

General Information

SCHOOL HOURS

Students are in classes from 7:45 AM to 2:20 PM.

Chehalem Valley office hours are 7:00 AM to 4:00 PM. Students with business inside the school beyond 2:40 should have passes, or have made prior arrangements, and be under the direct supervision of a staff member. Loitering students will be asked to leave and parents may be contacted.

NOTE: Upon arrival students report to the Commons through the front doors where they should remain until 7:35 AM. All other outside doors are locked for security purposes. We do not recommend that parents drop students off before 7:15 AM.

CLOSED CAMPUS

Chehalem Valley has a "Closed Campus" policy. This means that once students arrive at school, they are to remain on the school grounds throughout the day. Leaving school without permission is considered truancy and will result in disciplinary action. Student age visitors are not allowed on campus unless warranted by outstanding circumstances, and arrangements have been made with administration in advance.

DO NOT LEAVE SCHOOL WITHOUT:

1. Parent contact with office staff (note or call), and
2. Signing out in the Main Office

Parents or guardians are welcome to visit classrooms. Please make prior arrangements with an administrator and the teacher.

SCHOOL CLOSURES: Severe weather conditions may require the district to cancel school, delay starting time, or dismiss students early. **PARENTS ARE ENCOURAGED TO ESTABLISH AN EMERGENCY PLAN IN CASE OF A CHANGE IN SCHOOL HOURS.** Phones are extremely busy when school closures are announced and it is difficult for students to make special arrangements at the time of the closure.

SCHOOL SUPPLIES

The following supplies are required:

1. Hardcover 3-ring loose leaf binder
2. Notebook Paper
3. Blue or Black Ink Pens
4. Colored Pencils
5. Pencil Bag for Notebook
6. PE Clothes purchased in the main office, socks, and tennis shoes
7. #2 Pencils

8. Glue Sticks
9. Protractor (6" Plastic)
10. Solar Calculator
11. Scissors
12. Box of Kleenex
13. Ream of copy paper

* Additional supplies may be needed for specific classes and projects. As student's supplies are used up, they will need to be replenished.
**We recommend students begin using an alarm clock and learn to get themselves up in the morning and to school on time.

GUM

Students are expected to chew and dispose of chewed gum responsibly. This includes gum and gum wrappers finding their way to the trash, not under tables, chairs or stuck to cafeteria trays. Gum in the classrooms is an individual teacher's decision. Gum is not allowed in the gym, PE classes, Band room and the Library.

Hall Passes

Students are required to have hall passes when leaving the classroom during class time. Students that are not carrying a hall pass may be given a detention.

LOCKERS

Lockers are assigned by the main office and are periodically checked. Lockers belong to the school and are loaned to the students for the storage of personal belongings, including books, backpacks, coats and jackets. **Students are not permitted to exchange lockers or to use another student's locker during the day.** It is the student's responsibility to see that lockers are kept locked at all times and **not to share their locker combination with others.** The school is not responsible for lost or stolen items that are stored in lockers. Students are to report any loss immediately to the office.

Students are also assigned lockers for use in PE. Locks are supplied by the school at no cost, but must be paid for by the student if lost (\$7.00).

LOST AND FOUND

Any student having lost or found items should check with the main office. All unclaimed items are donated to charity. Money that is found must be turned into the main office. Money that is not claimed will be donated to charity. If items are marked with names, every effort will be made to return them. Lost and Found items taken which do not belong to the student may be treated as theft.

PBIS

1. **Incentive Stickers**: Each quarter, students have the opportunity to earn an **Incentive Sticker** on their student body card. The sticker entitles the student to go to their locker 5 minutes early in the morning, go to lunch 2 minutes early every day except Wednesday, begin lunch time activities 5 minutes early, and leave class 5 minutes early at the end of the day on Friday. To earn a sticker for the next quarter students must not have any office referrals, have no more than 3 tardies and not have any missing assignments during the previous quarter. Students who earn the sticker are also eligible to attend the end of the quarter activities and school dances.

2. **PBR**: Staff members recognize bigger positive student behaviors in the classroom and else where on campus by writing Positive Behavior Referrals (PBR). Students receiving a PBR will get to choose a prize in the office and their parents will get a copy of the PBR.

3. **Quarterly Lessons**: Teachers will present lessons quarterly on the behaviors we expect to see around the school and students are expected to actively participate in the lessons.

4. **Wolf Bucks**: Staff members reward smaller positive student behaviors at school by awarding "Wolf Bucks". Students may redeem "Wolf Bucks" for prizes, classroom privileges or admission to school dances, etc.

PERSONAL BELONGINGS

1. Having large amounts of cash at school other than lunch money could invite problems. If students must bring additional cash, we recommend they bring it to the office for safe-keeping.

2. Valuables kept in lockers could be unsafe. If students have valuables that they must bring to school, they should bring them to the office for safe-keeping.

3. Students should keep their hall and PE locker securely locked at all times and **not share combinations!**

4. Losses should be reported immediately to a staff member or to the office.

5. Weapons and laser lights of any kind are not allowed on school property.

6. Aerosol containers (hairspray, deodorant, etc.) are not allowed in the building and will be confiscated and returned to the parents.

7. ALL MEDICATIONS (prescription and over-the-counter) need to be checked in and kept in the office. There is a specific form to monitor medicine taken at school.

8. I-Pods, Cell Phones, MP3 Players, CD players, pagers, and other electronic devices do not belong at school. We are aware that some students enjoy these items on the way to and

from school. If a student chooses to bring an electronic device to school, it must be turned off during school hours, unless permission is given by a teacher for classroom projects. Otherwise if a staff member sees it during school hours it will be confiscated and returned to parents. Some parents want their student to carry a cell phone or pager. As with CD players, I-Pods and MP3 players these are not to be seen or used during school hours and will be confiscated for a parent to pick up. Please keep in mind that the school will not take responsibility for lost or stolen property.

9. Backpacks MUST be kept in lockers during the school day.

RESTROOM USE

Passing periods are five minutes long. We expect students to use the restroom during those times and still arrive to class on time. Leaving class to use the restroom interrupts the teacher and students. As a result, teachers may require a student to remain in class unless it is an emergency.

SOLICITING

Items are not to be sold at school without permission from the school administration. Distribution of flyers for off campus activities must be approved by administration before distributing.

STAYING AFTER SCHOOL

Staff will monitor the bus and car loading area until all busses have left. Once the last bus has left there is no adult supervision. Therefore, unless students have a supervised activity after school, they need to leave the school grounds by 2:40.

STUDENT PLANNERS

Every 6th grader will be issued a student planner. Students should note assignments, projects, tests, etc. in their Student Planners. The regular use of the Student Planner will help students develop good work habits and will keep parents informed about schoolwork.

SUBSTITUTE TEACHERS

Whenever a teacher is absent, a substitute is assigned to continue regular classroom instruction. Students are expected to follow the class rules and schedule while ensuring classes are held without disruption. Substitutes have been asked to refer disruptive students to an administrator. Consequences for misbehavior may be more severe than for the regular teacher

TELEPHONE USE/CELL PHONE USE

Telephone messages from parents will be relayed to students if they are made before 2:00 PM. We request however, that ride arrangements be made prior to the school day.

The main office phone is for *emergency use only*. You must ask for permission before using this phone. Emergencies primarily deal with illnesses or needing to be picked up prior to the end of the day.

Arrangements to stay after school to work with a teacher or because of detention should be made from the teacher's classroom.

Cellular phones, pagers and blackberries are not be used in the building or during school hours. They will be temporarily confiscated if a student violates this rule.

TUTORING

The Newberg School District provides a home tutor in cases where illness or injury causes a student to be absent from school for two or more weeks. Please contact the counseling office for further information.

WITHDRAWAL FROM SCHOOL

Withdrawal from school should be done by the parent/guardian through the counseling office at least one day prior to the student's last day. This procedure will give students time to check out with teachers, turn in books, and clean out lockers. Parent contact is required. School records are sent upon request by the new school.

Students are automatically withdrawn from school rolls if they have been absent for 10 consecutive days. Parent contact with the counseling office is necessary if the student returns to re-enroll.

8th Grade "End of the Year Awards"

Every year awards are given to 8th grade students at a celebration ceremony. Criteria for the awards are:

1. Presidential Excellence Award:

- 3.5 cumulative GPA over entire middle school career
- Exceeding score on Math and Reading state assessments
- Displaying "integrity" and "exceptional judgment" resulting in Zero Behavior

Referrals during the current school year

- 95% attendance (no more than 10 days absent during the current school year)

2. Presidential Achievement Award:

- 3.5 cumulative GPA over entire middle school career
- Must meet in Math and Reading state assessments while exceeding in one out of the two assessments. (For example: Math – 234 meets/Reading 241 Exceeds)
- Displaying "integrity" and "exceptional judgment" resulting in Zero Behavioral Referrals this school year
- 95% attendance (no more than 10 days absent during the current school year)
- Staff members can nominate students to receive the award if the student "would have met the school's selection criteria for the President's Award for Educational Excellence but illness, personal crisis or special needs prevented the student from maintaining such high standards despite hard work."

3. American Citizenship Award:

- Zero Behavior Referrals this year
- 95% attendance (no more than 10 days absent during the current school year.)
- Teacher recommendation
- Being safe, respectful and responsible
- Work ethic
- The American Citizenship Award is designed to recognize students who consistently exhibit the kinds of behaviors we want to see displayed in our schools and in our communities.

4. Principal Awards (Possible 4 Awards):

1. 3.5 or higher GPA over entire middle school career
2. 4.0 GPA over entire middle school career
3. Perfect attendance this school year
4. Perfect attendance over entire middle school year

*The Principal has the final authority to determine who receives the awards.

Academic Information

HIGH SCHOOL GRADUATION STARTS TODAY

The Newberg School District is committed to providing our students with the best opportunities for achieving success in high school and beyond. Knowing that a student's performance at middle school is a strong predictor of earning a high school diploma, it is our belief that a system of accountability for middle school students will ultimately pave the way for career and college readiness.

The new graduation requirements include passing state exams in reading, writing and math in order to receive a regular diploma. In addition, the course requirements to receive high school credit and college entrance requirements are becoming more rigorous. The middle school staff is committed to doing as much as we possibly can to prepare students and parents for this dramatic change.

Approximately 30% of our students are at risk not to graduate with a regular diploma. In order to help our students meet the new academic standards and expectations, we need to be able to make accurate decisions about the level of student proficiency. We are instituting a uniform method of measuring and reporting student's progress on the grade-level standards. This grading plan will allow us to identify the needs of both students who are struggling and need additional support as well as students who are excelling and need more challenge. This grading system will also give much more accurate information to students and their families.

The Middle School Graduation Project was created to identify areas of concern and plan the required services and support for students to perform at or above proficiency level. The Graduation Project will focus on each and every student by providing appropriate interventions and extensions to maximize potential.

Goals for the Newberg School District:

- Middle school students will have standards-based expectations, reflected by common practices for reporting of student progress, across all academic areas.
- Middle school students will have a strong foundation in reading, writing and mathematics with a significant increase in the number of students achieving at or above proficiency in state standards in these subjects.

- Middle school students will have access to resources that provide instructional support and targeted assistance to reach the proficiency expectations.

MIDDLE SCHOOL GRADING PLAN

The Newberg Middle Schools will phase in a uniform system of reporting progress towards proficiency on the grade level Common Core Standards to students, parents and staff. This new system will be standards-based and consistent within each content area. To this end, academic grades will be calculated in such a manner that 80% of the grade is based solely on standards-based common summative (summary of the standards) assessments. The remaining 20% will be based solely on practice work and formative assessments directly related to the Common Core Learning Targets.

Middle school teachers will develop multiple forms of common-summative assessments that are valid, reliable indicators of student performance on learning targets based on Common Core Standards. Each assessment item will be identified with the specific learning target it addresses. Rubrics or common scoring guides will be developed to use when scoring the assessments. The rubrics will ensure that the individual items are scored in the same manner and that the final score is consistently and objectively calculated by all teachers teaching the same course. The scores on these common summative assessments will be the sole basis for the 80% assessment portion of the grade.

Students will be required to retake the test for any standard in which they did not receive at least a 70%. Prior to retaking a test, students will develop a plan, subject to teacher approval, to document how they will prepare for the test retake. Our goal is that the class continue to progress through the state standards while providing interventions needed for struggling students. Students will be given multiple opportunities to meet the standards.

Practice assignments and formative assessments relating directly to the standards will make up the remaining 20% of the academic grade. Extra credit, attendance, and other behaviors will not be included in the grade. Inappropriate behaviors will be addressed through appropriate accountability procedures, but not through the grading process.

***Year One (2012-2013): There will be no extra credit and 80% of your student's grade will be based on summative assessments.**

Students will be permitted to retake assessments.

RE-TAKE TEST PLAN FOR YEAR ONE REASSESSMENT ADMINISTRATION

Option 1:

Teachers allow retaking of assessments at their convenience either in their classrooms during the school day OR after school. *

Option 2:

Teachers will utilize provided resources of retake testing times during the school day and after school. These resources include a separate person facilitating the retaking of assessments. *

Option 3:

Teachers incorporate parts of Option 1 and Option 2. *

*Students may be required to make-up work missed in their elective courses during retake times.

REASSESSMENT PREPARATION PLAN

Detailed specifics of Option 2:

-There will be retake test opportunities at least once per week as determined by school administration.

-Students will have two weeks to complete the plan and retake the assessment.

DOCUMENTATION

-Electronic and/or hard copy assessments will be kept in the assessment facilitator's classroom.

-Multiple forms of each test will be available or teachers will have students retake parts of assessment that cover standards/targets missed.

-Highest grade on the assessment wins out

-Communication between test facilitator and teacher will be made immediately after the test is taken. Updates on completed tests will be organized and communicated by the assessment facilitator.

CV/MV RETAKE TESTING STEPS

1. Teacher and student make a test retake plan. (two part form)

2. Upon satisfactory completion of the test re-take plan:

Teacher directed retake: Teacher proctors the retake at agreed upon time.

Assessment Facilitator directed retake:

Teacher attaches pink copy of form to retake test and puts in box of the assessment facilitator and gives white retake form to student.

Student must present white form for retake to teacher or assessment facilitator in

order to retest . A hall pass may also be required.

3. Assessment facilitator retests student and returns completed test and retake form to teacher's box.

8th GRADE SHOWCASE DESCRIPTION

8th graders every year will be required to complete and 8th grade project. This project is an opportunity for our 8th graders to show off! Students will be required to complete an approved project along with a reflection on the process and a prepared speech. Students will show off their projects at the end of the year as a culminating 8th grade activity. 8th graders who successfully complete their 8th grad project will be eligible to attend the end of the year field trip and dance if they do not have any behavior referrals.

ACADEMIC ACCOUNTABILITY

Students can succeed and pass all classes if they attend regularly, work responsibly and do their best. Students need to turn in their completed assignments. This is a major key to academic success. Both student and parent will be informed if a student falls behind in his/her work. Teachers may ask students to stay after school if it is apparent that the student is having difficulty. Students are encouraged to seek help from teachers if they do not understand an assignment, or if they have been absent and missed assignments.

The staff at Chehalem Valley Middle School is here to devote their time and talents to students.

A variety of academic interventions are available:

1. After school help from teachers/homework club.
2. Academic Support Class
3. Math and Reading Labs
4. Quest

ATTENDANCE/MAKE-UP WORK

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, students, and school staff have responsibilities to support student attendance. A student who misses more than ten days, or ten class periods of any one class during a semester may be subject to a loss of course credit, promotion, or grade level status. In order to attend school dances or other afternoon or evening school activities, students must be present at

school the day of the event, or have a pre-arranged absence for that day.

The **STUDENT** should:

1. Accept responsibility for regular attendance.
2. Be in school from 7:35 AM to 2:20 PM on scheduled school days.
3. Bring a note from a parent or guardian when leaving school early for the day. Sign out on the Attendance Log in the main office before leaving school for any reason. (Parent permission is required before a student may leave the building.)
4. Bring a note from his/her parent or guardian following any absence. A parent may call to excuse their student at (503)554-4600.

The **PARENT** should:

1. Make every effort to help their student get to class regularly and on time.
2. Contact the school when their child is absent.
3. Send a written note with their student following each absence or call the attendance secretary.
4. Send a note if the student needs to leave school during the day.

The **SCHOOL** will:

1. Keep accurate attendance records.
2. Contact parent or guardian when there is an attendance concern.
3. Work with students and parents for improvement of irregular attendance.

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 the school for other reasons.

NOTE: ***Sleeping in*** or arriving 10 minutes or more late and habitual tardies are unexcused and will result in an automatic lunch detention assigned by a staff member.

Absent Notes/Phone Calls:

If the school has not been contacted within three days of the student's return to school, the absence will be considered unexcused.

Tardiness: Students are expected to report to school and class on time, prepared with the

necessary materials. If a student is tardy due to being detained by a staff member, a pass should be obtained before reporting to the next class. A "tardy" is defined as not being in the assigned place (as defined by the teacher), with class materials when the bell rings. If a student is more than 5 minutes late to class, it is considered to be an unexcused absence or truancy.

Tardy Consequences (per quarter)

- | | |
|------|---|
| 1st | Warning: Teacher makes notation of tardy in grade book |
| 2nd | Warning: Teacher makes notation of tardy in grade book |
| 3rd | Detention with teacher (30 minutes) |
| More | Referral sent to office. Administration will assign consequences. Chronic attendance problems do not start over each quarter. |

Truancy (unexcused absence from class or school) is in direct violation of Oregon State Law. Parents of students who are truant or who skip class will be notified and disciplinary action will be taken.

Disciplinary action can include a recommendation to the Student Attendance Review Board (SARB) and may result in a \$250 fine.

Make Up Work: Students are expected to make up work when they are absent. They will be given one additional day to the number of school days that they missed. It is the student's responsibility to request missing assignments from their teachers when they return to school.

HOMEWORK

Newberg middle school teachers recognize the benefits of purposeful homework. We believe that students who consistently complete homework assignments are more likely to experience academic success.

Purpose/Expectations: Homework is an important part of the educational program supporting the adopted curriculum, it:

1. Can be used as an extension of classroom instruction.
2. Provides the means to expand and enrich regular class work.
3. Allows parents to become partners with the school.

Homework:

1. Varies with the course and capability of the student.
2. Expect approximately one to two hours total daily for all students.

Responsibilities: Parents can effectively participate in and monitor homework by:

1. Providing necessary supplies and a place to study.
2. Providing a daily study/practice time one to two hours daily for students.
3. Checking student's planner or weekly assignment sheets, and Ed-Line.
4. Attending Parent-Teacher Conferences.

Students can effectively contribute to their academic success by:

1. Maintaining a 3-ring notebook with dividers.
2. Maintaining their Planner/assignment sheets weekly.
3. Neatly completing assignments on time.
4. Making up assignments and turning in missed assignments due to absence, following the guidelines in the Student-Parent Handbook.

Communications: The homework policy, building procedures, and assignments will be communicated to all parents and students through:

1. Student/Parent Handbook
2. Parent Letter and Newsletters
3. Student Planners/Assignment Sheets
4. Progress Reports
5. Parent Contact
6. Edline internet services
7. Chehalem Valley's WEB site

A class syllabus, prepared by each teacher for each subject taught will:

1. Address the amount and type of homework students and parents can expect.
2. Be given to students and parents within the first month of school.

REPORTING STUDENT PROGRESS

Parents can access their child's grades on-line through *Edline* services. Grades are updated weekly. Call your student's counselor for information. Parents are encouraged to contact teachers and counselors with questions relating to grades or progress. Parents will be contacted at other times if students are making unsatisfactory progress. Grade reports are issued every nine weeks during the school year. The grade report indicates the student's progress and achievement. Grades are based on class participation, daily work, homework and test scores. Students are encouraged to discuss their progress with their teachers at any point in the grading period. Parents will be notified of unsatisfactory progress at any time a student is earning a "D" or "F" grade.

Frequently asked questions (FAQ's) about proficiency:

What are learning targets?

Learning targets are the roadmap of the skills your child needs and will learn in each content area. Learning targets are derived from educational standards set forth by the state of Oregon. Our teachers have unwrapped these standards into "student friendly" learning targets which will be made known at the beginning of every course at the middle school level. Learning targets are also the foundation in the creation of valid and reliable assessments.

What does it mean to show proficiency and what is its purpose?

Showing proficiency means that students will have multiple opportunities to demonstrate their knowledge of the content standards without penalty of a decline in their grades (i.e. students will be given multiple opportunities to retake an assessment per 9 week grading period). We want ALL students to reach proficiency on all of the learning targets. If they can't, we will provide them with the necessary support in the form of academic interventions.

The purpose of Proficiency is to help ensure that all middle school students benefit from high expectations and are given the necessary time and support to meet those expectations. Proficiency will change the way in which grades are derived and it will also change the way in which students are assessed.

Where did this idea come from?

Proficiency is not a new idea. Examples of proficiency assessment are everywhere in our society. Doctors, lawyers, teachers, soldiers, secretaries, and even drivers all must pass assessments that judge whether they have met a determined level of skill or not. If they have not, they are expected to go back, re-study, and re-practice their material until they are ready to re-attempt the proficiency assessment. We will take this same approach to assessing the most important skills for each student's success.

Why are we getting rid of extra credit?

We are doing away with extra credit because extra credit inflates students' grades. Grades should always be indicative of student knowledge on the content standards. Unfortunately, extra credit points can be given out to students for random things such as

bringing in a box of kleenex, going to a fundraiser for school, or turning work in early. These types of activities do not reflect student knowledge and should not be included within student grades. We also use grades as indicators for students that may need extension or interventions. If grades aren't reliable, then students may be placed incorrectly or miss the extra support needed to help them achieve success.

What is a summative assessment?

Summative assessments are tests that teachers generally use to measure student progress on learning targets. Summative assessments are scored consistently and accurately sometimes with the support of a common scoring guide and the grades are entered into the grade book. From this point on, 80% of your student's grade in his/her classes will be based on their performance on these summative assessments. If your student does not pass a summative assessment, then they will be given more opportunities to retake the assessment per 9 week grading period. Summative assessments may include end of unit tests, speeches, projects and/or presentations.

What is a formative assessment?

Formative assessments are informal "checks for understanding" that teachers do on a daily, sometimes weekly basis, to verify student progress on the learning targets. Formative assessments are extremely important in our move toward proficiency because they provide immediate feedback to the student and teacher before the student takes a summative assessment for a grade.

What are the Common Core Standards?

The Common Core Standards are federal standards that Oregon has adopted. The Common Core Standards have been adopted by 48-50 states in the subjects of Math, Reading, Writing, and Social Studies. Students will be tested on these new standards in the Spring of the 2015 school year. The standards are performance based, and students will have to explain their answers to problems. This is a move in the right direction.

If we base the majority of the grade on the test, will students not learn about the importance of work habits?

Absolutely not! We believe that work habits are vital to individual success both now and in the future and we will continually teach and emulate good work habits. We do feel however that student grades should be a reflection of what students know. Student characteristics that fall within the "Citizenship" (i.e. behavior, work habits) category will be reported separately. Students that fail to put forth the necessary effort will also be given more mandated time in the form of lunch study hall and academic support. Frequent failure to turn in work can also result in behavior consequences.

What if my student fails a test?

If your student scores below a 70% on an assessment, then he/she MUST retake the assessment (*Please note that in 2012-2013 student retakes are **optional**). Before students are allowed the opportunity to retake an assessment they must satisfactorily complete a retake plan approved by the teacher. Students will be given multiple opportunities per 9 week grading period to retake an assessment and the student's highest score will be reported in the grade book.

What are the benefits of this change?

This change supports our district mantra of "High School Graduation Starts Today!" Learning targets provide consistency, clarity, and truth about individual student progress. The learning targets for each subject area are the same across the middle schools. So, a student in a Pre-Algebra class in one school is held to the same standard as an Pre-Algebra student in another school. Students, parents, teachers, and community members know what is expected from students to demonstrate proficiency of each learning target in each subject area. Classroom assignments are linked to learning targets, which means students know what it is they need to learn. This removes the guessing game for students. The emphasis is on learning skills and understanding concepts. Learning Targets and Proficiency gives students, parents, and teachers more information to provide focused interventions/extensions for students to ensure academic success for each student.

Student Activities

In order to attend school dances or other afternoon or evening school activities, students must be present at school the day of the event, or have a pre-arranged absence for that day.

ASSEMBLIES

Various assemblies are scheduled during the school year. Students are escorted to the assembly by their teacher and are to sit with their class in assigned areas during each assembly. Appropriate conduct is expected of all students. The finest compliment to a speaker or performer is courteous attention and applause. Whistling, yelling and booing are not acceptable.

ATHLETICS

For information regarding participation in Football, Volleyball, Soccer, Wrestling, Basketball and Track (boys and girls) contact Chehalem Park and Rec. at (503) 538-7454.

Physical Education

The goal of Chehalem Valley's Physical Education Department is for our students to enjoy various activities in an atmosphere of lessened competition, while encouraging the development of a desire for life-time physical fitness, health and wellness.

PARTICIPATION

In most cases, if students are well enough to be in school, they can participate in some form of PE activity. As a rule of thumb, students are asked to "do what they can". A student returning after an illness may be included in such activities as officiating or assisting others. Medical excuses are always honored and are required if a student is to be excused for more than three days. Parents need for their doctor to state the nature of the illness or injury, the length of time the student is to be excused, and the student's limitations during this period.

The medical excuse should be brought to the office before school and given to the Attendance Secretary. The note will be filed in the health folder and a copy given to the PE instructor. Notes from parents will excuse a student for up to three days for minor illness or injury.

CLOTHING/SHOWERS

Each student is expected to change into PE clothing consisting of shorts, shirt, tennis shoes and socks. PE uniforms are required and may be purchased for \$15.00 in the main office. Lockers with locks are provided for students to store gym clothes during the week. Gym clothes need to be laundered weekly. All clothing should be marked with the student's name to aid in identification of misplaced clothes. Showers are available for students who wish to use them; students would need to provide their own towels. If purchasing a uniform is a problem for PE, students or parents should let a teacher know. It is recommended that student's keep underarm deodorant in their lockers for use after PE activities. Many students will also keep a stick or roll on deodorant in their hall locker.

RULES FOR STUDENTS

1. Dress down daily as mentioned above.
2. Be in the locker room before the tardy bell.
3. Be on time for roll call.
4. Participate every day.
5. No gum.

CONSEQUENCES

The consequences for not dressing down or having proper shoes (per semester) are:

- 1st Time Loss of 5 points
- 2nd Time Loss of 10 points
- 3rd plus Teacher will assign consequences

UNITS

The yearly plan for PE includes the following units: Flag Football, Jogging, Soccer, Basketball, Volleyball, Dancing, Lacrosse, Badminton, Pickle Ball, Softball, Recreational Games and Track.

These units stress large muscle development and overall coordination. In addition, units dealing with Health and Wellness, Drug Resistance Skills, First Aid and Safety are included throughout the year.

Safe and Orderly Schools

The purpose of rules and school-wide policies in the area of student behavior is to maintain a safe and orderly learning environment, and teach responsible behavior. Chehalem Valley uses the basic rules of **BE SAFE, BE RESPECTFUL, BE RESPONSIBLE**. A positive, respectful relationship between student and teacher creates a setting where students want to behave appropriately, and can accept appropriate consequences for their actions, and learn from their mistakes. When behaviors escalate or endanger self or others, students are referred to school administration.

APPEARANCE AND DRESS

Student dress is the responsibility of the student and parents. Students shall dress properly for school. In order to provide an atmosphere conducive to learning and to ensure the safety, health and well-being of all students and staff, all students shall follow the guidelines listed below:

1. Students may not wear clothing with writing, slogans, pictures, or symbols that portray alcohol, tobacco, other drugs (or their manufacturers) or weapons.
2. Students may not wear clothing with writing, slogans, pictures, or symbols that depict obscenities, vulgarity, racism, violence, sex, gang affiliation, or hostility to any group of people or organizations.
3. Students may not wear clothing that exposes undergarments, midriffs, cleavage, back, buttocks or more. Tops and dress straps may not be less than 2 inches.
4. Students may not wear pants with waists below the hips (no sagging). Pants shall not extend below the heel of the shoe.
5. Students may not wear hats, caps, or other head apparel in the school building, unless it is part of a student's customary religious attire or unless it is allowable for a special event.
6. Students may not wear jewelry or other accessories that present a safety or health hazard.
7. Students may not go barefoot.

8. Students may not wear skirts or dresses more than four inches above knee. Shorts must have an inseam of at least four inches.

The principal, or designee shall make the decision if a student's appearance meets the dress code standards. The principal's decision on the propriety of dress is final.

Violations of the dress code will result in the student changing into proper attire and returning to class. In addition, the following range of consequences may be implemented:

- ✓ Verbal warning
- ✓ Written warning requiring a reply from student's parent or guardian
- ✓ Parent conference
- ✓ In school or out of school suspension
- ✓ Expulsion for serious or continuing infractions

Violations of this dress code shall be treated as disruptive behavior in violation of the Student Rights and Responsibilities Handbook. However, dress-code violations shall not carry over on the student's discipline record to subsequent years. This dress code shall apply to students at all times when they attend school or any school district facility or when representing the district at any school sponsored event.

BULLYING/HARASSMENT

"Make the Difference" is our mantra for our school community which applies not only academically, but also socially. We have and will continue to take a stand against bullying and we ask for your support. We are a PBIS school that believes in not only teaching behavior expectations in the classroom, but in teaching expectations in every area throughout the building (i.e. hallways, cafeteria, gym, library, restrooms, offices and the library). As part of this education we will look to teach our students the importance of standing up against bullying. On the 2nd day of each month we celebrate our "Blue on 2 day" in support of anti-bullying and every day our students will hear the phrase "Make the Difference." Students should treat each other with respect. They are not to pick on each other, or call names, or do anything that makes other students feel bad.

This includes:

- Name calling
- Physical contact like pushing, poking, tripping, punching, pinching
- Glaring or mean looks, staring at or following around
- Making threatening gestures or statements
- Taking, hiding or destroying property
- Spreading rumors of lies

- Lying to an adult about something someone did to get them in trouble
- Slamming others' locker door
- Saying nasty, obscene or mean things
- Making unkind remarks about the person's parents or other family members
- Calling someone fat, short, etc.
- Referring to homosexuality, race, or other things in a mean way meant to hurt.

Follow this plan if you are picked on:

1. First, tell the student(s) to stop and that you do not like the behavior, then walk away.
2. If it happens again, ignore it and walk away.
3. If it happens a third time, seek help from a school official.

If the case of blatant racial or sexual harassment, students need to report incidents immediately to a staff member. Students are never asked to tolerate these behaviors. Administrators will investigate the reports and consequences will be given as needed.

CARE OF SCHOOL PROPERTY

It is everyone's responsibility to maintain our building, equipment, and furniture. Students are responsible for the proper care of all books, supplies, technology equipment, and furniture supplied by the school for their use. Damaged or destroyed property will be paid for by the student(s) responsible. Vandalism and graffiti should be reported immediately.

CLASSROOM EXPECTATIONS

Students are expected to be safe, be respectful, and be responsible.

Food and Drink (with the exception of water bottles) are not allowed in classrooms.

Students who choose to violate classroom rules will be subject to consequences. Consequences may include changing the student's seat, problem-solving activities, detention, or referral to the administration.

DETENTION:

The primary purpose of a detention is to have time for a teacher and student to resolve an issue that brought about the detention. Detentions also give students an opportunity to make up missing work or learn that their behaviors have consequences. Detentions may be assigned by teachers or administrators for after school or lunch time. Students will serve their detention with the issuing staff member. Parents will be notified before a detention is to

be served after school. Transportation home is the responsibility of the student and parent.

*Unserved detentions may double if not served.

LUNCH DETENTIONS

Lunch detentions are assigned by administrators and office personnel for tardies, unexcused absences and for minor behavior infractions. Students receiving a lunch detention are to report to Portable 3 within 5 minutes after the release of their class prior to their assigned lunch time. Students are expected to bring schoolwork or appropriate reading material to lunch detention and work or read quietly throughout the lunch period. Students may bring their own lunch or a school lunch consisting of the main entrée plus choice of drink, salad and fruit will be brought to the student. Students that arrive late to lunch detention or are disruptive in lunch detention may have to re-serve their lunch detention or may receive further consequences including suspension.

VIOLATIONS AND REFERRALS

Students are **responsible** for their behavior and learn that certain actions will result in negative consequences. The following will result in discipline (detention, in-school suspension, out-of-school suspension, and/or expulsion):

1. Fighting/assault
2. Vandalism/theft
3. Possession or use of tobacco, alcohol, drugs, or "look-alikes"
4. Threat of assault, intimidation, harassment
5. Gang activity
6. Possession of weapons or use of any object to inflict bodily harm.
7. Disrespect/Defiance
8. Racial Harassment/Slurs
9. Other (See Student Rights and Responsibilities Handbook)

IN-SCHOOL SUSPENSION

In-school suspension is an administrative disciplinary action which involves removing a student from his/her classes and placing the student in a restrictive, closely supervised environment. Students are required to complete work assigned by their teachers.

SUSPENSION

Suspension denies a student the right to attend school, school activities, or be on Newberg School District Property from one to ten school days.

Students suspended from school will not be given additional days to make up work. If they are assigned a short suspension they will be expected to stay after school the day of their return to collect assignments and have them completed the next day. If they are assigned a longer suspension and assignments are provided for them, assignments must be completed upon return, otherwise the assignments will be considered late.

EXPULSION

Expulsion denies a student the right to attend school, school activities, or be on Newberg School District Property for a period of up to one year.

DISPLAY OF AFFECTION

Hugging, holding hands, walking arm in arm, kissing or any other physical displays of affection between students is not allowed on school grounds. This includes trips, lunchtime, hallways and school grounds after school.

MAKE THE DIFFERENCE

We encourage students to “Make the Difference”. This includes helping others when they can, and walking away from bad situations. If students see others involved in serious, inappropriate behavior, even involving their friends, they should walk away and report it to a staff member. Students should:

- Report students who are preparing to fight
- Tell an adult if someone has something dangerous at school
- Turn in anything you find that does not belong to you
- Report anything that appears to be drugs, alcohol, or tobacco at school

FIGHTING

Fighting is not allowed at school, and will result in suspension and possible police action. Students who encourage others to fight, physically intervene in a fight, or stand and watch a fight may be subject to disciplinary consequences as well. Many fights start from students harassing each other or from horseplay that gets out of hand. Students are encouraged to walk away from situations that could lead to fights. Minor altercations involving pushing and name calling may result in a detention or in-school suspension.

GANG-RELATED INFORMATION

Students who participate in gang-related activities at school or school functions, including possession or display of gang-related clothing, symbols, signs, signals, or paraphernalia; distribution of gang literature or materials, display of gang-related posters or graffiti; harassment of others; or recruitment for gang membership, will be subject to strict disciplinary measures which include a possible recommendation for expulsion. Any gang-related activity may be referred to local law enforcement agencies for appropriate action.

HALL CONDUCT

Students are expected to be safe, be respectful and be responsible in hallways and other common areas. Students should: be courteous to others, and surrounding classrooms; move to class on time; keep all areas clean; walk at all times; keep hands, feet and other objects to self; leave clear pathways for others; be accountable for their own behaviors; follow adult directions; respect others’ space and property; use appropriate language and volume; and respect displayed student work.

HORSEPLAY

Horseplay means pushing, poking, tripping, elbowing, and other physical contact that is done in fun or as a joke. Horseplay often results in unintended consequences including fights, injuries, and hurt feelings. Horseplay will not be allowed. Students who continue with their horseplay after being told to stop may receive disciplinary consequences.

STUDENT RIGHTS AND RESPONSIBILITIES HANDBOOK

Detailed information about conduct and consequences is located in the “Student Rights and Responsibilities Handbook” which is distributed and discussed with all students at the beginning of the school year and is available on the District website.

Services for Students

GUIDANCE AND COUNSELING

Students with academic or personal concerns are encouraged to talk with a staff member or one of the counselors. Counselor assignments are:

Ms Whiting: Last names starting with A-J

Ms Clayton: Last name starting with K-Z

Students and parents may request an appointment with either counselor. Our Counseling Secretary may be reached at 554-4607.

LIBRARY/MEDIA CENTER

The Media Center is usually open from 7:30 to 2:30 daily. The Media Specialist is happy to assist students with research. Students should take care of the Media Center and be courteous to their fellow students by observing these general rules:

1. Work and move about quietly without disturbing others.
2. Check out all library materials prior to leaving the Media Center.
3. Return all magazines and reference materials to their proper places.
4. Get a pass from a teacher to be in the Media Center during class period.
5. Three books may be checked out at a time.
6. Damaged books should be reported to the Media Specialist for immediate repair.
7. Current issues of magazines cannot be checked out of the Media Center. Other issues and reference materials may be checked out for overnight use only.

USE OF THE MEDIA CENTER DURING LUNCH TIME

1. Students may come in during the last half of their lunch period. Students should **eat lunch first!**
2. When students leave the Commons, they should sign out of the Commons and into the Media Center, go directly to the Media Center and do not stop at lockers, restrooms, or drinking fountains. They need to be careful not to disturb classes that are still in session.

3. Students are to stay in the Media Center until the end of their lunch period, return materials that they use and push in their chair before leaving.

BREAKFAST AND LUNCH PROGRAM

Individual breakfast and lunch credits may be purchased daily or in quantity through deposit to your cafeteria computer account. Student Chehalem Valley Middle School

Breakfast is available for \$1.50, Lunch for \$2.75 and milk 50 cents.

LUNCHROOM BEHAVIOR GUIDELINES

1. Walk at all times.
2. Follow the directions given by cafeteria staff and lunchroom supervisors. Deposit gum properly. Students who leave their tables messy after a warning will be assigned clean up duty.
3. Be respectful of others by not taking cuts in line or "panhandling" for lunch money.
4. ALL FOOD AND BEVERAGES ARE TO REMAIN IN THE COMMONS.
5. Tables should be left clean after eating, placing all containers and remaining food in appropriate disposal bins.
6. Restrooms to be used during lunch are across from the Gym.
7. Students are to remain seated until the 15 minute bell rings. Students with an incentive sticker will be released after 10 minutes to go to lunch time activities. Students may choose to play in the gym or outside (depending on the weather and gym availability). Balls will be checked out to students, and only students with the incentive sticker will be allowed to check out balls. The balls will be checked back in in an orderly fashion at the end of lunch. The hallway by the gym is only to be used to get to and from the restroom or the outside doors; no hanging out in the hallway.
8. The gym will be divided into three sections during activity time. The far end will be for dodgeball, the middle for competitive basketball (at least 3 on 3 at each basket), and the near end for those who want to shoot around. Groups wanting to hit a volleyball around will need to stay along the bleachers. There will be no hanging out in the gym. For safety reasons, no balls should be kicked in the gym, and all lunch bags should be left on the shelves in the Commons.
9. Consequences for disruptive or unsafe behavior during lunch time activities include:

1 st offense	Warning
2 nd offense	Loss of incentive card/lunch time activities for the rest of the week
3 rd offense	MIR and lunch detention
4 th offense	office referral

Serious behavior infractions will move directly to an office referral.

LUNCH SIGN OUT

All students eat lunch in the school cafeteria unless they are having lunch with a parent or guardian. For safety, parents must sign their child out in the office before leaving campus. Students will not be allowed to leave school grounds for lunch with anyone except authorized parents or guardians. **PARENTS/STUDENTS MUST SIGN OUT AT THE MAIN OFFICE BEFORE LEAVING SCHOOL GROUNDS AND SIGN BACK IN UPON RETURNING.**

QUEST

Quest is an alternative program that we use for students that may be struggling academically and/or from a behavior perspective. The idea of this program is to offer support through consistent progress monitoring and daily check-ins with students.

AFTER SCHOOL HOMEWORK CLUB

This year we will have an after school homework club for students that MUST attend due to lack of homework completion and those that want to attend. Homework club will be offered Mondays, Tuesdays and Thursdays from 2:30 – 3:30 PM. The district will provide a late bus that will pick students up at 3:40 PM. Students must have a ticket from their teacher to ride the bus. Please call the school regarding drop off locations.

Student Health And Safety

ACCIDENTS/ILLNESS

Students are requested to immediately contact a teacher or the office if they are injured or become ill. Every effort will be made to care for the student and to contact a parent. Students may leave school with parent and office permission, after signing out.

ANNUAL STUDENT REVIEW FORM

Parents are asked to complete an Annual Student Review Form for each student so that quick contact with parents or a designated local adult is possible during school hours. The Annual Student Review Form information should be updated, as necessary, throughout the year. Copies to be updated and returned will be distributed the first day of school.

EMERGENCY DRILLS

Emergency drills are held regularly throughout the year to instruct students in procedures that should be followed in the event of fire, earthquake, or other emergencies.

The following rules are observed during fire and evacuation drills:

1. Students walk quickly to the designated exit, and remain with their teacher.
2. Teachers take attendance/roll call.
3. Teachers supervise students and provide instruction as necessary.
4. School administration notify teachers and students when to return to building.

Earthquake drills and Lockdowns: Follow instructions provided by the teacher and/or administrator.

INSURANCE

The Newberg School District does not provide accident insurance coverage for students. Optional insurance is available to purchase if desired. A brochure explaining the program is available in the main office.

MEDICATION AT SCHOOL

A "Medication Release Form" must be completed by the parent/guardian and filed with the office for students who require medication during school hours (This includes over-the-counter items like aspirin and cold remedies, as well as prescription medication). All medication must have a doctor's prescription (even over the counter) and must be delivered to the school office by an adult in the original container, clearly labeled with student's name, medication name, and dosage. All medications will be administered by school staff in the office or a designated area. Students are not to keep medication in their lockers or carry it in their backpacks or pockets. Exceptions will be made by the office for asthma and bee sting medications, with a doctor's release on file. All medications that are not picked up at the end of the school year will be discarded.

Student Records **Directory Information**

Annual Notification

School districts are required to provide parents and students 18 years of age, with a written notification of their rights according to the No Child Left Behind Act of 2001. The Family Educational Rights and Privacy Act (FERPA) and the Protection of Pupil Rights Amendment (PPRA) are incorporated into the Newberg School policies.

1. That directory information (directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed) may be disclosed to school-related organizations as well as OMAP (Office Of Medical Assistance Program) unless requested by parent/legal guardian or eligible student to keep such information confidential. This directory information may include, and is not limited to, the following:

- a. Student's name
- b. Student's address
- c. Telephone number
- d. Student photograph
- e. Date and place of birth
- f. Major field of student
- g. Participation in officially recognized activities and sports
- h. Weight and height of members of athletic teams
- i. Dates of attendance
- j. Degrees and awards received
- k. The most recent previous education agency or institution attended

2. That the parent/legal guardian of eligible student must notify the District in writing within 10 days of annual notice that he/she does not want any or all the types of information about the student designated as directory information.

3. That the parent/legal guardian or eligible student has the right to inspect and review the student's education record.

4. That the parent/legal guardian or eligible student has the right to request amendment of the student's education record if information contained is felt to be inaccurate, misleading, or otherwise in violation of the student's privacy.

5. That the parent/legal guardian or eligible student has the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that these rules authorize disclosure without consent.

6. That the parent/legal guardian or eligible student has the right to file with the United States Department of Education a complaint concerning alleged failures by the District to comply with the requirements of the Family Educational Right and Privacy Act.

7. That the parent/legal guardian or eligible student has the right to a copy of the District's Administrative Policy and Procedure #5800, *Student Education Records*. A copy may be requested at the District Office. Copies of this policy shall also be available for review in the principal's office of each school within the District.

8. That the District transfers, by law without parent/legal guardian or eligible student written consent, education records requested by another educational institution within ten (10) days of receiving the request.

9. That the District will request the social security number of a student only if the parent/legal guardian or eligible student complies with the request. The social security number will be in accordance with the social security disclosure notification which is posted in each school's registration office.

10. That the District will post in each school's registration office a list of the types and locations of education records maintained and the titles and addresses of officials responsible for the records.

11. Annual notification shall be publicized in each school's handbook, local paper at the start of the school year, new student enrollment packets, and posted in each school's registration office within the District.

FERPA is a Federal law that protects the privacy of student's education records. FERPA gives parents certain rights with respect to their child's educational records. FERPA also requires school districts to disclose directory information contained in student records which is not generally considered harmful if released to outside organizations.

Notification of these rights is detailed in a special insert in the Newberg School District calendar mailed to each family in the school district in August. If you have a question, please contact the school district office at (503)554-5000 or your student's principal. These documents and resource links are available on the school district website at www.newberg.k12.or.us//taxonomy/term/212.

Non-discrimination Statement

It is the policy of the Newberg School District Board of Education and School District that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Assistant Superintendent/Title IX Coordinator and persons having questions about special needs should contact the Director of Special Programs/Section 504 Coordinator at the Newberg School District Office, 714 E Sixth Street, Newberg, Oregon 97132, Phone (503) 554-5000.

Transportation

BUSES

Riding the school bus is a privilege. The state and school district have established standards and rules for students who ride the bus. Failure to obey the posted rules may result in a temporary or permanent loss of bus privileges. First Student's phone number is (503)538-8365.

FOR THE SAFETY OF ALL STUDENTS, THE FOLLOWING RULES WILL BE STRICTLY ENFORCED:

1. The bus driver is in charge on the bus. Citations will be issued to students whose behavior is unacceptable.
2. Students must have written permission from a parent or guardian, approved by an administrator, in order to ride a bus other than their assigned bus.
3. Students should report directly to the bus loading area after school and shouldn't leave the school grounds before boarding the bus. *Students may not leave the Chehalem Valley Middle School grounds in the morning after arriving at school.*
4. Students should follow directions of the supervising staff.
5. For safety reasons, students should not run after the bus or pound on the doors after they have been closed. Once the doors are closed, the student has officially missed the bus and will need to go to the office and call for a ride home. Drivers are not permitted to stop a bus in order to pick up a student after they have closed the bus doors and pulled away.

STUDENT ALTERCATIONS OR DISORDER ON SCHOOL BUSES

If a driver cannot resolve an altercation or disorder after stopping the bus, and it will jeopardize the safety of the other students, the driver will contact the school administration and the Transportation Department. The driver may remove a disruptive student from the bus, and proceed with the route.

While students are riding the bus, waiting at a bus stop, or walking to or from the bus stop they are expected to behave appropriately. In addition to the loss of bus privileges, they may also be subject to discipline consequences as explained in the Student Rights and Responsibilities Handbook.

Incidents involving the use or possession of weapons, narcotics, alcoholic beverages or "look-alike" drugs will result in suspension of bus riding privileges immediately. The length of the bus suspension will be determined by the severity of the incident. Discipline for weapons or drug/alcohol infractions will be dealt with as per district policy, which may include expulsion.

DISCIPLINE STEPS FOR STUDENTS RIDING BUSES

First Citation Bus driver and transportation manager will contact parent. School will be notified of the citation and consequence implemented by transportation staff. An administrator may conference with student and/or parents.

For each of the following steps, the building administrator may make parent contact to arrange a meeting with the driver, parent, student and administrator before the student returns to riding the bus:

Second Citation One to five day suspension of bus privileges or other disciplinary action as determined by the administrator.

Third Citation Five to ten day suspension of bus privileges or other disciplinary action as determined by the administrator.

Fourth Citation Bus privileges suspended for the remainder of the term, (or the following term if within three (3) weeks) or other disciplinary action as determined by the administrator.

*****In the case of "severe" violation, the disciplinary action may begin at any step. School discipline may also be applied for violation of school regulations.***

BICYCLES/BIG WHEELS

Bicycles should be parked in the racks and are off-limits during school hours. Bike owners should provide individual locks to safeguard their property. The school assumes no responsibility for loss or damage.

SKATEBOARDS/ROLLER BLADES/SCOOTERS

Skateboards, Roller Blades and Scooters are not allowed to be ridden on school district grounds at any time. If they are brought to school, they will be kept in the main office until after school.

Information for Parents

OFFICE HOURS

Office Hours are from 7:00 AM to 4:00 PM
Monday through Friday.

PARENT CONFERENCES

There are two scheduled Parent Teacher Conferences (in November and April) during the year. *In addition, parents with questions or concerns may call the school office at any time to schedule an appointment with teachers at 554-4600.* A conference may also be arranged by our counselors at the request of either parents or teachers.

PERSONAL DELIVERIES OR GIFTS

Classes can't be interrupted for the purpose of delivering flowers/balloons or gifts. If items are delivered to the main office, students will be notified and asked to pick them up after school. (Please note that balloons and glass vases cannot be taken on the bus for safety reasons.)

SOCIAL SECURITY NUMBER DISCLOSURE

OAR 581-21-250 authorizes school districts to ask you to provide your student's Social Security number (SSN). Your student's SSN will also be provided to the Oregon Department of Education. The Oregon Department of Education gathers information about students and programs to meet state and federal statistical reporting requirements. It also helps school districts and the state research, plan, and develop educational programs. This information supports the evaluation of educational programs and student success in the workplace.

Providing your student's Social Security Number (SSN) is voluntary. If you provide it, the school district will use your student's SSN for record keeping, research, and reporting purposes only.

The school district will not use your student's SSN to make any decision directly affecting you or any other person. Your student's SSN will not be given to the general public. If you choose not to provide your student's SSN, he/she will not be denied any rights as a student.

VOLUNTEERS

Adult volunteers are important to the success of Chehalem Valley program and are highly valued. Volunteers can provide assistance in clerical duties, tutoring individuals and small groups, or helping with special projects. Please contact your child's teachers or the office if you would like more information about this opportunity. **REMEMBER TO SIGN IN AT THE OFFICE WHEN YOU ARE VOLUNTEERING IN THE BUILDING.** Thank you.

NOTE: A Criminal History form must be filled out and on file at the District Office.

VISITORS

Parents are always welcome at Chehalem Valley and classroom visits are encouraged. When visiting or picking up children during school hours, parents are required to check in with the office. For security purposes, visitors will be asked to wear visitor tags while in the building. **STUDENT VISITORS ARE NOT ALLOWED UNLESS WARRANTED BY OUTSTANDING CIRCUMSTANCES. AN ADMINISTRATOR MUST BE CONTACTED FIRST.**