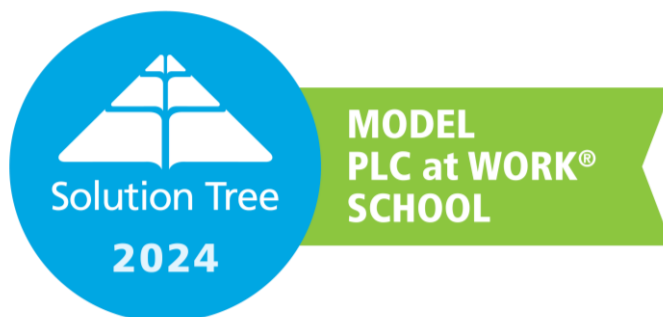
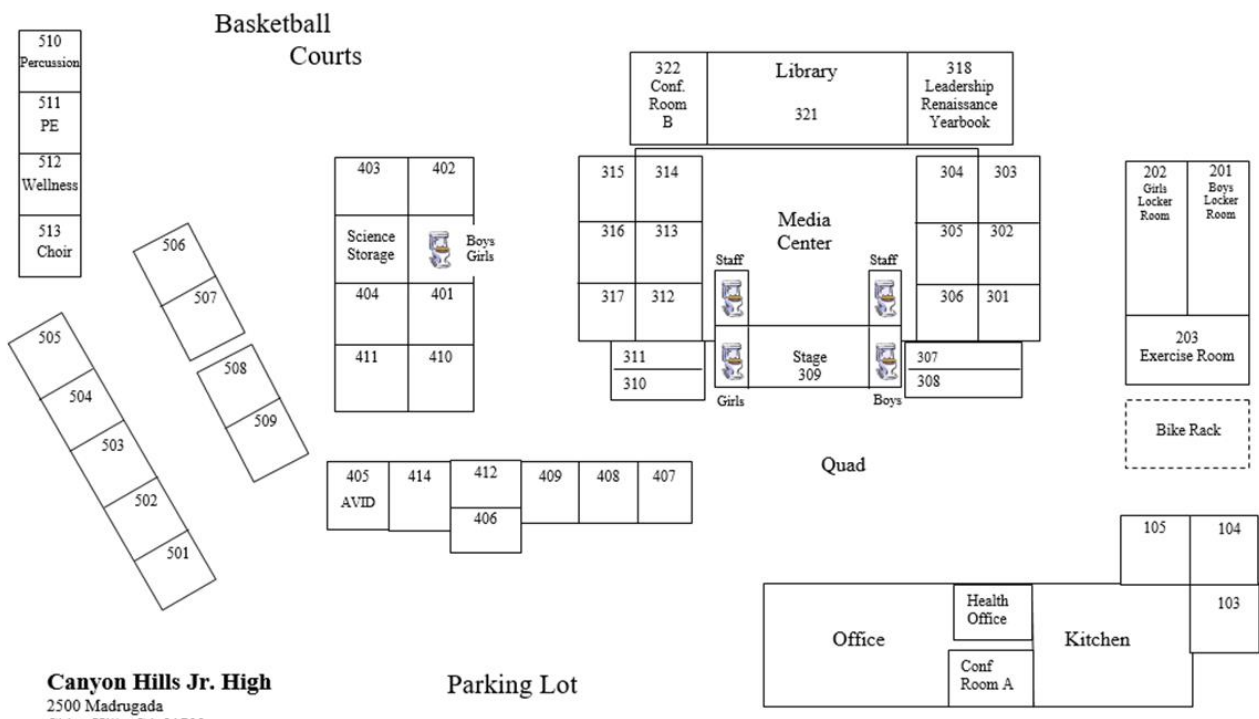


# Canyon Hills Jr. High School

**2024-2025**





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

# Rotation Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
2	3	4	5	1
3	4	5	1	2
<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>
4	5	1	2	3
5	1	2	3	4

# BELL SCHEDULE

REGULAR SCHEDULE		EARLY RELEASE	
Mon., Wed., Thurs., Fri.		Tuesday	
1st Hour	9:12 -10:03	1st Hour	9:12 - 9:54
2nd Hour	10:07 - 11:01	2nd Hour	9:58 - 10:40
3rd Hour	11:05 -11:56	3rd Hour	10:44 - 11:26
<b>1st Lunch</b>	12:00 - 12:30	<b>1st Lunch</b>	11:30 - 12:00
Coyote (A)	12:00 - 12:51	Coyote (A)	11:30 - 12:12
Coyote (B)	12:34 - 1:25	Coyote (B)	12:04 - 12:46
<b>2nd Lunch</b>	12:55 - 1:25	<b>2nd Lunch</b>	12:16 - 12:46
4th Hour	1:29 - 2:20	4th Hour	12:50 - 1:32
5th Hour	2:24 - 3:15	5th Hour	1:36 - 2:18
ASSEMBLY RALLY SCHEDULE			
If you have 1st lunch:		If you have 2nd lunch:	
1st Hour	9:12 - 9:54	1st Hour	9:12 - 9:54
2nd Hour	9:58 - 10:40	2nd Hour	9:58 - 10:40
3rd Hour	10:44 - 11:26	3rd Hour	10:44 - 11:26
4th Hour	11:30 - 12:12	4th Hour	11:30 - 12:12
<b>1st Lunch</b>	12:16 - 12:46	<b>1st Assembly</b>	12:16 - 1:09
Coyote (A)	12:50 - 1:32	<b>2nd Lunch</b>	1:13 - 1:43
<b>2nd Assembly</b>	1:36 - 2:29	Coyote (B)	1:47 - 2:29
5th hour	2:33 - 3:15	5th Hour	2:33 - 3:15



MINIMUM DAY		Rotation Schedule				
1st Hour	9:12 - 9:49	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>
2nd Hour	9:53 - 10:30	1	2	3	4	5
3rd Hour	10:34 - 11:11	2	3	4	5	1
<b>1st Lunch</b>	11:15 - 11:45	3	4	5	1	2
Coyote A	11:15 - 11:52	<b>1st Lunch</b>				
Coyote B	11:49-12:26	Coyote Period				
<b>2nd Lunch</b>	11:56 - 12:26	<b>2nd Lunch</b>				
4th hour	12:30 - 1:07	4	5	1	2	3
5th Hour	1:11 - 1:48	5	1	2	3	4

# Student Handbook

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

Every year Canyon Hills Junior High strives to be the “World’s Greatest Junior High.” This handbook has been developed to assist students in understanding the school-wide expectations, policies, procedures, services, and educational opportunities which make Canyon Hills unique. It is a quick reference guide you will find extremely useful as questions arise throughout the school year. We encourage you to make the most of your time with us. Have an outstanding year!

### School-wide Expectations

- **BE SAFE**
- **BE RESPECTFUL**
- **BE RESPONSIBLE**

### Canyon Hills Core Beliefs

- We are what we believe and what we believe unifies us.
- All students have futures.
- No one gets anywhere without a teacher.
- All students are gifted and talented.
- Every day is an opportunity to become the World’s Greatest Me.
- Everything we do, we do with PRIDE!

### Helpful Locations

#### Main or Front Office

- Attendance
- Bulletin
- Change of Address/Phone Number
- Club, Dance, Field Trip Information
- Dress Code Information
- Renaissance Card
- Homework Requests (due to illness)
- Independent Study
- Health Office
- Message to Teacher from Parent
- New Student Registration
- Transcripts
- Discipline Referrals

#### Administrative Offices (Located in Front Office)

- Discipline Concerns
- Dress Code Information
- Student Safety
- Class Concerns

#### Counseling Office (Located in Media Center)

- Career and College Information
- Academic Needs/Study/Skills/Organization
- Grade Checks
- Counseling
- Recommendations for additional counseling
- Personal/Crisis
- Intramural Sports
- Lunch Bunch
- After School Help

#### Library

- Student ID card
- Check Out Books
- Library Fees
- Textbooks
- Chromebook/Technology

### What Do I Do When...?

#### **I’m worried about my safety or the safety of another student.**

It is important that you let an adult know immediately so you or your friend can receive the help needed. The following school resources are available to help:

- Teachers/Administrators/Office Staff
- School Counselor
- School Psychologist
- School Nurse

### Important Phone Numbers:

- Chino Human Services (Family Counseling): **909-334-3259**
- Child Abuse Reporting Hotline: **1-800-827-8724**
- Suicide Prevention Program: **1-188-273-8255**
- HOPE Family Resources Center: Community/School Resource Outreach: **(909) 628-1201 ext. 8960**

## **ACADEMICS**

Canyon Hills maintains a high standard of academic achievement which every student can attain by being prepared for class and following the principles and tips listed below:

- Every teacher has the right to teach.
- Every student has a right to learn.
- Every student is expected to complete homework and class assignments on time and to the best of their ability.
- Every student will follow every direction the first time given.

It is the student's responsibility to keep an accurate record of assignments, have the necessary materials, follow study techniques outlined by the teacher, apply and practice skills learned in class, strive for the best quality work of which he/she is capable, and complete the assignments on time. Assignment calendars and/or Agendas are available and required by teachers. These can help the students with organization and can help parents monitor the work.

### **TIPS FOR SUCCESS**

#### **HOMEWORK:**

- Student writes classwork and homework in agenda daily for each class.
- Student shows parent agenda.
- Student completes all homework assigned with quality effort.
- Student has parent check homework against what is in the agenda.

#### **STUDYING:**

- After student completes homework, student reviews notes and information for each class.
- Organizing Cornell notes by highlighting or re-writing notes.
- Summarize the notes with pictures or key phrases.
- Writes notes on index cards.

- Student Agenda
- Reading Book
- 3-Ring Notebook
- Three Holed, Standard Ruled Filler Paper
- Three Holed Zippered Pouch
- Two #2 Pencils
- Two blue or black pens
- One red pen
- Colored Pencils
- Highlighters
- One Eraser
- Centimeter/Inches Ruler
- Calculator

\*\*\*Sharpies, of any color are not permitted.

#### **USEFUL MATERIALS:**

Homework will consist of activities that reinforce, review, and extend learning. It will not be new material but will be based on skills and concepts that were taught and explained in class. Students who fail to complete and return assigned homework will receive appropriate consequences and will have grades lowered. In some cases, class work that was not completed during the school day will be added to the regular homework assignment.

### **AERIES PORTAL**

This 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 on "Parent". That will give you a drop down for "Aeries Parent Portal" 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.

## **ACADEMIC/ CLASS CONCERNS/COMMUNICATION/EMAILS**

As young adults, students are expected to take on more responsibility for their education. If a student has a concern with a class or teacher, it is important to find ways to work out the problem.

- The first step is to set up a time to meet with the teacher either before school, during lunch, or after school. The following are suggested conversation starters:

**Teacher name Thank you for taking the time to meet with me. I really want to do well in your class, can you please help me? ...**

- What strategies do you suggest for me to do well on the test/homework?
- I am being distracted by sitting near (student name) and I was wondering if I could sit in a different location?
- How would you like for me to ask questions in this class, so I don't interrupt or distract others?
- If these conversation starters do not fit the situation, the school counselor and administrative team can coach you on ways to communicate more effectively.
- Student success depends on a positive attitude and a willingness to help solve the situation.

## **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:

- Plagiarism: Copying word for word, in part or in whole, another student's work/test, or citing information from a text without giving credit to the original source. This includes erasing/deleting someone else's name and presenting it as your own work.
- Using a "cheat" sheet or other external assistance without teacher consent.
- Stealing, borrowing, copying, without expressed teacher permission of a test, quiz, and/or other 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.
- Forging a parent signature.
- Unauthorized collaboration: working with another student on a project, assignment, homework test, etc. without expressed permission from the teacher.
- Attempting to solicit another student 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.

## **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.

### **ILLNESS OR INJURY AT SCHOOL**

If an injury occurs or a student becomes ill after arriving 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 and contact parents when necessary.

### **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 via their Parent Portal account. 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. **All absences must be cleared within 5 days of absence. After a 10<sup>th</sup> absence, a doctor's note is needed.**

### **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 the administration.** Every unexcused absence can jeopardize a student's grades and result in a loss of income for the school district. Students who demonstrate excessive absences may be referred to the **School Attendance Review Team**. If attendance worsens, then the **School Attendance Review Board** will become involved.

A student is considered tardy when he/she is not in his/her seat when the class bell rings. If a student is tardy, they may receive an A.R.T. (Academic Recovery Time) slip from their teacher. This time will be served during lunch when students are able to eat and complete academic studies in the classroom.

Students arriving after school has started must report to the Attendance Clerk.

### **ACTIVITIES**

Canyon Hills recognizes that while the most important things that occur on campus happen inside the classroom, students who are involved in extra/co-curricular activities are more likely to be successful in school. Therefore, it is the expectation that all students are committed to a minimum of the 6+1 program.

#### **6+ 1 PROGRAM**

All students are active participants in their six classes on campus plus at least one additional school related club, organization, team or activity.

#### **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 during Club Rush Week.

#### **DANCES**

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.** Students need to maintain at least a 2.0 GPA, no more than 2 "U's" in citizenship, and attend school all day on the day of the dance to qualify to attend the dance. Students are not allowed to be picked up early from the dance.

### **ELIGIBILITY**

All students must maintain a 2.0 GPA with no more than 2 "U's" in citizenship to be eligible to participate in all performances, competitions or dances. All students are eligible to participate in clubs.

### **AWARDS PROGRAMS**

One of the most important aspects of our school program is the recognition of positive student behavior, effort, and achievement. We know that verbal praise is an important and immediate way to recognize students' achievement. School-wide recognition is used as part of our Renaissance and Positive Behavior Intervention Systems to encourage students to excel. Awards are distributed to deserving students who have met or exceeded the school's high expectations. The school-wide awards consist of the following:

**PAWS POINTS** - Positive Actions **Win** Success by going above and beyond in meeting the School-wide Expectations of being Safe, Respectful or Responsible.

#### **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, 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

## **OUTSTANDING ATTENDANCE**

All 8<sup>th</sup> grade students that have not missed a full day of school during and no more than 2 tardies per year during their two years at Canyon Hills will receive outstanding attendance recognition.

## **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.

## **EIGHTH GRADE ACTIVITIES/PROMOTION**

KNOTT'S BERRY FARM - Students who have a 2.0 and no more than two "U's" in citizenship at the THIRD TRIMESTER SIX WEEK PROGRESS REPORT.

PROMOTION CEREMONY - Every student who meets the CVUSD requirements of a 2.0 GPA, no more than two "U's" in citizenship and have cleared all fines and fees at the end of the THIRD TRIMESTER, may participate in the Promotion Ceremony.

**\*\*\* Any student who commits a serious violation of the CVUSD and Canyon Hills Behavior code during the Third Trimester may lose one or both activities.**

Numerous other awards and recognitions are provided each year. A more complete list will be provided throughout the school year.



## **STUDENT EXPECTATIONS**

**POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS:** PBIS is designed to teach acceptable/appropriate behaviors, not just to punish unacceptable behavior. It is important that every student feel accountable to all school employees for behavior. Anytime a staff member notices a student's behavior, they will take the appropriate action (reward/discipline), regardless of their position. Canyon Hills' student expectations are designed to promote student safety and develop traits of success. From these premises, the following school wide expectations have been established.

### **CANYON HILLS COYOTES WILL:**

#### **IN ASSEMBLIES:**

- BE SAFE-** • Stay with their teacher and walk when entering and exiting. • Wait for dismissal instructions.
- BE RESPECTFUL -** • Listen attentively. • Quietly stay seated. • Keep hands and feet to themselves.
- BE RESPONSIBLE-** • Focus on the presentation. • Participate/applaud when prompted.

#### **AT THE BIKE RACK:**

- BE SAFE-** • Walk/carry bikes/skateboard when on campus. • Immediately leave area after securing property.
- BE RESPECTFUL -** • Maintain/lock their own property.
- BE RESPONSIBLE-** • Secure bicycles and skateboards to racks. • Report any suspicious activity in the area.

#### **IN ALL CLASSROOMS:**

- BE SAFE-** • Always walk when entering and exiting. • Remain seated. • Follow the directions of staff.
- BE RESPECTFUL -** • Be seated prior to bell. • Keep personal space and work in assigned, designated area. • Use quiet voices. • Raise hand for permission to speak. • Stay on task. • Only approach the teacher's desk when given permission.
- BE RESPONSIBLE -** • Fill in agenda. • Complete and turn in all assignments on time. • Clean workspace and replace all materials after use. • Only use cell phones under direct teacher supervision.

#### **AT DROP-OFF:**

- BE SAFE-** • Be aware of cars or traffic. • Always walk, using crosswalks. • Follow the directions of staff.
- BE RESPECTFUL -** • Use kind words and actions. • Be considerate of all property.
- BE RESPONSIBLE-** • Pull all the way forward. • Stop and hop out of the car. • Drop off after 8:30 a.m. • Pick up 10 mins after school.

#### **ON THE FIELD/BLACKTOP:**

- BE SAFE-** • Use equipment properly. • Limit contact when playing.
- BE RESPECTFUL -** • Quietly walk by classrooms. • Be considerate of PE boundaries. • Be a team player and support others.
- BE RESPONSIBLE-** • Eat lunch before walking to the field. • Stay within approved areas. • Return equipment at the end of lunch.

#### **IN THE FRONT OF SCHOOL/AT THE BUS AREA:**

- BE SAFE-** • Stand away from all doors. • Stay on the sidewalk. • Be aware of vehicles.
- BE RESPECTFUL -** • Use kind words and actions. • Be considerate of all property. • Wait patiently.
- BE RESPONSIBLE-** • Only use cell phones for school appropriate reasons. • Keep the area clean.

#### **IN THE HALLWAYS:**

- BE SAFE-** • Always walk. • Keep hands and feet to themselves.
- BE RESPECTFUL -** • Use a quiet voice. • Use kind words and actions. • Be considerate of all property.
- BE RESPONSIBLE-** • Use drinking fountains appropriately. • Arrive to class on time.

#### **IN THE LIBRARY:**

- BE SAFE-** • Keep hands and feet to themselves. • Use chairs and tables as intended.
- BE RESPECTFUL -** • Wait patiently, use kind words & manners. • Be considerate of adults, property & student privacy. • Speak quietly.
- BE RESPONSIBLE-** • Bring ID card. • Return materials on time and to the proper place • Use the internet as intended.

#### **IN THE LUNCH LINE:**

- BE SAFE-** • Keep hands and feet to themselves. • Walk to the line.
- BE RESPECTFUL -** • Wait quietly and patiently, using kind words and manners. • Be considerate of property. • Follow adult instruction.
- BE RESPONSIBLE-** • Know their lunch number and have money ready. • Take at least 3 different appropriate food items.

#### **AT THE LUNCH TABLES/QUAD:**

- BE SAFE-** • Always walk. • Eat only their own food.
- BE RESPECTFUL -** • Use kind words, manners and actions. • Be considerate of people and property. • Keep all food and drinks in lunch area.
- BE RESPONSIBLE-** • Clean up their area. • Place trash/recyclables in proper containers. • Only remain after school to complete homework.

#### **IN THE MEDIA CENTER:**

- BE SAFE-** • Walk when entering and exiting. • Go directly to class. • Remain inside only under adult supervision.
- BE RESPECTFUL -** • Quietly wait to enter and exit classrooms. • Be mindful of other classes in session.
- BE RESPONSIBLE-** • Be on time to class. • Keep the entrance and exit doors closed.

**IN THE OFFICE:**

**BE SAFE-**

- Keep hands and feet to themselves. • Use chairs and tables as intended.

**BE RESPECTFUL -**

- Wait quietly and patiently, using kind words, manners & actions. • Be considerate of adults, property and student's privacy.

**BE RESPONSIBLE-**

- Be brief and efficient. • Obtain permission to use their cell phone, under direct supervision.

**IN THE RESTROOM:**

**BE SAFE-**

- Keep water in the sink. • Wash hands.

**BE RESPECTFUL -**

intended.

- Keep the restroom clean. • Be considerate of student's privacy. • Be the only person in a stall. • Use facilities as

**BE RESPONSIBLE-**

- Flush toilets after use. • Inform adults of vandalism.

**The first week of school, the teachers and administrators will meet with all students to review the CHJH student expectations previously listed, as well as 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.

#### **BEFORE SCHOOL/ LUNCH TIME/ AFTER SCHOOL**

- Students are to refrain from inappropriate displays of affection (kissing, hand holding, and touching).
- Fighting, foul language, play-fighting, chase games such as tag (on the blacktop) and “messaging-around” are prohibited.
- Students must attend lunch and sit for a minimum of 10 minutes before being dismissed.
- 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.
- Games of catch any ball-throwing except basketball, are to be played on the grass, not the blacktop.
- Students must remain “in bounds” as indicated by red lines, cones, or supervisor direction.
- Tackle football is prohibited. Touch or Flag football may be played at lunch. If “accidental” tackling becomes a problem, football will be suspended for a week or more.
- Absolutely no throwing of rocks, dirt, grass or any other dangerous objects.
- Students must not climb fences, backstops, or walk in planters.
- Electronic games, dice, and betting are prohibited.
- Students are not to buy, sell, or trade any items on campus.

**Before school** - Students must not arrive before 8:30 a.m. unless they are attending a before school club that begins earlier. Breakfast is available beginning at 8:30. There is no eating, running or playing in front of the school as this creates a safety hazard. Upon arrival, students should immediately report to the lunch area.

**After school** - 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. Students are under school rules 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.

#### **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 and adhere to the following:

- Shoes must be worn. Sandals must have a permanent heel strap. NO CROCS ALLOWED.
- Bare midriffs; Bare back tops; Low cut tops are not permitted.
- Absence of undergarments is not permitted.
- Halter, tube, spaghetti straps, strapless, and visible undergarments are not permitted.
- Tight/revealing clothes including: tops, skirts, see-through blouses/shirts, and sheer leggings/tights are not permitted.
- Tank tops are permitted with undergarments covered, and sides are not shown.
- Rips or tears in pants/ jeans/shorts/skirts/etc. must be no shorter than mid-thigh.
- All shorts and skirts must be mid-thigh length and appropriate length for school.
- Clothing, grooming, 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/revealing, which display drug, alcohol or tobacco company advertising, promotions and likenesses, or which advocate gang, tagging, racial, ethnic or religious prejudice or causes a 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.
- Shorts and pants must be always worn at the waist. Excessively baggy or loose clothes will not be allowed. (Pant leg 5” or less when measured from the knee).
- Pajamas or slippers are not permitted.
- Hat/beanies/head coverings (including bandanas/hairnets) including hoods of sweatshirts are not allowed.

- Hats are permitted for extended sun exposure or medical/religious purposes.

Sun Protective Wear Guidelines:

In alignment with California EdCode 35183.5 (a)(1)(2) and CVUSD District Policy, students are allowed to wear sun protective clothing, including hats or sunglasses, while outdoors during the school day. While on Canyon Hills Junior High School campus or during school-related events, hats are permitted under the following conditions: Arrangements made with administrator and parent for individualized student needs.

Any type of clothing that the administration deems to be inappropriate at school will be brought to the parents' attention. 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.

**ELECTRONICS**

**Cell phones, cameras 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. All students and parent/guardian must complete, sign and return to the office, an electronic information/resources agreement to be allowed to use any electronic equipment at Canyon Hills Junior High School which includes computers, internet, software, and network services.

**PROHIBITED ITEMS**

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

**CONSEQUENCES**

We like to work as often as possible on the positive side of discipline, using compliments and praise for students that are doing the right thing – which goes a long way toward positive classroom environment and good behavior. However, there are times negative consequences are necessary for some students to ensure that rules are followed. Our school has a policy of progressive discipline. The first infraction will, at minimum, consist of a warning, and a reteaching of the expectation. Continued infractions of the rules may include, but are not limited to, progressive consequences such as a note, phone call, and/or detention. An office referral will be made when the teacher has reached the end of his/her progressive discipline plan. However, some severe acts of disobedience or serious misbehavior may earn an immediate office referral.

Detentions are given for not following school wide expectations and are held after school for 30-60 minutes. They may be assigned by a teacher for classroom behavior or by an administrator. Students are given a detention slip to take home for parent signature which gives the parent at least 24-hour notice to arrange for transportation. Scheduled detentions that are not served will result in additional detention.

Serious infractions include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Defiance of or disrespect for authority</li> <li>• Fighting/Horseplay</li> <li>• Profanity</li> <li>• Vandalism</li> <li>• Theft or Cheating</li> </ul> | <ul style="list-style-type: none"> <li>• Sexual harassment</li> <li>• Possession of any weapon, vaping, vaping products, tobacco, controlled substance or explosive device</li> <li>• Threats or Intimidation</li> </ul> |
|--|--|

The consequences for the infractions listed above may include suspension or expulsion, depending on the severity. Please refer to the CVUSD "Ground for Suspension or Expulsion" form in your registration packet for more information.

## **SUSPENSION**

Students are reminded of rules and consequences throughout the school year.

**Conduct and Discipline Education Code 48900 states these reasons for cause for discipline:**

- (a) 1. Caused, attempted to cause or threatened to cause physical injury to another person.  
2. Willfully used force or violence upon the person of another except in self-defense.
- (b) Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object, the pupil has obtained written permission to possess the item from a certificated school principal (for class assignment).
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of any controlled substance, as defined in Section 11007 of the Health and Safety code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged or negotiated to sell any controlled substance, as defined in Section 11007 of the Health and Safety code, an alcoholic beverage, or any intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material as a controlled substance, or material and represented that as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted robbery or extortion
- (f) Caused or attempted to cause damage to school property or private property
- (g) Stolen or attempted to steal school property or private property including electronic files and databases.
- (h) Possessed or used tobacco or nicotine products including, but not limited to: cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Had unlawful possession of, or unlawfully offered, arranged, or negotiated to see any drug paraphernalia
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school or private property.
- (m) Possessed an imitation firearm.
- (n) Committed or attempted to commit a sexual assault or committed a sexual battery.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in school disciplinary proceedings for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness or both.
- (p) Unlawfully offered, arranged to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing as defined in Section 245.6 of the penal code.
- (r) Engaged in an act of bullying, including, but not limited to, by means of electronic act EC32261.
- (s) A pupil shall not be suspended or expelled for any acts enumerated in this section unless that act is related to a school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for the acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following: (1) While on school grounds. (2) While going to or coming from school. (3) During the lunch period whether on or off campus. (4) During, or while going to or coming from, a school sponsored activity.
- (t) Aids or abets infliction or attempted infliction of physical injury on another.
- (u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

The following (4) violations apply to students in Grades 4-12:

**48900.2** Sexual Harassment

**48900.3** Hate Violence

**48900.4** Intentionally engaged in harassment, threats, or intimidation against school personnel, a pupil or group

**48900.7** Pupil has made terrorist threats against school officials or school property or both.

If a student is suspended, every effort is made to call parents either at home or at work. The problem is explained, and a copy of the suspension form is sent home with the student who must stay at home, be supervised, and must stay off of all CVUSD campuses and events for the duration of the suspension.

**CHEWING GUM:** Canyon Hills is a “No Gum Campus.” Staff will not discern between gum, mints or objects in a student’s mouth. Canyon Hills will follow these progressive discipline steps:

First Infraction:

- Warning, documentation in Aeries

Second Infraction:

- Warning, documentation in Aeries
- After school detention and/or campus beautification

Continued infractions may result in:

- After school detention
- Meeting with parent/guardian
- Required attendance at Saturday School

**DRESS CODE:** Consequences set by the Board of Education for all Chino Valley schools include a warning, change of clothes, and parent notification. Canyon follows these progressive discipline steps:

First Infraction

- Warning and documentation in Aeries
- Students change into PE clothes
- Office holds inappropriate clothing until the end of the day
- Student picks-up at the end of the day

Additional Infractions

All additional infractions will include, but are not limited to:

- Students changing into PE clothes
- Office holds inappropriate clothing until the end of the day
- After school detention with campus beautification
- Release clothes to parent
- Meeting with parent/guardian
- Required attendance at Saturday School

**ELECTRONICS USE:**

First Infraction:

- Documentation in Aeries
- Confiscation and student pick-up after school

Additional Infractions:

All additional infractions will include, but are not limited to:

- Confiscation
- Documentation in Aeries
- Written Contract
- After school detention with campus beautification
- Meeting with parent/guardian
- Release device to parent

**ADDITIONAL INFORMATION**

**CAMPUS CLEANLINESS**

Our custodians do a great job keeping our campus looking great. However, it is up to all of us, students, staff, parents, and visitors to help keep it that way. If you see someone littering, remind him or her not to do so. CHJH Coyotes take pride in their school and campus. If you have any concerns about the cleanliness of the campus, please see the principal or assistant principal.

**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.

### **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 Canyon Hills' stakeholder 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 stakeholders 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.

### **CUSTODY**

In most cases, divorced parents continue to have equal educational rights (such as access to information) where their children are concerned. If you have a court order that limits the rights of one parent in matters such as custody, visitation, access, etc., please provide a copy for the school. Unless your court order is on file in the office, we must provide equal rights and access to both natural parents. If both parents wish copies of student reports, discipline information, etc.; please notify the office at the beginning of the school year.

### **ENGLISH LANGUAGE LEARNERS**

Parents and teachers will be informed of student's placement in the program at the beginning of the year. Teachers will also be informed of the student's ability levels for lesson planning and grading purposes. These levels are based on the English Language Proficiency Assessment for California (ELPAC) given during the school year. The California English Language Standards are the expected curriculum for ELL students. Students who are Limited English Proficient (LEP) receive an English Language Acquisition grade and other report card grades according to district guidelines. When students meet district criteria, they can be re-designated to Fluent English Speaking (R-FEP).

### **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> hour teacher's designated blacktop area.

### **FIELD TRIPS**

Field trips are an extension of the classroom and should provide experiences related to the curriculum. Dress for field trips should be appropriate to the activity and must still adhere to the District and school dress code guidelines. If a child rides the bus on a field trip they must return on the bus as well.

### **FOOD SERVICES**

The California Department of Education (CDE) has approved free meals for all students attending in person learning. If the CDE lifts the universal free meals for all, the price for breakfast and lunch will be provided. Sharing food is not allowed 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.)

### **FUNDRAISING**

In accordance with California law, all fundraising activities must be approved by the Board of Education. Field trips, assemblies, library books, computer software, and instructional materials are just a few of the wonderful educational contributions these fund-raisers bring to our school. Outside fundraisers, such as Girl Scout Cookies, etc. is not permitted on campus by students.

### **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.

### **INDEPENDENT STUDY - SHORT TERM**

Students who know in advance that they are going to miss between five to twenty days of school are encouraged to notify the attendance clerk. An Independent Study Contract will be established to ensure that students get credit for days missed if the student completes the pre-established work designated by each teacher for credit. All work must be completed and turned in on the date stated on the contract (normally the first day back) otherwise no credit will be given. NO EXCEPTIONS. Based upon the quality and amount of work, the teacher will apportion credit. Independent study requires 4 hours of work assigned for every day missed. Independent Study is not offered throughout the entire school year, so please check with the office staff prior to making any plans to see if it is available for your child's absence. There is no way for independent study to provide the full educational opportunity your child has in school; Independent Study Contracts can help keep your child from getting behind and may prevent him/her from being declared truant. Please use this option judiciously and make every effort to plan vacations and out of town trips during school holidays.

### **INTRA MURAL SPORTS**

These may be offered throughout the year. Students will try out for positions on the teams. Participating students need to meet the 2.0 GPA requirement and no more than two "U's" in citizenship. Additional requirements may apply as well as any violation of district and/or school behavior policy may result in removal from participation.

### **LEADERS OF THE PACK**

Leadership is a year-long elective course in which students plan activities, rallies, dances, and discuss student concerns. The yearbook is also planned and produced by the leadership class. Students are required to maintain exemplary behavior and citizenship. Violation of district, school behavior policy, and/or conduct code may result in removal from participation. Leadership/ASB officers are elected in the fall. Any student interested in becoming an officer must meet the qualifying criteria outlined in the application process/packet.

### **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 before and after school daily.

### **LOST AND FOUND**

A rack for found clothing and other items is located in the quad area. 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.

### **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society (NJHS) is the nation's premier organization established to recognize outstanding middle level students. More than just an honor roll, NJHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character, and Citizenship.

### **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. Students may not have any medication, including aspirin or cough drops, on their person.

### **RESTROOMS**

Students must not run, push, loiter, or play in or near the restrooms. Food shall not be brought into the restroom. If there is a medical issue that requires your child to use the restroom frequently, please contact the office. Student restrooms are locked prior to dismissal in order to secure unsupervised areas. The Health Office restroom is available for students to use after school.

### **SAFE AND DRUG-FREE SCHOOL**

Chino Valley Unified School District is committed to 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 grade campuses to search common areas such as classrooms, student lockers, and locker rooms.

These unannounced visits will occur at the discretion of the principal during school hours and while students are in class. Canyon Hills is a Clean Sweep campus, and citations are issued through the sheriff's department. Students who break school rules which also involve breaking the law will be reported to the sheriff and receive a citation.



Parents are notified that a student is being cited. The citation is a Notice to Appear, which lists the date, time, and location of the incident as well as the specific crime. The citations will be heard by a Traffic Hearing Judge who will impose the sentence at the time of the hearing.

### **SATURDAY SCHOOL**

Four Saturdays a year are available for students who qualify for attendance recovery and/or progressive discipline purposes. Saturday school is held on campus from 8:00 a.m. – 12:00 p.m.

### **SEXUAL HARASSMENT**

5145.7 (BP) (AR) See district webpage-Board Policy Students 5000 Sexual harassment of any level will not be tolerated at Canyon Hills Junior High, including but not limited to unwanted grabbing, touching, catcalling, suggestions, persuasions, leering, and attempted removal of clothing. Incidents should be reported to a staff member immediately.

### **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 whiteboard 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, flowers or food delivery service (Uber Eats) etc. will not be accepted. Students will eat any delivered outside food (fast food/etc.) brought by parent/guardian in the office.

### **TELEPHONES/STUDENT USE**

Students may only use the office phone when an emergency situation exists. Students must have prior permission from the teacher to use the classroom phone.

### **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. Students are responsible for textbooks and will be required to pay for lost, stolen, or damaged textbooks. The average price for a textbook is \$80.00.

### **VANDALISM AND THEFT**

Although rare, if you spot anything that looks like vandalism, please report it to the office.

### **YEARBOOK**

All students can purchase a copy of the yearbook. The yearbook is sold at the beginning of the year and distributed approximately the last two weeks of school.

---

## *Canyon Hills Six & One Schedule*

---

*At Canyon Hills we believe that every student has a unique story that shapes their life. Our stories are shaped by our daily experiences, interactions with those around us, and choices we make. Canyon Hills also believes that every student is blessed with gifts and talents that should be celebrated.*

*The Six & One schedule refers to six classes that a Canyon Hills student will take throughout the school day and the one activity, club, or organization that the student will commit to be a part of throughout the year.*

*Studies show that school connectedness will lead to higher student engagement, higher feelings of acceptance, and helps to create a positive outlook on the learning institution.*

*Students, this year what is one extracurricular activity that you will commit to participating in while at Canyon Hills; WHAT'S YOUR ONE???*



*The one extracurricular activity that I commit  
to for the school year is:*

---

---

---

Student Name \_\_\_\_\_

## Discipline Procedure Matrix

Teacher Name \_\_\_\_\_

Faculty/Staff	Faculty/Staff	Counselor	Administration
<p style="text-align: center;"><b>1<sup>st</sup> Minor Behavior Incident</b></p>	<p style="text-align: center;"><b>2<sup>nd</sup> Minor Behavior Incident</b></p>	<p style="text-align: center;"><b>3<sup>rd</sup> Minor Behavior Incident</b></p>	<p style="text-align: center;"><b>4<sup>th</sup> + Minor Behavior Incident or Major Behavior Incident</b></p>
<p style="text-align: center;"><b>1<sup>st</sup> Incident Faculty/Staff Intervention Response</b></p>	<p style="text-align: center;"><b>2<sup>nd</sup> Incident Faculty/Staff Intervention Response</b></p>	<p style="text-align: center;"><b>3<sup>rd</sup> Incident Faculty/Staff &amp; Counselor Response</b></p>	<p style="text-align: center;"><b>Faculty/Staff &amp; Administration Response</b></p>
<ul style="list-style-type: none"> <li>Re-taught/practiced behavior skills/clarified how behavior did not meet expectations</li> <li>Held Restorative conference with student privately</li> <li>Changed student's seat</li> <li>Used teacher proximity</li> <li>Provided short break for student</li> <li>Provided a structured choice</li> <li>Utilized buddy classroom</li> <li>Modeled proper way to use technology/supplies</li> <li>Positively praised student</li> <li>Helped student start assignment</li> <li>Reviewed alternative words to Non Canyon words</li> <li>Reviewed proper physical contact</li> <li>Student filled out Reflection Sheet and held private Restorative conference with student</li> <li>Had conversation with parent (optional)</li> <li>Addressed motivation for not showing integrity</li> <li>Submitted Counselor Request for Support</li> </ul> <p>Date of Intervention ___/___/___ CIRCLE ALL THAT APPLY</p>	<p style="text-align: center;"><b>CIRCLE ALL THAT APPLY</b></p> <p>Optional Description of Incident (s):</p> <ul style="list-style-type: none"> <li>Not following directions/ instructions</li> <li>Off Task/not paying attention</li> <li>Disagreeing Inappropriately</li> <li>Work Flow Disruption</li> <li>Property Misuse</li> <li>Indirect Inappropriate Language (Non Canyon words)</li> <li>Inappropriate Physical Contact</li> <li>Did not show integrity (plagiarism/cheating on classwork/homework)</li> </ul> <p style="text-align: center;"><b>CIRCLE ALL THAT APPLY</b></p> <p>Optional Description of Incident (s):</p> <ol style="list-style-type: none"> <li>Assigned a Restorative Conference with student AND and/or Meeting, AND</li> <li>Held a conversation with Parent (Email, Phone Call, Meeting)</li> <li>Completed one or more of the following (different from 1st intervention(s) used):             <ul style="list-style-type: none"> <li>Re-taught/practiced behavior skills/clarified how behavior did not meet expectations</li> <li>Held Restorative conference with student privately</li> <li>Changed student's seat</li> <li>Used teacher proximity</li> <li>Provided short break for student</li> <li>Provided a structured choice</li> <li>Utilized buddy classroom</li> <li>Modeled proper way to use technology/supplies</li> <li>Positively praised student</li> <li>Helped student start assignment</li> <li>Reviewed alternative words to Non Canyon words</li> <li>Reviewed proper physical contact</li> <li>Student filled out Reflection Sheet and held private Restorative conference with student</li> <li>Had conversation with parent (optional)</li> <li>Addressed motivation for not showing integrity</li> <li>Submitted Counselor Request for Support</li> </ul> </li> </ol> <p>Date of Intervention ___/___/___ CIRCLE ALL THAT APPLY</p>	<p style="text-align: center;"><b>TEACHER REQUEST FOR COUNSELOR ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>Not following directions/ instructions</li> <li>Off Task/not paying attention</li> <li>Disagreeing Inappropriately</li> <li>Work Flow Disruption</li> <li>Property Misuse</li> <li>Indirect Inappropriate Language (Non Canyon words)</li> <li>Inappropriate Physical Contact</li> <li>Did not show integrity (plagiarism/cheating on classwork/homework)</li> </ul> <p style="text-align: center;"><b>CIRCLE ALL THAT APPLY</b></p> <p>Optional Description of Incident (s):</p> <p><b>Faculty/Staff:</b></p> <ul style="list-style-type: none"> <li>Called the Counselor's office to verify counselor is available OR emailed counselor for assistance needed if they weren't available.</li> <li>Sent form to counselor with student</li> </ul> <p><b>DATE OF INTERVENTION</b> ___/___/___</p> <p><b>Counselor:</b></p> <ul style="list-style-type: none"> <li>Student counseled</li> <li>Parent contacted</li> <li>Parent conference</li> <li>Referred to STEP Team</li> <li>Referred to Nurse</li> <li>Behavior Reflection Form completed</li> <li>One on one conversation with student</li> <li>Sent form back to teacher.</li> </ul> <p>Date of Intervention ___/___/___ CIRCLE ALL THAT APPLY</p>	<p style="text-align: center;"><b>TEACHER REQUEST FOR ADMINISTRATOR ASSISTANCE</b></p> <ul style="list-style-type: none"> <li>Continuous minor behavior incidents</li> <li>Bullying</li> <li>Destruction of property/vandalism</li> <li>Direct Profanity</li> <li>Possession of Stolen Property</li> <li>Severe Disrespect</li> <li>Cheating/Plagiarism on a test (2nd offense and on)</li> <li>Osceña Acts</li> <li>Smoking/Vaping/Possession of Drugs and/or Paraphernalia</li> <li>Leaving class/campus without permission</li> <li>Inappropriate Use of Technology/Electronic Devices</li> </ul> <p style="text-align: center;"><b>CIRCLE ALL THAT APPLY</b></p> <p><b>Faculty/Staff:</b></p> <ul style="list-style-type: none"> <li>Completed Student Referral Section</li> </ul> <p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>Student counseled</li> <li>Parent contacted</li> <li>Parent conference</li> <li>Referred to STEP Team</li> <li>Referred to Nurse</li> <li>At-Home Suspension</li> <li>In-House Suspension</li> <li>After School Behavior Intervention</li> <li>Referred to Student Attendance Review Team</li> <li>One on one conversation with student</li> <li>Notified student team (teachers, counselors, etc)</li> </ul> <p>Date ___/___/___</p>

**Canyon Hills Junior High School Behavior Referral Process**

Minor Behavior Incident

**Classroom**

Is the behavior Classroom or Administration managed?

**Office**

**Incident #1:** Review expectation, re-teach behavior, document, restorative conversation (parent conversation optional)

**Incident #2:** Re-teach behavior, praise corrected behavior, private restorative conversation, mandatory parent conversation, identify motive of misbehavior, document

**Incident #3:** Re-teach behavior, praise corrected behavior, request for assistance to counselor, parent contact by counselor, documented by counselor in Aeries, emailed team update with SMART goal

**Incident #4:** Referred to Administration with Discipline matrix

Classroom	Administration
<ul style="list-style-type: none"> <li>Not following Instructions</li> <li>Off Task (not turning in assignments, delayed starting or completing work)</li> <li>Disagreeing Inappropriately</li> <li>Work Flow Disruption (in another's space, talking during instruction, inappropriate noises, throwing objects, out of seat)</li> <li>Property Misuse</li> <li>Language (non-Canyon words, inappropriate language, obscene gestures WITHOUT malice or not directed at others)</li> <li>Inappropriate Physical Contact</li> <li>Not Showing Integrity (academic dishonesty/cheating)</li> </ul>	<ul style="list-style-type: none"> <li>Language (non-Canyon words, inappropriate language, obscene gestures WITH malice directed at peers and/or staff, hate speech, sexual harassment)</li> <li>Vandalism or destruction of property</li> <li>Stealing</li> <li>Fighting</li> <li>Physical Contact with staff</li> <li>Threats</li> <li>Bullying/Harassment</li> <li>Extortion</li> <li>Inappropriate sexual behavior</li> </ul>

Major Behavior Incident

Administrator determines consequence, processes referral and determines next interventions

Administrator provides teachers and counselors feedback and makes parent/guardian contact

**Dress Code**

- Send student to office to change.
- Notify office that student is on their way up.
- If student refuses, contact administration.

**Gum**

- Request student put gum in trash.
- Email Tressa to document.
- If student refuses, contact administration.

**Cell Phone**

- Confiscate phone and turn in to office.
- If student refuses, contact administration.

# How Do I Get Paw Points?

**By being RESPONSIBLE,  
RESPECTFUL & SAFE!**

**WHO GIVES OUT THE PAW POINTS?** ALL STAFF ON CAMPUS!

**WHAT DO I DO WITH THE PAW POINTS?** Turn in your points for the raffle!

**WHEN CAN I GET PAW POINTS?** ANYTIME YOU ARE ON CAMPUS!

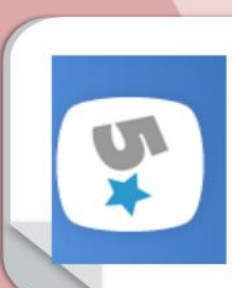
**WHERE DO I SEE MY POINTS AND ORDER MY PRIZES?** SIGN IN TO THE 5 Star APP ON CLASSLINK TO SEE HOW MANY POINTS YOU HAVE ACCRUED - Each point is an entry to the raffle



**MAKE SURE TO HAVE YOUR ID CARD ON YOU SO THAT YOU CAN GET YOUR BARCODE**



**LOOK FOR THIS APP  
ON CLASSLINK!**





## CHJH Expectations = Canyon Hills Coyotes Will...

LOCATION	BE SAFE	BE RESPECTFUL	BE RESPONSIBLE
ASSEMBLIES	<ul style="list-style-type: none"> <li>Stay with their teacher and walk when entering and exiting.</li> <li>Wait for dismissal instructions.</li> </ul>	<ul style="list-style-type: none"> <li>Listen attentively.</li> <li>Quietly stay seated.</li> <li>Keep hands and feet to themselves.</li> </ul>	<ul style="list-style-type: none"> <li>Focus on the presentation.</li> <li>Participate/applaud when prompted.</li> </ul>
BIKE RACK	<ul style="list-style-type: none"> <li>Walk/carry bikes/skateboards when on campus.</li> <li>Immediately leave area after securing property.</li> </ul>	<ul style="list-style-type: none"> <li>Maintain/ lock their own property.</li> </ul>	<ul style="list-style-type: none"> <li>Secure bicycles and skateboards to racks.</li> <li>Report any suspicious activity in the area.</li> </ul>
DROP-OFF	<ul style="list-style-type: none"> <li>Be aware of cars or traffic.</li> <li>Always walk, using crosswalks.</li> <li>Follow the directions of staff.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions.</li> <li>Be considerate of all property.</li> </ul>	<ul style="list-style-type: none"> <li>Pull all the way forward.</li> <li>Stop and hop out of the car.</li> <li>Drop off after 7:15 a.m.</li> <li>Pick up before 2:30 p.m.</li> </ul>
FIELD/ BLACKTOP	<ul style="list-style-type: none"> <li>Use equipment properly.</li> <li>Limit contact when playing.</li> </ul>	<ul style="list-style-type: none"> <li>Quietly walk by classrooms.</li> <li>Be considerate of PE boundaries.</li> <li>Be a team player and support others.</li> </ul>	<ul style="list-style-type: none"> <li>Eat lunch before walking to the field.</li> <li>Stay within approved areas.</li> <li>Return equipment at the end of lunch.</li> </ul>
FRONT OF SCHOOL/ BUS AREA	<ul style="list-style-type: none"> <li>Stand away from all doors.</li> <li>Stay on the sidewalk.</li> <li>Be aware of vehicles.</li> </ul>	<ul style="list-style-type: none"> <li>Use kind words and actions.</li> <li>Be considerate of all property.</li> <li>Wait patiently.</li> </ul>	<ul style="list-style-type: none"> <li>Only use cell phones for school appropriate reasons.</li> <li>Keep the area clean.</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Keep hands and feet to themselves.</li> </ul>	<ul style="list-style-type: none"> <li>Use a quiet voice.</li> <li>Use kind words and actions.</li> <li>Be considerate of all property.</li> </ul>	<ul style="list-style-type: none"> <li>Use drinking fountains appropriately.</li> <li>Arrive to class on time.</li> </ul>
LIBRARY	<ul style="list-style-type: none"> <li>Keep hands and feet to themselves.</li> <li>Use chairs and tables as intended.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line patiently, use kind words, manners and actions.</li> <li>Be considerate of adults, property and student privacy.</li> <li>Speak quietly.</li> </ul>	<ul style="list-style-type: none"> <li>Bring ID card.</li> <li>Return materials on time and to the proper place.</li> <li>Use the internet as intended.</li> </ul>
LUNCH LINE	<ul style="list-style-type: none"> <li>Keep hands and feet to themselves.</li> <li>Walk to the line.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line quietly and patiently, use kind words, manners and actions.</li> <li>Be considerate of property.</li> <li>Follow adult instruction.</li> </ul>	<ul style="list-style-type: none"> <li>Know their lunch number and have money ready.</li> <li>Take at least 3 of the following: Fruit/Juice, Milk, Meat or alternative, Grain, vegetable.</li> </ul>
LUNCH TABLES/ QUAD	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Eat only their own food.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line quietly and patiently, use kind words, manners, and actions.</li> <li>Be considerate of all adults and property.</li> <li>Keep all food and drinks in lunch area.</li> </ul>	<ul style="list-style-type: none"> <li>Clean up their area.</li> <li>Place trash and recyclables in proper containers.</li> <li>Will only remain in the quad after school to complete homework.</li> </ul>
MEDIA CENTER	<ul style="list-style-type: none"> <li>Walk when entering and exiting.</li> <li>Go directly to class.</li> <li>Remain inside only under adult supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Quietly wait to enter and exit classrooms.</li> <li>Be mindful of other classes in session.</li> </ul>	<ul style="list-style-type: none"> <li>Be on time to class.</li> <li>Keep the entrance and exit doors closed.</li> </ul>
OFFICE	<ul style="list-style-type: none"> <li>Keep hands and feet to themselves.</li> <li>Use chairs and tables as intended.</li> </ul>	<ul style="list-style-type: none"> <li>Wait in line patiently, use kind words, manners and actions.</li> <li>Be considerate of adults, property and student privacy.</li> <li>Obtain permission to use the phone.</li> </ul>	<ul style="list-style-type: none"> <li>Be brief and efficient.</li> <li>Only use cell phone under direct supervision.</li> </ul>
RESTROOM	<ul style="list-style-type: none"> <li>Keep water in the sink.</li> <li>Wash their hands.</li> </ul>	<ul style="list-style-type: none"> <li>Keep the restroom clean.</li> <li>Be considerate of student's privacy.</li> </ul>	<ul style="list-style-type: none"> <li>Flush toilets after use.</li> <li>Inform adults of vandalism.</li> <li>Keep cell phones off.</li> </ul>