

CANYON MIDDLE SCHOOL 2018-2019

STUDENT/PARENT HANDBOOK

CVUSD is committed to providing equal opportunity for all individuals in education. District programs, activities, and practices shall be free from discrimination based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Violations of this policy should be reported immediately to the site administrator(s) at District Schools. Inquiries regarding the non-discrimination policies: Director of Student Services, 4400 Alma Avenue, Castro Valley CA 94546, 510-537-3000 x 1257

Canyon Middle School’s Mission Statement:

Canyon Middle School is a community with high expectations where students become responsible citizens who innovate and problem solve. In this rigorous and flexible environment, our staff works together professionally to support and respond to the needs of today’s middle school student.

CONDOR PLEDGE

A Condor Pledge

As a Condor, I promise to be safe in all areas of campus by respecting my space and the space of others around me, and by following directions of school personnel. I will learn to organize my academic and social commitments to reach the greatest level of success. I will achieve goals that I set for myself, as well as those that are set for me. I will respect differences, knowing that everyone is a unique individual. I will contribute positively to Canyon’s community.

GENERAL RULES

Canyon Expectations/ Rules Overview

Canyon Middle School’s expectations for a positive learning environment have been developed as a standard in order to ensure that students can reach their maximum potential in a safe, clean & comfortable learning environment.

A Condor may . . .	A Condor may not . . .
Follow directions of staff members—first time, every time	Refuse to follow directions of staff members on campus
Encourage peers with positive language	Show public displays of affection like hugging, kissing, or holding hands
Participate in school-approved fundraisers	Sell or distribute anything on campus without permission, including food
Bring a binder reminder daily and use it to record important assignments and dates to remember	Deface the cover of the binder reminder or rip out important pages
Use approved school supplies as they were meant to be used	Bring inappropriate supplies like paint or permanent markers
Arrive on time and leave within 30 minutes after the last class or activity of the day	Leave campus without permission during the day, or stay more than 30 minutes after the last class or activity of the day
Bring PE clothes to school, as well as deodorant or other toiletries to help stay clean	Bring spray deodorant or cologne containers
Bring appropriate personal items, such as enough money	Bring inappropriate personal items, such as large amounts of

to buy lunch	money, candy, toys, or personal electronics
A Condor may . . .	A Condor may not . . .
Play approved games in designated areas like the gym or basketball courts	“Play fight” with others or gamble
Resolve differences with helpful words or actions	Begin, encourage, or attend a fight among students
Drink approved beverages on campus, or water when in class	Bring or consume “energy” drinks
Dress in a manner that promotes a positive learning environment	Dress in a manner that is offensive or inappropriate
Bring things from home that benefit Canyon’s learning environment, like playing cards or photos	Bring things from home that disrupt Canyon’s learning environment, like stink bombs, poppers, lighters, or squirt bottles
Use a locker to stay organized and store belongings securely	Share a locker, or a locker combination, with another student, or leave belongings unattended, or leave spoiled food in lockers
Eat meals and snacks in the cafeteria or approved areas	Have or chew gum or eat sunflower seeds anywhere on campus, or eat in class without permission
Be a respectful spectator at events held at other schools	Visit another campus without permission
Bring a card or treat for friends	Bring flowers or balloons to class

ATTENDANCE

Attendance Office: (510) 538-8833 x6002

ABSENCES

Please report absences by:

- **Calling the attendance office: (510) 538-8833 x6002**
- Faxing the attendance office: (510) 247-9439
- Writing a note to send with your child (only notes written by a parent/guardian will be accepted) containing the following:
 - ❖ Student’s full name
 - ❖ Grade
 - ❖ Date or Dates of Absence
 - ❖ Reason
 - ❖ Parent/Guardian Signature

If you need/wish to have someone other than the parent /guardian write these notes, they must sign the *Absence Signature Authorization Form* during registration.

Please remember that EVERY DAY a child is absent from school a parent must verify/report the reason for the absence within 72 hours of the absence. Failure to do so within the 72-hour period will result in the student receiving unexcused absences and possible truancy issues. Absences due to illness that are three (3) or more days should be verified by a doctor note.

After three (3) days of illness, schoolwork may be requested through the attendance office. As a courtesy, please allow 24 hours for the teachers to prepare assignments.

It is recommended that students check with their teachers about making up any missed work upon their return. Students are responsible for completing the make up work within the time allotted by each teacher. They can also check their teacher's website for assignments and homework, as listed on the Canyon Website.

Attendance Requirements

According to Education Code 48260, any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without valid excuse three full days in one school year or tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance supervisor. Any student who is absent from school without a valid excuse for ten percent or more of the school days in one school year, from the date of enrollment to the current date, is deemed a chronic truant.

TYPES OF ABSENCES

Excused absence: school-sponsored activity (e.g., athletic events, drama, music, student government, counselor, assessment); illness/medical/bereavement (e.g., personal illness, medical/dental/optometry appointment, funeral service-immediate family member, quarantine); prior approval from principal/designee (e.g., religious holiday, extended bereavement, court appearance, religious retreat-four hours per semester).

Unexcused absence: parent notifies school of absence not allowable by law (e.g., vacation, work, oversleeping, baby-sitting, visiting relatives, traffic/car problems, ill relatives, appointments for relatives); school directed exclusion (e.g., suspension, lack of immunization); absence cleared by parent after the 72 hour time limit.

Unverified absence = Unexcused absence: after the 72 hour time limit required for parent/guardians to notify the school regarding their child's absence, an unverified absence will be noted as an unexcused absence.

Truancy Interventions (for unexcused absences)

- **3 absences - 1st Truancy Letter** - serves as a reminder to the parent/guardian to address the student's attendance issues and to avoid possible future truancy. (Student/parent conference may be required at middle and high school). Truancy issues may lead to ineligibility for extracurricular activities i.e. dances, sporting events, field trips, and proms.
- **6 absences - 2nd Truancy Letter** - Student Attendance Review Team (SART) Meeting with the Principal or Assistant Principal, Counselor, Parent, and Student (Attendance Contract)
- **9 absences - 3rd Truancy Letter** - Student Attendance Review Board (SARB) Meeting at the District Office. This is a truancy mediation program mediated by the county's district attorney or probation officer, and/or a juvenile court. Also in attendance are the Student Resource Officer (SRO), District Personnel, School Administrator, Parent, and Student.
- **Excessive excused absences** – after 11 excused absences for illness, a doctor's note is required for every subsequent absence. When there is no doctor's note, the absence becomes unexcused and truancy letters will be generated.

Independent Study Contracts

In order to maximize student achievement and social/emotional growth and in accordance with California Education Code, it is expected that students will attend school every day. However, family situations do arise which necessitate emergency travel. When these rare situations arise, families may arrange a Short Term Independent Study Contract with the school. These contracts are appropriate for unavoidable emergency absence of no fewer than 5 consecutive school days. Independent study for family vacations or leisure travel that can occur during schools breaks is strongly discouraged, since independent study cannot replicate the classroom instructional experience.

A completed Short Term Independent Study Contract must be submitted to the main office or attendance office **10 school days in advance**, signed by a parent/guardian, prior to the absence. The contract must include the dates of absences, return to school date, and reason for the request. The absence duration should be as brief as possible, as absences of more than a few days will negatively impact student learning. All requests must be approved by site administration. Parents should pick up all assigned work on the last day of attendance prior to the trip. Once the student returns to school, all completed work must be turned into the House Office or Attendance Office before the student returns to class. If the student does not complete all assigned work, future requests may be denied. Independent Study contracts at the end of the school year must be completed no later than fifteen school days prior to the last day of school. Independent Study contracts cannot be established during the first 10 days of the school year.

Note: If a student on an IEP is requesting a Short Term Independent Study Contract, the Program Specialist must be notified immediately so that appropriate IEP documentation can be determined.

LATE ARRIVALS

If arriving after the first 10 minutes of school, please report the reason through a note written by a parent/guardian, calling the attendance office, or meeting with the attendance clerk. ***Late arrivals due to doctor/dental appointments:*** please bring a note signed by your child's physician documenting the date of the visit.

EARLY RELEASE

Due to safety concerns, we will not accept phone calls to release your student during the school day.

To request early release for your student, you may:

- Send a note with your student to obtain an off-campus pass on the day of the early release
- Please include student's full name, specific time to be released, specific reason for early release, and parent/guardian signature (or name and relationship of person releasing the student if other than parent/guardian)
- Come into the **Attendance Office** with your photo ID

TARDINESS

Students must be on time to all class periods. Students who are frequently tardy should expect their citizenship grades to be affected and receive detentions and/or Saturday Schools. Tardy Sweeps are used periodically to encourage and remind students to be on time to class. These may happen at any time during the day. If a student is found tardy during a tardy sweep, they will receive a detention. Excessive tardiness will result in consequences. Please refer to the Canyon Behavior Matrix in this handbook for details.

DELIVERIES / MESSAGES FOR STUDENTS

Deliveries (including phone messages) during the school day disrupt the instructional setting for all students. Students may pick up deliveries before school, at lunch, and after school. Only items provided by parents or guardians will be made available to students and inappropriate items that violate our rules and policies will not be accepted. In addition, families may only bring food items for their student only.

VISITORS

Any person coming onto campus **must report to the Main Office** and only visitors with legitimate educational business will be permitted on campus. In addition, visitors to classrooms are subject to CVUSD policy which includes minimum 24 hour notice and approval by a site administrator or designee. People on campus without a Visitor's Pass will be asked to report to the Main Office. Student guests are **not** allowed at any time. Safety and security of our students is one of our top priorities. (AR 1250)

OFFICE TELEPHONE

The office phone is a business phone and will only be available to students in case of an emergency. **The office phone is not available for daily use by students when they forget items.**

STUDENT ACADEMICS

PARENT PORTAL

Parents are encouraged to check their student's grades on the Aeries Portal. This is where you will be able to see updated information about grades for each of your student's classes. Students and families can sign up for unique login information to track academic progress.

- Please visit the Parent Portal at: cvportal.cv.k12.ca.us/abinet
- If you have questions about setting up your account or need login information, please contact the scheduling office: **(510) 538-8833 x 6010**
- If you have questions about a specific class or grade, please contact the teacher

RENAISSANCE

Students are eligible for Renaissance rewards when they:

- Earn and keep good grades (no "F" grades)
- Avoid attendance problems (no more than three unexcused tardies/no unexcused absences per quarter)
- Have no administrative detentions, Saturday Schools or suspensions during the previous quarter

Reward stickers (attached to students' ID cards) entitle the students to receive free gifts or discounts throughout our community, attend special school assemblies, and receive free/reduced admission to after-school events. All students are eligible for one of two Renaissance reward levels (if all criteria are met):

- Gold Sticker Status: Earn a 3.5-4.0 GPA
- Silver Sticker Status: Earn a 3.0-3.49 GPA

Renaissance is not just for "Honor Roll" students. The goal is to improve student performance at all levels. The failing student who raises his or her grade to a "D" is just as important to Renaissance as a "B" student whose grades become "A's."

HOMEWORK

Homework is an integral part of a student's academic achievement. Homework is provided to reinforce or expand classroom instruction. Students are expected to use their Binder Reminder to track homework on a daily basis. (BP and AR 6154)

CONDOR TIME

Condor Time is a 35 minute period on Tuesdays and Thursdays that will provide a dedicated time during the school day for all students to engage in reteach, reassess, extension, and/or enrichment learning opportunities in order to increase students' academic, social and emotional success. Depending on individual student needs, some students will attend sessions to review what they are learning. Other students will attend sessions designed to extend and enrich their learning. On designated weeks, all students will focus on social-emotional skills through the Second Step Curriculum which is designed to support all students in reaching their full potential. Topics include Mindset and Goals; Values and Friendships; Thoughts, Emotions, and Decisions; and Peer Conflict. (BP 6120)

ACADEMIC DISHONESTY (BP 5131.9)

Academic dishonesty includes, but is not limited to:

Cheating, in forms such as:

- Copying from others
- Using notes, formulas, etc. without permission
- Having a communication device (ie: cell phone) *even if it was not used*
- Taking an exam for another student, or having someone take an exam for you
- Making up data for an experiment
- Asking for or accepting payment for help on assignments
- Forging a signature
- Giving test questions or answers to someone, or receiving questions/answers for yourself
- Taking or giving out assignments or test materials without permission
- Adjusting computer records to change your grade
- Lying to a teacher to get special consideration on an assignment
- Working on an assignment after you've been asked to stop

Plagiarism in Papers and Assignments, in such forms as:

- Giving or getting help to complete large parts of an assignment meant to be individual work
- Turning in any assignments for credit that use anything but your own research and writing.

This includes:

- Paying for a student or a company to write a paper for you
- Copying part or all of someone else's paper and submitting it as your own
- Taking money to write a paper for someone else
- Failure to use quotation marks to cite words or phrases that are not your own
- Citing nonexistent sources (article, books, etc.)

ADVANCEMENT/ASSIGNMENT/RETENTIONS

Castro Valley Unified School District's Board Policy 5123 and Administrative Regulations 5123 establish the criteria for advancement/retention. Canyon Middle School follows this policy and supporting regulations. To participate in the advancement ceremony, students must have a second semester 8th grade **GPA of 1.75** and must meet all extra-curricular activities participation requirements, and adhere to Canyon's dress code. For more information on the advancement ceremony, please see End-of-the-Year Activities on p.13.

STUDENT USE OF TECHNOLOGY

Safety	Organization	Achieving Goals	Respect
Visit only approved sites	Get permission first Keep phones in a backpack or locker	Use technology as it is meant to be used, and only when necessary	Share positive messages using kind language

Electronic/Technology Devices (including Cell Phones)

Canyon supports responsible use of technology and understands that students need to be taught responsible use. Furthermore, the school and district do not assume responsibility for lost or stolen items. Violations of our student electronics/technology policy can result in confiscation of the device by a staff member and consequences assigned. (BP 5131)

Condors may...	Condors may not...
Bring cell phones to communicate during appropriate	Use cell phones during school hours, have phones on

times and in appropriate locations: <ul style="list-style-type: none"> before school – only outside the front gates and in the cafeteria after school – after final dismissal 	during school hours, text, call, or take a photo, audio, or video recording without staff permission
Condors may...	Condors may not...
Keep cell phones and devices in secure, out-of-sight areas such as a backpack or locker	Have cell phones out or in use during school hours without staff permission
Bring personal music players for use off campus before school and in appropriate areas after school	Use music players to play amplified music (speakers) anywhere on campus at any time or wear headphones/earbuds while on campus for safety reasons
Use e-readers, tablets, Kindle or Nook devices for silent reading with teacher approval	Have e-readers, tablets, Kindle, or Nook devices out and around campus without staff supervision for safety reasons
Use other technology for academic purposes with staff approval and supervision	Use technology for viewing inappropriate videos, photos, or for non-academic and purposes that are not staff-approved
Bring devices that contribute to their learning and avoid disrupting the learning of others	Bring laser pointers or hand-held electronic games or use social media for non-learning purposes

If any of these policies are not followed, the student will be subject to the following consequences:

1 st Violation	Warning – device may be returned to student
2 nd Violation	Detention – device may be returned to student
3 rd Violation	Saturday School; device may be held until picked up by parent/guardian
4 th Violation	In-school Suspension; device may be held until picked up by parent/guardian
Audio/Video/Photo Recording	Subject to consequences up to and including suspension

Internet Use

Canyon Middle School encourages students to use the Internet to enrich classwork, guide projects, supplement research, etc. From our school computers, students can find vast amounts of information. To prevent students from being exposed to undesirable material, district computers use a filter to block access to inappropriate content. However, even with Internet filtering and supervision, it is impossible to predict what materials students may locate. Students are expected to use all technology and networks in a responsible, efficient, ethical and legal manner. The use of the information system is a privilege, not a right, and improper use will result in appropriate consequences. (BP 6163.4)

Google Apps for Education

Every student has a CVUSD-managed Google account which is accessible by using their ID number and a password. Please note that Google accounts are not fully secure and that families and school staff have access to student Google Accounts and login information. Through this account, students are able to use the features of Google Drive for schoolwork and educational purposes.

LUNCHTIME BEHAVIOR

	Safety	Organization	Achieving Goals	Respect
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Cafeteria/Quad	<ul style="list-style-type: none"> · Stay in approved areas · Form single-file lines without cutting 	<ul style="list-style-type: none"> · Clean up after yourself using the correct bins · Have money ready 	<ul style="list-style-type: none"> · Get back to class on time 	<ul style="list-style-type: none"> · Listen for and follow directions of staff · Use appropriate volume and language
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In addition to the SOAR expectations listed above, students are expected to:

- Clean up after themselves
- Stay quiet near classes that are in session
- Stay in designated supervised lunch areas and only use their lockers during the first five and last five minutes of lunch
- Refrain from giving, trading, or selling items from their lunch

Food/Nutrition Policies

Per District Wellness Policy BP/AR 5030):

Fundraising

District staff will encourage all school-based organizations to use healthy, commercially-prepared food items that meet minimal nutritional value, or preferably non-food items for fundraising. All fundraising activities involving the sale of food during the school day (midnight until 30 minutes after the end of the school day) must comply with all federal and state regulations regarding child nutrition.

Celebrations during the School Day

Celebrations that involve food during the school day should be limited to no more than one party, per class, per month.

Celebrations that involve food must occur after the lunch period or after second chance breakfast on shortened days. No more than one food item at celebrations may be outside the USDA Nutrition Guidelines. All food items must be commercially prepared and packaged, and State Safety Standards must be followed.

AFTER SCHOOL / BUS BEHAVIOR

	Safety	Organization	Achieving Goals	Respect
Front of Campus	<ul style="list-style-type: none"> · Use crosswalks and sidewalks · Walk at all times · Follow directions 	<ul style="list-style-type: none"> · Move to assigned waiting areas · Use electronics when safe/appropriate 	<ul style="list-style-type: none"> · Arrive and leave campus on time 	<ul style="list-style-type: none"> · Speak without shouting · Use appropriate language

Rules & Expectations

Students being transported on the bus are under the authority of the bus driver. As such, they are expected to act according to the following guidelines:

- Students must have a bus pass or ticket
- Students must remain seated while on the bus
- The driver may choose to assign seats to a student if s/he considers it necessary to maintain proper behavior. Students are expected to follow instructions for assigned seating when asked
- Students will keep arms, legs and head inside of the bus at all times
- Students will not leave the bus, except other than arriving at home or at school, unless they have permission from an administrator
- The administrator must notify the driver when such special permission has been granted

- Students will keep the bus clean by picking up trash
- Students will finish all snacks and drinks before they get on the bus, as food and drink are not allowed
- Students will keep all personal objects and trash with them inside the bus and will not throw it out the windows
- Students will speak in a respectful tone using appropriate language
- Students will ask permission from the driver to open or close windows
- Students are expected to show respect to the driver, fellow passengers, and passersby
- No animals are allowed on the bus at any time
- Students must not cause damage to the bus. All damage must be paid for by the parent/guardian of the student concerned.
- Students refusing to accept a citation from the driver will be automatically suspended from the bus.

CANYON STUDENT DRESS CODE

Canyon students are expected to dress in an appropriate and respectful manner at all times by following our dress code(BP 5132):

Things I can wear at Canyon	Things I cannot wear at Canyon
<p><u>Tops (shirts, sweaters, etc)</u></p> <ul style="list-style-type: none"> ● Shirts/sweaters that cover appropriately (undergarments remain covered at all times) ● Shirts with straps that cover undergarments ● Sweatshirts (hoods or without) ● Sweaters ● Tops with arm holes that don't expose undergarments 	<p><u>Tops (shirts, sweaters, etc)</u></p> <ul style="list-style-type: none"> ● Sleeveless shirts ● Tops with inappropriate or disruptive messages (drugs, alcohol, ethnic slurs, gambling, gangs, hate messages, violence, suggestive statements, etc.) ● Any clothing that promotes gang activity (slogans, initials, colors, etc.) ● Tops that are mesh, see-through, or cut away to reveal skin or undergarments
<p><u>Pants, shorts, skirts, dresses</u></p> <ul style="list-style-type: none"> ● Comfortable pants, such as jeans or khakis ● Sweats or track pants ● Skirts or shorts that are no shorter than arm's length (with hands in fists) 	<p><u>Pants, shorts, skirts, dresses</u></p> <ul style="list-style-type: none"> ● Pants, skirts, shorts, or leggings that are see-through ● Pants with holes, rips, or tears above dress code-appropriate length (see left) that expose skin ● Pants worn low enough to reveal undergarments ● Pajama bottoms and blankets
<p><u>Shoes</u></p> <ul style="list-style-type: none"> ● Flat shoes ● Tennis shoes ● Boots ● Sandals that have an ankle strap 	<p><u>Shoes</u></p> <ul style="list-style-type: none"> ● Flip-flops or athletic slides ● Platform shoes, sandals, or slippers
<p><u>Hats</u></p> <ul style="list-style-type: none"> ● Baseball caps or beanies that contain an appropriate message ● Head coverings worn for religious or health reasons (Ed Code 35183.5) 	<p><u>Hats</u></p> <ul style="list-style-type: none"> ● Hats that contain an inappropriate message (drugs, alcohol, ethnic slurs, gambling, gangs, hate messages, violence, suggestive statements, etc.)
<p><u>Accessories</u></p> <ul style="list-style-type: none"> ● Prescription glasses ● Ties, bow-ties, or scarves ● Belts with a small, plain belt buckle 	<p><u>Accessories</u></p> <ul style="list-style-type: none"> ● Costumes and/or masks that hide the face ● Any accessories that hang loose from clothing--like chains--from a belt loop (except hats)

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| | <ul style="list-style-type: none"> ● Jewelry that is unsafe ● Accessories with an inappropriate message ● Earbuds, headphones, or other electronics |
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This dress code will be enforced at all times on campus and at Canyon Middle School activities held off campus.
Students who do not follow the dress code may receive a detention (during a dress code sweep) and may be sent home if they have no appropriate clothing to change into.

STUDENT ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES & EVENTS

****ALL school rules apply at all school-sponsored activities and events!****

Canyon Middle School has a number of after-school and evening activities for students. Attending these activities/events is a **privilege**, and students may be excluded from any school activity **including 8th grade advancement** due to inadequate academic performance, behavior problems, financial obligations, and overdue library books. Students who exhibit patterns of inappropriate behavior will not be allowed to participate in extracurricular activities. Inappropriate behavior is measured by teacher-assigned detentions and administrative consequences. There are also a number of lunchtime clubs and offerings change from year to year. For more information, please contact your counselor.

Extra-curricular Activities Participation (including sports events on or off campus)

Students may be excluded from extra-curricular activities for any of the following reasons:

- Any suspension during the past nine-week period
- Three (3) or more behavioral incidents during the past nine-week period
- Outstanding financial obligations
- Attendance issues, including absence on the day of the activity
- 3 or more PE suit cuts
- If you have an assigned detention that day

For severe violations of the school rules, students may be restricted for a longer period of time than nine weeks.

DANCES

Canyon holds periodic dances to support social interaction and connection with our school community. Dances are held throughout the year after school and in the evening. For more information on upcoming dances, please see the Canyon website and Student Bulletin.

Canyon dances are for students currently attending Canyon Middle School. **NO STUDENTS FROM OTHER SCHOOLS WILL BE ADMITTED**

In addition to the participation criteria outlined above under “extra-curricular activities,” Students will be allowed to attend the dance only if:

- They attended school the day of the dance
- They **bring a current Canyon ID** and pay for a dance ticket or use a Renaissance pass, if earned
- Students arriving late will only be allowed into the dance if a parent walks them to the door
- Once a student enters the dance, s/he will not be allowed to leave unless accompanied by a parent/guardian
- **Cell phone and dress code policies are strictly enforced at all dances**

- Students must be picked up when the dance ends. **Any student who has not been picked up within a half-hour after the dance ends will not be allowed to attend the next activity**
- Valuable items, cash, or purses should not be brought to the dances. There is no place to check items and school is NOT responsible for any loss

END OF THE YEAR ACTIVITIES

Beginning 4th quarter, a point system will be in effect to determine students who will not have the privilege of participating in End of the Year Activities (including Advancement).

Each grade level traditionally participates in an **end-of-the-year field trip** within the last week of school. These are school-sponsored events during the school day, so students must either attend the trips with the school or attend school as a regular day. There is an **Advancement Ceremony Activity** for eighth graders.

STUDENT RESOURCES

SCHOOL TO HOME COMMUNICATION

- **Website:** <http://www.cv.k12.ca.us/canyon>
Teachers regularly post homework assignments and news on their teacher websites. Please find these in the teacher directory link on our website.
- **Daily Bulletin:** A Daily Bulletin for students/families is posted on the Canyon website.
- **Canyon Newsletter:** The Canyon Newsletter includes a calendar for the upcoming month as well as Canyon news and information about upcoming events. This is also available online each month and mailed home twice during the school year (January, April)
- **Auto-dialer Message:** If you missed an Auto-dialer message sent out by the school, you can find a copy of the message on our website
- **Nightly Absence Calls:** An automated system will call out each evening when a student was marked absent for one or more periods and that absence has not been verified by the parent/guardian.

GUIDANCE & COUNSELING

Our school provides a counseling program to guide the students throughout their middle school experience and preparing them for later life. All students should be familiar with the guidance system and feel free to use it to its full extent. The counseling services at Canyon include:

- Individual student counseling with questions and problems concerning student study skills, education in high school, college, test interpretations, vocational (career) guidance, and other school-related problems
- Student conferences concerning low and failing grades.
- Program and schedule changes.
- Assisting in enrolling new students.
- Helping with personal problems.

BULLYING PREVENTION

We are committed to providing a safe and nurturing school environment that protects students from physical and emotional harm and is conducive to learning. All students are encouraged to report incidences of bullying or harassment to any adult on campus.

Bullying/Harassment reporting forms are available in Student Services and on our website. (BP/AR 5131.2)

COORDINATION OF SERVICES TEAM (COST)

As part of our PBIS program, Canyon provides a district-supported service where teachers, counselors, parents/guardians, students, or any staff can refer a student for consideration for additional support services, including academic, behavioral, truancy, or social-emotional issues. For more information, please contact your grade-level counselor.

HEALTH OFFICE

Students who are injured or become ill at school will go to the health office where a parent/guardian will be contacted. If no one on the student's emergency card can be reached, the student will be sent back to class. Students may only be released to individuals listed on the emergency contacts in Aeries. **Emergency contacts must be kept up to date - please review regularly and update.**

Per California Ed Code 49423 and CVUSD BP/AR 5141.21 - All medications, including medications available without a prescription, need to have both physician and parent's written permission in order to be dispensed or taken at school. The medication form is available online at www.cv.k12.ca.us. You can enter "medication" into the search box or these forms are also available from your child's school site.

The completed form(s) which need to be turned in to the school office at the beginning of every school year, need to clearly state: the name of the student, name of the medication, method of administration (by mouth, eye drops, etc.), administration time, and the amount to be dispensed. The medication must be brought to your child's school office in a labeled prescription or over the counter container (not a zip lock bag).

If your child's medication is not needed during the school day but you would like a 3-day disaster supply in case of emergency, please follow the above protocol and attach the "3 Day Disaster Supply of Routine Medications" form.

If your child needs to carry an inhaler for asthma, be sure to have your physician complete the Asthma Action Plan (available at www.cv.k12.ca.us). If your child needs to carry an epi-pen for severe allergy, be sure to have your physician complete the Severe Allergy and Anaphylaxis Emergency Care Plan (also available at www.cv.k12.ca.us).

Medications must be picked up by a parent on the last day of school or they will be disposed of before school starts in the fall.

LUNCHES

Our cafeteria staff provides breakfast and full lunch services each day school is in session, in addition there is a nutrition break provided on every full school day for students where there will be a second chance breakfast. Students have the choice of a regular full lunch or purchasing from the snack bar. The POS system allows families to put money onto their account anytime during breakfast, second breakfast, lunch, or online at home. (*student ID # required – www.MyNutriKids.com*). Money may also be deposited at Student Services.

BUS INFO

Bus passes and tickets can be purchased at Castro Valley Adult School, 4430 Alma Avenue, Castro Valley. All bus passes (not tickets) will be a picture ID which will require the student to be present when the bus pass is purchased. Bus tickets are NOT REFUNDABLE at the end of the year, nor can they be used the next school year, so plan carefully. If you have questions regarding the specific bus routes, please call CVUSD Transportation Department (510) 881-5271. For rules regarding students' behavior on the buses, please see *General School Rules. (BP/AR 5131.1)*

STUDENT POLICIES

STUDENT ID CARDS

Student ID cards are issued to each Canyon student free of charge, to assure student safety. The ID cards must be carried at all times and presented to staff upon request and are required to attend dances. Lost ID cards may be replaced. The cost of a new card is \$5. A student must pay for a replacement ID card in Student Services.

LOST AND FOUND

Students must assume sole responsibility for loss or damage to personal property. The school will assist students in trying to locate lost/stolen property, but the school is not responsible for the replacement of these items. Students should write their names or put identifying marks on their personal belongings. Articles that are lost or found should be reported or taken to the cafeteria (clothing) or main office (small items).

LOCKERS

Students may use their lockers before and after school and during passing periods. The school reserves the right to revoke locker privileges at any time. **Sixth grade students will be issued lockers during the first month of school.**

To keep the privilege of using a locker, Condors must:

- Use only the locker assigned to them.
- Keep their locker locked at all times
- Remember their locker combination and keep it private.
- Pay for repairing any damage they cause to lockers.
- (In the event of a jammed locker) Get a pass from their teacher to visit Student Services and report their jammed locker
- Keep the outside of their locker free of decoration
- Use only the lock built into the locker
- Treat their locker gently without slamming, kicking, or abusing it

RESTROOMS

- Students must have a pass dated and signed by a staff member in order to use the restroom during class time.
- Students are not to loiter in the restrooms. Food must not be taken into the restrooms.

BICYCLES, SCOOTERS, SKATEBOARDS AND OTHERS

In order to maintain a safe environment on campus the following rules are in effect. Students must remember that riding a bicycle/scooter to school is a privilege and will be revoked if a student fails to observe the rules and/or laws.

- Bicycles must be operated in a safe manner. Students are required **by state law** to wear helmets.
- Students need to walk bikes up and down the hill.
- Once on campus, bikes must be **walked** to the bike storage area.
- Bicycles must be locked to the bike rack.
- **The school is not responsible for lost or stolen bicycles, missing or damaged bicycle parts.**
- The bicycle storage area is “out of bounds” during school hours.
- Students must take their bicycles home within 15 minutes after dismissal.
- Bicycles, skateboards, skates, wheelies (shoes with wheels), and scooters, should not be ridden on campus at any time and will be confiscated if ridden.

P.E. DRESS EXPECTATIONS

- Your name must be on all your PE gear
- Everyone is expected to be in the basic PE gear: Gray athletic shirt / Black or red athletic shorts / athletic shoes
- Canyon PE gear is available for purchase at Registration and in Student Services
- Please speak with your teacher or refer to their website if you have any questions or concerns
- Recommend: extra socks, sweats for cold weather (PE gear goes underneath)
- **You will NOT Need:** phones/electronic equipment (exception may be made for dance unit); personal sports equipment

DRUG FREE POLICY

CVUSD is a tobacco-free district. This means that possession or use of tobacco or any products containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, smokeless tobacco, electronic cigarette or possession of any tobacco product or related paraphernalia during the school day, on or off campus or at any school sponsored activity or athletic event is considered a violation of Education Code 48900 H and Penal Code 308. Students found using or in possession of tobacco will be referred to the administration and will result in disciplinary action.

No student may use, abuse, possess, sell, distribute or be under the influence of any intoxicating or illegal substance; or be in the possession of any equipment or paraphernalia connected with the manufacture or use of any substance during the school day, on or off campus or any school sponsored event. Students under the influence or in possession of the above will be referred to the administration and will receive disciplinary action.

GANG ACTIVITY

Involvement in any “gang related activity or attire,” will be in violation of the Castro Valley Code of Conduct related to Gang Activity. This constitutes a disruption of school activities and willful defiance of the school’s directive to your child to stop the behavior (Ed Code 48900 k). This poses a danger to the student and others (Ed Code 48900 a). Specifically, student observed doing the following:

- Possessing of, or wearing, gang related/specific colored clothing.
- Having identifiable gang symbols or graffiti on books, binders, class-work, student/school property, etc.
- Using gang specific hand signs on or around school campus.
- Displaying marks or tattoos on body indicating possible gang involvement.
- Associating with other suspected or known gang members in a large group that is considered to be confrontational or intimidating to other students on campus.
- Other (Admission of gang membership/affiliation, recruiting gang members, involved in gang fight, using gang slang, additional info, etc.).

Gang activity or even suspected gang activity does not promote a safe school environment and **will not be tolerated**. Recurrences of these activities may result in suspension/expulsion or other appropriate disciplinary action.

CANYON BEHAVIOR MATRIX

If I . . .	1 st time	2 nd time	3 rd time	4 th time or more
	One or more of the following may happen . . .			
Do not follow classroom rules	Staff will remind me of the rules	Staff will call my parent/guardian	Staff will meet with my parent/ guardian	I will be sent to student services with a referral
Do not participate when I am supposed to	Staff will encourage me to make a better choice	Staff will give local consequences	Staff will ask me to sign a behavior contract	A principal will contact my parent/ guardian
Speak to adults with disrespectful language	Staff will give me a warning	I will be asked to fill out a reflection sheet	I will be referred to a counselor	A principal will give me a consequence:
Am dishonest	Staff will talk with me about my choices	I will be asked to explain my actions to a staff member	I will be assigned an after school detention with a teacher	<ul style="list-style-type: none"> · Saturday school · Community service · Suspension · Loss of privileges · Behavior contract · Detention
Use my hands and feet inappropriately	Restorative conversation	I will be asked to change my seat, behavior, activity, location, etc.	I will be asked to write a letter of apology	
Act in a way that is unsafe to myself or others				
Use materials in a way other than they are meant to be used				
Use school technology in a way that is not allowed				
Am tardy				
Dress in a way that does not meet the dress code	I will be sent to Student Services I will be asked to change I will be given a warning	I will be sent to Student Services I will be asked to change My parent/ guardian will be contacted	I will be sent to Student Services I will be asked to change My parent/ guardian will be contacted I will receive a detention	I will be sent to Student Services I will be asked to change My parent/ guardian will be contacted I will receive a Saturday School or a suspension
Dress in a way that does not meet the Physical Education dress code during PE class	I will be given a warning My grade will be affected	I will be assigned a teacher detention My grade will be affected	I will be assigned an after school detention My grade will be affected	I will be assigned an after school detention or Saturday School My grade will be affected
Use my personal technology when I’m not supposed to,	My device will be taken and turned into Student Services	My device will be taken and turned into Student	My device will be taken and turned into Student Services	My device will be taken and turned into Student Services

when it is visible, or when it creates a distraction	I will receive a warning	Services I will receive a detention	I will receive a Saturday School	I will receive additional consequences, up to and including in-school suspension
Cheat	I will receive a warning I will receive a lower grade or no grade at all, or I will be asked to re-do work	I will receive a lower grade or no grade at all My parent/ guardian will be contacted	I will receive a lower grade or no grade at all I will receive a detention	I will receive a lower grade or no grade at all I will receive: · Suspension · Loss of privileges
If I . . .	1st time	2nd time	3rd time	4th time or more
	One or more of the following may happen . . .			
Cut class Plagiarize	I will receive a lower grade or no grade at all My parent/ guardian will be contacted I will receive: · Detention · Suspension · Loss of privileges			
Wear, write, or have gang related items	I will be referred to Student services and my parent/ guardian will be contacted I will receive a: · Warning · Detention · Suspension			
Steal Bully others with my words or actions Use words to threaten others Choose not to do what an adult asks of me Act in a way that is dangerous to myself or others Use language that is meant to hurt another based on their religion, race, sexual	I will be referred to Student services My parent/ guardian will be contacted I will receive a: · Detention · Saturday school · Suspension I will be asked to pay for anything I've damaged I will attend Youth Court I will be assigned community			

orientation, or gender	service			
Say or do things of a sexual nature	I will be asked to sign a behavior contract			
Vandalize property	I will lose privileges			
Bring or use items to start a fire	I will engage in a restorative conversation			
Avoid going to the office when sent				
If I . . .	1st time	2nd time	3rd time	4th time or more
	One or more of the following may happen . . .			
Have or use drugs, alcohol, or related items	I will be referred to Student services			
Have a real or fake weapon or explosive on campus	My parent/ guardian will be contacted			
Falsely report a bomb or dangerous situation	I will receive a: <ul style="list-style-type: none"> · Detention · Saturday school · Suspension 			
Physically fight with, punch, kick, slap, or shove others	I will attend Youth Court			
Force others to say or do things of a sexual nature	I will be assigned community service			
	I will be asked to sign a behavior contract			
	I will lose privileges			
	I will be expelled			

DEFINITIONS OF CONSEQUENCES

TEACHER DETENTION

A teacher detention may be assigned by a staff member for disciplinary reasons. Twenty-four hours notice of teacher detention is given to allow the student to arrange for transportation. Failure to appear on time or attend a teacher detention will result in an after school detention.

AFTER SCHOOL DETENTION

After school detention is held in the cafeteria after school, typically on Tuesdays and Thursdays. (*Days and times subject to change*) Students must bring a quiet activity to work on for the duration of detention. Late students will not be allowed to serve their detention that day. If a student fails to attend, he/she will automatically be assigned two detentions. Failure to serve these detentions will result in being assigned to Saturday School. When a student has missed a detention because he/she was ill, the

student is expected to go to the next rescheduled detention date available. **If a detention cannot be served and needs to be rescheduled, the parent/guardian must notify Student Services by phone or by having the student bring a signed note, before 10:00 AM the day of the detention.**

BEHAVIOR CONTRACT

An individual contract to address student behavior may be developed to address inappropriate classroom or social interactions; examples might be bullying, teasing, inappropriate language, etc. Progressive discipline is enforced at Canyon Middle School.

LUNCH DETENTION

Lunch detention may be assigned by a staff member. During that time students may be required to help with the beautification of the lunch courtyard area and the cleanup of the cafeteria.

SATURDAY SCHOOL

Saturday School is held at Canyon from 8:30 - 12:00 on selected days. Students are expected to report to the front of the school at 8:30 am. Students arriving after 8:30 am will not be admitted. Saturday School is spent doing community service and/or working in a classroom. The same rules in effect during a regular detention will be in effect during Saturday School. Students who fail to attend, fail to report on time, or are sent home early due to disciplinary reasons may receive an in-school suspension or may be suspended from school.

YOUTH COURT

Students may be assigned Youth Court as an alternative to suspension. They will be required to attend mandatory meetings and participate fully.

RESTORATIVE CONVERSATION

We strongly believe in our community's ability to correct any misgivings or negative situation through purposeful communication and honest intentions. Using opportunities to talk, learn and grow, we are able to stop and prevent a large range of issues.

IN-SCHOOL SUSPENSION

In-School Suspension is an alternative to suspension from school when appropriate. Rather than being sent home, the student remains in school in an assigned area and required to complete his/her assigned schoolwork.

- Students must report to Student Services when they arrive at school and must leave school immediately after school (except if they have been assigned a detention).
- Students must bring textbooks, binders, and work to complete.
- Students are to display appropriate behavior or they will be suspended from school.
- Student may not attend or participate in any co/extra-curricular activities the day of his/her in-school suspension. (This includes after-school activities such as dances.)

OUT OF SCHOOL SUSPENSION

Used to remove a student from school for violations of California Education Code for a period of one to five days.

EXPULSION

Used to remove a student from school for the remainder of the semester or school year for disciplinary reasons. Expulsion is a process that is used for very serious matters. Expulsion may occur only with the approval of the Board of Education.

Canyon Middle School Bell Schedule

6 th Grade Regular- M, T, Th, F		
Period 0	7:50	8:40
Adv./Period 1	8:45	9:50

6 th Grade Collaboration - Wed		
Period 0	7:50	8:40
Adv./Period 1	8:45	9:40

6th Grade - Condor Time		
Period 0	7:50	8:40
Period 1	8:45	9:35

Period 2	9:55	10:45
Nutrition Break	10:45	10:55
Period 3	11:00	11:50
Lunch	11:50	12:25
Period 4	12:30	1:20
Period 5	1:25	2:15
Period 6	2:20	3:10

Period 2	9:45	10:25
Nutrition Break	10:25	10:35
Period 3	10:40	11:20
Lunch	11:20	11:55
Period 4	12:00	12:40
Period 5	12:45	1:25
Period 6	1:30	2:10

Period 2	9:40	10:25
Nutrition Break	10:25	10:35
Period 3	10:40	11:25
Condor Time	11:30	12:05
Lunch	12:05	12:40
Period 4	12:45	1:30
Period 5	1:35	2:20
Period 6	2:25	3:10

7/8th Grade Regular - M, T, Th, F		
Period 0	7:50	8:40
Adv/Period 1	8:45	9:50
Period 2	9:55	10:45
Nutrition Break	10:45	10:55
Period 3	11:00	11:50
Period 4	11:55	12:45
Lunch	12:45	1:20
Period 5	1:25	2:15
Period 6	2:20	3:10

7/8th Grade Collaboration - Wed		
Period 0	7:50	8:40
Adv/Period 1	8:45	9:40
Period 2	9:45	10:25
Nutrition Break	10:25	10:35
Period 3	10:40	11:20
Period 4	11:25	12:05
Lunch	12:05	12:40
Period 5	12:45	1:25
Period 6	1:30	2:10

7th/8th Grade - Condor Time		
Period 0	7:50	8:40
Period 1	8:45	9:35
Period 2	9:40	10:25
Nutrition Break	10:25	10:35
Period 3	10:40	11:25
Condor Time	11:30	12:05
Period 4	12:10	12:55
Lunch	12:55	1:30
Period 5	1:35	2:20
Period 6	2:25	3:10

Minimum Days are August 21, December 21, January 17-18, April 19 and June 5-6. School is over at 12:45 these days.

See our website at www.cv.k12.ca.us/canyon for more information about:

- Traffic
- Grades
- Homework
- Honor Roll / Honor Society
- Academic Awards
- AERIES
- CJSF
- After School Sports
- Advisory/Homeroom
- Library
- Bookroom
- Student Council

- Textbooks

- Staff contacts and websites

- Add other information

SOAR Advisory Lesson Notes

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Hall Pass Log

Condors must always have a hall pass signed by a staff member when they are out during class time.

Date	Time Out	Destination	Staff Signature	Return Time/Initials
				/

