

Student Handbook 2023-2024

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
- Free/Reduced Lunch Applications
- 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
- Safe School Ambassadors
- After School Help

Library

- Student ID card
- Check Out Books
- Library Fees
- Textbooks

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 Referrals/Parent Outreach

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 many 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.

USEFUL MATERIALS:

- 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.

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

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 10th 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 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 will receive an A.R.T. (Academic Recovery Time) slip. This time will be served during lunch when students are able to eat and complete academic studies.

Students arriving after school has started must report to the Attendance Clerk. Students who have multiple tardies may be addressed with the tardy policy listed below:

Tardy Policy (Trimester based)

- A.R.T. (Academic Recovery Time)
- Letters sent home at 3rd, and 6th tardy
- Referral to School Attendance Review Team

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.

ELIGIBILITY

All students must maintain a 2.0 GPA with no "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 AWARD - 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

PERFECT ATTENDANCE

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

SILVER COYOTE

One 8th grade female and one 8th 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 one U 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 one U 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 at the beginning of 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 7:15 a.m. • Pick up before 2:30 p.m.

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 -** • Keep the restroom clean. • Be considerate of student's privacy. • Be the only person in a stall. • Use facilities as intended.
- 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 “messing-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 7:15 a.m. because adult supervision is not available until 10 minutes prior to the start of the school day. There is no eating, running or playing in front of the school before and after school as this creates a safety hazard. Upon arrival, students should immediately report to the lunch area to wait for the bell.

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 heel strap.
- Bare midriffs are not permitted.
- Halter, tube, spaghetti straps, strapless, and visible undergarments are not permitted.
- Tank tops are permitted with undergarments covered, and sides are not shown.
- Skirts, shorts, rips or tears in pants/ jeans with must be no shorter than mid-thigh.
- 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, 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.
- Approved hats or head coverings may be worn during outside activities for protection only. Sweatshirt hoods may not be worn. Hats may not be worn in the classroom.
- Pajamas or slippers 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.

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 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.

Serious infractions include:

- Defiance of or disrespect for authority
- Fighting/Horseplay
- Profanity
- Vandalism
- Theft or Cheating
- Sexual harassment
- Possession of any weapon, vaping, vaping products, tobacco, controlled substance or explosive device
- Threats or Intimidation

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.

CHEWING GUM:

- First Infraction: Warning, documentation in Aeries.
- Second Infraction: Detention, campus beautification, documentation in Aeries
- Continued infractions will result in:
 - Detention.
 - Parent shadow during the school day.
 - Possible suspension.

DRESS CODE:

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.
- Detention with campus beautification.
- Release clothes to parent.

ELECTRONICS USE:

First Infraction:

- Warning, confiscation, and student pick-up after school.

Additional Infractions:

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

- Confiscation.
- Detention with campus beautification.
- Release device to parent.

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.

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.

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.

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 1st 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 for the 2023/2024 school year. If the CDE lifts the universal free meals for all, the price for breakfast will be \$1.25 and lunch will be \$3.00. Sharing 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.) You can only bring outside food for YOUR child.

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.

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.

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.

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.). You may only bring outside food for YOUR child. Deliveries of balloons, flowers or Uber Eats, etc. will not be accepted.

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.