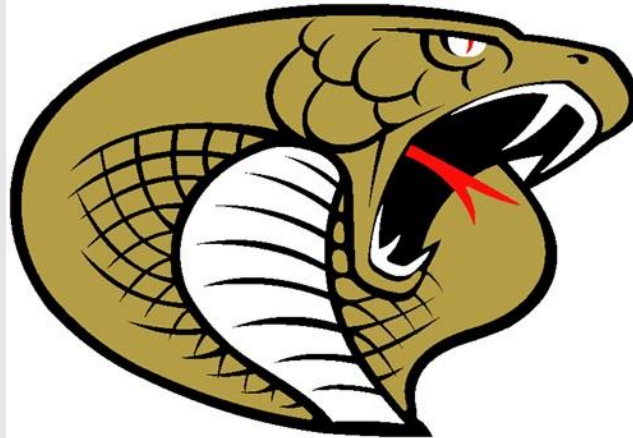


Canyon Hills Middle School

Established 1972

STUDENT HANDBOOK 2020-2021

Grades 6th- 8th



MISSION STATEMENT

Canyon Hills Middle School will provide every student with a 21st century quality education focused on the dedicated belief that all students can learn at high levels.

Vision Statement

Through engaging lessons, extracurricular activities and collaboration, students will grow socially, emotionally and academically while gaining the skills needed for the 21st century.

2021 Theme:

Collective Responsibility to Strive for Excellence

Not one person knows everything, but together we know a lot!

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

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Canyon Hills Middle School Administration, Counselors and Nurse

Principal

Carlos A. Gomez

Assistant Principals

Michael Coppock

Caley Morales

Rose Rios

Counselors

Kelly Morgan

Natalia Schwarz

Nurse

Sandra Reza

Academics

Canyon Hills Middle School will maintain an academic program that is challenging and focused on continuous learning. Students are expected to arrive to class on time, be prepared to contribute, and perform at a high academic level. Students are expected to take responsibility for their learning, complete all assignments, and pass their course work. Students are responsible for communicating important information about their schoolwork to their parents, including progress reports and report cards.

Canyon Hills Middle School has very high academic expectations for all students. Students who are failing or “falling behind” academically must attend **mandatory tutoring**. “Falling behind” is defined as missing any assignments that are overdue. There will be tutoring sessions before and after school, but not during lunch. After teachers inform students of scheduled tutoring, it is the **responsibility** of the students to know their tutoring timetable. For those students who attend tutoring in the morning, they are responsible to provide their own transportation. School bus transportation is available in the afternoon after tutoring is completed. An afterschool activities bus will be scheduled when after-school tutoring begins. This school policy applies to all students, including those who are members of teams, clubs, and any other school activities. It is a necessary service that is available to help our students achieve academic success. We ask for our parents’ cooperation so that their child (ren) will have academic success.

Grading/Academic Code of Honor

The final nine-week grade shall be determined as follows:

40% content summative assessment

40% content formative assessment

20% daily assignments

Students should monitor their grades which will be uploaded weekly into the gradebook and shall include a **minimum** of 12 grades for the nine-week grading period as follows:

- Four grades reflect learning through summative assessments.
- Four grades shall reflect learning through formative assessments:
and
- Four grades shall reflect learning through daily assignments.

One must not perform any deliberate action to gain an unfair academic advantage over any other student or tolerate those who do. Anyone not following this basic code of honor is subject to consequences.

Progress Reports

Progress reports will be issued to **ALL** students at the third and sixth week of each nine weeks grading period. Students are responsible for delivering the progress report to their parent/guardian. Parents are encouraged to use Parent Portal to monitor grades and attendance for their child (ren).

Electronic Devices

Note: Electronic devices including, but not limited to, computers, cell phones, mp3 players, iPods, “smart” phones, tablets, calculators, smart watches etc., cannot be used unless specifically authorized for an academic task. Should any of these items appear during a presentation, quiz or test, the student in possession of the offending item will receive a zero for the academic task and the item will be subject to confiscation and a fine of \$15.00. (Refer to pg. 14 **Electronic Devices**)

Eligibility Statement

Canyon Hills Middle School follows the Texas UIL calendar that governs eligibility dates for extracurricular activities. All Students in 7th/8th grade are strongly encouraged to participate.

Canyon Hills Middle School will check grades for all participants at the end of every third and sixth week for each nine-week grading period. Grades are also checked at the end of each nine-week grading period. Students who pass remain eligible until the end of the next grading period.

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any class (other than an identified class eligible for exemption) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for three school weeks. However, an ineligible student may practice or rehearse. He/she may not be with the team during competition or contest (i.e. manager, statistician, corer, etc.) The student regains eligibility after the seven calendar day waiting period has ended following a grading period or the three school week evaluation period when the principal and teachers determine that he or she has earned a passing grade (70 or above) in all classes, other than those that are exempted.

Attendance

Students are not permitted to leave campus at any time during the school day unless signed out by a parent/guardian in the attendance office.

1. Students of any age must be signed out by parent/guardian or designee indicated on the student’s demographic page on TEAMS in the attendance office prior to 2:45 p.m.

2. Any absence must be excused within five school days.
3. Doctor's notes must be given to the attendance office within five school days of the actual absence.
4. Tardies must be excused by a parent/guardian the same day as the tardy.
5. Students may not leave campus if an illness occurs during school without clearance from the school nurse. Students who contact parents by cell phone without direction from the nurse may not get an excused absence from the nursing office.

How to Avoid Truancy Court:

- **Don't be absent!**
- When it is necessary to miss school, follow the correct procedures to call in absences (See **Canyon Hills Middle School Absence Reporting below**)
- Report your absence **before 12 noon** each day.
- Bring documentation explaining why you were absent, such as a doctor's note.
- Check on your attendance every week and the first day back from being absent. Refer to the Parent Portal on a weekly basis to ensure accuracy.
- Clear unexcused absences **within five school days** if they are coded incorrectly. Do not wait until later! They will not be excused!
- Unexcused absences are counted from the beginning of the year for accounting/court purposes.

If a student accumulates three or more unexcused absences within a four-week period, a district generated Notice of Absences warning letter will be sent to parent/guardian and a **45-day attendance plan** will be implemented.

In accordance with Texas Education Code 25.093, you cannot accumulate more than 10 unexcused days or parts of days within a six-month period or you and your parents will be taken to the Justice of the Peace Court with fines imposed.

***** Canyon Hills Middle School Absence Reporting *****

To call in absences, dial 236-
6543

Ms. Martinez - Attendance
clerk

Be prepared to provide the
following:

Name

ID Number

Reason for Absence

Date of Absence

Relationship of the person calling in absence

Attendance Policy

This local policy has been revised in accordance with the District's [innovation plan](#).

The District has waived provisions in state law denying credit or a final grade to a student in kindergarten–grade 12 who has not attended class 90 percent of the days the class is offered.

Assignments, tests, projects, classroom activities, other instructional activities, and other factors shall be used to determine student mastery and the awarding a grade.

Innovation Plan: <https://www.episd.org/Page/542>

Tardy Policy

When students arrive late to class, teachers will mark them tardy using TEAMS. Unexcused tardies will be documented (coded 5T). If a student receives more 3 or tardies within a calendar week, he/she will be assigned Friday academy. Repeat offenders will receive a referral and progressive discipline will begin.

Note: Students will be marked “absent” if they arrive more than 10 minutes late to any class.

Dress Code El Paso Independent School District

As proper attire is important to maintain a proper classroom environment that maximizes learning, all students are expected to dress in accordance with the standards described below:

The district prohibits pictures, emblems, or writings on clothing or jewelry that:

- Are lewd, offensive, vulgar, satanic in nature or obscene
- Advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited by district policy
- Is evidence of membership or affiliation in any unauthorized club or organization

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard to themselves or others. The district prohibits any clothing or grooming that, in the principal’s judgment, may reasonably be expected to cause disruption of, or interference with, normal school operations.

Canyon Hills Middle School Dress Code

*** Due to the COVID pandemic, Canyon Hills has adjusted the dress for school year 2020-2021. School uniforms will return when 100% of students return to campus.

Purpose: The goal at Canyon Hills Middle School is to maximize our students' learning so that they will become productive members of society. Our students and staff recognize that appropriate dress is one of the necessary elements needed to nurture learning. This dress code has been created to ensure safety and good hygiene, promote self-respect and respect for others, show school pride and maximize learning.

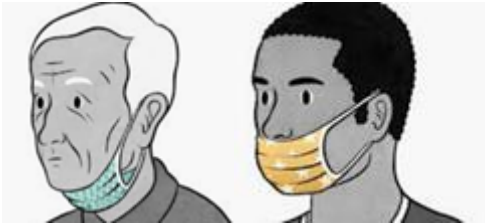
1. Clothing/accessories/tattoos/hairstyles depicting gang affiliation, illegal drugs, alcohol, tobacco, or that are deemed lewd/vulgar or offensive are prohibited.
2. Clothing must completely cover the area of the body from the **shoulders to the middle of the thigh**. All undergarments must be completely covered.
3. Exposed piercings, other than in the ears, are prohibited.
4. All hats/hoods/non-religious head coverings and sunglasses must be removed in campus buildings.
5. Shoes must always be closed toed and worn.
6. Hair must be of natural color.
7. Students must always wear a mask on campus.
8. The administration reserves the right to address any issue that compromises student learning, safety, hygiene, or self-respect.

Examples of Masks Required

Students will always be required to wear a mask on campus. Masks must fully cover the student's mouth and nose.



Examples of Restricted ways to wear Masks



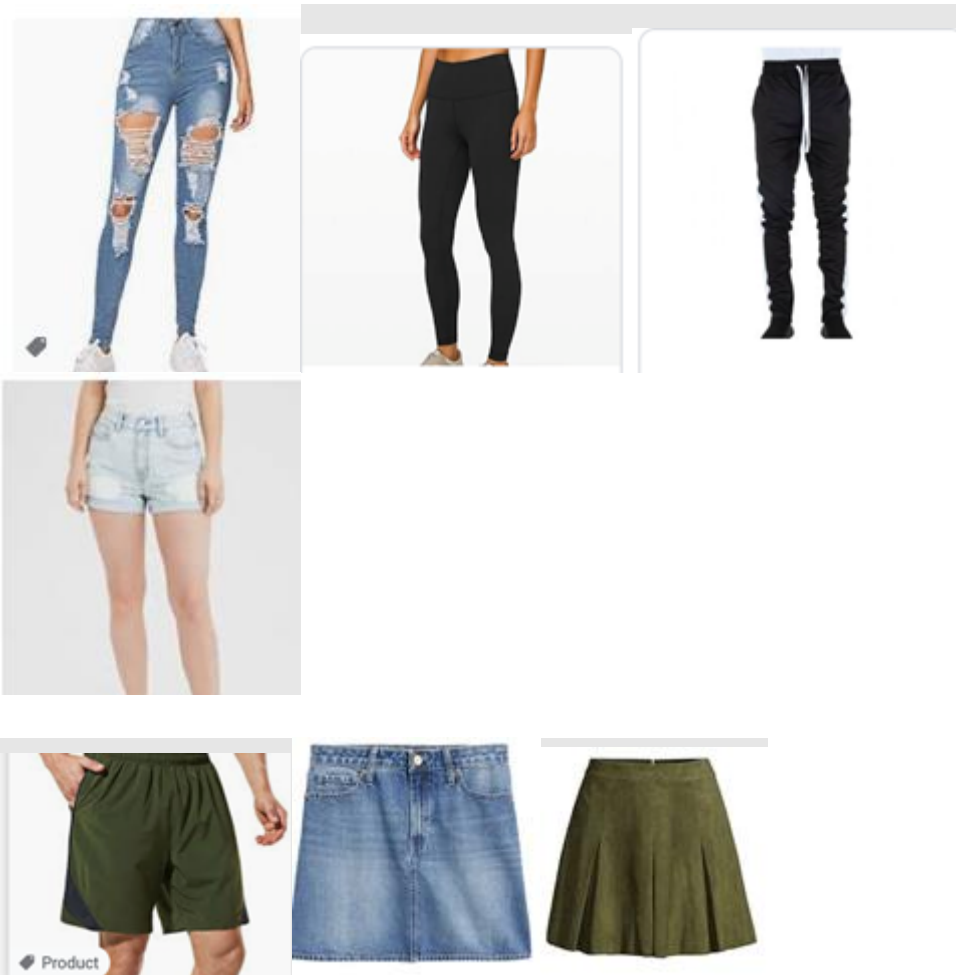
Examples of Allowed Pants

Students can wear Jeans, capris or Uniform type pants/shorts/skirts. If pants have holes/tears, the student must wear leggings or other clothing under their pant to keep skin from being visible.



Examples of Restricted Pants

- No Leggings, athletic pants or shorts, Jean shorts/skirts or other material short/skirts.
- No undergarments or skin should be visible at any time.



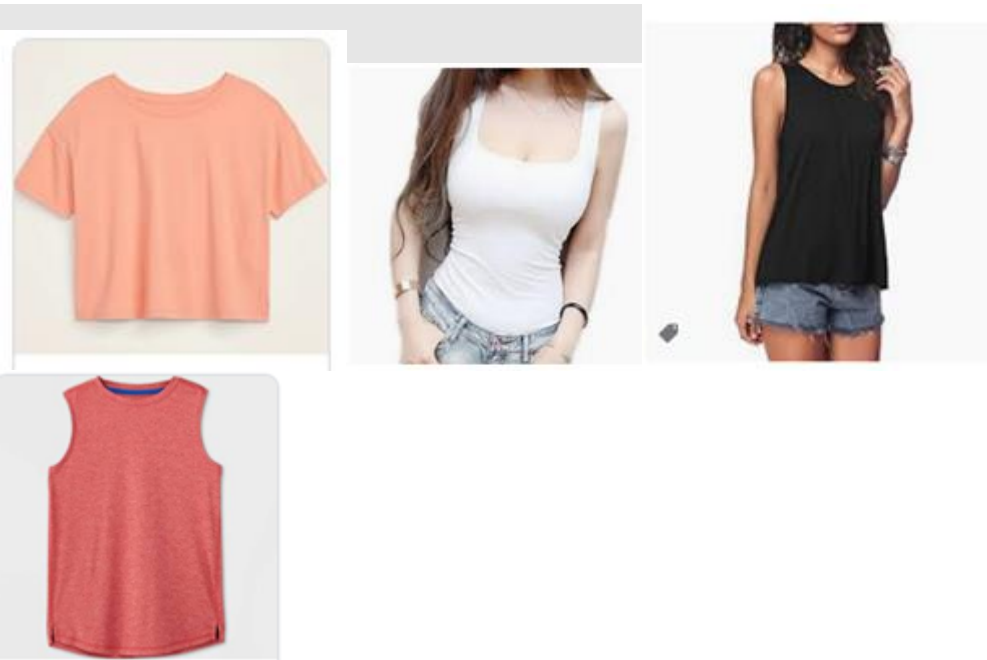
Examples of Allowed Shirts/Tops

Students can wear any shirt that has sleeves, fully covers the student's chest, shoulder and midriff...



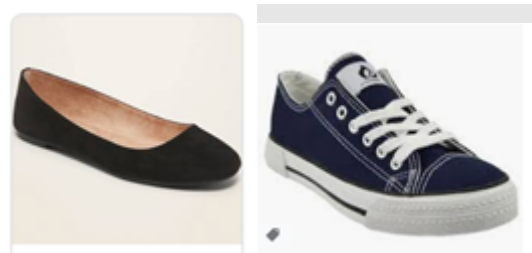
Examples of Restricted Shirts or Tops

-No sleeveless shirts, inappropriate or profane material printed on the shirts, midriff visible or low-cut shirts will be allowed.



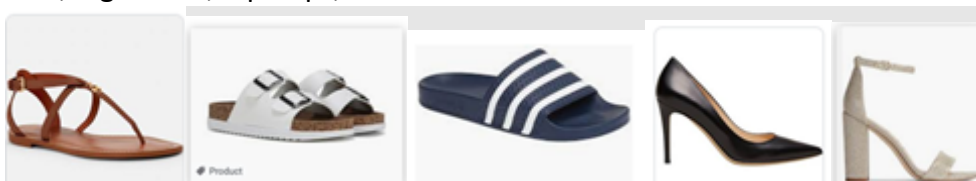
Examples of Allowed Shoes

Students must wear closed toe shoes.



Examples of Restricted Shoes

-No sandals, high heels, flip flops, or slides



Purpose: The goal at Canyon Hills Middle School is to maximize our students' learning so that they will become productive members of society. Our students and staff recognize that appropriate dress is one of the necessary elements needed to nurture learning. This dress code has been created to ensure safety and good hygiene, promote self-respect and respect for others, show school pride and maximize learning.

Students are always expected to be in the approved campus uniform.

The administration reserves the right to address any issue not specifically identified in this code, which compromises student learning, safety, hygiene, or respect of self and others.

Violations

The school administration, club sponsor, coach or other person in charge of an extracurricular activity may monitor your dress and grooming if you participate in an activity. If you violate the personal dress and grooming standards, you may be removed or excluded from the activity by the principal or sponsor and you may be subject to other disciplinary action.

If administration at Canyon Hills Middle School determines that your grooming violates the dress code, you will be given an opportunity to correct the problem at school. If not corrected, you will receive consequences (warning, detention or ISS until appropriate attire arrives) for the violation. Your parent or legal guardian may bring an acceptable change of clothing to the school.

Expectations for Student Behavior and Integrity

Refer to The PBIS matrices and Cobra Codes posted throughout the campus.

Every student is expected to behave in accordance with following characteristics in mind:

- Be honest and show integrity through your actions
- Be respectful toward all persons
- Do your best: academically, socially, athletically, personally
- Believe that you can accomplish great things!!

Other Important Rules

Identification Badges will be given to students. Students should have their ID badge in their possession during school hours. *****More information on ID badges will be provided upon return to campus*****

Electronic Devices may be used for instructional purposes only. Use for any other reasons, disciplinary action may occur. Any device confiscated by a faculty or staff member may be retrieved from the office for a fee of \$15.

Prohibited items: Possession of any of these items **WILL** result in a Discipline Referral

- Electronic cigarettes – on-campus AEP will be recommended

- Drugs/Alcohol/Weapons of any kind – on/off campus will be recommended
- Skateboard/scooter/rollerblades etc...
- Permanent markers/mega markers, grease pencils, and whiteout are prohibited for student use on school property. Illegal items will be confiscated without return.

Note: Any confiscated items must be picked up within five business days before the end of a semester.

Transportation

Students who qualify for district bus service must return the parent permission form before a bus card will be issued. Information is available in the bookroom office. Misbehavior on the bus may result in suspension of riding privileges.

In an effort to ensure a safe ride for our students, we will require that all bus riders read the bus safety guidelines listed below. Students are expected to assist District staff in ensuring buses remain in good condition and that transportation is provided safely. When riding in District vehicles, students are held to behavioral standards established in this contract and the Student Code of Conduct.

Students will sign a copy of the bus rules and a copy will be kept on file in the bookroom.

Students must:

1. Show your bus card upon entering the bus.
2. Always follow the driver's directions.
3. The bus driver may assign seats.
4. Be courteous.
5. The use of profanity is strictly prohibited.
6. As per bus driver preference, you may not be allowed to eat or drink on the bus.
7. Keep bus clean.
8. Keep feet, books, instrument cases, and other objects out of the aisle.
9. Do not deface the bus or its equipment.
10. Do not put head, hands, arms, or legs out of the window, hold any objects out of the window, or throw objects within or out of the bus.
11. Observe all usual classroom rules.
12. Be seated while the bus is in motion.
13. Enter and leave the bus in an orderly manner at the designated stop.
14. Wait for the driver's signal upon leaving the bus before crossing in **front** of the vehicle.

It is our goal that all students continue behaving responsibly and enjoying the privileges associated with good behavior. Thank you for assisting us in reinforcing these expectations. Should a student behave in a manner that endangers other students, or displays disrespectful behavior towards the driver or passengers, they may be suspended from the bus for up to 45 school days. Please let us know if you have any questions or concerns.

Distance/Virtual/Blended Learning

T.E.A. has stated the following:

“STAAR testing WILL happen this school year”

In the event circumstances cause the campus to go to a full/partial distance learning environment, the following expectations will apply:

- 1.) All students will continue to follow the EPISD student code of Conduct.
- 2.) Follow all rules and expectations associated with distance learning.
- 3.) Students will be responsible for maintaining their device.
- 4.) Students will notify teacher, counselor or administration the lack of internet service immediately as to not miss any information being given.
- 5.) Attend your scheduled classes on time
- 6.) Participate during classes daily by asking/answering questions and getting involved in group discussions
- 7.) Turn in all assignments per teacher directions (Schoology, email, etc.)
- 8.) When you are unable to attend an online class, you are responsible for any make up assignments.

Student Behavior

- No profanity is allowed anywhere or any time on campus or at any school related activity.
- Students will practice safety habits and are always expected to behave accordingly.
- Students will always be respectful and responsible.
- Students will be taught all campus and classroom expectations and are always expected to follow them.
- Refer PBIS matrices posted throughout campus

Discipline

The EPISD Student Code of Conduct (SCOC) is available online at www.episd.org and on Canyon Hills homepage under STUDENTS. The SCOC describes the discipline requirements and penalties set forth by EPISD. Parents requesting a hard copy can pick one up in the front office.

It is the responsibility of all students to be aware of all rules, regulations, and standards for student behaviors as stated in the Student Code of Conduct and behave accordingly.

All students will adhere to the Standards of Conduct implemented by the District (available for review at www.episd.org).

Students who tamper with or set off fire alarms will be recommended for **off-campus AEP** from school and reported to the Fire Marshall for fine determination and/or possible arrest.

Alternative Program

Only an administrator may recommend students to the Alternative Education Program (AEP). Students assigned to AEP will attend classes daily beginning at 7:15 A.M. and dismissing at 2:15 P.M. There will be no interaction between students in AEP and regular education students. AEP assigned students will not be allowed to attend any Canyon Hills Middle School or EPISD sponsored events once the administrator recommends AEP. Any violation will be subject to a trespassing citation.

In-School Suspension

- Students must report to ISS with their materials i.e. books, notebooks, and pen/pencil.
- Students will complete all assignments given in ISS. It is the responsibility of the student to return all assignments to his/her teacher upon returning to class.
- Students must comply with all rules of ISS. Any infraction will result in suspension.
- Absences from class while in ISS are considered to be school-related. Tests missed while in ISS will be made up upon return to class. Students must make arrangements with their teacher.

Student Welfare Freedom from Harassment

The Anonymous Alerts anti-bullying and safety app reporting system helps combat bullying and other negative activity in schools by empowering students to speak up. Social and peer pressure are some of the hardest obstacles for students to overcome.

Go to <https://www.anonymousalerts.com/elpasoisd/> to report.

Any student who assaults another student in a school building, at a school function, or on a school bus where assault is intentional and results in bodily injury to the victim shall be removed from the regular education program and recommended for placement in an alternative education program (on/off campus). Incidents involving fighting will be reported to the police.

Whenever a student knowingly brings a firearm, illegal knife, other prohibited weapon, or a controlled substance to school, the police shall be summoned, and charges will be filed. In all such cases, the student shall be recommended for

placement in an alternative education program and proper procedure followed as with Senate Bill I – Chapter 37.

The District will be using drug and weapon detection dogs. They will be used in the parking lot, buildings, including classrooms, lockers, and student backpacks or purses. When a drug and weapon detection trained dog alerts on an item, that item will be searched by police officer and/or an administrator and the proper disciplinary/police action will be taken.

Guidelines for Classroom Success

Students are expected to be seated at their desks on time and ready to begin instruction when the tardy bell rings. The student is expected to follow individual rules as set forth by the teacher. Students are expected to come to class prepared with district assigned device or personal laptops, textbooks and materials required for the class.

Gang – Graffiti Association

Students may not have any affiliation with any type of gangs or tagging crews. Students may not be in possession of any gang/graffiti writings or symbols to include lockers, notebooks, book-covers, bags, clothing, papers, books, flyers, etc. Administration reserves the right to determine the affiliation of any article of clothing as being related to a gang or crew.

Grooming/Hygiene

Cleanliness of body and clothing is always expected of all students. Please make sure that you pay close attention to your hygiene as middle school is a unique time in your development. As you notice changes to your hygiene needs, talk with your parents about using deodorant, showering daily, and any other needs you have.

Public Displaying of Affection (PDAs)

Embracing, hugging, kissing, or any affectionate touching is prohibited on campus. Students engaging in this kind of activity while on campus or at campus sponsored events will be warned and parents may be notified. If any additional warnings of inappropriate physical contact are noticed, you will face disciplinary consequences.

Tobacco

According to state law, the use of these products by anyone is always prohibited in the building and on school grounds. It is against the law for any minor to possess or use tobacco products (including electronic cigarettes). Along with a discipline referral and consequences, penalties and fines may be assessed.

Skateboards

Skateboards, rollerblades, scooters, and skates of any kind are NOT permitted on campus at any time.

Electronic Devices

Canyon Hills Middle School is proud to be a 21st century campus and we promote responsible and thoughtful use of personal electronic devices to support student achievement. However, cell phones, iPods, and other electronic items should not interfere with the instructional process. Students are not allowed to take out their cell phones from 7:40 a.m. to 3:00 p.m. Teachers and administrators reserve the right to confiscate a student's device if it is interfering with the learning process. A \$15 fee will be assessed each time your electronic device is confiscated.

Administration reserves the right to prohibit individual students from bringing an electronic device if it is repetitively interfering with the learning process, or if it is ever used irresponsibly.

CANYON HILLS M.S. IS NOT RESPONSIBLE FOR THE THEFT, DAMAGE, LOSS OR RECOVERY OF ANY ELECTRONIC OR COMMUNICATION DEVICES BROUGHT ONTO CAMPUS. CANYON HILLS ADMINISTRATION OR SCHOOL RESOURCE OFFICER WILL NOT CONDUCT INVESTIGATIONS INVOLVING THESE DEVICES.

THE OWNER ASSUMES ALL RISKS AND RESPONSIBILITY FOR SUCH ITEMS.

Destruction of Property

Students will be held responsible and strictly accountable for any damage done to school property including desks, furniture, books, lockers, or any part of the school building. Graffiti of school property is considered a serious offense and will be treated as such. Any markings on desks, restrooms, lockers, books or the building will be treated as criminal mischief, and disciplinary action will be taken. Any damage done will result in the student reimbursing the school/district for such damages.

Student Behavior at School Activities

Any student involved in misbehavior at any school-related activity will be subject to disciplinary action. This is to include school sponsored activities away from campus as well.

Breakfast/Lunch

Students will receive their breakfast in a grab and go style via kiosks that will be located around campus. Students will eat in a designated area with their first period classroom being highly recommended. Social distancing will always be enforced. Trash will be disposed of accordingly.

Lunch will be served in the cafeteria. All social distancing rules will apply. Extra space to eat will be provided accordingly.

Off-campus Organizations

Many of our students belong to off-campus organizations that are not school sponsored or affiliated. Initiations or activities including the sale of any items by these groups are not permitted on school grounds or during school hours.

Neighborhoods

We share our neighborhoods with people who take pride in their homes and yards. Please respect our neighbors' properties. Don't be a litterbug. Do not loiter or stand about in their yards. Always use the sidewalks.

Cafeteria

Every student must assume the responsibility for conducting themselves in the proper manner, and for cleaning up after themselves and taking their trays to the disposal areas. No loud noises, yelling, or horseplay is allowed. Failure to do so will result in lunch detention cleaning the cafeteria.

Counselors

To see a counselor, fill out the counselor request form and turn in to the main office. The counselors will call for the student from class if necessary. Students are free to visit the counselors before school, at lunch, and after school. Students are not to visit the counselors during class or transition, except in emergency situations. Canyon Hills Middle School has two counselors available to assist students. Students are assigned to counselors alphabetically (A to L and M to Z). Counselors are available from 7:30-4:00p.m. daily and during student lunch shifts.

Crime Stoppers

Call 544-TIPS (8477) if you wish to make an anonymous report regarding drugs, weapons, violence, vandalism or theft.

Library

The library is open from 7:30 a.m. until 3:30 p.m. during regular school days. Books may be checked out for a period of two weeks and renewed for an additional

two weeks. Reference books may be checked out overnight. Fines for overdue books are five cents for the first two days and ten cents for each succeeding school day. It is the responsibility of the student to pay any fines assessed by the library.

Registrar's Office

Information regarding school records, transcripts, transfers, and verification of attendance required by the Texas Department of Transportation are handled by our registrar. Please, keep your information updated to ensure we can contact your parents in case of emergency.

Student Spirit and Tradition Athletic Teams

Basketball – Girls & Boys

Cross Country – Girls & Boys

Football

Soccer – Girls & Boys

Track – Girls & Boys

Volleyball

Wrestling – Girls & Boys

Baseball

Softball

Textbooks and Laptops

Workbooks will only be issued as a resource or an accommodation for an academic need. Students are responsible for the care and condition of workbooks/laptops. Any damage to a laptop will result in a fine being assessed. Laptops that are considered destroyed or lost must be paid prior to obtaining a replacement through <https://episd.schoolcashonline.com/>

It is the student's responsibility to return all books/laptops in the same condition as issued. Each student, or the student's parent or guardian, is responsible for each laptop not returned by the student. A student who fails to return laptop forfeits the right to receive another laptop until all fees are paid for by the student, parent, or guardian. Only the school district may waive or reduce the payment requirement.

Students must have a current I.D. card to check out books/laptops. Lost I.D. cards cost \$5.00 to replace. All the above applies to the issuance of electronic media and devices as well, such as DVDs, CDs, flash drives, computers and computer-type devices, i.e. Macbooks, notebooks, and tablets. *****More information on ID cards will be provided upon return to campus*****

Lockers

The following rules apply to the assignment and use of school provided lockers:

- The Assistant Principal's/Teachers assigns lockers upon student request.
- Students must provide their own locks. Round storage locks that require a key are not authorized.
- Disciplinary action will be taken against any student who vandalizes a locker.
- Broken lockers should be reported to the bookroom clerk.
- **Students may not share lockers.**

Each student is responsible for items stored in his/her locker. **Do not give your locker combination to anyone. The school is not responsible for lost or stolen items.**

Visitors

Visitors **must** obtain a visitor's pass and sign in at the front office. **A valid, up to date picture ID is required.** Parents/legal guardians are always welcome to visit our campus. Student visitors will not be allowed on campus during class time. Unauthorized visitors will be escorted off campus and proper authorities will be notified.

Withdrawal from School

Once you have enrolled in a public school in Texas, you must remain on the student list regardless of your absences, until you are officially withdrawn. To withdraw, a parent/legal guardian's signature is required. Report to the Registrar for the withdrawal form and return to the Registrar upon completion.

Canine Unit Visits to Campus

Administration will schedule District canine visits bi-weekly to check for illegal drugs and alcoholic beverages. Unscheduled canine visits will also take place.

Nurse

The school nurse is available to assist you with health problems and injuries occurring at school. Should you experience a medical emergency, you should report immediately to the nurse's office. If you need to see the nurse, you should first report to class and request a nurse's pass from your teacher. Students may come at their lunch time without a pass as long as the bell to return to class has not sounded. A time-stamped pass needs to be returned to the teacher only if returning to class. Students who are being sent home will give their time-stamped pass to the attendance office for attendance purposes. Students who contact parents by cell phone without direction from the nurse will not get an excused

absence from the nursing office. **All students must turn in their emergency card at the time of registration.**

Medication at School

Students are not allowed to carry medications with them except inhalers, insulin, and epi-pens. In order to carry these medications, a doctor's order and parent slip must be on file for the current school year in the nurse's office. All other medications, including prescription and over the counter medications, must have a doctor's order and parent slip on file in the nurse's office for the current school year, and the parent keeps a supply of medication in the nurse's office.

Prescriptions are required to be in a prescription bottle and labeled correctly and current for the school year. Over the counter medications must come in an unopened container and marked with the student's name, date of birth, and ID number. Orders must be written by a practitioner licensed to practice in the state of Texas, USA. A doctor's order is also required for any discontinuation of a medication. Medications must be picked up by the end of the school year or they will be destroyed.

Pass from Class

Students may not be out of class at any time without an official school pass. Campus patrol (security) will escort students without a pass back to class. Campus patrol will assist in maintaining discipline on the campus and at all school-sponsored activities.

Student Personal Safety

If at any time you feel threatened (physically or verbally), you should immediately notify an administrator, teacher or other school staff. Bullying/Harassment in any form will not be tolerated at Canyon Hills Middle School. Bullies/Individuals doing the harassment will receive consequences.

Zero Tolerance

Canyon Hills Middle School has the unique opportunity to create the finest educational environment in the El Paso Area. To promote the highest standards of excellence in education, athletics, and the arts, a zero-tolerance approach will be taken towards any activity or behavior which interferes with this environment. Zero tolerance will be upheld regarding any form of destruction of property, violence, drugs, alcohol, harassment and/or intimidation. Take a positive and active role in establishing Canyon Hills Middle School's tradition of excellence.

Community Partnerships

Canyon Hills Middle School is proud in building community partnerships with businesses and organizations. If you are interested in being a part of the tradition that is Canyon Hills Middle School, please contact us.

Keep Canyon Hills Middle School Pride Alive!

Support your school by attending athletic, academic, fine arts events and Join PTSA!

Please help keep your school clean.



CANYON HILLS MIDDLE SCHOOL 2020 – 2021 BELL SCHEDULE

	6th Grade							7th Grade						
Period						Period								
1	7:50	8:36	0.46	0:04		1	7:50	8:36	0.46	0:04				
2	8:40	9:26	0.46	0:04		2	8:40	9:26	0.46	0:04				
3	9:30	10:16	0.46	0:01		3	9:30	10:16	0.46	0:04				
						4	10:20	11:06	0.46	0:01				
Lunch	10:17	10:53	0.36	0:01		Lunch	11:07	11:43	0.36	0:01				
4	10:54	11:40	0.46	0:04		5	11:44	12:30	0.46	0:04				
5	11:44	12:30	0.46	0:04		6	12:34	1:20	0.46	0:04				
6	12:34	1:20	0.46	0:04		7	1:24	2:10	0.46	0:04				
7	1:24	2:10	0.46	0:04		8	2:14	3:00	0.46					
8	2:14	3:00	0.46											
	8th Grade					1-minute warning bell for all transitions 2-minute warning bell for all lunches Due to 1-minute transition								
Period														
1	7:50	8:36	0.46	0:04										
2	8:40	9:26	0.46	0:04										
3	9:30	10:16	0.46	0:04										
4	10:20	11:06	0.46	0:04										

5	11:10	11:56	0.46	0:01	
Lunch	11:57	12:33	0.36	0:01	
6	12:34	1:20	0.46	0:04	
7	1:24	2:10	0.46	0:04	
8	2:14	3:00	0.46		

Canyon Hills Middle School Early Release Bell Schedule 2020-2021 School Year						
Grade	Period					
6th/7th/8th	1	7:50	8:14	0.24	0:03	
6th/7th/8th	2	8:17	8:41	0.24	0:03	
6th/7th/8th	3	8:44	9:08	0.24	0:03	
6th/7th/8th	4	9:13	9:37	0.24	0:03	
7th/8th	5	9:40	10:04	0.24	0:03	6th Grade Lunch
6th/8th	5/6	10:07	10:31	0.24	0:03	7th Grade Lunch
6th /7th	6	10:34	10:58	0.24	0:03	8th Grade Lunch
6th/7th/8th	7	11:01	11:25	0.24	0:03	
6th/7th/8th	8	11:28	11:50	0.22		

Acknowledgement

I, _____,
acknowledge receipt of the Canyon Hills Student
Handbook and will review with my parent/guardian.
I further acknowledge that I am responsible to act
accordingly to the Student Code of Conduct.

Student signature _____

Date _____

Parent/guardian signature _____

Date _____

Please submit this form to your teacher no later than
Friday, August 21, 2020 or within 5 five days after
registering.