
CANYON HILLS JUNIOR HIGH SCHOOL

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Student Handbook 2013-2014

**Canyon Hills' Mission:
To promote student achievement and responsibility!**

CVUSD Board of Education

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Welcome to Canyon Hills Junior High School – Home of the Coyotes!

At Canyon Hills Junior High School, it is our mission to promote student achievement and responsibility. Named a California Distinguished School in 2009, Canyon Hills is truly a special institution of learning because of our hard-working and respectful students, supportive families, and outstanding staff. It is our collective goal to ensure that all students are given the opportunity to reach their full potential.

At Canyon Hills we strive to promote a safe and healthy school environment and foster success by embracing high school-wide expectations. The outcome has been a school with a 97% or higher attendance rate for students. Additionally, our school achieved an Academic Performance Index (API) score of 908. When students enter our campus they cannot escape learning. Our school works to achieve a common goal: To provide our students with academic, emotional and social opportunities to grow and mature. Students are so important to us that they are more than an individual teacher's students; they are "all" of our students.



TABLE OF CONTENTS

Attendance

- 1 School Day
 - Early Dismissal
 - Procedure After Absence
 - Excused/Unexcused Absences and Tardies

Canyon Hills' Expectations

- 1-2 Canyon Hills' Expectations
- 2 Required Student Materials
- 2-3 Academic Honesty Policy

School Activities

- 3 AVID
 - Band (Colorguard and Drumline)
 - Clubs
 - Dances and Activities

Student Awards and Honors

- 3 School-Wide Awards
 - Eighth Grade Awards
 - Eighth Grade Promotion

General Information

- 4 Bicycles and Skateboards
 - Food Services
 - Campus Visitors
- 5-6 Citizenship and Work Habits Standards
- 6 Clearing the Campus
 - Closed Campus Policy
 - Communication
 - Concern/Complaint Procedures
- 6-7 Dress Code
- 7 Electronic Information Policy
 - Emergency Drills
 - Identification Cards
 - Illness or Injury
 - Independent Study Requests
 - Library
- 8 Lost and Found
 - Physical Education
 - Prescription Medication
 - Running
- 9 Special Deliveries
 - Student Release Procedures
 - Textbooks
 - Transfer/Moving to Another School
 - Transportation to School

Chino Valley Unified School District Conduct

- 9 Definition of Terms
- 10 Unacceptable Behaviors
 - Cell Phones/Electronic Devices
- 11 Prohibited Items
 - Safe and Drug Free School
 - Operation CleanSWEEP

ATTENDANCE

Regular attendance is essential to school success. Students are not allowed to participate in after-school activities if they have been absent on the same day.

EARLY DISMISSAL

If a student is to be dismissed early, the office should be notified by a parent note, stating who will pick up the student and at what time. Only individuals on a student's emergency card may check out a student. The student's parent/guardian must present photo identification to sign out the child in the office before leaving campus.

PROCEDURE AFTER ABSENCE

A phone call or written note from a parent/guardian must be presented to the Attendance Clerk prior to readmission to classes. Notes must include date(s) and reason(s) for absence. If the child's parent or guardian does not phone or write a note, the absence will be considered unexcused. The Canyon Hills' office staff will attempt to contact a parent/guardian to confirm unexcused absences.

EXCUSED/UNEXCUSED ABSENCES AND TARDIES

The only excused absences/tardies are for illness, medical appointments, death in the immediate family, or court appearance. Absences for religious beliefs or other reasons may be cleared by administration. Every unexcused absence can jeopardize a student's grades and result in a loss of income for the school district.

A student is considered tardy when he/she is not in their seat when the class bell rings. Students arriving after school has started must report to the Attendance Clerk. Parents should stress the importance of being to school in class on time as part of responsible school behavior. Students who have multiple tardies in a class may be addressed with the tardy policy listed below:

Consequences for tardies may include:

Tardy #1	Teacher detention and or warning (at teacher's discretion)
Tardy #2	Teacher may deduct points from citizenship grade; Teacher refers student to Assistant Principal; One administrative detention assigned.
Tardy #4+	Teacher may deduct points from citizenship grade; Teacher refers student to Assistant Principal; Assistant Principal contacts parent/guardian; parent conference may be requested; Saturday School assigned. Referral to Student Study Team may be conducted.

Students who demonstrate excessive tardies or absences may be referred to the **School Attendance Review Board**.

CANYON HILLS' STUDENT EXPECTATIONS

Canyon Hills' student expectations are designed to promote student safety and develop traits of success. A student develops a positive self-image by making appropriate choices. Accepting responsibility for inappropriate choices is an integral part of the learning process. Guidelines at Canyon Hills are simple, fair, and specific with clearly defined rewards and consequences. During the first week of school, administrators will review school rules in an assembly; **the assembly will serve as the only "warning" for the following:**

- Respect the rights and belongings of self and others
- No gum on campus
- No aerosol containers: Axe body spray, deodorant, etc.
- No cell phones, electronic gaming devices, cameras, MP3 players, iPods, or other electronic devices on or out during school hours
- No play fighting or activities that involve hitting, pushing, kicking, or grabbing
- No inappropriate displays of affection (kissing, hand holding, hugging and touching)
- Know and follow individual classroom rules
- No inappropriate language, no name calling and no "put-downs", or gossip
- No bullying or harassing other students
- No laser light pens
- No riding bicycles, rollerblades, skateboards, or scooters on campus

Lunch Rules:

- Walk to the eating area
- Wait in lunch lines in a single file line
- Eat food only in the designated areas
- Place trash in trash containers
- Respect the cafeteria staff
- Use only your own electronic pin number to access money in established accounts

REQUIRED STUDENT MATERIALS

All junior high students are required to have the following items with them at school EVERY DAY:

Student Agenda – Each student will purchase a student agenda. The cost is \$10.00. Students must have their agendas in every class, every day.

Textbooks – Textbooks will be loaned to students for their use during the school year. They are to be brought to class every day unless notified otherwise by their teacher. Parents should be aware that they are responsible for textbooks loaned to their students and will be required to pay for books that are lost, stolen, or damaged. The school is not responsible for books left in classrooms or lockers.

Reading Book – Students need to bring a reading book to school each day.

Notebook Paper – Each student should have a supply of three-holed, standard ruled filler paper.

Zippered Pouch – All student notebooks should have a three-holed zippered pouch.

Writing Materials – Students should carry the following writing materials in the zipper pouch in their notebook: two #2 pencils, two blue or black pens, one red pen, colored pencils, and one eraser.

Ruler – Students should carry a ruler which measures both inches and centimeters

Optional Items – The following items are recommended: calculator and highlighters.

ACADEMIC HONESTY POLICY

Canyon Hills believes that a sound educational program must insist upon academic honesty. We expect Canyon Hills' students to display personal integrity and self-respect. Students should understand that learning to prepare for a test is as important as the material being covered. The final value of one's education is what is learned and not what grade a student receives. Grades mean little when cheating is accepted. Assisting someone else to cheat is no different than cheating yourself:

The following actions, but not limited to, are in violation of Canyon Hills' Academic Honesty Policy:

- Copying from another student's assignment or test
- Using a "cheat" sheet or other external assistance without teacher consent
- Stealing or borrowing without expressed teacher permission of a test, quiz, and/or other confidential document
- Making a copy, in part or in whole, of a confidential document, including, but not limited to, taking a picture of a test or quiz
- Creating false data for a bibliography
- Watching a video or reading "Cliff Notes" of a literary work in place of reading the piece
- Borrowing a study guide or object with answers and copying them as one's own work
- Plagiarism: Copying word for word in part or in whole, including, but not limited to, erasing/deleting someone else's name and substituting it for your own
- Turning in someone else's work, in part or in whole, including, but not limited to, erasing/deleting someone else's name and substituting it for your own work
- Unauthorized collaboration: working with another student on a project, assignment, homework test, etc. without expressed permission from the teacher. This also includes but is not limited to lending or showing your paper and/or assignment to another student for any reason without the expressed permission from the teacher
- Successfully or unsuccessfully attempting to solicit another student in the process of violating Canyon Hills' Academic Honesty Policy
- In any way attempting to or planning to engage in the process of violating Canyon Hills' Academic Honesty Policy

Consequences for violating the Canyon Hills' Academic Honesty Policy may include:

First Offense: Student receives "F" (zero credit) grade on the assignment. Teacher calls the parent(s)/guardian(s) and informs them that the student will be referred to the administration. Referral to administration. Administrative detention assigned. Student receives "N" in both citizenship and/or work habits on trimester report card.

Second Offense: Student receives "F" on assignment. Teacher calls the parent(s)/guardian(s) and informs them that the student will be referred to the administration. Saturday School assigned. Parent conference. Student receives a "U" in citizenship and/or work habits on trimester report card.

STUDENT ACTIVITIES

AVID

Advancement Via Individual Determination (AVID) is a College Preparatory Elective for our students which helps guide average students to succeed in a rigorous curriculum. Students are chosen through an application process. The overall objective is to provide students with the necessary tools that will enable them to become eligible for college admission. This is done by allowing students to learn organizational, study, and presentation skills. Additionally, students work on critical thinking skills and receive academic help from peers and tutors and participate in enrichment and motivational activities that make college attainable.

AVID SUGGESTED SUPPLIES:

- One 2-3" Binder
- 2 Blue/Black Pens
- 1 Red Pen/Pencil
- 1 Green Pen/Pencil
- 1 Eraser
- 2 Different Colored Highlighters
- 2 Pencils (if you prefer mechanical pencils, that is fine; however, standard pencils are encouraged)
- Subject Dividers
- Pencil Pouch

*Students are also encouraged to bring to school:

- Manual Pencil Sharpener
- Calculator
- 6" Ruler

BAND

Canyon Hills offers three levels of band instruction as an elective. Students may select Beginning, Intermediate, or Advanced Band. (Adv. band requires an audition and/or director permission). In addition, we also offer after-school activities, including Drumline, Jazz Band, and Colorguard.

CLUBS

Canyon Hills offers numerous club activities each year! Be sure to check student announcements for club info. and meeting times.

DANCES AND ACTIVITIES

Dances are held several times a year from 2:14 – 4:00pm. Students are ineligible to attend the dances if they receive a Saturday School or suspension prior to a dance. **Dances are for Canyon Hills' students only.** Students need to maintain a 2.0 GPA and attend school all day on the day of the dance to attend.

STUDENT AWARDS AND HONORS

Students who like to participate and achieve at Canyon Hills will find many ways to be challenged. There are numerous awards given:

SCHOOL-WIDE AWARDS

STUDENT OF THE MONTH

Each month staff members select a student of the month. This award recognizes outstanding effort, citizenship, and/or improvement. The students who are chosen receive a certificate of recognition and a free school lunch.

STUDENT RECOGNITION BREAKFAST

Five times a year, staff members choose a student to join them for breakfast. These students are recognized for a variety of reasons such as Most Improved, Good Citizenship, Good Attitude, Academic Success, etc. Recipients are recognized at our Student of the Month Renaissance breakfasts.

EIGHTH GRADE AWARDS

SILVER COYOTE

One female and one male student are selected each year based on character, integrity, and respect for others.

EIGHTH GRADE PROMOTION

Every student who meets the Chino Valley Unified School District requirements to be promoted to 9th grade will be allowed to participate in the Promotion Ceremony. For 8th grade students to be eligible for all the other end-year activities, they must be academically and socially eligible. Students must have a 2.0 GPA and no more than one U in citizenship to participate in the ceremony. Third trimester report cards will be the primary grades used to determine end of year eligibility.

For the promotion ceremony, students should wear appropriate clothing. This is NOT a formal affair, thus formal attire (tuxedos, formal dresses) are not to be worn. Also, shoes must be worn, and no flip flops are allowed; shoes need to have a back strap. When selecting dress attire, please have your child keep the following in mind:

Girls:

- Street or tea-length dresses with sleeves are appropriate, as are dressy skirts and blouses.
- No strapless or backless dresses or deep necklines.
- No short skirts or dresses.
- If dresses are sleeveless, a jacket or sweater must be worn over the dress. The jacket/sweater must be of a solid fabric, and no shawls are permitted.
- No formal gowns.
- Shoes with a flats or wedged heel only are permitted.

Boys:

- Shorts need to be appropriate length.
- No hats are permitted.
- Males are expected to wear shirts that button down and have collars.
- Ties are optional.

BICYCLES AND SKATEBOARDS

Students may ride bicycles and skateboards to school as long as they do so in a responsible manner. To prevent theft, bicycles and skateboards must be locked to the racks in the designated bike racks. Every precaution is made to ensure safety of bicycles and skateboards parked at Canyon Hills during the school day; however, Canyon Hills Junior High School cannot be held financially liable should a bicycle or skateboard be stolen or damaged. Bicycles and skateboards are never to be ridden inside the gates of Canyon Hills or in the parking lot. Bicycles must always be walked along the outer perimeter of the parking lot while on campus, on the sidewalk, on the field, across the street and crosswalks going to and from school. Importantly, the bicycle safety law requires that all persons under 18 years of age wear a helmet.

Bicycles, Skateboards, Rollerblades/Skates, Wheelie's Shoes, and Scooters are not to be ridden on campus.

FOOD SERVICES

Students may purchase food - \$2.50 per box lunch. Free and reduced meals are available to those who qualify. Applications are available at the district office. In addition, students may bring in money to set up a debit account to use when purchasing lunch, or parents can pay for their child's lunch on-line through the district's website – go to www.chino.k12.ca.us – click on Departments – then click on Business Services – then click on Nutrition Services – then click on My SchoolBucks.com. Students use individual pin numbers to access accounts established. Students must replenish accounts when the money runs out. Conduct in food lines and while waiting in designated areas is expected to reflect our school-wide rules. Food and beverages must be consumed in the quad area only. It is each student's responsibility to keep the eating area clean. Students caught throwing trash in a place other than the cans provided may earn a detention and/or Saturday School. If students are caught littering more than once, they could earn a CleanSweep citation. **Asking or forcing others to give food or money is not acceptable.**

CAMPUS VISITORS

All visitors to Canyon Hills must first check in at the office before entering the campus. Proper identification may be requested to ensure student safety. After signing in, the guest will be given a visitor's pass.

CITIZENSHIP

Please note: All students begin the trimester with an “S” in citizenship and must show the citizenship characteristics of an “O” to earn that mark on their report card.

A student with SATISFACTORY (S) citizenship. . .

- respects others
- has a positive attitude
- pays attention
- is cooperative
- is on time
- dresses appropriately
- regularly follows class and school rules

A student with Outstanding (O) citizenship **meets all the standards of satisfactory citizenship** and. . . .

- works independently
- is a positive role model
- helps others
- solves problems
- **always** follows school and class rules

A student who needs to IMPROVE (N) citizenship will display one or more of the following. . .

- talks excessively
- is disrespectful to others
- is uncooperative
- uses inappropriate language
- has a poor attitude
- displays disruptive behavior
- has 4 or 5 tardies to class
- has 2 non-suits in P.E.
- is off task
- dresses inappropriately
- receives discipline referrals
- is in violation of the school academic honesty policy

A student with UNSATISFACTORY (U) citizenship will display one or more of the following. . .

- is defiant to school authority
- intimidates others
- has 6 or more tardies to class
- has 3 or more non-suits in P.E.
- is frequently truant
- is consistently disruptive
- fails to follow class rules
- consistently violates school rules
- commits a suspendable act
- is in violation of school academic honesty policy, second offense

WORK HABITS

A student with SATISFACTORY (S) work habits. . .

- is prepared for class
- willingly participates in class
- is consistently on task
- follows direction
- is organized
- completes assignments on time
- insures quality of work meets expectations
- observes school academic honesty policy

A student with Outstanding (O) work habits **meets all the standards of satisfactory work habits** and. . . .

- is **always** prepared for class
- is **always** on task
- actively participates in class
- completes **all** assignments
- gives **all** assignments very best effort

- quality of work exceeds expectations
- observes school academic honesty policy

A student who Needs to Improve (N) work habits will display one or more of the following. . .

- is occasionally unprepared for class
- is disorganized
- is missing some assignments
- turns in assignments late
- avoids class participation
- quality of work is occasionally below expectations
- is in violation of school academic honesty policy

A student with Unsatisfactory (U) work habits will display one or more of the following. . .

- is consistently unprepared
- is missing most assignments
- quality of work is unacceptable
- rarely participates in class
- is in violation of school academic honesty policy, second offense

CLEARING THE CAMPUS

All students should clear the campus by 2:30pm each afternoon. Students doing make-up work or tutoring, staying after school for disciplinary reasons, or participating in extra-curricular activities should report to the appropriate area before 2:15pm and leave the campus immediately upon finishing the activity. Parents and students are to be informed that students are under the direct supervision of school administrators before and after school from “Door to Door.” In other words, until a student has returned home at the end of the school day, behavior in violation of school or district policy is punishable by consequence to be determined by school officials. For example, students found fighting will be given consequences outlined in the Student Conduct section of this handbook.

CLOSED CAMPUS POLICY

Canyon Hills is a closed campus, and students may not leave the campus for any reason without signed and approved parent permission. Lunch passes are not issued at Canyon Hills. Log-in instructions are available on the Canyon Hills website.

COMMUNICATION

To promote effective school-to-home communication, Canyon Hills utilizes an internet-based school-to-home communication service that provides our families access to their child’s current academic grades. Through the use of Group Fusion, parents can view their student’s overall grades and individual assignment/project/test scores for each class.

CONCERN/COMPLAINT PROCEDURES

Canyon Hills is always striving to improve and encourages students and parents to share their suggestions and concerns.

In the event that a member of the Canyon Hills’ community perceives a school policy, practice, or procedure to be unfair and/or unlawful, the Chino Valley Unified School District has developed a complaint procedure. Copies of this policy are available upon request in the administration office. Administration strongly encourages parents and community members to voice their complaints/concerns with the Canyon Hills’ Faculty prior to filing a formal complaint, with the hopes of helping to resolve the conflict/issue.

DRESS CODE

Canyon Hills’ students are expected to wear clothing that is comfortable, clean, safe and APPROPRIATE. What a student wears to school must not disrupt the educational process at Canyon Hills JHS.

- Shoes must be worn. Sandals must have a heel strap.
- Absence of undergarments is not permitted.
- Clothing which allows undergarments to be visually observed is not permitted.
- Bare midriffs are not permitted.
- Halter, tube or strapless tops are not permitted.
- Bathing suits are not permitted as outer wear (except when in use for a P.E. activity or athletic activity)
- Clothing, jewelry and personal items (backpacks, fanny packs, gym bags, water bottles etc.) shall be free of writing, pictures or any other insignia which are crude, vulgar, profane or sexually suggestive, which bear drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate racial, ethnic or religious prejudice.
- Clothing or grooming that is obscene or defamatory, or that so incites students to create a clear and present danger of the commission of unlawful acts on school premises, or the violation of school regulations, or the substantial disruption of the orderly operation of the school is not permitted.
- Jewelry which creates a health or safety hazard is not permitted.

- Gang-related and/or obscene/profane/vulgar tattoos must be covered at all times.
- Accessories which advocate or cause disruption on campus and/or other acts of violence or maybe used as weapons are not permitted.
- Approved hats or head coverings may be worn during outside activities for sun protection. Sweatshirt hoods may not be worn.
- Tight/revealing clothing is not permitted.
- Pajamas or slippers are not permitted.
- Spaghetti Straps are not permitted unless covered.
- Skirts or shorts must be no shorted than 6” above the knee.
- White ribbed underwear tank tops are not permitted.
- ”Gang type” attire is not permitted. The determination of what constitutes gang attire may change and will be determined by the school and district administrators in consultation with local law enforcement agencies. Chains, studded belts or jewelry and bandanas are not permitted.

As fashion trends change, there may be a need to modify dress standards. When this occurs, students and parents will be notified. Students will be notified through discussions with teachers and/or announcements. Please call the school at any time for clarification prior to the purchase of school clothing. Students who violate the dress standards may be subject to disciplinary consequences consisting of but not limited to: detention and changing into PE clothes and/or other school-issued garments. Inappropriate clothing may be confiscated and released to parents. Continued violations could result in further disciplinary action, including Saturday School and/or suspension. Parent support in encouraging students to dress appropriately is greatly appreciated.

ELECTRONIC INFORMATION POLICY

All students must complete an electronic information/resources agreement to be allowed to use any electronic equipment at Canyon Hills Junior High School. Equipment includes computers, Internet, software, and network services. The agreement must be signed by both student and parent/guardian then returned to the office prior to student use of equipment.

EMERGENCY DRILLS

Canyon Hills conducts frequent disaster drills. The fire/classroom evacuation signal is a continuous series of short bells. In case of emergency:

1. Students will walk quietly in a single file line to assigned area.
2. Upon reaching their designated area, students will stand quietly until told by their teachers to return to class.
3. Teachers will take roll, making note of missing students.
4. If an emergency occurs during a passing period or lunch, students are to report to their previous class’ designated area. In the event of an earthquake/fire occurring prior to the beginning of class, students should report to their 1st period teacher’s designated blacktop area.

ID CARDS

All students at Canyon Hills Junior High School receive a student identification card which contains their picture and student identification number. While the first card is free, if a student loses his/her card, the replacement cost is \$5.00. Every student needs to carry their student identification card with them at all times.

ILLNESS OR INJURY

If an injury occurs or a student becomes ill after a student arrives at school, he/she is to report to his/her teacher and then to the office. A nurse and health technician are available to assist students. **A parent will be notified as needed, which is an important reason to keep the office informed of any address and phone number changes.**

INDEPENDENT STUDY REQUESTS

Students who know in advance that they are going to miss five school days or more are encouraged to notify the Attendance Clerk. An Independent Study Contract will be established to ensure that all days missed will be considered excused absences if the student completes the pre-established work designated by each teacher for credit.

Instructions:

- Student shall request Independent Study Contract from the Attendance Clerk at least 10 days prior to absence.
- Student shall request and receive work from teachers prior to absence from school to be documented on the Independent Study Contract.
- Student shall submit completed work to the Attendance Clerk on the first day of return to school.

LIBRARY

Students are responsible for materials checked out and are expected to demonstrate appropriate behavior in the library. Student ID cards serve as identification to check out books and access computers. Computers are available for research purposes. The library is open from 7:30am-3:00pm daily.

LOST AND FOUND

A box for found clothing and other items are located in the quad area outside the front office. Unclaimed items are donated to charities several times each year. Lost books are placed in the library. Found valuables, such as wallets and cell phones are kept in the front office, and PE/clothes items can also be found in the PE locker room. The school assumes no liability for items stored in the lost and found.

PHYSICAL EDUCATION

CLASS RULES:

1. Students are to stand quietly on their numbers facing forward while the teacher is taking role.
2. Destruction of school property or another student's property will result in a disciplinary referral. Inappropriate behavior will result in a disciplinary referral as well.
3. If you are absent, it is your responsibility to make up any tests and assignments.
4. Students are to remain in the marked PE area (blacktop) until the passing bell rings.
5. For your safety, glass containers, mirrors, and aerosol cans are not allowed in the locker room.
6. A parent's note will excuse a student from activity for a maximum of three days. A doctor's (M.D.) notes will excuse a student from activity as specified by the physician (an alternative assignment will be given and make-ups may also be required).

DRESS CODE

The Physical Education uniform may be purchased from the Physical Education Department during the first week of school. Shirt and short sets are \$25.00 (shirts are \$15 and shorts are \$10). The uniform will consist of:

1. Maroon shorts (you may only wear one pair at a time, waist band above the hip bone).
2. Gray T-shirt (must be tucked in at all times: consequence if not – detention).
3. Socks
4. Athletic shoes (tied or fastened appropriately for safety purposes)
5. Sweats will be optional; however, the P.E. shorts must be worn over gray fleece sweat pants. Gray sweat pants and sweat shirts must be fleece material.
6. Last names must be marked (with permanent ink) on the shirt and on the shorts. Students may only wear clothes with their name on it.
7. Students may not write on or allow other students to write on their P.E. clothes.
8. Students who are dressed improperly twice = N in citizenship/3 or more times = U in citizenship.

LOST OR STOLEN CLOTHING

If you lose your clothes, please check the P.E. lost and found. If the clothing is not found, the student needs to replace them. If P.E. uniforms are lost or stolen, students are required to bring a note from home explaining the situation and provide a date when the new P.E. clothes can be provided. Students must bring replacement clothes (that are appropriate for P.E.) from home to wear in class until the appropriate uniform is brought to class. The P.E. department is not responsible for lost or stolen items. Please remember to use your lock.

LOANER CLOTHES POLICY

In compliance with the state curriculum, every student is expected to dress for activity on a daily basis. Loaner clothes will be provided if a student forgets/loses the required P.E. clothing. Refusal to dress appropriately for P.E. and wear loaner clothes will result in a disciplinary referral to administration.

Students are not permitted to wear another student's P.E. uniform. It will be counted as a non-suit and affect a student's work habits.

MAKE-UPS

Make-ups and detentions are held weekly after school. Students should attend make-ups the week following their absence.

SPORTFOLIO

Each student will be given a Sportfolio at the beginning of the school year. It is the student's responsibility to keep it in good condition and have on a daily basis for note taking and data recording. If a student loses his/her Sportfolio, the replacement cost is \$5.00.

PRESCRIPTION MEDICATION

Under California Law, when prescribed medication must be given during school hours, proper forms are to be completed by the parents and the doctor. The forms may be obtained from the office or from the district's website at <http://www.chino.k12.ca.us/>. A new form is required each school year.

RUNNING

To help ensure student safety, all running activities are limited to the fields and black top area. Running during P.E. is absolutely appropriate. Running to lunch lines is NOT APPROPRIATE.

SPECIAL DELIVERIES

Students are responsible to remember to bring items they will need throughout the school day (i.e. homework, lunch, instruments, clothes). If there is an occasion when a parent must drop off an item for a student, please bring the item to the office. Students are responsible for checking for items and picking up items that are left in the designated school drop off area. To minimize classroom interruptions, students will not be notified of deliveries. The student's name will be written on the white board outside of the office. It is the student's responsibility to check this board. Canyon Hills will not assume responsibility for supervision and/or distribution of items. Any perishable items left in the school drop off area will be disposed of daily. Please do not bring food for other students (for example pizza, cake, etc.) Deliveries of balloons or flowers will not be accepted. Also, Canyon Hills' supports our district's nutrition guidelines by not allowing soda on campus.

STUDENT RELEASE PROCEDURES

Students may be released only to people that have been listed on the emergency card. There are no exceptions. This is for the protection of all students. Also, people checking out students will need to present a photo ID to the school staff before a student is released.

TEXTBOOKS

Students will be issued textbooks to be used at school and home. Textbooks are very expensive. Students will be held accountable for library books checked out and textbooks issued. Teachers may require students to cover their textbooks. All basic texts are loaned to the students for their use during the school year. Textbooks are to be kept clean and handled carefully. Parents should be aware that they are responsible for textbooks given to their students and will be required to pay for lost, stolen, or damaged textbooks. The average price for a textbook is \$80.00.

TRANSFER/MOVING TO ANOTHER SCHOOL

If a student is moving out of the area and/or is transferring to another school, a parent should notify the Canyon Hills' counseling clerk as soon as possible and provide us with the new school address and moving date. The student will be required to take a checkout form to each class to receive grades and to the library to return books. Failure to follow these procedures will delay the transfer of necessary school records to the new school site. All books must be returned before school records are sent to the new school.

TRANSPORTATION TO SCHOOL

Parents that transport students to and from school must obey all parking regulations and school regulations regarding the drop off and pick up of students.

CHINO VALLEY UNIFIED SCHOOL DISTRICT CONDUCT

The Board of Education believes that all students have the right to be educated in a positive learning environment free from disruptions. Students shall be expected to exhibit appropriate conduct that does not infringe upon the rights of others or interfere with the school program while on school grounds, while going to or coming from school, while at school activities, and while on district transportation.

Conduct is considered appropriate when students are diligent in study; careful with school property; and courteous and respectful towards their teachers, other staff, students, and volunteers.

The superintendent or designee shall ensure that each school site develop standards of conduct and discipline consistent with board policies and administrative regulations. Students and parents/guardians shall be notified of district and school rules related to conduct.

Students who violate District or school rules and regulations may be subject to discipline, including but not limited to suspension, expulsion, transfer to alternative programs, referral to a student success team or counseling services, or denial of participation in extracurricular or co-curricular activities or other privileges in accordance with board policy and administrative regulation.

DEFINITION OF TERMS

Suspension means the removal of a pupil from outgoing instruction for adjustment purposes. During the time a student is suspended from school, he/she is not allowed to be on any school campus or participate in any school activities.

Expulsion means that a student may not attend any school in the Chino Valley Unified School District for a period of time determined by the Board of Education.

Administrative Detentions are served in the office Monday through Friday from 2:05pm to 2:45pm. It is the student's responsibility to complete their detention on time, or to request an extension for excused reasons only from the office staff, prior to the deadline. As a courtesy and best practice, Canyon Hills will communicate with the student's parent(s)/guardian(s) via phone, via a letter, or via parent signature request on detentions. All Administrative disciplinary letters will be sent to the address of record and through the student. Students failing to complete their detentions on time may be subject to being assigned additional detentions, Saturday School, Suspension, or other disciplinary consequences for Defiance of Authority.

Campus Beautification may be given, at the discretion of administration, in lieu of detention. This may consist of helping to clear campus of trash, helping set up or clean up campus events, etc. Please note that this consequence is optional in lieu of detention. Students not wanting to volunteer to complete Campus Beautification will receive one detention for each Campus Beautification offered. Campus Beautification should not exceed 20 minutes of active service per duty assigned. Minor incidents may include first time violations for dress code, running, not picking up trash, minor disruptions in between classes or lunch, or other minor infractions determined by administration.

UNACCEPTABLE BEHAVIORS

Chino Valley Unified School District lists the following behaviors as unacceptable on school grounds, going to or coming from school, during lunch, or any school-related activities.

Prohibited student conduct includes but is not limited to:

1. Conduct that endangers students, staff or others, including, but not limited to, physical violence, possession of a firearm or other weapon, and terrorist threats.
2. Discrimination, harassment, intimidation, or bullying of students or staff, including sexual harassment, hate-motivated behavior, cyber-bullying, hazing or initiation activity, extortion or any other verbal, written, or physical conduct that causes or threatens to cause violence, bodily harm, or substantial disruption.
3. Conduct that disrupts the orderly classroom or school environment.
4. Willful defiance of staff's authority.
5. Damage to or theft of property belonging to the students, staff, or the district. Due to extensive damage done to school property, gum is not allowed to be sold, possessed, and/or chewed on school District property.
6. Use of profane, vulgar, or abusive language.
7. Possession, use or being under the influence of tobacco, alcohol, or other prohibited drugs.
8. Possession or use of a laser pointer, unless for a valid instructional or other school-related purpose (Penal Code 417.27) Prior to bringing a laser pointer on school premises for a valid instructional or school-related purpose, a student shall obtain permission from the principal or designee.
9. Use of a cellular/digital telephone, pager, or other mobile communications device during instructional time.
10. Plagiarism or dishonesty on school work or tests.
11. Inappropriate attire.
12. Tardiness or unexcused absence from school.
13. Failure to remain on school premises in accordance with school rules.
14. Student dance movements and mannerisms must fall within the standards of good taste and decency. Dancing that is lewd, lascivious, or deemed inappropriate based on District standards will not be permitted. Students who engage in inappropriate behaviors will be stopped and warned on the first occasion. Parents will be contacted and students will be asked to leave the dance should students continue the inappropriate behavior. School officials are given the right to make decisions on suitable dance movements.

****Possession or use of electronic cigarette or smokeless non-tobacco cigarette; also known as an e-cigarette, personal vaporizer or PV, or any form of electronic inhaler that vaporizes a liquid solution into an aerosol mist, simulating the act of tobacco smoking, whether it contains nicotine or not.**

Possession of Cellular Phones and Other Electronic Signaling Devices

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Students may possess or use personal electronic signaling devices including, but not limited to, pagers, beepers, and cellular/digital phones provided such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. Any signaling device may be used *ONLY before* school begins and after the regular school day ends or during the lunch period when outside.

Permitted devices shall:

1. Be turned off during class time and at any other time directed by a district employee (device shall not be used during class as a calculator and/or for text messaging.)
2. Not disrupt the educational program or school activity.

If a disruption occurs or a student uses any mobile communication device for improper activities, and employee shall direct the student to turn off the device and/or confiscate it. If a disruption occurs or a student uses any mobile communication device for improper activities, an employee shall direct the student to turn off the device and/or confiscate it. If a school employee finds it necessary to confiscate a device, he/she may either return it at the end of the class period or school day or keep it until the principal or designee has consulted with the student's parent/guardian.

At Canyon Hills, students are not to use personal cell phones to communicate with parents or other people within school hours. In case of an emergency, students and parents may communicate with each other via the office phones.

In accordance with the Board's policy and administrative regulation on search and seizure, a school official may search a student's mobile communications device including, but not limited to, reviewing messages or viewing pictures.

When a student uses any prohibited device, or uses a permitted device in any unethical or illegal activity, a district employee may confiscate the device. The employee shall store the item in a secure manner until an appropriate time.

The Superintendent or designee shall notify local law enforcement as appropriate.

Students also may be subject to discipline, in accordance with law, board policy, or administrative regulation, for any off-campus conduct during non-school hours which poses a threat or danger to the safety of students, staff, or district property, or substantially disrupts school activities.

Consequences for Violations of Rules for Possession/Use of Mobile Communication Devices

Failure to adhere to rules for possession/use of mobile communication devices will result in any or all of the following consequences:

- Confiscation
- Warning
- Return to parent with signed contract for possession/use
- Violation recorded in student discipline record
- Detention
- Saturday School

PROHIBITED ITEMS

Students should only bring to school items needed to support their learning. Prohibited items will be confiscated, and the student may be subject to disciplinary consequences (electronic music devices, PSP or other hand-held gaming systems, cameras, laser light pens, inappropriate clothing, etc.). Confiscated items may only be released to a parent or guardian. To ensure the return of these items, parents and/or guardians must retrieve the item within 24 hours. Also, Canyon Hills is not responsible for lost, stolen, or confiscated items that are brought to school. While we are sympathetic to items that are missing, please remember that it is our endeavor to focus as much time possible on refining our programs and instruction to promote student achievement, and time taken to look for these items hinders these efforts. Confiscated items that are not retrieved by the last day of school may be disposed of or donated to charity. Please note, unless expressly directed by a Yearbook, Leadership, or Renaissance teacher for a specific project, students are prohibited from having in their possession cameras, and students are strictly prohibited from taking pictures or video of students, staff, or school or private property while under the jurisdiction of school rules.

SAFE AND DRUG FREE SCHOOL

The Chino Valley Unified School District and Canyon Hills Junior High School are committed to providing a safe and drug-free learning environment for all students and staff. In a continuing effort to keep school campuses free of contraband/illegal drugs, the District has been authorized to allow the use of specially trained detection canines on 7-12 campuses to search common areas, such as P.E. lockers and locker rooms on campus. These unannounced visits will occur during school hours and while students are in class.

OPERATION CleanSWEEP

- Canyon Hills is a member of Operation CleanSWEEP.
- Operation CleanSWEEP is a coalition of law enforcement, educators, and courts whose focus is to promote a safe learning environment for our children.
- The administration is trained to administer citations to students when other means of intervention have been exhausted.
- The citation is a Notice to Appear which lists the date, time, and location of the incident as well as the specific crime itself.
- The juvenile citations will be heard by a Traffic Hearing Officer or Commissioner who will impose the sentence at the time of the hearing.



