

**Canyon Hills Jr. High**  
 2500 Madrugada  
 Chino Hills, CA 91709  
 (909) 464-9938 Office  
 (909) 548-6058 Fax

This agenda belongs to: \_\_\_\_\_

# Canyon Hills Jr. High School

## Bell Schedule 2016-2017

### Regular Schedule

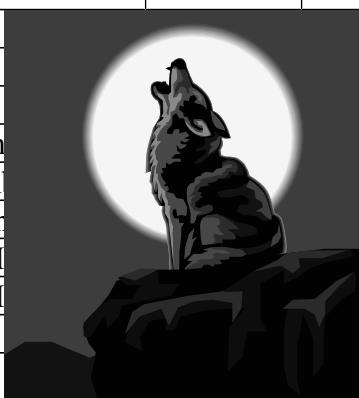
Students Allowed on Campus	7:20 AM		Min
Warning Bell	7:41 AM		
1 <sup>st</sup> Hour	7:45 AM	8:36 AM	51
2 <sup>nd</sup> Hour	8:40 AM	9:34 AM	54
3 <sup>rd</sup> Hour	9:38 AM	10:29 AM	51
4 <sup>th</sup> Hour	10:33 AM	11:24 AM	51
Coyote Hour (A)	11:28 AM	12:19 PM	51
1 <sup>st</sup> Lunch	11:28 AM	11:58 AM	30
2 <sup>nd</sup> Lunch	12:23 PM	12:53 PM	30
Coyote Hour (B)	12:02 PM	12:53 PM	51
6 <sup>th</sup> Hour	12:57 PM	1:48 PM	51

### Late Start (first day of the week) (Common Planning Time)

Students Allowed on Campus (except bus riders)	8:20 AM		Min
Warning Bell	8:40 AM		
1 <sup>st</sup> Hour	8:45 AM	9:27 AM	42
2 <sup>nd</sup> Hour	9:31 AM	10:13 AM	42
3 <sup>rd</sup> Hour	10:17 AM	10:59 AM	42
4 <sup>th</sup> Hour	11:03 AM	11:45 AM	42
Coyote Hour (A)	11:49 AM	12:31 PM	42
1 <sup>st</sup> Lunch	11:49 AM	12:19 PM	30
2 <sup>nd</sup> Lunch	12:35 PM	1:05 PM	30
Coyote Hour (B)	12:23 PM	1:05 PM	42
6 <sup>th</sup> Hour	1:09 PM	1:51 PM	42

### Assembly/Rally Schedule

Students Allowed on Campus	7:20 AM		Min
Warning Bell	7:41 AM		
1 <sup>st</sup> Hour	7:45 AM	8:27 AM	42
2 <sup>nd</sup> Hour	8:31 AM	9:13 AM	42
3 <sup>rd</sup> Hour		9 AM	42
4 <sup>th</sup> Hour		9:55 AM	42
1 <sup>st</sup> Lunch		9 AM	30
2 <sup>nd</sup> Lunch		8 PM	30
1 <sup>st</sup> Assem		4 AM	55
2 <sup>nd</sup> Assem		PM	55
Coyote H		5 PM	42
Coyote H		PM	42
6 <sup>th</sup> Hour		PM	42



### Minimum Day Schedule

### Daily Rotating Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>
<b>4</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>
<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>
Coyote Per.	Coyote Per.	Coyote Per.	Coyote Per.	Coyote Per.
<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>
<b>5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# **Student Handbook 2016-2017**

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

### **ACADEMIC PROGRAM**

Canyon Hills maintains a high standard of academic achievement. Students have a clear understanding of their expectations both academically and behaviorally, and teachers, on a regular basis reinforce these. Parents play a vital role by encouraging the development of good student-home study habits and frequent home/school communication.

#### **SCHOOL CALENDAR:**

*Please consult the school website for up to date information.*

#### **COMMUNICATION**

Canyon Hills utilizes a variety of methods to promote effective school-to-home communication. Some of which include, but are not limited to: Progress Reports, Report Cards, written communications, phone blasts, email blasts, text message blasts, Facebook posts and regularly updating our school website. Parents are also able to use the Aeries Parent Portal to view their student's overall grades and individual assignment, project and test scores for each class.

#### **LIBRARY**

Students are expected to demonstrate appropriate behavior in the library. Student ID cards serve as identification to check out books and access computers. The library is open from 7:30 AM - 3:00 PM daily.

#### **TEXTBOOKS**

Students will be issued textbooks to be used at school and home. All basic texts are loaned to the students for their use during the school year and 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.

#### **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:

#### **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.

#### **RENAISSANCE CARDS**

##### **Gold Card**

4.0 GPA with no "N's" or "U's" in citizenship

##### **Silver Card**

3.5-3.9 GPA with no "N's" or "U's" in citizenship

##### **Bronze Card**

3.0-3.49 GPA with no "N's" or "U's" in citizenship

##### **Maroon Card**

2.5-2.9 GPA with no "N's" or "U's" in citizenship

##### **Coyote Card**

2.0-2.49 GPA with no "N's" or "U's" in citizenship

##### **High Five**

GPA raised by 0.5 or higher

#### **SILVER COYOTE**

One 8<sup>th</sup> grade female and one 8<sup>th</sup> grade male student is selected each year based on character, integrity, respect for others, Grade Point Average and extracurricular involvement.

#### **PERFECT ATTENDANCE**

All 8<sup>th</sup> grade students that have not missed a full day of school during their two years at Canyon Hills will receive perfect attendance recognition.

#### **EIGHTH GRADE ACTIVITIES/PROMOTION**

Every student who meets the Chino Valley Unified School District requirements to be promoted to 9<sup>th</sup> grade will be allowed to participate in the Promotion Ceremony. Students must have a 2.0 GPA, no more than one U in citizenship and have cleared all fines and fees to participate. Third trimester report cards will be the primary grades used to determine end-of-year eligibility.

#### **REQUIRED STUDENT MATERIALS**

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

**Student Agenda** – Students must have an agenda in every class, every day. If you would like to purchase an agenda from the school, the cost will be \$10.00.

**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.

## **EXTRACURRICULAR ACTIVITIES**

### **ELIGIBILITY**

All students must maintain a 2.0 GPA with no “U’s” in citizenship to be eligible to participate in all extracurricular activities.

### **CLUBS**

Canyon Hills offers numerous club activities each year! Be sure to check student announcements and/or the school website for club information and meeting times. All clubs will also be seeking new members during both lunches at Club Rush Week.

### **DANCES AND ACTIVITIES**

Dances are held several times a year and feature games and music as well as an open snack bar with treats for sale. **Dances are for Canyon Hills’ students only.**

## **STUDENT EXPECTATIONS**

Canyon Hills’ student expectations are designed to promote student safety and develop traits of success. Accepting responsibility for inappropriate choices is an integral part of the learning process. 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
- Know and follow individual classroom rules
- Refrain from using inappropriate language, name calling and “put-downs” or gossip
- No bullying or harassing other students

### **NO CONTACT**

Students are not permitted to engage in play-fighting or activities that involve hitting, pushing, kicking, or grabbing. They are also expected to refrain from inappropriate displays of affection (kissing, hand holding, hugging and touching).

### **PROHIBITED ITEMS**

Gum, aerosol containers (Axe body spray, deodorant, etc.) explosive items (fireworks/poppers) and laser light pens are not permitted on campus.

**Consequences for chewing gum at Canyon Hills may include:**

First Offense: Warning, documentation in Aeries

***All other incidences will result in an after school detention with campus beautification.***

### **PERSONAL SPORTS EQUIPMENT**

Personal sporting equipment such as basketballs and footballs are not permitted on campus. School-owned equipment will be available for check out during lunch with a valid student ID.

### **RUNNING**

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.

### **ELECTRONICS**

All students must complete an electronic information/resources agreement to be allowed to use any electronic equipment at Canyon Hills Junior High School this 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.

Cell phones, electronic gaming devices, cameras, MP3 players, iPods, or other electronic devices may only be used during school hours for instructional purposes with teacher permission. They must be turned off and out of sight at all other times.

**Consequences for violating the Canyon Hills’ Electronics Use Policy may include:**

First Offense: Warning, confiscation and student pickup after school

Second Offense: Confiscation, student pickup after school, parent contacted and administrative lunch detention assigned

Third Offense: Confiscation, parent contacted, parent pickup after school and administrative after school detention assigned

Fourth Offense: Confiscation. parent conference, no use contract and possible suspension from school activities

### **BICYCLES AND SKATEBOARDS**

If you ride a bike/skateboard to school, it must be walked on the sidewalks while arriving at or leaving the school grounds. Bikes/Skateboards must be parked & locked in the bike rack upon arrival. The school is not responsible for the theft of parts or damage to bikes/skateboards while parked in the bike rack. Riding a bike/skateboard to school is a privilege that may be suspended if safety rules are violated.

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

### **CLEARING THE CAMPUS**

All students will have ten minutes after school to clear the campus. Students doing make-up work or tutoring, staying after school for disciplinary reasons, or participating in extra-curricular activities should immediately report to the appropriate area and leave the campus upon completion of the activity. Students waiting to be picked up from school must wait at the front of the school and adhere to the electronic device policy.

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 that is in violation of school or district policy is punishable by a consequence to be determined by school officials. For example, students found fighting will be given appropriate consequences.

### **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 are example violations 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
- Forging a parent signature.
- 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). 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. Administrative detentions assigned. Parent conference. Student receives a "U" in citizenship and/or work habits on trimester report card.

**"Everything in your life  
is a reflection of a  
choice you have made.  
If you want a different  
result, make a different  
choice."**

## **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.
- Clothing which allows undergarments including camisoles to be visually observed is not permitted.
- Bare midriffs are not permitted.
- Halter, tube, spaghetti straps, 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.
- Any clothing or accessories which advocate or cause disruption on campus and/or other acts of violence or may be used as weapons are not permitted.
- Approved hats or head coverings may be worn during outside activities for sun protection only. Sweatshirt hoods may not be worn. Hats may not be worn in the classroom.
- Tight/revealing clothing (leggings, jeggings and spandex) is not permitted.
- Pajamas or slippers are not permitted.
- Tank tops are not permitted unless covered.
- Skirts or shorts must be no shorter than 5" above the knee.

- "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.

Consequences for violating the school dress code may include:

### **First Offense**

- Change into PE clothes.
- Office holds inappropriate clothing until the end of the day.
- Warning.

### **Second Offense**

- Change into PE clothes.
- Office holds inappropriate clothing until the end of the day.
- One administrative lunch detention assigned.

### **Third Offense**

- Change into PE clothes.
- Office holds inappropriate clothing until the end of the day.
- One administrative after school detention assigned.
- Parent contacted.

### **Fourth (+) Offense**

- Change into PE clothes.
- Office holds inappropriate clothing until the end of the day.
- Referral to Assistant Principal;
- Additional administrative detentions assigned.
- Assistant Principal contacts parent/guardian.
- Parent conference may be requested.

## **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**

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.

### **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.

### **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. Absences may also be reported through the Canyon Hills Website. If the child's parent or guardian does not contact the school via phone, written note or online verification the student will be considered truant. The Canyon Hills' office staff will attempt to contact a parent or guardian to confirm unexcused absences.

### **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 his/her seat when the class bell rings. Teachers may assign consequences in accordance with their class rules and expectations.

Students arriving after school has started must report to the Attendance Clerk. Parents should stress the importance of being in class on time as part of responsible school behavior. Students who

have multiple tardies may be addressed with the tardy policy listed below:

#### **Tardy #1 & #2**

- Warning

#### **Tardy #3**

- One administrative lunch detention assigned.

#### **Tardy #4**

- One administrative after school detention assigned and parent contacted

#### **Tardy #5 - #9**

- Referral to Assistant Principal, Additional administrative detentions assigned, Assistant Principal contacts parent/guardian, parent conference may be requested,

#### **Tardy #10**

- Referral to **School Attendance Review Team.**

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

## **ADDITIONAL INFORMATION**

### **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.

### **FOOD SERVICES**

Students may purchase food - \$2.75 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 <http://www.schoolnutritionandfitness.com/index.php?sid=2207141829244148> then click the icon for MySchoolBucks.com. Students use individual pin numbers to access accounts established. Students must replenish accounts when the money runs out.

**Asking or forcing others to give food or money is not acceptable.**

Sharing of food is discouraged due to possible health concerns/allergies. This is also true of food that is dropped off. Please do not bring food for other students (for example pizza, cake, etc.).

### **ID CARDS**

All students at Canyon Hills Junior High School receive a student identification card which contains their picture and student identification number. Students should carry their identification cards at all times. If a student loses his/her card, the replacement cost is \$5.00.

### **LOST AND FOUND**

A rack for found clothing and other items is 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 can be found in the PE locker room. The school assumes no liability for items stored in the lost and found.

### **TRANSPORTATION TO SCHOOL**

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

### **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.

### **SPECIAL DELIVERIES**

All deliveries should be brought to the office. 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.

### **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 Assistant 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.

### **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.

### **PARENT GROUPS**

Canyon Hills PTSA plays an integral role in supporting the instructional and extracurricular programs at our site. Please visit the school website for more information.

### **EMERGENCY DRILLS**

Canyon Hills conducts frequent disaster drills. It is critical for students to follow instructions given by teachers and staff. 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. 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 school, students should report to their 1<sup>st</sup> period teacher's designated blacktop area.

### **Student/Parent Portal**

The Aeries Portal is a service that allows students and parents the opportunity to check grades in real time. Once you create an account, you will be able to see all current grades and missing assignments as well as track current trends in each class. Visit the Canyon Hills Jr. High School website and click the green dot that says "Click Here for Aeries Parent Portal Instructions" to create your account.

Please note that you will need the following information to link your student to your aeries account:

- student permanent ID number
- primary phone number you provided to the school
- ten-digit verification passcode (VPC)

Please contact the school if you need any assistance creating an account.

### **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.