

Student Handbook 2021-2022



CANYON VIEW
Junior High School

Orem, Utah



BELL SCHEDULE (2021-2022)

1st Lunch

Advisory/Homeroom

Monday, Tuesday, Thursday, Friday

Warning Bell	7:40 am	
A1 or B1	7:45 - 9:04	79 minutes
Homeroom and Announcements	9:09 - 9:33	24 minutes
A2 or B2	9:38 - 10:57	79 minutes
Lunch	10:57 - 11:27	30 minutes
A3 or B3	11:32 - 12:51	79 minutes
A4 or B4	12:56 - 2:15	79 minutes

2nd Lunch

Advisory/Homeroom

Monday, Tuesday, Thursday, Friday

Warning Bell	7:40 am	
A1 or B1	7:45 - 9:04	79 minutes
Homeroom and Announcements	9:09 - 9:33	24 minutes
A2 or B2	9:38 - 10:57	79 minutes
A3 or B3	11:02 - 12:21	79 minutes
Lunch	12:21 - 12:51	30 minutes
A4 or B4	12:56 - 2:15	79 minutes

Early Out Wednesday Schedule

Warning Bell	7:40 am	
A1 or B1	7:45 - 8:39	54 minutes
Announcements	8:39 - 8:43	4 minutes
A2 or B2	8:48 - 9:42	54 minutes
A3 or B3	9:47 - 10:41	54 minutes
A4 or B4	10:46 - 11:40	54 minutes
Lunch	11:40 - 12:15	35 minutes

Assembly Schedule

Warning Bell	7:40 am	
A1 or B1	7:45 - 8:57	72 minutes
A2 or B2	9:02 - 10:14	72 minutes
Assembly	10:19 - 11:11	52 minutes
Lunch	11:11 - 11:41	30 minutes
A3 or B3	11:46 - 12:58	72 minutes
A4 or B4	1:03 - 2:15	72 minutes

Assembly Schedule

Warning Bell	7:40 am	
A1 or B1	7:45 - 8:57	72 minutes
Assembly	9:02 - 9:54	52 minutes
A2 or B2	9:59 - 11:11	72 minutes
A3 or B3	11:16 - 12:28	72 minutes
Lunch	12:28 - 12:58	30 minutes
A4 or B4	1:03 - 2:15	72 minutes



Canyon View Junior High School CALENDAR AT-A-GLANCE 2021-2022

Back to School Night Open House (5:30pm – 8:30pm)	Thursday, August 12, 2021
Teacher Contract Days.....	Friday & Monday, August 13 & 16, 2021
7 th Grade Day: 7 th grade ONLY (optional) (7:45am – 10:50am)	Monday, August 16, 2021
School Begins (all grades attend)	Tuesday, August 17, 2021
School Pictures	Wednesday & Thursday, September 1 & 2, 2021
Labor Day (no school)	Monday, September 6, 2021
End of 1 st term (minimal day) (7:45am – 11:15am).....	Wednesday, October 13, 2021
Fall Break (no school).....	Thursday & Friday, October 14 – 15, 2021
Professional Development Day (no school)	Monday, October 18, 2021
Comp. Day (no school).....	Wednesday, November 24, 2021
Thanksgiving Break (no school).....	Thursday & Friday, November 25 & 26, 2021
End of 2 nd term (minimal day) (7:45am – 11:15am).....	Friday, December 17, 2021
Winter Break (no school).....	Monday, December 20, 2021 – Friday, December 31, 2021
School resumes after Winter Break.....	Monday, January 3, 2022
Martin Luther King Jr. Day (no school).....	Monday, January 17, 2022
Teacher Work Day (no school).....	Friday, February 4, 2022
Parent/Teacher Conferences.....	Thursday, February 17, 2022
President’s Day (no school).....	Monday, February 21, 2022
Teacher Work Day (no school).....	Tuesday, February 22, 2022
End of 3 rd term (minimal day) (7:45am – 11:15am)	Friday, March 11, 2022
Professional Development Day (no school).....	Monday, March 14, 2022
Teacher Comp Day (no school).....	Monday, April 4, 2022
Spring Break (no school).....	Tuesday – Friday, April 5 – 8, 2022
Teacher Work Day (no school).....	Monday April 25, 2022
Lagoon/Activity Day.....	Wednesday, May 25, 2022
End of 4 th term last day of school (7:45am – 9:15am).....	Thursday, May 26, 2022

Welcome to CANYON VIEW JUNIOR HIGH SCHOOL!

We are so pleased that you are going to be a member of our outstanding student body. Canyon View Junior High School has a long-standing tradition of excellence in academics, citizenship, and extra-curricular activities. We hope that you will take pride in the things that you are able to accomplish during your time at Canyon View and that you will be able to contribute to our school community in meaningful ways. We look forward to getting to know each of you.

-Canyon View Administration

Principal: Mr. Lott

Assistant Principals: Mr. Cotterell and Mr. May

Counselors: Mrs. Elmer, Ms. Evans, Mr. Lyman, & Mr. Sears

Secretaries: Ms. Ely, Ms. Redford, Mrs. Bulkley, Mrs. Rigby & Mrs. Grant

Media Center Teacher Librarian: Ms. Hoyal

School Mission: *Preparing our students for success by providing the best academic, social, and cultural education possible*

School Vision: *Helping dreams take flight*

STUDENT RESPONSIBILITIES: *Student discipline and responsibility are integral parts of a positive learning environment at CVJH. Students have the right to feel welcome and have a safe learning environment at school, free from distracting and disruptive influences. We must all work together to treat everyone in the school community with the respect and dignity they so richly deserve. To accomplish these objectives, all students are expected to follow these guidelines:*

1. Attend school daily and be on time for all classes.
2. Be prepared for class, complete all homework, and hand in assignments on time.
3. Ask for help if you don't understand something in class.
4. Be respectful. Never endanger, harass, intimidate, or disturb others.
5. Promote good school, student, teacher, and parent communications.

1. Stay in touch with your grades:

SKYWARD is a program that allows students and parents to access information about grades and attendance. You can access it directly from our school website at canyonview.alpineschools.org. Students login to Skyward using their student ID number and password. The ID and password can be obtained from the counseling office.

2. Stay in touch with your teachers through email via SKYWARD or gmail. Many teachers use email to contact parents.

DEVELOP GOOD STUDY HABITS: Attitude is everything

- Plan a time and choose a place to study EACH DAY.
- Bring everything you need to complete work and projects at home.

- **Communicate with teachers** through email, SKYWARD, phone, or in person.
- **Eat BREAKFAST** at home or school! It helps you focus and do better in school.
- **Be physically active.** Exercising 20-30 minutes 3 days per week keeps your mind and body working well.
- **Use time wisely:** Plan for deadlines. Don't wait until the last minute when a project is due--your panic is not your parents' panic!!
- Break assignments into small parts.
- Pick consistent study times in a quiet, comfortable, and orderly place without distractions.

STUDENT RECOGNITION REWARDS: Student recognition and rewards programs help provide a positive environment for everyone at CVJH. We encourage all students to

participate and engage in their school community. Other programs may be added to recognize as many students as possible.

Perfect Attendance: End of year recognition for perfect attendance/no tardies.

High Honor Roll: 3.95 - 4.0 G.P.A.

Honor Roll: 3.7 - 3.94 G.P.A. High Honor Roll & Honor Roll recognized each term.

9th Grade 4.0 Award: End of year recognition for maintaining 4.0 G.P.A. over 3 years at CVJH.

9th Grade Recognition Award: Teachers nominate students for specific subject awards at the end of the year.

8th Grade Completion Certificate: Students earn 15 of 16 credits offered.

School Store: All students may earn points from positive behavior and use those point to shop and purchase items from the school store.

ACADEMIC ELIGIBILITY: Alpine District [Utah High School Athletic Association for all sports] minimum requirements for participation in school-sponsored sports or extra-curricular activities states that students must have a 2.0 Grade Point Average (GPA) with no more than one "F" (failing grade) the previous term in order to qualify. Students must maintain a 2.0 GPA (which will be monitored) throughout the activity to remain eligible. Students must contact coaches and activities directors in person for clarification.

DISTRICT SPONSORED SPORTS @ CVJH:

Basketball is only open to eligible 9th grade boys and girls. Track and Cross Country are open to all eligible 7th, 8th, and 9th grades boys and girls.

9th GRADE BOYS/GIRLS may participate in high school athletics. The same academic rules apply. Students must contact coaches at Orem or Timpanogos High Schools to join a team.

SPORTSMANSHIP: CVJH competes against other schools in various sports or activities. CVJH students and spectators must observe rules of good sportsmanship at all times, by not belittling or swearing at opponents or

guests. We should come to activities wanting to have fun, cheer for our teams, and treat our guests with respect and dignity. Disruptive spectators will be asked to leave the activity.

VISITORS:

All VISITORS to CVJH, including parents/guardians, must enter through the front doors, check in with the secretaries, and receive a pass in the main office.

ATTENDANCE (District Policy 5156):

The Alpine School Board of Education, following the Utah Compulsory Attendance Law, requires parents to have their children between the ages of 6 and 18 years attend school every day in order to receive maximum benefit from their education. ***Canyon View Junior High is a closed campus. Students are to remain on campus during the entire school day unless properly checked out*** by a legal guardian or person appointed by the guardian.

EXCUSING ABSENCES: Parent/guardian must notify the school to excuse a student absence. This may be done by note or calling the attendance office or the absence remains unexcused. Students are expected to get their absences excused after they are absent.

MAKE-UP WORK/HOMEWORK:

1. Students are responsible to make-up all work missed as a result of an absence.
2. Students and/or parents are responsible to get missing or make-up work from teachers directly through Skyward, email, or phone contact before or after school.

CHECK-IN AFTER START OF A-1/B-1:

1. ***Students late with an excused note*** should go to the front office for an excused tardy pass.
2. ***Students arriving late without an excused note*** should report directly to class.

CHECK OUT PROCEDURE: ***If a parent fails to check a student out or the student leaves campus either without permission or without***

being signed out, the behavior will be considered a TRUANCY.

1. ***Check outs will not be taken over the phone for safety reasons.*** Students will be called out of class once the parent/guardian is in the office.
2. ***Parents are only allowed to check out their own children.***
3. All persons authorized to check a student out of school must be listed on the student emergency form.
4. ***The parent/guardian must come into the attendance office with ID to sign the student out, even during lunch.***
5. The student may bring a note from the parent/guardian to the office the morning of the check out. The parent/guardian must still come into the attendance office to sign the student out.
6. If the student returns to school the same day, he/she needs to go to main office to sign back in.

As the State Legislature and State School Board make changes to Attendance and Discipline Policies and Procedures, Alpine School District and local school policies and procedures will be updated and will be communicated at that time.

These changes will be posted on our school website as they become available.

HALL PASSES: Students who need to be out of class during class time must have permission from their teacher. Teachers will have policies regarding hall pass usage for their classroom. Misbehavior regarding the hall pass may result in limitation or loss of the privilege.

COUNSELING OFFICE: School counselors are available to assist students and parents with scheduling and personal issues by appointment. You may call anytime to schedule an appointment with your counselor.

PARENT/TEACHER CONFERENCES:

1. **Two parent/teacher conferences** are held in September and February.
2. **Student Educational Occupational Plans (SEOP)** are held yearly with counselor.

GRADE REPORTS: Current grades are always available on Skyward. Questions regarding grades should be directed first to teachers, then counselors or administrators, as needed. Please call or email the teacher directly for an appointment.

1. **Deficiency Failing Notices:** Parents will receive notice at least 3 weeks before the end of the term if their son/daughter is in danger of failing any class, ("D+" grade or below. Notice may be sent by mail or student, phone contact, or conference.

2. **Students may be allowed to make-up missing work by conferencing with their teachers.**

MEDIA CENTER SERVICES:

The Media Center opens at 7:20am each morning and closes one half hour after school ends each day (1:45pm on Monday, 2:45pm Tuesday-Friday.) The media center is available for book checkout, quiet study, computer use, research, and homework help.

1. You must have a pass from your teacher to visit the Media Center during class.
2. Students may check out up to 3 items at one time. Books are checked out for two weeks and incur overdue fines of 10 cents per day, per item. Specialty items such as overnight textbooks and e-readers are checked out for shorter lengths of time and incur overdue fines of 25 cents per day, per item.
3. Students are responsible for all items checked out in their name, including paying fines for overdue items, damages, or loss. *Please do not leave your library books or textbooks unattended at any time!*
4. The media center is available for games and study during lunch. To use this resource, students must obtain a pass from the media center.
5. Students may check their library accounts for overdue items and fines at any time; see the Media Center website for instructions.

INTERNET, WIDE AREA NETWORK

ACCEPTABLE USE POLICY:

Alpine Board of Education requires all students, patrons, or employees of the district to sign and comply with the UEN Acceptable Use Policy. Policy is found and signed through Skyward.

1. Students may have permission to use the Internet at CVJH if they have their AUP signed through Skyward.
2. No student is identified or private information published on any school sponsored web site.
3. Alpine School District filters access to the Internet. However, some accessible sites may contain illegal, defamatory, inaccurate or potentially offensive material. Please report this immediately if you come upon these.
4. Appropriate disciplinary action shall be taken against any student who willfully and knowingly violates the Acceptable Use Policy.

ALL DISTRICT/SCHOOL-WIDE DISCIPLINE, SAFE SCHOOLS, RULES OF CONDUCT OR POLICIES REGARDING STUDENT BEHAVIOR, ATTENDANCE, AND STANDARDS OF DRESS ARE FOLLOWED AT CVJH.

The administration has the authority to suspend students from school for persistent opposition to school authority, general bad behavior, and/or causing injury to others.

DRESS CODE: Fads and extremes of dress and appearance tend to attract improper attention to the individual and interfere with the educational process. The Alpine School District Board of Education requires all of its students to conform to standards, avoid extremes, and exemplify personal cleanliness. All clothing should be clean and free of tears or frays. (District Policy #5152)

Canyon View will make the final determination on clothing or attire that is inappropriate or distracting. Students who choose to violate dress code will be asked to call home for a change of clothing or will be required to wear a school t-shirt or sweat pants.

The expectations of the Canyon View Dress Code are as follows:

- * Skirts and shorts should be worn near knee length. Shorts and skirts should extend well beyond fingertips when arms are hung to the side. Skirts and shorts worn with leggings or tights should also be worn near knee length.
- * Clothes should be free of anything related to gangs, reference to alcohol, drugs, profanity, or distracting vulgar words & images.
- * Pants should not have holes in them that are distracting. Leggings can be worn under pants that have holes if the leggings are a solid color. Leggings worn alone should not be transparent and should be modest in nature.
- * **No hats or head coverings may be worn on campus, including the hoods on sweatshirts.**
- * Undergarments should be completely covered.
- * No oversized or low-riding pants. Belts and chains should not hang.
- * No sleeveless shirts or tank tops. All shirts must fully cover the shoulder.
- * No bare midriffs or immodest necklines.
- * Pajamas and bedroom slippers should not be worn to school.
- * Blankets are not to be worn or carried around during the school day.

Infractions of these expectations and standards will require a conference with the administration to render the appropriate consequence.

DRUG, TOBACCO, AND ALCOHOL POLICY:

- * Any possession, use, distribution, or sale of any controlled substance or drug paraphernalia (including e-cigarettes) on school property or while attending a school activity is a violation of Drug Abuse Policy 5430.
- * Any student in violation of drug policies shall be subject to the following disciplinary actions:
 1. Suspension from school for up to 10 school days.
 2. Referral to local police and Alpine School District Programs. Second or third offense will result in a referral to an administrative hearing panel for possible expulsion.

3. First offense distributing or selling drugs or alcohol earns an automatic district administrative hearing for possible expulsion.

SAFE SCHOOLS (District Policy 5182) DISTRICT POLICY PROHIBITS:

Disruptive Acts are those that impede the daily operation of the school. These include but are not limited to physical or sexual assault, intimidation, aggression, or possessing a weapon.

Dangerous Weapons are not permitted on campus. This includes any item capable of causing death or serious bodily injury, or a facsimile or representation of the item (firearms, knives, metal knuckles, straight razors, explosives, poisons, drugs and noxious irritating gasses).

Hazing and Harassment, or any other intimidation of students or staff, is not permitted at Canyon View Junior High. Harassment or bullying will be treated seriously, and those involved may be suspended, placed on probation, or sent to a district administrative hearing for possible expulsion.

Abetting negative behaviors is seen as a serious offense at CVJH. Supporting, encouraging, or assisting activities which violate the Safe Schools Policy may result in the same punishment assigned for the commission of the original act. This means that watching, filming, or encouraging a fight will incur the same punishment as fighting.

Gangs and Hate Groups (groups of two or more people who form an allegiance and engage in a range of disruptive behaviors that include violent or unlawful activity or which advocate hatred or discrimination on the basis of race, religion, sex, national origin or disability) are not allowed at CVJH.

HARASSMENT:

Canyon View Junior High prohibits harassment of any kind. *Harassment is defined by the victim, not the harasser. ANY unwanted communication or action causing the victim to feel threatened, afraid, belittled, ashamed, angry, hurt, or upset in any other way will not be tolerated.*

Harassment Complaint Forms can be found in the front office. The SAFE UT App is also available for students to report concerns of any nature, including harassment and bullying. Anyone who feels they have been harassed in any way is encouraged to report their experience immediately so that the issue can be addressed. Investigation/resolution of the complaint will proceed immediately. Consequences will be determined on a case-by-case basis.

RESPECTING/MAINTAINING ALL SCHOOL PROPERTY: Vandalizing restrooms, the building at large, lockers, textbooks, equipment, etc., with writing, tagging, stickers, or by mistreating them in any way, may result in loss of locker privileges, restitution fines, student-parent-administrator conference, suspension, or expulsion from school.

NUISANCE ITEMS: Harmful or distracting nuisance items, including electronic devices, are not allowed at school. If a nuisance item is confiscated from a student, a parent or guardian will be required to come to the office during school hours to pick it up.

ELECTRONIC COMMUNICATION DEVICES:

1. Students are **NOT** to be tardy or absent from class to use their personal cell phones.
2. **Cell phones** or other electronic devices are not to be on or used (including text messages) during class unless under the direction of the individual teachers. These devices may be considered nuisance items and will be taken away if students do not follow these guidelines. Parents will be required to come and pick up any electronic device that is taken away from a student. If students respect the rules, they will be allowed to use the phones during class changes, at lunch, and before and after school.
3. A **student phone** is provided in the office for emergency situations. Calls asking parent/guardian permission to leave school for any reason are to be made from the office.
4. *Students should be safe from pornographic materials while at school.* Personal cell phones access the internet through individual cell

providers and are not monitored or filtered by Alpine School District. Please be aware that we cannot sensor what your children access through your private cell phone providers.

5. Taking suggestive or inappropriate photos of yourself or friends and sending them to others is illegal and may result in school or police action.

6. Taking any picture of anyone without written permission is also illegal and will be dealt with on an individual basis.

7. Alpine School District Policy 5250 defines what is appropriate for electronic devices in schools.

CLASSROOM BEHAVIOR: Students are expected to be respectful to other students, teachers, and staff members. The teacher may call parents, refer the student to administration, or request a conference if classroom behavior is found unacceptable. Further information on student expectations can be found on the citizenship rubric included in this planner.

SUBSTITUTE TEACHERS: Substitute teachers are deserving of the same respect as regular classroom teachers. Students are expected to be on their best behavior. Students failing to behave will be referred to the administration.

AUDITORIUM: The auditorium and performers should be treated with respect. Inappropriate behavior of any kind will not be tolerated. Spectators may be asked to leave the activity or the assembly. **No food or drink will be allowed in the auditorium.**

BUSES: Riding the bus is not a right. Students who violate the following rules may lose their bus riding privileges.

1. Students are expected to respect and obey their bus drivers.
2. To prevent injury or serious accident:
 - a. Students must line up properly, staying out of street and on the pavement as the bus arrives.
 - b. Enter and load the buses in an orderly manner.
 - c. Be seated and stay seated while the bus is moving.

d. Do not place objects or any part of your body out the windows, even if the bus is stopped.

e. Do not open the emergency door, windows, or sky light except in cases of an actual emergency.

3. Do not eat, drink, or litter on the bus.

4. Vandalism is treated/handled as a violation of Safe Schools Policy.

FIELD TRIP BEHAVIOR: While on field trips students are representatives of CVJH and are expected to be on their best behavior. Misbehavior may result in lost privileges or disciplinary action as needed

STUDENTS EATING ON CAMPUS: CVJH is a closed campus. Students must remain on campus during lunch. **Students may only eat in the cafeteria and are responsible for cleaning up after themselves.** Breakfast and lunch are served daily. Classes are in progress during lunches. During lunchtime, students are only allowed in the cafeteria, in front of the school, and in the hallway between the two blue lines.

VENDING MACHINES: The vending machines are here for student use before and after school, or during lunches. Use these machines at your own financial risk. The school will not reimburse money spent in the machines. Theft or abuse of machines will be referred to administration and law enforcement.

SNOWBALLS: Throwing snowballs is prohibited anywhere on school grounds, including bus areas. Students participating in throwing snowballs will face disciplinary action.

EMERGENCY PROCEDURE: Safety is our number one priority at CVJH.

Alpine School District has adopted a district-wide safety protocol that is utilized by every school in the district. Our K-12 standard response protocol can be found on our school website or at <http://iloveguys.org/>.

FIRST AID: A school nurse is only available on a limited basis. First Responders at CVJH are only authorized to administer minimal first aid to students injured at school. We cannot administer medication, even Tylenol, without parent consent. Students please report to the office when ill; do not stay in the bathroom. The sick room is available until a guardian takes the student home.

FEES & FINES: School fees or fines are received and recorded by Mrs. Bulkley in the Financial Office.

LOST AND FOUND: Lost and found items are kept in the main office. Secretaries allow students to search for specific items upon request. Unclaimed items are held for a semester and then donated to a charity.

MESSAGES/DELIVERIES: To avoid interrupting classes, we ask that you not send distracting items (including balloons) to the school.

PUBLIC DISPLAYS OF AFFECTION: Public displays of affection (PDA) between students are not allowed. Students are not permitted to hold hands or engage in other inappropriate physical contact anywhere on campus or at any school-sponsored activity.

CANYON VIEW JUNIOR HIGH SCHOOL
Citizenship Rubric

	BEHAVIOR	EXAMPLES
O OUTSTANDING (+1 point)	<p><u>Consistently...</u></p> <ul style="list-style-type: none"> ▪ Obeys school and class rules ▪ Demonstrates a positive, cooperative attitude ▪ Shows respect to people and property ▪ Uses appropriate language ▪ Practices self-control ▪ Stays on task and participates ▪ Comes prepared 	<ul style="list-style-type: none"> ▪ Compliments ▪ Encourages ▪ Contributes ▪ Demonstrates integrity
S SATISFACTORY (0 points)	<p><u>Usually...</u></p> <ul style="list-style-type: none"> ▪ Obeys school and class rules ▪ Demonstrates a positive, cooperative attitude ▪ Shows respect to people and property ▪ Uses appropriate language ▪ Practices self-control ▪ Stays on task and participates ▪ Comes prepared 	<ul style="list-style-type: none"> ▪ Respectful ▪ Reliable ▪ Responsible
N NEEDS IMPROVEMENT (-1 point)	<p><u>Inconsistently...</u></p> <ul style="list-style-type: none"> ▪ Obeys school and class rules ▪ Demonstrates a positive, cooperative attitude ▪ Shows respect to people and property ▪ Uses appropriate language ▪ Practices self-control ▪ Stays on task and participates ▪ Comes prepared 	<ul style="list-style-type: none"> ▪ Disrupts ▪ Blames others ▪ Not responsible
U UNSATISFACTORY (-2 points)	<p><u>Seldom...</u></p> <ul style="list-style-type: none"> ▪ Obeys school and class rules ▪ Demonstrates a positive, cooperative attitude ▪ Shows respect to people and property ▪ Uses appropriate language ▪ Practices self-control ▪ Stays on task and participates ▪ Comes prepared 	<ul style="list-style-type: none"> ▪ Disrespectful ▪ Hurts others ▪ Dishonest ▪ Shows no effort to improve

- Students start each term with a S citizenship grade
- Citizenship grades are worth a point value O=+1 / S=0 / N=-1 / U=-2 (add all 8 classes for your total)
- A +5 overall citizenship score at the end of the term earns a reward
- Zero tardiness at the end of the term earns a reward
- A negative overall citizenship score would make a person ineligible for the following activities
 - Becoming a teacher assistant
 - Receiving a guided studies class
 - End of the year activities and end of year field trips
 - Participating on a CVJH sports team (may have additional requirements)
 - Participating on CVJH student council (may have additional requirements)
 - Participating in a CVJH play (may have additional requirements)
- Students can become eligible when they no longer have a negative citizenship score
- Citizenship grades can change immediately more than 1 grade based on good or poor behavior

