally or knowingly engaging in sexual contact with any person fifteen (15) or more years of age without consent of that person or with any person who is under fifteen (15) years of age even if the physical contact only involves the female breast.	1st 2nd	Long-term suspension to recommend expulsion (police referral) Recommend expulsion. (police referral)	13-1404
Sexual Assault**: Intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.	1st	Recommend expulsion. (police referral)	13-1406

Technology

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Telecommunication Device: Improper use of personal cell phones or electronic devices not issued by CVHS. Note: Please refer to the student handbook school guidelines. CVHS does not assume responsibility or liability for theft or damage of personal electronic devices. Students bring devices at their own risk.	1st	Refusal to turn into teacher at beginning of each class period will result in device being locked for the semester.	
Technology, Improper Use of Computer: Improper use of School, personal, or another person's computer in violation of the Technology Use Agreement or School policy. Infractions include, but are not limited to, inappropriate use of, damage to, disruption of, inappropriate or unauthorized recordings of, or negative impact of persons or property.	1st 2nd 3rd	Detention to recommend expulsion. Possible loss of the privilege to use School technology. (possible police referral) Short-term suspension to recommend expulsion. Possible loss of the privilege to use School technology. (possible police referral) Long-term suspension to recommend expulsion. Possible loss of the privilege to use School technology. (possible police referral)	

Theft

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Extortion*: Attempting to obtain or obtaining money or property by threat, force, or in return for protection.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1804
Petty Theft: The taking, concealing, or attempted taking of property belonging to the District or another person without permission and with a value of under \$250.00	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)	
Robbery*: Using force or threatening to use force to commit a theft or while attempting to commit a crime.	1st 2nd	Long-term suspension to recommend expulsion (police referral) Recommend expulsion (police referral)	13-1902
Theft: The taking, concealing, or attempted taking of property belonging to the School or another person without permission and with a value of \$250.00 or more	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (police referral)	13-1802
Tobacco			
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Tobacco Violation Distribution, Share or Use*: Distribution and share means the act of giving tobacco substances, products, or substances represented as tobacco (e-cigarettes/vapors), including, but not limited to, passing tobacco from one person to another. Possession*: Possession of tobacco substances, products, or substances represented as tobacco (e cigarettes/vapors). Sale*: Sale of tobacco substances, products, or substances represented as tobacco (e cigarettes/vapors).	1st 2nd 3rd 4th	Conference to short-term suspension (2 days). Conference to short-term suspension (3 to 5 days). Conference to short-term suspension (10 days). Will be treated as insubordination.	
Vandalism			
Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Arson Of a Structure or Property*: Damaging or attempting to damage a structure or property by fire or incendiary device.	1st 2nd	Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1703 13-1704
Of an Occupied Structure**: Damaging or attempting to damage an occupied structure by fire or incendiary device.	1st	Recommend expulsion (possible police referral)	
Vandalism or Criminal Damage Graffiti or Tagging: Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in school buildings or school District facilities.	1st 2nd 3rd	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral) Recommend expulsion and	13-1602

		recommendation for restitution. (possible police referral)	
Vandalism of Personal Property*: Willful destruction, defacement or damage of personal property.	1st	Short-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)	
	2nd	Long-term suspension to recommend expulsion. Recommendation for restitution. (possible police referral)	
	3rd	Recommend expulsion and recommendation for restitution. (possible police referral)	

Weapons

Nature of Offense - Definition	Offense	Recommended Discipline	Arizona Revised Statute
Firearms**: This violation includes, but is not limited to, loaded or unloaded, operable or inoperable, handguns, pistols, shotguns, rifles, air/pellet/BB guns, starter guns/pistols, flare guns and destructive devices, i.e. bombs or grenades.	1st	Recommend expulsion (police referral)	13-3111
Other Weapons: This violation includes, but is not limited to, brass knuckles, nunchakus, and billy clubs.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	
Simulated Firearm: Any simulated firearm made of plastic, wood, metal, or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and as being portrayed as a firearm.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral)Long-term suspension to recommend expulsion (possible police referral)Recommend expulsion (possible police referral)	
Weapons and Dangerous Items Dangerous Items*: This violation includes, but is not limited to, laser pointers, letter openers, mace/pepper spray, paintball guns, razor blades/box cutters, fireworks, simulated knives, taser or stun guns, tear gas, or a knife with any length of blade.	1st 2nd 3rd	Short-term suspension to recommend expulsion (possible police referral) Long-term suspension to recommend expulsion (possible police referral) Recommend expulsion (possible police referral)	13-1301

CVHS Restrictions on Use of Wireless Communication Devices

Background

Pursuant to [AZ House Bill 2484](#) schools are required to limit student access to internet and use of wireless communication devices during school. The law requires school Districts and charter schools to restrict the use of wireless devices in the classroom. §15-120.05

Citations: <https://www.azleg.gov/legtext/57leg/1R/bills/HB2484S.pdf>

Students are required to adhere to District restrictions regarding the use of all wireless communication devices, including their personal cellular telephones, as outlined in this procedure and in the District's technology use agreement.

The District is not responsible for the loss, damage, and/or theft of a student's personal wireless communication device.

Definitions

- "School day" means periods of time when students are at school, including meals, passing periods and recess.
- "Social media platform" means a website, computer application or other digital platform that is used for social networking and creating or exchanging virtual content.
- "Wireless communication device" includes personal devices and devices that are provided by the school. This includes cell phones, tablets, laptops and smart watch devices.

Permitted Uses

Students shall be permitted to use wireless communication devices:

- for educational purposes, as determined by the student's teacher or individualized education program (IEP) team;
- during an emergency;
- if the student needs the student's wireless communication device to address their own medical condition; and
- All access to the internet using the District's network must be in accordance with the District's technology use agreement.

Students may use their wireless communication devices before and after school hours for personal use. Students are required to use their wireless communication devices in accordance with the student code of conduct. Students may not use a device to disrupt the educational environment.

Contact with Parent/Legal Guardian

Students may contact their parent/legal guardian during the school day with express permission from a teacher or staff member. Parents/legal guardians who seek to communicate with their student on the student's wireless communication device during the school day may contact the school's front office.

Parents may call the CVHS front office directly at 602-252-6721, press 5 to be connected directly to the City View High School Front Desk or press 0 to be connected to an operator. A message will be delivered to your student, or you can leave a message and they will be checked regularly.

Storage of Cell Phones During Instructional Time/School Day

Wireless communication devices must be muted and stored at the start of each class in the phone pocket at the front of each classroom, unless used during approved times as outlined under restrictions or instructed otherwise by a staff member.

Restrictions

Students are permitted to have wireless communication devices in their possession while on campus during the school day, subject to the following restrictions:

Students are permitted to use wireless communication devices under the following circumstances:

- Restricted Access: Students may only access their cell phones before and after school, during passing periods in the hallway, and at lunch.
- Use during instructional time: Students shall use their wireless communication devices during instructional time only when permitted by their teacher or staff member for educational purposes.
- Restricted Activities: Students may not use wireless communication devices to text, call, access gaming, to listen to music or for any other non-instructional activity during instructional time periods.
- Social media networks: Students may not access social media networks during instructional time periods except as expressly permitted by a teacher or staff member for educational purposes.

Permitted Uses

- Emergency use: In case of emergency, students should ask for permission from a teacher or staff member to use their wireless communication devices.
- Medical need or disability: The District may alter restrictions regarding the use of wireless communication devices to accommodate a student's medical needs or disability. The student is required to obtain advanced approval prior to use outside of the restrictions established. Typically, the accommodation and permitted uses will be determined by a team convened pursuant to Section 504 of the Rehabilitation Act or the Individuals with Disabilities in Education Act.
- Other: The District may grant other exceptions in the District administration's sole discretion as it is in the best interests of the student.

Consequence for Non-Compliance

Students who fail to follow the restrictions established by the District regarding the use of wireless communication devices may be subject to discipline under the District's student code of conduct. The District administration may also confiscate the wireless communication devices and require parent/legal guardian to pick up the device.

Any instances of non-compliance will result in immediate action; the teacher or staff will redirect the student, review the guidelines, and refer the student to the Principal for consequences.

In adherence with State legislation as communicated above, students found to be non-compliant will have their phone taken and must leave it at the front desk in a locker for the remainder of the semester.

Students who cannot use their phones due to violation of the wireless communication policy will be provided with a safe and secure storage locker for their cell phone. Students will have an assigned locker to place their cell phone in at the start of each school day, and the key will be kept by CVHS front office staff for safekeeping.

At the end of the school day, students will pick up the key for their cell phone locker and remove the phone for their use after school.

Reference:

<https://www.svc.the-trust.org/publicfiles/Model%20Policy%20Program%20Update%202024-2025%20no.%204%20May%202025.pdf>

Revised 7-8-25

Approved by City View High School Governing Board on 7-11-25

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