



# Chehalem Valley Middle School

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**PARENT-STUDENT HANDBOOK**  
**2022/23**

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## Section 1: General Information

<p><u>Office Hours</u> The school office is open between 8:00 AM and 4:00 PM.</p>	<p><u>School Contact Information</u> Address: 403 W. Foothills Dr., Newberg, OR 97132 Phone: (503) 554-4600 Fax: (503) 537-3239</p>	<p>Website: <a href="http://www.newberg.k12.or.us/ch">www.newberg.k12.or.us/ch</a> Email School Staff: lastnamefirstinitial@newberg.k12.or.us</p>
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## Section 2: Academic Information

### Regular Bell Schedule:

### **Regular Bell Schedule - 2022/23**

Monday, Tuesday, Thursday, Friday

Period 1	8:45 - 9:33
Period 2	9:38 - 10:26
Period 3	10:31 - 11:19

<b>A Lunch</b>	<b>11:19 - 11:49</b>	Period 4B	11:24 - 12:12
Period 4A	11:54 - 12:42	<b>B Lunch</b>	<b>12:12 - 12:42</b>

Period 5	12:47 - 1:35
Period 6	1:40 - 2:28
Period 7	2:33 - 3:20
Advisory	3:20 - 3:40

Late Start Bell Schedule:

**Late Start Bell Schedule - 2022/23**

Wednesday

Period 1	9:45 - 10:27
Period 2	10:32 - 11:14
Period 3	11:19 - 12:01

<b>A Lunch</b>	<b>12:01 - 12:31</b>	Period 4B	12:06 - 12:48
Period 4A	12:36 - 1:18	<b>B Lunch</b>	<b>12:48 - 1:18</b>

Period 5	1:23 - 2:05
Period 6	2:10 - 2:52
Period 7	2:57 - 3:40

CVMS Class Master Schedule:

The CVMS Master Class Schedule is linked here: [CVMS Class Schedule 2022/23](#)

Final Grades Each Semester:

Final grades will be awarded at the end of each 18-week semester. The end of Semester dates are:

- > February 2, 2023
- > June 15, 2023

## Section 3: Attendance

### Communicating/Partnership with Attendance Team:

Attendance must be posted via Synergy (TeacherVue) in the first 10 minutes of every class period. It is imperative that this happens on time and accurately. To ensure the safety of students we make phone calls to the parents of each student that has not been reported to the office (Board Policy JED-AR).

Guidelines for teachers:

- Take attendance within 1st 10 minutes of class period
- Lack of a note means an unexcused tardy (or absence if after 10 min)
- Never accept external (parent) notes. These are all processed by the office

This means that some 1st period absences/tardies get entered by teachers. Some get entered by the office.

Admin/Counselors build a "1st period process" into our Attendance Meetings in which we pull reports to keep track of 1st-period absences and tardies and determine consequences or problem-solve.

Students who report to your **FIRST PERIOD** class after you have taken attendance without a CVMS Tardy Slip, must be sent to the office immediately. Tardies for all other class periods are handled through and given consequences by the classroom teacher.

If a parent contacts you directly regarding a pre-arranged absence, whether by note, email, or phone call, please share that information with Nathalie Hardy in the front office.

Parents/Guardians are reminded that they need to call our attendance secretary to excuse an absence within 24 hours of the absence. These calls might happen because a student has a doctor's appointment, ect.

If parents/guardians have questions about their student's attendance, they should start with the teacher first. Teachers will be taking attendance within the first 10-minutes of each class period.

Parents/guardians are also encouraged to check ParentVue at the end of the next day to see if any absences have been changed and or updated. We encourage our families to reach out to us as needs and concerns arise about their student's attendance.

Chehalem Valley Middle School places a high priority on regular school attendance. An accurate record of attendance is kept, and it becomes part of the student's permanent

school record. Parents/Guardians, students, and school staff have responsibilities to support student attendance

If your student will be absent from school, please contact:

Nathalie Hardy

Phone: (503) 554-4602

Email: [hardyn@newberg.k12.or.us](mailto:hardyn@newberg.k12.or.us)

A guardian/parent may also call the main office at (503) 554-4600 to report the absence.

Research has shown that student progress and achievement are directly related to attendance. The Oregon State Law (ORS 339.020 and ORS 339.065) requires daily student attendance.

*Absences/Tardiness may be excused for any of the following reasons:*

1. Student illness
2. Illness of an immediate family member
3. Emergency
4. Doctor/Dental Appointment
5. Death of an immediate family member
6. Court summons
7. Satisfactory arrangements, made in advance with school administrators for other reasons.

## Section 4: Code of Conduct

### Code of Conduct:

This is the most recent [Code of Conduct](#) approved by the School Board. This gives you a clear understanding of what students can and can't do in school (including online classes), as well as how teachers and principals will respond.

Please read this Code of Conduct and make sure you and your student are familiar with the content. By giving this to you, we commit to following all the steps listed in it, and expect students to do the same.

## Points of Emphasis 2022/23:

### **This We Believe:**

- Relationships Matter
  - Staff, students, families and partners all working together to bring success to all students.
- Character Matters
  - Prioritize teaching and mentoring the behaviors/traits students need to possess in order to be contributing citizens within our community.
- Academics Matter
  - Ensure that our students are prepared for high school so they can pursue college and/or career plans.

### Student Use of Cell Phone or Other Personal Communication Device

- Cell Phones/Communication Devices shall be “off and away” from the 1st bell of the day to the last bell of the day, unless otherwise allowed by staff members who are teaching or supporting the group.
- Cell Phones/Communication Devices are allowed to be used in a responsible and proper manner during class or meal time, with permission from a teacher or administrator in charge of the group
- Cell Phones/Communication Devices shall be absolutely “off and away” when in the restroom or locker room areas of the school.

### Positive Behavior Support for Students:

#### *CVMS Students of the Month*

During the 2022/23 school year, the following Character Traits will be recognized each month, beginning in October, in school assemblies. Students will be nominated by teachers and/or schoolmates during the Advisory period and recipients will be publicly recognized. Character Traits, important nomination deadlines, and the assembly schedules are listed below:

October: (Week of Oct 21st)

**Responsibility:** The opportunity or ability to act independently and make decisions without being directed. Being accountable for one’s own actions. Having a duty to deal with something or of having control over someone, including one’s self. Agency.

November: (Week of Nov 18th)

**Kindness:** Giving attention, appreciation, and encouragement with words, gifts, or actions.

December: (Week of Dec 16th)

**Compassion:** To empathize with someone who is suffering and to feel compelled to reduce the suffering.

January: (Week of Jan 20th)

**Integrity:** The practice of being honest and showing a consistent and uncompromising adherence to strong moral and ethical principles and values.

February: (Week of Feb 17th)

**Empathy:** Understanding how another person is thinking and feeling.

March: (Week of March 24th)

**Respect:** Treating others as if they were important. (Because they are!); Valuing people for their humanity, even though they might be different from you.

April: (Week of April 21st)

**Honesty:** Being free from deception - not only saying true things, but living a life that is consistent.

May: (Week of May 19th)

**Perseverance:** Doing something despite difficulty or delay in achieving success. Grit.

### Positive Behavior Referrals

All staff members at CVMS have an opportunity to recognize students who display notable and/or exceptional positive behavior. Positive Behavior Referrals are submitted to the school administrator(s) who in turn will personally contact the student who is being recognized and thank them for enhancing the positive culture of our school. Students receiving these awards are encouraged to write a "Pay-it-Forward" thank you note to a person in their life who has helped them become a better version of themselves. Here is a link to the [Positive Behavior Referral](#).

## Section 5: Support Services

### Lines For Life

Lines for Life is a regional non-profit dedicated to preventing substance abuse and suicide. They offer help and hope to individuals and communities, and promote mental health for all. Their work addresses a spectrum of needs that include intervention, prevention, and advocacy. They educate, train, and advocate to prevent issues of substance abuse, mental illness, and thoughts of suicide from reaching crisis levels. But when a crisis arises or support is needed, their staff is available 24/7/365 to intervene with personalized help. Here is the link: [Lines for Life](#)

### SafeOregon Tip-line

SafeOregon is a program created for Oregon students, parents, school staff, community members and law enforcement officers to report and respond to student safety threats. The goal of SafeOregon is to prevent school safety threats from occurring by providing schools and communities with a relevant tool for reporting potential threats. Tips can be submitted in a variety of ways, including email, phone calls, text, our mobile app and our web portal. Here is the link: [SafeOregon](#)



### Food Services Update

Unlike last year, parents will be expected to pay for their student's meals unless they are from Edwards (CEP) or have a free/reduced application approved. There are new Oregon Expanded Income guidelines listed on the nutrition services website along with the applications for free & reduced. The OEI guidelines kick in when a family does not meet federal guidelines, and provides for many more families to be eligible for free/reduced meals. [That form is also on our website.](#)

For more information about our nutrition services program:

<https://www.newberg.k12.or.us/district/meal-prices-and-payment-options>

To apply for free/reduced lunches:

<https://www.newberg.k12.or.us/district/free-and-reduced-price-meals-yaho>

### Resource Room - A CVMS Resource for Students and Families

CVMS students will find support, through our counseling office **and parent volunteers**, when clothing, school and personal care supplies, and/or other resources would be helpful to them and their family. We are careful to assist our students and families in a confidential and caring manner. **The CVMS Resource room, for 2022/23, is under the leadership of parent volunteers: Emily Garrick and Shannon Knight. More information will be forthcoming as we are in the process of returning the Resource Room to our portable classroom, located between CVMS and Crater Elementary School.**

### Tech Support for Comprehensive Learning

We have set up a separate help desk for our families, so the information for how to get tech help is different than for staff. In short, we are telling our families and students that if they are having problems with their device or need tech support, please:

- Email [support@newberg.k12.or.us](mailto:support@newberg.k12.or.us) -or-
- Call 503.554.4545 to get help in English or Spanish
- Visit our family tech support page at [newberg.k12.or.us/techhelp](http://newberg.k12.or.us/techhelp) or [newberg.k12.or.us/ayudatecnica](http://newberg.k12.or.us/ayudatecnica).

### Library

[Step-by-step support for middle school students on how to use SORA.](#)

## Section 6: Appendix

Newberg School District Academic Calendar:

Here's the link to the [NSD Academic Calendar 2022/23](#)