

# CANYON MIDDLE SCHOOL

## National Schools to Watch Taking Center Stage – Model School



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### PRINCIPAL'S MESSAGE

Welcome to Canyon Middle School, a National Schools to Watch – Taking Center Stage – Model School! We are very pleased to have you join the Canyon School community.

We have provided this Binder Reminder for your information. Please read this document and discuss its contents with your parents, as you will be held responsible for all information and regulations. All policies and procedures have been carefully considered to promote student health and safety.

As a National Schools to Watch Model School, we offer you a variety of ways to become connected with the school and your education. The academic program is designed to challenge and motivate you to enjoy the process of learning and be successful. Students must meet high expectations in all classes. Therefore, we expect students to keep track of assignments and projects and complete all homework.

We have a comprehensive offering of activities, athletics and music here at Canyon. This provides a wide variety of options for students to become connected with the school. Special events, dances, skating parties, and Friday activities are also offered. We hope to continue our athletic program which offers a variety of sports for both boys and girls. The state budget crisis has caused us to rely on donations to support the athletic program. Our music program is unparalleled in its quality and student involvement.

We are a large school. To accommodate our large population, we offer our students a modified block schedule.

We have a proven record of success as demonstrated by our designation as a National Schools to Watch – Taking Center Stage – Model School. We can maintain our record only with your support and the support of your parents and guardians. Please ask your parents/guardians to contact the PTA for volunteer information.

We look forward to a wonderful year with you. If you have questions, please contact us. We will be happy to serve you.

School policies and procedures  
apply (including appropriate dress)  
at all school activities and events.

Students **may not write** on the inside or  
outside of their Binder Reminder.

*Original cover design by:*  
*Canyon student*  
**Raeanna DeCambra**

## STUDENT ACADEMICS

### Homework

All students are expected to understand the Canyon Middle School Homework Policy. A minimum of 1-1/2 hours of homework per week is assigned in each basic academic area including English, Math, Social Studies, and Science. Teachers will explain the details of their homework expectations in each class at the beginning of each quarter, semester, or school year. **Students are expected to make up any homework due to absences.**

### Grades

School grades are intended to give a measure of students' progress and achievement rather than a measure of their abilities. We need to remember that a grade is not a goal in itself. The system of letter grades consists of A, B, C, D, F, and NM (no mark).

The letter grades signify the following:

A - 4 grade points

B - 3 grade points

C - 2 grade points

D - 1 grade point

F - 0 grade points

NM - 0 grade points (when student has been absent for extended time due to medical reason and has not completed required work.

### Honor Roll/Honor Society

There will be scholarship recognition through an Honor Roll (3.0 grade average) at the end of each quarter. Honor Society students (3.4 grade average) will be identified at the end of the semester.

Golden Apple: Student has earned six semesters of 4.0 GPA at Canyon Middle School

Principal's Award: Student has earned five semesters of 4.0 GPA at Canyon Middle School and no more than one B grade; that B grade being the lowest grade the student received at Canyon Middle School.

Presidential Academic Fitness Award: Recognizes outstanding academic achievement.

### California Junior Scholarship Federation - CJSF:

CJSF is a statewide organization affiliated with the California Scholarship Federation at the high school level. CJSF's motto is "scholarship for service" and its purpose is to foster high standards of scholarship, service and citizenship in the junior high/middle school grades. Membership is granted based upon application, citizenship and GPA in core classes. The constitution of CJSF only allows membership for seventh and eighth graders. Seventh graders may join after the completion of the first semester. **ALL STUDENTS MUST REAPPLY EACH SEMESTER IN ORDER TO CONTINUE IN CJSF.** These rules are requirements from the CJSF headquarters and no exceptions can be made. Applications are available on the wall of forms in the main office.

## ***RENAISSANCE REWARDS IMPROVEMENT, EFFORT, AND INDIVIDUAL RESPONSIBILITY.***

**Renaissance:** Canyon Renaissance focuses on good grades, attendance and behavior. 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), and have **no discipline referrals**. 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 three 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

White Sticker Status: Earn a .3 GPA improvement.

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."

### **Cheating and Plagiarism (Academic Dishonesty)**

Students are expected to be honest in meeting the requirements for their classes. Cheating or plagiarism is *Academic Dishonesty* and breaks the trust between students and teachers. Students who engage in cheating or plagiarism will be subject to academic and disciplinary consequences, including a lowered or failing grade; and the possibility of an additional administrative action, including Saturday School or suspension. ***Please see page 13 for more specific information on Academic Dishonesty.***

## **SCHOOL TO HOME COMMUNICATION**

**Daily Bulletin:** A Daily Bulletin for students/families is posted on the Canyon website. Look for the chalkboard that says, Daily Bulletin, for these announcements.

**Canyon Communique:** The Canyon Communique (monthly school newsletter) is one of several tools in place to keep our school community up to date on school news and events. It includes a calendar for the upcoming month. The Canyon Communique is available online each month and mailed home twice during the school year (January, April)

**Auto-dialer Message:** If you missed the Auto-dialer message sent out by the school, you can find a copy of the message online, by clicking on the red bullhorn 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.

## SCHOOL ACTIVITIES

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

Canyon Middle School has a number of after-school and evening activities for students. These events are a fun and important part of Canyon Middle School. Attending these activities/events is a privilege, and students may be excluded from any school activity due to poor academic performance, behavior problems, financial obligations, and overdue library books. **Participation in 8<sup>th</sup> grade advancement is considered a school activity.** Students who exhibit poor behavior will not be allowed to participate in extra-curricular activities. Poor behavior is measured by teacher-assigned detentions and referrals to the assistant principal's office. A referral constitutes any visit to the assistant principal's office in order to discuss violations of school rules. It also includes teacher assignment to Student Services or any failure to serve assigned behavioral consequences.

#### **Advancement/Assignment/Retention**

Castro Valley Unified School District's Board Policy and Administrative Regulations 5123 and AR5123 establish the criteria for advancement/retention. Canyon Middle School follows this policy and supporting regulations. 8<sup>th</sup> grade Advancement is an extraordinary activity. To participate, students must have an 8<sup>th</sup> grade cumulative GPA of 1.75 and must meet all extra-curricular activities participation requirements. Canyon's dress code applies.

## END OF THE YEAR ACTIVITIES

**Beginning 4<sup>th</sup> 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).**

There is an Advancement Ceremony Activity for eighth graders, which is traditionally the last day of school at 2:00 PM. *(date to be announced)* The dress code for this activity remains the same as other dress codes stated in the **Appropriate Dress** section of this Binder Reminder with the addition that flat bottom shoes are required (no heels) on the high school gym floor and stadium turf.

Seventh grade students have traditionally gone to Cull Canyon Lake on the Wednesday before the last day of school and sixth graders usually attend Cull Canyon on the Tuesday before the last day. The dress code for this activity remains the same as other dress codes stated in the **Appropriate Dress** section of this Binder Reminder.

#### **Extra-curricular Activities Participation**

**Attending sports events on or off campus is an extra-curricular activity.**

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
- 3 or more PE suit cuts
- Absence on the day of the activity
- 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.

All school behavior expectations must be followed at school activities on or off campus.

#### **After-School Sports Program (Dependent on funding.)**

The Athletic Department sponsors many after-school sports programs. In order to be eligible to participate in any of these activities, *if available*, students must have at least a 2.0 grade point average (no F's or U's in citizenship). Suspension during the season may result in a loss of athletic privileges for that sport. The sports offerings are: **Students can be removed from a team for school behavior violations or unsportsmanlike conduct at games.**

#### **Advisory/Homeroom**

Students meet daily with their first teachers of the day for a 10-minute period. During this time students:

- Hear announcements and learn about important events
- Watch the video broadcast
- Get organized for the day
- Participate in school-wide character education activities

#### **Guidance and Counseling Program**

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:

1. Individual student counseling with questions and problems concerning student study skills, education in high school, college, test interpretations, and other school-related problems.
2. Student conferences concerning low and failing grades.
3. Program and schedule changes.
4. Assisting in enrolling new students.
5. Providing vocational information.
6. Helping with personal problems.

#### **Student Council**

Student council is the organization through which students may express their opinions and assist in carrying out school activities. The student council tries to promote initiative and leadership among the members. The student council is made up of the elected representatives from each advisory. It is the duty of the representatives to bring to the council's attention items of business from their classmates and to take to their advisories the actions of the council. Students are encouraged to become involved in student government. Elected officers must have a 3.0 GPA and Student Council Reps a 2.0 GPA. *Officers will be removed from their position in the event of suspension.*



Respect



Excellence



Pride

## Library

The library is there for you! Ask the library assistant for help if you need it. Failure to return books will result in the loss of library privileges and school activities. Lost or damaged books will result in a book fine. Proper conduct is required at all times.

## **ATTENDANCE POLICY**

### **Report absences to (510) 538-8833, ext. 6002**

#### **Absences Defined**

Student absences will be categorized in accordance with the following guidelines:

- **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.

**"The Board authorizes teachers to lower a student's grade in a subject(s) by one full grade should a student have three (3) unexcused absences in one quarter and to assign a failing grade to a student in a subject(s) should a student accumulate six (6) unexcused absences in one quarter."**

**"The Board believes that a period of seventy two (72) hours following each absence is to be permitted for a parent/guardian to provide explanation for the absence after which the absence will be declared unexcused. A progress report will be issued when a student's grade is affected by unexcused absences." [B.P.5113(a)]**

#### **ABSENCES**

Absences may be reported by calling the attendance office voicemail at (510) 538-8833 ext. 6002, 24 hours a day, 7 days a week or by faxing (510) 247-9439. Notes from a parent/guardian may also be used to report absences. No notes written by the student will be accepted. Notes must include: student's full name, grade, date (s) of absence and reason for the absence along with the 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. Homework may also be posted on the Internet on the following suggested web sites: teacherweb.com or schoolnotes.com (make sure to use 94552 as our school zip code when using this site). It is recommended that students check with their teachers about making up any missed work. Students are responsible for completing the make up work within the time allotted by each teacher.

#### **Independent Study Contracts**

Students who know that they will be absent from school for five or more school days because of vacation, family emergency, etc., may request an Independent Study Contract from the Attendance Office. All requests should be done at least five school days in advance. The student must bring a note to the Attendance Office signed by a parent/guardian to verify the absence and to request an Independent Study packet. Once the student has obtained the packet, he/she must get each teacher to complete the necessary forms and work assignments. The Independent Study Contract must be returned to the Attendance Office for processing before the student leaves school. Once the student returns back to school, all forms must be turned into the Attendance Office along with all the completed work before the student returns to his/her first class.

#### **EARLY RELEASE**

***Due to safety concerns, we will not accept phone calls to release your student during the school day.*** You may either send a note with your student to obtain an off-campus pass on the day of the early release or you may come into the Attendance Office with your photo ID. When writing notes for early release of a student, you must note the specific time you would like the student released ("lunch time" is too vague...)

Notes must include: Student's full name, time student is to be released, reason for early release, parent/guardian signature. Name and relationship of person releasing the student if someone other than parent/guardian.

#### **TARDINESS**

If your student is tardy due to doctor/dental appointments, please obtain a note from them each time your student has an appointment during school hours. Also, please report the reason for tardiness by sending a note with the student, by calling or by conferencing with the attendance office.

Students are expected to be in their seats or at their workstations when the period begins. Students who are frequently tardy should expect their citizenship grades to be affected.

**Consequences for Tardiness – see next page**

**Consequences for Tardiness** [on a quarter basis]

- **1<sup>st</sup> tardy**.....Warning
- **2<sup>nd</sup>/3<sup>rd</sup> tardy**.....Teacher/team detention.
- **4<sup>th</sup>/5<sup>th</sup> tardy**.....One-hour D-11 detention issued by the teacher.
- **6<sup>th</sup> tardy**.....Referral to Assistant Principal, which may result in Saturday School, or loss of next activity.
- **Upon 7<sup>th</sup> tardy**..... Student may be placed on a Tardy Contract.

**Tardy Sweeps**

When a significant number of students disrupt the learning environment by being tardy to class, then a “tardy sweep” will be implemented. Students are not forewarned when a tardy sweep shall occur. A tardy sweep occurs when, at the end of a passing period, the school secretary (or other designated staff member) announces on the public address system (p.a. system) that there is a “tardy sweep” and teachers are to lock their doors. Students locked out of the classrooms are directed to the office where they receive a one hour D-11 detention.

**Truancy**

Truancy letters are sent when a student has three (3) or more unexcused period absences; unexcused tardies in excess of 30 minutes or more; or ten ill absences without a doctor’s note. The first letter serves as a reminder to the parent/guardian to be aware and/or address the student’s attendance issues and avoid possible future truancy. Second and/or third letters will be sent if the attendance does not improve. This initiates action by the SARB (School Attendance Review Board) or SART (School Attendance Review Team).

Student consequences for Truancy letters are:

- 1<sup>st</sup> letter.....detention
- 2<sup>nd</sup> letter.....Saturday School / SART
- 3<sup>rd</sup> letter.....SARB

**Health Office**

Students who become ill at school will go to the health office where the health clerk in charge will contact the parents from numbers listed on the emergency card. If no one on the emergency card can be reached the student will be sent back to class. Students may only be released to individuals listed on the emergency card. **Emergency information must be kept up to date.**

The school is not permitted to dispense any kind of medication to a student unless the medication is brought from home and a physician fills out a permission form. Permission forms are available in the registration packet and in the health office. All medication must be kept in the health office. It is the responsibility of the student to come into the health office and take his/her medication as needed under the supervision of the health clerk. 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. For safety reasons, students may not carry prescriptions or

over-the-counter medications at school. Students with minor injuries, such as scratches, should get Band-Aids from their classroom teacher. The health clerk handles emergency first aid procedures.

**Student Identification Cards (I.D. Cards)**

Student I.D. cards are issued to each Canyon student free of charge, to assure student safety. The I.D. cards must be carried at all times and presented to staff upon request.

Lost I.D. cards may be replaced. The cost of a new card is \$5. A student must pay for a replacement I.D. card in the Finance Office. The receipt must then be taken to Student Services for the new I.D. card.

**Deliveries/Messages for Students**

Middle School students are expected to be more responsible about bringing required materials to school including homework, lunch money, PE clothes, etc. Deliveries (including phone messages) during the school day disrupt the instructional setting for all students and take up valuable staff time. Any student receiving 3 deliveries/messages during the school day may be given a detention. Subsequent deliveries will result in a Saturday School. *Exceptions may be made by Administrators for extenuating circumstances.*

**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). An incident report should be filed for lost or stolen items. This report may be obtained on the wall of forms in the main office and is to be returned to the Student Services or Student Records office.

**Lunches**

Our cafeteria staff provides breakfast (7:30-8:45 am) and full lunch services each day school is in session. Students have the choice of a regular full lunch or purchasing from the snack bar. The POS system allows students (families) to put money onto their \*account anytime during breakfast, lunch, or on-line at home. (\*student ID # required – [www.MyNutriKids.com](http://www.MyNutriKids.com))

Students must remain within the red lines or on the field for health and safety reasons during the lunch period.

- Students may go to lockers before lunch and at the bell.
- No students should be in A, B, D, H or I wings during lunch.
- Students MUST clean up after themselves.

**Restrooms**

For health reasons:

- Students are not to loiter in the restrooms.
- Food must not be taken into the restrooms.

### Restrooms - continued

- Students must have a pass dated and signed by a staff member in order to use the restroom during class time.

### Telephone Use

THE OFFICE PHONE IS A BUSINESS PHONE AND WILL ONLY BE USED IN AN EMERGENCY BY STUDENTS. **It is not available for daily use by students when they forget items. It will be necessary to charge \$1.00 for the use of the office phone.** Please have your child make any after school arrangements prior to arriving on campus.

### Electronic Devices (includes Cell Phones)

Canyon Middle School does not encourage or recommend the possession of electronic signaling devices on the school campus. **The school and district do not assume responsibility for lost or stolen items.** Students who have these devices, i.e. cell phones, pagers, in their possession are to keep them in their backpacks or lockers throughout the day. Cell phones may not be taken out to PE. **These items are to be turned OFF when on the school campus and may only be used in the main office or with permission in the presence of a teacher, or after school at the bottom of the hill.** Cell phones cannot be visible. Personal listening devices, i.e. headphones, CD players, MP3 players, iPods, electronic games, laser pointing devices, etc. are not allowed on campus and will be confiscated. Any device confiscated for misuse may be subject to search by Administrative Staff.

If these devices disrupt the orderly classroom or school environment, disciplinary action, confiscation or loss of privilege for possession or usage may occur. Any device confiscated will be returned only to the parent/guardian of the student.

No posting of pictures or videos on the Internet, taken with any electronic device on the school campus is allowed. Consequences for violation of this policy will be:

1 <sup>st</sup> offense	Warning
2 <sup>nd</sup> offense	Detention
3 <sup>rd</sup> offense	Saturday School – electronic device will be held until picked up by parent/guardian
4 <sup>th</sup> offense	In-school Suspension – electronic device will be held until picked up by parent/guardian.

“Texting” will result in an automatic Saturday School. This policy is aligned with the District Board Policy 5131.

Audio or video recording of any student or staff member or event on campus (or off) will result in an automatic suspension of 3-5 days.

### Textbooks

**Students will pay for any damage to or loss of textbooks (E.C. 19910).** Textbooks are provided for use during the school year. In order to keep wear on books to a minimum they are to be covered.

### Traffic

Students must be dropped off in designated areas. Students should use the benches in the parking lot when waiting for their ride, and may not congregate on the upper road. Students are highly encouraged to car-pool. A binder with car-pool information is in the office.

### Visitors

Any person coming onto campus **must report to the Main Office**, sign in, and get a Visitor's Pass. People on campus without a Visitor's Pass will be asked to show their pass or to report to the Main Office. Student guests are **not** allowed at any time.

## CANYON EXPECTATIONS FOR A POSITIVE LEARNING ENVIRONMENT

### PHILOSOPHY

*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.*

## GENERAL SCHOOL RULES

### **Canyon Middle School students shall:**

- **Carry their Binder Reminders at all times.** Hall passes will be issued in the log in the back of the binder reminder. Parents are encouraged to review their students' hall pass log periodically.
- Behave properly in their speech and actions, respecting differences in race, gender, color, religion, national origin, ethnic group, marital or parental status, age, sexual orientation, physical or mental disability or any other unlawful consideration.
- Respect everyone as a unique individual and be responsive to his or her needs.
- Try their hardest to do well.
- Not show public displays of affection.
- **Follow directions of all school personnel without arguing.**
- Dress in a manner that promotes a positive learning environment and is not disruptive to learning.
- Respect others' personal property and school property.
- Students must at all times keep their hands and feet to themselves.
- Come to school prepared.
- Not bring permanent marking devices on campus.
- Not have any spray deodorant or cologne containers on campus.
- Leave personal belongings that are inappropriate for school at home [Including but not limited to: cameras, radios, CD players, MP3 players, electronic games, toys, poppers, sharp stud bracelets/necklaces, stuffed animals, water guns, large amounts of money, expensive items, wallet chains, etc.]
- Remain on campus during school hours.
- Not instigate, encourage or attend any student conflict.

- Not “play” fight.
- **Canyon students may not be on any other school campuses without the written permission of that school’s administrator.**
- **Leave school immediately after their school day ends – no later than 30 minutes after dismissal. Upon leaving campus, a student may not return.**
- Not participate in gambling.
- Not bring flowers and/or balloons or other items for special occasions. These items will be held in the office until the end of the day. They are not allowed on the campus.
- Have a “campus pass” signed by a staff member with the correct date and time in order to be out of class.
- Not have/chew gum on the school campus.
- Not sell anything on campus without permission from school personnel.
- Not have any beverage other than **bottled** water *in classrooms*.
- Not have any energy drinks at school or any beverages consisting of excessive amounts of caffeine.
- Not bring stink bombs or “poppers” on campus.
- Remain within school boundaries. The Canyon mile, track, and the hills above and below campus are considered “out of bounds.”
- No face or body painting or stickers on face or body.

**Expectations apply:**

- While on school grounds (even after school)
- While going to or coming from school
- During the lunch period, whether on or off the campus
- At all school sponsored activities on and off campus
- During, or while going to or coming from a school sponsored activity  
(E.C. 48900)

**Bicycle/Skateboard/Roller Blade/Wheelies (shoes with wheels) Scooter Rules**

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

- 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.
- Bicycles are not to be ridden on campus. Once on campus, bicycles should 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.)
- **Skateboards, roller blades, Wheelies (shoes with wheels), scooters, and roller-skates are not permitted on campus and will be confiscated.**

**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**. Reoccurrences of these activities may result in suspension/expulsion or other appropriate disciplinary action.

**Peer Mediation**

Canyon Middle School offers a Peer Conflict Mediation program. This program is designed to train students to help other students find positive ways to solve disagreements and/or differences without the use of violence. Through training and experience, peer mediators will refine their communication and problem-solving skills, while modeling good behavior. The goal of Peer Mediation is to help every student resolve conflicts in a healthy and safe manner.

**Drug Free Policy**

**Tobacco**

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, 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.

For students found using or in possession of tobacco will be referred to the on campus prevention specialist and will be required to attend a mandatory Smokeless School Session (SSS) and will result in disciplinary action.

**Alcohol and other drugs**

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. If the school administration and/or

prevention specialist receives a report that a student is believed to be under the influence or in possession of a controlled substance or alcohol, the student will be required to participate in drug counseling, rehabilitation by treatment provider as a condition of reinstatement in the school's education, extracurricular, or athletic programs. In addition, disciplinary action will be taken.

### **Bus Rules**

- Students being transported are under the authority of the bus driver. Students must have a bus pass or ticket and obey directions of the bus driver.
- Students must remain seated while on the bus.
- Students will be assigned seats by the bus driver if she/he deems it necessary to maintain discipline on the bus.
- Students should not extend their hands, arms, legs, or heads through the windows of the bus.
- Students will not leave the bus, other than at home or school, without special permission by a school administrator. The administrator must notify the driver when such permission has been granted.
- Students should keep the bus clean and must not damage it. All damage must be paid for by the parent/guardian of the student concerned.
- Students will not throw objects out the window.
- Students will talk in normal tones. Loud or vulgar language is prohibited.
- Students will not open or close windows without permission of the driver.
- Students will be courteous to the driver, to fellow passengers, and passersby.
- Students will not eat or drink while on the bus.
- No animals are allowed on the bus.
- Students refusing to accept a citation from the driver will be automatically suspended from the bus.

### **Cafeteria Behavior**

Students are expected to follow the same behavior rules in the cafeteria as in the classroom. As part of a healthy diet students are to bring a lunch or money to purchase a lunch. Students may not give, trade, loan, or sell their lunch tickets.

Students are expected to:

- Consume all food in the designated eating areas.
- Clean up after themselves.
- Not throw items.
- Not sit on tables.
- Not cut in food lines.
- Not disturb classes in session.
- Remain in designated lunch area.

### **Dance Rules (Afternoon/Evening)**

- Canyon Middle School dances are for 6th, 7th and 8th grade students presently enrolled and attending Canyon. **NO STUDENTS FROM OTHER SCHOOLS WILL BE ADMITTED.**
- No student may attend the dance who

- has been suspended during the past nine-week period.
- has not served his/her detention time for that week.
- has excessive tardies and absences.
- has three (3) or more behavior incidents during the past nine weeks.
- has outstanding financial obligations.
- was absent from school on the day of the dance
- 7th/8th grade dances are held in the evening. Students arriving late will not be admitted to the dance without a parent accompanying them to the door.
- An afternoon dance for 6<sup>th</sup> grade students will be held in May.
- The 8<sup>th</sup> grade end-of-the year dance is only for students advancing to the 9<sup>th</sup> grade.
- Once a student enters the dance, he/she will not be permitted to leave unless accompanied by a parent.
- 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.** (Ending time will be announced in the Daily Bulletin prior to the dance.)
- 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.
- I.D. card and admission fee are Student required for admittance to the dances.
- **The dress code is strictly enforced at all dances.**

***The dress code will be enforced at all Canyon Middle School activities including those held at other locations.***

### **Appropriate Dress**

**Students are expected to dress in a manner that is not disruptive to the school environment. Clothing and accessories should not be distracting, nor make inappropriate statements.**

- Clothing **may not** contain inappropriate and/or disruptive images or messages. Examples include but are not limited to: drugs or alcohol ethnic slurs, gambling, gangs, grills, hate messages, or slogans endorsing violence, and suggestive statements.
- The wearing, carrying, or displaying of slogans, initials, colors, or attire that advocates gang participation is prohibited.
- No more than 2 items of the same color may be worn at any time.
- Shirts/blouses shall not hang below the knuckles of the students' clenched hand with their arms to their sides.
- Recreational clothing such as bike pants, tutus, running shorts, pajama bottoms with or without pockets and/or tops, mesh shirts or see-through

shirts and blouses, cut-off ragged/ shredded jeans, skirts, or jeans with holes are prohibited.

- Students may not wear leggings under clothing that does not meet the dress code.
- All tops must cover the upper shoulders (at least 2 inches wide) and not hang loose under the arms. Spaghetti straps or halter tops are not allowed. Tops must be at least long enough to be able to be at least 3" below belt line and tucked in when student's hands are raised.
- No holiday costumes without prior administrative approval.
- **Sagging is not permitted.** Pants/shorts/skirts must be worn in an appropriate manner. They must fit the student, not larger in waist or length.
- Skirts, shorts, or dresses may be no shorter than 3 inches above the knee. High slits and tight fitting skirts and dresses are not allowed.
- Clothing should not expose underwear, cleavage, or be so short or form fitting as to be distracting or not appropriate for the learning environment.
- Shoes must be worn at all times. High heels, steel-toed shoes, open-toed shoes, flip flops, slippers and other footwear, which may result in an injury, are prohibited. Shoes must have an ankle strap.
- Glasses without lenses are not acceptable.
- No beanies or hoods may be worn. Caps and visors must be removed upon entering any building. Hats must be worn straight forward at all times and must meet the general dress code requirements. **No other headgear will be allowed except for religious or health reasons. (as per California Ed Code 35183.5)**
- No chains are allowed; i.e. dog, wallet, etc.
- Body piercings, other than ears, are discouraged. (except for cultural reasons)
- For safety reasons, round and long **earrings cannot be in excess of ½"**. Inappropriate earrings will be confiscated.
- Clothing that could conceal potentially dangerous items is prohibited.

### DRESS CODE SWEEP

Classroom teachers will periodically be instructed to send any student(s) violating the dress code to Student Services and/or the Assistant Principal's office.

**Students not following appropriate dress guidelines and good common sense will be required to change their clothes, or be sent home.**

### **Locker Rules**

Students may use their lockers before and after school and during passing periods. Students must remember that locker use is a privilege and not a right. Locker privileges may be revoked at any time. **Sixth grade students will be issued lockers during the first month of school.** Locker checks will be done throughout the year. Students need to abide by the following locker rules and procedures.

Students are responsible for:

- The cost to repair the damage they cause to lockers.
- **Using only the locker assigned to them.**
- Keeping their lockers neat and orderly.

- Checking to see if their locker is locked.
- Items stored in their locker.
- Remembering their locker combination.
- Going to the Student Services or Student Records office to correct any locker problems. Please go only before/after school and at lunchtime to fill out a locker maintenance form. Students will be notified when the problem is corrected.
- **If a locker won't open, the student needs to report to class first and get a pass to go to Student Services or Student Records.**

Students shall NOT:

- Keep inappropriate items in their lockers.
- Share their lockers.
- Give his or her locker combination to anyone.
- Place any decorations on the walls, or outsides, of their lockers.
- Use their lockers during class time, at lunch after the first 10 minutes or after the bell rings without a signed pass.
- Use extra locks on their lockers.
- Slam, kick, or abuse lockers.
- Leave gym clothes overnight in their lockers.
- Have any spray deodorant or cologne containers.
- **Use lockers as an excuse for tardiness or lack of materials.**

## **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. Students must arrive to detention on time or will not be allowed into detention. Failure to appear on time or attend a teacher detention will result in a one-hour detention to be held on Tuesday and Thursday in the cafeteria. 24 hour notice will be given before the after school detention. (*Days and location, subject to change.*)

### After School Detention

Detention in the cafeteria is held on Tuesdays and Thursdays. Students must bring pencil, paper and work. Doors will be secured at the start of detention. Late students are to go to Student Services. 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. Student Services will mail a letter to those students stating the date and time for the Saturday School. When a student has missed a detention because he/she was ill, the student is expected to go to detention the day of return from absence.

**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.**

### **Saturday School**

Saturday School is held at Canyon from 7:55 A.M. to 12:00 noon. Students are expected to report to the front of the school at 7:55 A.M. Students arriving after 8:00 A.M. will not be admitted. Saturday School is spent doing work detail and/or working academically 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 discipline reasons will receive an In-school Suspension or may be suspended from school.

### **Lunch Detentions/Community Service**

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

### **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 isolated area and required to complete his/her assigned schoolwork.

- Students must report to the Student Services Office 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-House Suspension. (This includes after-school activities such as dances.)

**Suspension** is used to remove a student from school for disciplinary reasons for a period of one to five days.

**Expulsion** is 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.

### **Grounds for Suspension and/or Expulsion Recommendation:**

#### **Education Code: 48915**

- a. (1) Causing serious physical injury to another person.
- a. (2) Possession of any knife or other dangerous object.
- a. (3) Unlawful possession of any controlled substance.
- a. (4) Robbery or extortion.
- a. (5) Assault or battery upon any school employee.
- c. (1) Possessing, selling or otherwise furnishing a firearm.
- c. (2) Brandishing a knife at another person.
- c. (3) Unlawfully selling a controlled substance.
- c. (4) Committing or attempting to commit a sexual assault.
- c. (5) Possession of an explosive.

#### **Education Code: 48900**

a.(1) Caused, attempted to cause, or threatened to cause physical injury to another person. (Mutual combat or verbal/written threats.)

a.(2) Willfully used force or violence upon the person of another, except in self defense. (Battery, assault with a deadly weapon or a homicide.) The three elements of battery are: 1. An aggressor 2. Intended to cause physical injury. 3. An innocent victim.

b. Possessed, sold or otherwise furnished any firearm, knife, explosive, and other dangerous objects. (CSSA Report necessary if knife is 2 ½" or longer or has a fixed or locking blade).

c. Possessed, used, sold, or otherwise furnished, drugs, alcohol, or under the influence of any controlled substance or intoxicant.

d. Arranged, offered, or negotiated to sell look alike controlled substances, alcohol, intoxicants, or liquid, substance, or material represented as a controlled substance or intoxicant.

e. Committed, or attempted to commit robbery or extortion.

f. Caused or attempted to cause damage to school property or private property.

g. Stole, or attempted to steal school property or private property.

h. Possessed or used tobacco or any product containing tobacco or nicotine products, including but not limited to clove cigarettes, smokeless tobacco, snuff, chew packets, or betel.

i. Committed an obscene act or engaged in habitual profanity or vulgarity.

j. Possessed, unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.

k. Disrupted school activities or defied school personnel.

l. Knowingly received stolen school or private property.

m. Possessed an imitation firearm.

n. Committed or attempted to commit sexual assault or sexual battery.

o. Harassed or threatened or intimidated a pupil witness.

p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

q. Engaged in, or attempted to engage in, hazing as defined in Section 32050.

r. Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act.

t. A pupil who aids and abets.

**Apply to grades 4-12 only:**

.2 Committed sexual harassment of another person.

.3 Caused, attempted to cause, threatened to cause or participated in an act of hate violence.

.4 Intentionally engaged in harassment, threat, or intimidation, directed against a pupil or group.

.7 Terrorist threat.

48901.5 Electronic signaling device

## **Student Use of Technology**

The Board of Education of the Castro Valley Unified School District in keeping with its role as a public educational institution strongly believes in the educational value of electronic information systems, such as the Internet, on-line services, or local area networking. The Board recognizes the potential of electronic information systems to support curriculum and student learning by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting millions of computers worldwide. From these connected computers, students can obtain and exchange information with people in other communities, states, and nations. This information is both massive in quantity and diverse in quality. To assist in preventing students from being exposed to undesirable material, requests from district computers will pass through a filter which blocks access to inappropriate content. However, even with Internet filtering and supervision, it is impossible to predict with certainty what materials students may locate. Therefore, the educational use of electronic information systems should be limited to supporting the district's curriculum.

Users of electronic information services will be expected to abide by the generally accepted rules of network etiquette. All computers throughout the Castro Valley Unified School District are to be used 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.

### **Electronic Information Systems: User Obligations and Responsibilities**

1. The student who has been authorized to use the Internet or similar service must recognize that it is a privilege and that he/she is responsible for its proper use at all times. The student agrees to follow all rules and policies specific to the location of the particular computer (e.g. library, classroom, and computer lab). This might include, but not be limited to, logging system activities, following procedures for downloading and saving files.
2. The system shall be used only for purposes related to education. Use for personal profit, political

and/or personal non-educational use of the district's system is strictly prohibited.

The District reserves the right to monitor any system activity for proper use.

3. Transmission (locating, accessing, and exchanging) of any material in violation of United States or state regulations is prohibited. Users shall not transmit material that is threatening, obscene or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, nation origin, sex, sexual orientation, age, disability, religion or political beliefs. Users shall not use the system to encourage the use of drugs, alcohol or tobacco, nor shall they promote any activity prohibited by law or district policy.
4. Users shall not use the network in such a way that disrupts others or the use of the network by others.
5. Copyrighted material may not be placed on the system without the author's permission. Users may download copyrighted material for their own use only. However, users will not plagiarize works that they find through the system and will respect the rights of copyrighted owners.
6. Vandalism will result in the cancellation of user privileges or other appropriate consequences. Vandalism includes uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user. It also includes modifying any operating system.
7. Students may not reveal identifying information, such as home address, personal phone number, or photograph, about themselves or others without the district's electronic information system without prior written teacher and parent permission. Photographs that do not provide recognizable images of individuals may be used without permission.
8. Students will not use personal email accounts at school. If school/district accounts are issued, these accounts are to be used for educational purposes only. Users shall not read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to read, delete, copy, modify or forge other users' mail.
9. When students are given access to a personal directory or folder, access to these private storage areas is not to be disclosed to any other student. Accessing, altering, or deleting another student's files on a server or on a disk may result in the loss of privileges. Information stored in student files, whether on disk or on a server, are not guaranteed as private and will be treated similar to information stored in a student binder or locker.
10. Students will not use the district electronic information system to participate in Internet chat room activities. These activities include technologies such as ICQ and instant messaging.
11. Users shall report any problem, including security problems or misuse of the network, to a teacher, principal or other appropriate school employee.

### Consequences:

- Misuse or failure to comply with these guidelines can result in the loss of system privileges, other disciplinary actions as outlined in the school code of conduct, or legal action as appropriate.

## **What is Academic Dishonesty?**

As you know, we value academic integrity very highly and do not permit any forms of dishonesty or deception that unfairly, improperly or illegally enhance a grade on an assignment or a course grade. The following is a list of behaviors that constitute academic dishonesty. We are aware that new forms of cheating, plagiarism and other forms of dishonesty may arise and therefore, we expect every student to interpret the requirement of academic honesty and integrity broadly and in good faith. If you have any doubt as to whether a particular act constitutes academic dishonesty, ask a teacher before you do it!

*Academic dishonesty includes, but is not limited to:*

### **Cheating on Exams**

1. Copying from others.
2. Having or using notes, formulas or other information in a programmable calculator or other electronic device without the explicit teacher review and permission.
3. Having or using a communication device such as a cell phone, pager, PDA or electronic translator to send or obtain unauthorized information.
4. Taking an exam for another student, or permitting someone else to take a test for you.
5. Asking for improper assistance, including offering money or other benefits.
6. Asking for/accepting money or other benefit in return for giving improper assistance.
7. Providing/receiving information about all or part of an exam, including answers (e.g., telling someone in a subsequent period what was on your exam, or being told this information).
8. Having or using a “cheat sheet” (a piece of paper with answers, formulas, information, or notes of any kind) that is not specifically authorized by the teacher.
9. Altering a graded exam and resubmitting it for a better grade.
10. Working together on a take-home exam, unless specifically authorized by the teacher.
11. Gaining or providing unauthorized access to examination material.

*Note:* Simply having possession during and exam of any prohibited or unauthorized information or device

whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

### **Plagiarism in Papers and Assignments**

1. Giving or getting improper assistance on an assignment meant to be individual work. (When in doubt, ask.)
2. Including in any assignment turned in for credit, any materials not based on your own research and writing. ***This includes:***
  - a. Using the services of a commercial term paper company.
  - b. Using the services of another student.
  - c. Copying part or all of another person’s paper and submitting it as your own.
3. Acting as a provider of paper(s) for a student or students.
4. Submitting substantial portions of the same academic work for credit in more than one course without consulting both teachers (self-plagiarism).
5. Failure to use quotation marks where appropriate.
6. Failing to properly acknowledge paraphrased materials via textual attribution, footnotes, endnotes and/or a bibliography.
7. Making up data for an experiment (“fudging data”).
8. Citing nonexistent sources (article, books, etc.).

### **Other**

1. Misrepresenting academic accomplishment, such as by tampering with computer records.
2. Deceiving a teacher or making up a false reason or excuse to get special consideration on an exam or paper.
3. Failing to promptly stop work on an exam when the time allocated has elapsed.
4. Forging a signature.
5. Hoarding or damaging library materials.

*Note:* Attempted academic dishonesty, even if unsuccessful, will be treated as academic dishonesty.

#### Sources:

1. Goldey-Beacon College Academic Honor Code, <http://goldey.gbc.edu/advisement/honorcode.html>
2. University of Pennsylvania code of Academic Integrity, <http://vpul.upenn.edu/osl/acadint.html>
3. Cornell University Code of Academic Integrity, <http://cuinfo.cornell.edu/AIC.html>

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