



MIDDLE SCHOOL COA  
LEARNING COACH / STUDENT  
HANDBOOK



## Newberg's Online Learning Program

### COA Administration

Mr. Chris Stevens is the principal of the Middle School COA program for the 2023-2024 school year.

- Principal Chris Stevens  
Phone: 503-554-4410  
Email: [stevensc@newberg.k12.or.us](mailto:stevensc@newberg.k12.or.us)  
Located at Springbrook Education Center
- COA Admin Asst: Lynette Hammon  
Phone: (503) 554-4595  
Email: [hammonl@newberg.k12.or.us](mailto:hammonl@newberg.k12.or.us)  
Located at Springbrook Education Center

# COA + Neighborhood School Co-enrollment Notes

The following information in this handbook applies to the COA portion of your child's day. For students attending a neighborhood school for part of their day, please refer to that school's handbook for their specific information.

## How to Use this Handbook

This handbook provides information on all aspects of the COA middle school program. To facilitate your use, the Table of Contents has links to specific slides for each topic. Each slide has a "Return to Table of Contents" link at the bottom for convenient navigation.

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# COA OVERVIEW

## Newberg School District Mission Statement:

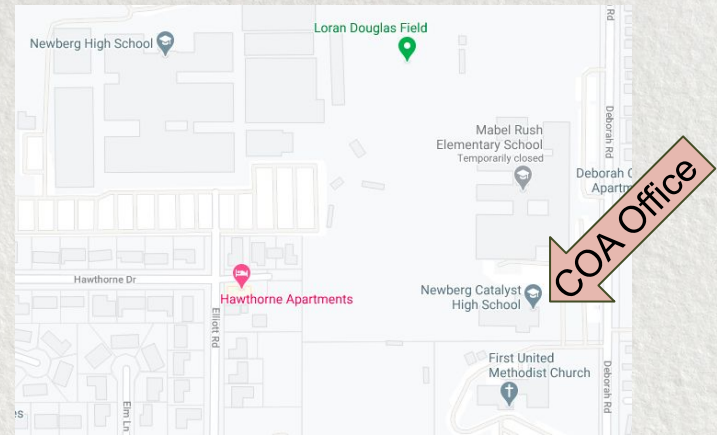
*In partnership with caregivers and our community, the Newberg School District will educate all students to achieve their full potential as knowledgeable, self-assured citizens ready for college and/or careers.*

Some children are best served outside of traditional in-person learning. Chehalem Online Academy is designed to provide families with flexible scheduling options and online curriculum to help students realize their educational potential and to meet their learning needs.

With caregivers as learning coaches, students:

- Work at their own pace and at home
- Engage with rigorous academic content in language arts, mathematics, science, and social studies
- May receive two stipends each year (up to \$500/semester) for qualified elective class expenses, such as art, music, or other activities.
- Receive district-owned Chromebooks to support online learning

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## LOCATIONS

The 2022-23 COA offices are located at Springbrook Education Center at 1421 Deborah Rd, Newberg.

Most COA middle school services are provided online.

COA Middle School in-person meetings and activities for 2023-24 will be held at the Springbrook Education Center unless otherwise noted.

## CONTACT INFORMATION

CHRIS STEVENS, PRINCIPAL

[STEVENS@NEWBERG.K12.OR.US](mailto:STEVENS@NEWBERG.K12.OR.US)

LYNETTE HAMMON, SECRETARY:

[HAMMONL@NEWBERG.K12.OR.US](mailto:HAMMONL@NEWBERG.K12.OR.US)

COA OFFICE PHONE: 503-554-4595

Allison Childs	6-12 Math & Science Teacher	<a href="mailto:childsa@newberg.k12.or.us">childsa@newberg.k12.or.us</a>
Kim McDonough	6-8 Humanities Teacher & Advisor	<a href="mailto:mcdonoughk@newberg.k12.or.us">mcdonoughk@newberg.k12.or.us</a>
Jana Jasso	K-12 ELD Teacher	<a href="mailto:jassoj@newberg.k12.or.us">jassoj@newberg.k12.or.us</a>
Sandy Otis	6-8 Spanish Teacher 9-12 Social Studies Teacher & Advisor	<a href="mailto:otiss@newberg.k12.or.us">otiss@newberg.k12.or.us</a>

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## MEET YOUR COA STAFF



Chris Stevens  
Principal



Lynette Hammon  
Secretary



Allison Childs  
Math and Science



Kim McDonough  
Humanities and  
Advisory



Jana Jasso  
ELD



Sandy Otis  
Spanish

# IS CHEHALEM ONLINE ACADEMY RIGHT FOR MY STUDENT AND OUR FAMILY?

The COA program requires a caregiver or guardian to serve as a “learning coach” to provide daily learning experiences for student success.

Teachers support students and their learning coaches to complete the team.

Ask yourself the following questions to see if online learning through COA is a good fit for you, your student, and your family.

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- Is your student motivated to learn independently?
- Are you willing to provide direction to your student regarding attendance, progress, and academic integrity?
- Are you willing to spend up to 1-4 hours daily working alongside your students as they complete their assignments?
- Are you able to create space suited to learning and study in your home, using materials and curriculum provided by the district?
- Are you willing to help your child recognize when they need assistance, and support them in reaching out to teachers for help?
- Are you comfortable with navigating basic internet resources and email communications?

If you have answered “**YES**” to all the above – then COA could be a great fit for you and your student!

## What does an average school day look like for a COA student?

Full-time COA students in grades 6-8 have six classes (listed below). The school year is divided into three 12-week trimesters.

Families should plan for middle school students to spend **one period (30 -45 min) per course daily** to stay on pace (just like in-person classes).

- English Language Arts
- Math
- Science
- Social Studies
- Physical Education
- Elective

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## Special education services, Individual Education Plans, and 504 Plans

Students who qualify for Special Education services have Individual Learning Plans (IEPs). COA students with IEPs will receive their specially designed instruction aligned to their IEP goals from their neighborhood schools.

Accommodations or modifications prescribed in the IEP will be applied to online classes.

Students who qualify for 504 plans based on their identified conditions will receive the accommodations prescribed in their plans. COA follows a student's 504 plan to ensure equitable access to education and services.

**Do you suspect your child needs an IEP or a 504? Contact your Advising teacher for information on the process to follow.**

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## WHAT IS A LEARNING COACH?

A learning coach is the person who manages a student's day-to-day learning in the home environment. This is often a parent, guardian, or other caregiver. The learning coach's role is to directly support a student in learning every school day, with more self-directed academic time as children mature.

Caregivers are expected to take an active role in supporting the student's learning, through:

- Tracking student progress and motivating them to stay on track in classes
- Helping their student understand content or helping them access support resources
- Ensuring attendance is complete each week

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## EXPECTATIONS FOR LEARNING COACHES

Learning coaches also support their student's learning by:

- Helping students organize, schedule, and stay on track to meet their learning goals
- Supporting students with effective learning practices, such as:
  - Note-taking
  - Close reading
  - Test preparation
- Offering insight and advice to help lead students to successful learning outcomes

## EXPECTATIONS FOR TEACHING STAFF

### **Teachers are responsible for:**

- Tracking student performance in one or more subjects
- Evaluating student performance and communicating it effectively to students
- Supporting students with clarification, additional learning resources, or helpful practices when they struggle in a particular subject

### **Advisors are responsible for:**

- Communicating student performance over time to students and families
- Helping students and families connect with school or staff resources as necessary
- Communicating and clarifying school policies and practices

Teacher/Advisors are available during their posted office hours on school days according to the Newberg Public Schools calendar, or during other hours that they communicate to families

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## EXPECTATIONS FOR STUDENTS

As they mature, middle school students are expected to take greater responsibility for their learning. They will increasingly demonstrate independence and individual exploration than they showed during elementary school.

### **Students are responsible for:**

- Actively participating in learning opportunities and regularly completing work to the best of their ability.
- Actively working to build their understanding through attentive listening, studying, and independent research as necessary.
- Actively communicating with their caregivers, teachers, and advisor to clarify expectations and find workable solutions for setbacks as they arise.



## NOTES TO STUDENTS

### HELPING YOUR STUDENT MEET GOALS

- Check your student's progress and keep him/her accountable for meeting goals on an ongoing basis.
- Hold your student accountable for completing assignments in a timely manner before completing each unit.
- Be sure you are familiar with how your student's online learning portals work so you can help your student complete projects and assignments. It is **essential** you work with your student and check progress daily.
- A **structured, set schedule** is the best way to help your student stay on target and accomplish learning goals.

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#### When You Are Struggling...

1. Carefully reread the lesson and think it through. Sometimes it can be easy to overlook an important point on a first reading.
2. Consult any resources you have at your fingertips: YouTube, Khan Academy, or other sites that may have informed perspectives to help you out.
3. Consult the Edgenuity online chat support (when applicable)
4. Ask your learning coach.
5. Ask a teacher

#### Communication is the Key to Success

- **E-Mail** – this is the primary way teaching staff will communicate with students and learning coaches. Check it early and often!
- **Attendance**– students need to log in, complete assignments, and submit the attendance reporting form daily.
- **Please send us your questions!** Teachers encourage students and caregivers to contact them with any questions or concerns. You can send questions or messages via email, phone call, or through platforms such as Clever.com.
- Check email and the COA website for events and notes to caregivers at least once per week to stay abreast of opportunities and obligations.

# The COA Week

## At the beginning of each week...

- Consider what does the student need in order to complete weekly goals.
- Consider what materials and resources are necessary for the week's work
- Schedule visits to the library, store, field trips, or other places necessary to help your student finish required work in a timely fashion.
- When possible, it is best to preview projects at the beginning of each unit, and work on them over the course of the unit so when test time comes the project is complete as well.
- Scheduled weekly visits to the library are recommended for research, as well as checking out other books for learning or pleasure-reading.

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# Things to Keep in Mind

REACH OUT TO YOUR ADVISOR  
OR A TEACHER IF YOU FEEL  
LOST OR NEED HELP BEFORE  
YOU FEEL OVERWHELMED!



- If a student has several activities outside of COA, they will need your help to make a plan and stick with it in order to keep up with school assignments.
- Frequent breaks from the computer screen are advised. It is important to rest the eyes and the mind. Some students need to move around. Others may use the time to work on fun projects like art, journals, etc.
- Enrichment activities are valuable experiences and a nice change of pace. Remember to plan schedule adjustments for extra-curricular activities. With a well-planned calendar, students sometimes even end up ahead of pace in their classes!

## GRADING

Online assignments in Edgenuity are automatically paced by the platform based on the Newberg Public Schools calendar for the school year.

It is important to stay on pace throughout the semester and turn in daily assignments on time.

For online courses which are incomplete at the end of a semester, a score of 0 will be entered for missing assignments. Student grades will be based on the overall class score (including any 0s).

Students must earn at least **70%** in a class to receive a **Pass**.

For classes with a grade of **69% or lower**, the report card grade will be a **No Pass**.

A report card will be mailed to you at the end of each trimester.

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## CURRICULUM & FEEDBACK

### Edgenuity

Most instruction is delivered through instructional videos and online reading.

Quizzes and tests require a score of 70% or higher to progress in the course.

Work may be revised as necessary.

### Alternate Curriculum

On rare occasions, students who have unique learning needs may require modifications to curriculum or alternative curriculum options.

Consult with the advising teacher regarding questions or concerns about your student's learning and curriculum.

Online curriculum is most easily accessed through the student's **Clever.com** dashboard.

The Username and Password is the same as a student uses to access the Chromebook or the student Gmail.

[Click here to view more details on Slide 12.](#)

Your class teacher will grade online work and provide feedback through the platform.

# PROGRESS MONITORING

Edgenuity is programmed to automatically send a weekly progress report to each parent's/learning coach's email.

Each email account can be programmed individually. For example, if you want to see your student's progress weekly, that can be set up for you. If you have another learning coach who works closely with your student (i.e. a grandparent), that person can receive updates daily. This way, you and other learning coach(es) can review your student's progress on a schedule which would be the most useful.

*Please let your student's advisor know if you prefer a daily or monthly email from Edgenuity since the default setting is weekly.*

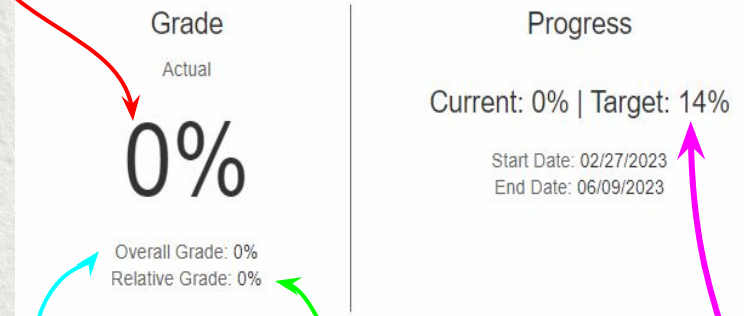
Your student's advisor will provide periodic progress reports for classes not taken through Edgenuity (i.e. PE, Electives, or any alternative curriculum your student is using).

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## Edgenuity Progress Reports Explained

**Actual Grade:** based on the grade for all completed work with a penalty for overdue work but no penalty for incomplete work which is not yet due.

### COA 7th Grade Science B

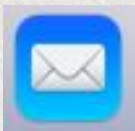


**Overall Grade:** based on the grade for all completed work (no penalty for missing/overdue work).

**Relative Grade:** based on the grade for all complete work including 0% for all missing work yet to be completed.

**Progress Target:** The percentage of the class which should be completed in order to be on pace for the semester.

## LEARNING & COMMUNICATION APPS



**Gmail**- Students and staff all have Google accounts provided by the district (including Gmail, Docs and access to Google Meets). Email is often the quickest way to reach COA teachers.



**Clever.com** - Students, parents, and staff have Clever accounts. This is a dashboard for accessing district apps and also provides a messaging option for students, parents, and staff.



**Imagine/Edgenuity** - Online platform where students access their online classes. There is also a communication tool for students and teachers to contact each other.



**ALEKS** - A self-paced online Math platform for middle school students. Placement in ALEKS is based on teacher recommendation.



**Phone Calls & Texts**- The easiest way to reach the COA office is via phone call. COA teachers have Google Voice phone numbers. Google Voice is equipped with voicemail and texting capabilities.

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## HOW DO I ACCESS MY CLASSES?

### For classes on Edgenuity or ALEKS:

1. Log into Clever.com.
2. Scroll to the icon for your class platform.
3. Click and login to get started.
4. For Edgenuity, you should be logged in with your student Google account.
5. If it asks for your username and password, use the same ones you use to log in to your Chromebook.

## OTHER FREQUENTLY USED APPS



Google Slides

[Google Slides](#)  
[Link to How to Video](#)



Google Sheets

[Google Sheets](#)  
[Link to How to Video](#)



Google Docs

[Google Docs](#)  
[Link to How to Video #1](#)  
[Video #2](#)



Google Drive

[Google Drive](#)  
[Link to How to Video](#)



[LibreOffice](#)  
(since Edgenuity uses Word docs)

## SUBMITTING WORK

- There are several ways to submit schoolwork in COA. Most work is submitted directly through the Edgenuity platform. If that is not working, other options include:
  - Uploading documents or image files to the student Google Drive, then sharing with your teacher, or
  - Attaching your work to an e-mail and sending it to your teacher directly.
- Be careful to double check with your teacher if you're not sure how your work should be submitted. If you send it in an unexpected way, your teacher might not be aware that you turned it in to be graded.
- If you submit Edgenuity assignments via email or shared from Google Docs, be sure to label the work with the class name, unit, and lesson so the teacher knows where to post your score.

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## SUCCESSFUL PRACTICES FOR ONLINE CURRICULUMS

- Get (and stay) organized.
- Create a quiet study space.
- Know your learning strengths (and weaknesses), such as what time of day you learn best.
- Learn to advocate for yourself (ask for help when necessary).
- Participate daily. If you know in advance that you will miss a day, work ahead.
- Set goals for yourself.
- Take breaks for exercise and fun activities.

## P.E. & ELECTIVE SUGGESTIONS

COA Students who take independent PE and Electives through COA middle school have endless possibilities to choose from. To help you get started, here are some suggestions:

Hiking	Play an instrument	Listen to different types of music and sketch to it
Couch to 5K	Music lessons(piano, guitar..)	Work through the different elements of art(color, line, texture...)
Swimming lessons	Join a youth choir	Study Art History
Lap swim	Take a community school class	Study artists throughout history
Martial Arts	Music study of composers	Visit an art museum and practice learning the artists' techniques
Set up a workout routine	Attend a symphony	Explore careers in art like computer graphics, screen printing...
Wii fitness/exercise/yoga	Do a study of musical instruments	Take a community school class
Exercise video	Teach Rhythm and Beat with a homemade instrument or with hands	Take a Cultural Center class
Attend a Dance class	Use music to learn educational things, like months of the year, a new language, math facts...	Pick a monthly theme and create art from there or pick a different form of art(paint/tissue paper/recycled/clay/etc) and focus on making samples of this
Brisk walk/jog	Read a screenplay musical and then go see it live in the theatre	Learn to sew, quilt, crochet
Biking	Combine SS and learn music that they would hear in that country.	Connect to Science and make scientific drawings

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## ENRICHMENT FUNDS

Enrichment classes offer COA students with opportunities to participate in classes that strengthen their interests and talents in a variety of areas. Here are details with regards to enrichment options under the COA program:

- Full time COA students (which means at least 4 subjects) receive up to \$335 per trimester **if their PE and Electives are through COA Independent Study (not online or in-person).**
- Student must be in good standing in attendance and on pace/passing all classes to be eligible.
- The balance from the one trimester does not carry over to the next trimester.
- Money cannot be borrowed from future trimesters to pay for enrichment during an earlier trimester.
- Along with the reimbursement form, the family must **include proof of payment and a signed statement of participation from the instructor.**
- All forms are available on the district website.
- All reimbursement forms are to be turned in at the end of each trimester. In June, the end of the third trimester, reimbursement forms must be turned in by the last day of school.
- All classes must be completed by last day of the current school year.

# ENRICHMENT FUNDS

**COA Enrichment Definition:** COA Enrichment is a course of instruction by a professional. Not an event, admission or subscription.

**How does it work?** There are 3 types of vendors:

Private Instructor - A professional person providing a service. Such as an independent music teacher.

Small Business - A business providing a service like Martial Arts or gymnastics.

Community Business - A business providing a multitude of class options, such as a Park & Rec, skating center, sports organization, etc.

We provide a list of enrichment options, which we have been in contact with. However, if you are interested in doing a program that is not on the list, the vendor may need to fill out an application for approval. Most all vendors who provide an enrichment are eligible. Certain categories may need the COA Principal's approval. If you are uncertain, please ask.

**Who receives the stipend?** Full time students (four classes or more), who are in good standing with the Newberg School District's COA Program.

NSD reserves the right to withhold enrichment funds if a student is: 1) Not turning in schoolwork 2) Is more than 15 days behind 3) Is not keeping up on attendance or 4) Who is otherwise not participating.

**How do I get reimbursed?** A few vendors have signed up with the school district to provide our families a direct bill option. This is where they will bill the School District directly. You will still need to keep track of the amount billed, on Summary Form, to be sure you do not go over your allotment. Please see the Enrichment Options list for those vendors.

If the vendor works continually with the COA program, they can contact us and see about setting up a direct bill account.

**How often can I send it in?** As often as you would like during the trimester. There is a deadline for each trimester to turn in all enrichment reimbursements for a refund. How long does it take to get reimbursed? Once all necessary information is submitted, approximately 2-4 weeks.

# HOW TO GET REIMBURSED

**Below is the process for reimbursement for non-direct-bill vendors, where we reimburse the caregiver.**

- 1. For Private and Small Business Only:** Have vendor fill out Professional Application (if they are on the Enrichment List, they have already filled one out)
2. Send in a receipt providing: Business or Individual name, Student name(s), date of service(s), type of service, cost and proof of payment. If proof of payment is not on the invoice, please provide proof such as, a canceled check or visa statement.
3. Email to secretary, Lynette Hammon ([hammonl@newberg.k12.or.us](mailto:hammonl@newberg.k12.or.us)); Or drop-off/mail to: 1421 Deborah Rd, Newberg, OR 97132.

DISTRICT SCHOOLS ACADEMICS PARENTS/STUDENTS STAFF







Families can access the form on the school district website.

<https://www.newberg.k12.or.us>

Go to the schools link and select COA

Go to the bottom of the COA page and select the correct form to print.

#### Supporting Documents

-  COA Slideshow - Overview (490 KB)
-  Curriculum Demos for Elementary (20 KB)
-  School Supply List for home based learning (72 KB)
-  COA Supply List for COA Classroom - Not needed at this time (93 KB)
-  Enrichment - Reimbursement Summary Form - Send this in with receipts (198 KB)
-  Enrichment - HOW IT WORKS! Helpful Info Page (135 KB)

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## Reimbursement Summary Form: Send this in with receipts by the due date.



### Chehalem Online Academy ~ Enrichment Summary Form

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_ **Date** \_\_\_\_\_  
**Parent Name** \_\_\_\_\_ **Phone** \_\_\_\_\_  
 >>Send Reimbursement to: **Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_

- \$500 allowance per semester. In order to receive enrichment, student must be full-time and in good standing with COA.
- Any balance above the allotted \$500 is the responsibility of the student's family.
- Vendor must be approved by COA Principal. Summary form should be filled out for both Direct Bill or Reimbursement.
- **Receipt must show:** Vendor, student, class dates, cost, amount paid and how.

Vendor	Activity	Dates	To be reimbursed		\$500/semester	Receipt Enclosed
			Amount paid by Family	Amount Paid by Direct Bill	Total remaining for Semester	
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
Totals:			\$	\$	\$	

By signing this form I am stating the above enrichment was provided to my student.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Principal Signature/Date

Office Use: Code# \_\_\_\_\_

\_\_\_\_\_  
Student Last Name

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Do you want your child's instructor to be approved?  
Have them fill out the digital version of this form.



## **COA Enrichment** *Professional Application*

Business Name \_\_\_\_\_

Business Owner Name \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Physical address of business \_\_\_\_\_

What services do you offer? \_\_\_\_\_

Do you offer private lessons? YES NO Group lessons? YES NO Up to how many students? \_\_\_\_\_

Do you provide supplies/materials? \_\_\_\_\_

What ages do you serve? \_\_\_\_\_

Any special requirements or helpful information about your business? \_\_\_\_\_

Are you a LLC, S-Corp or have a W9 with the State of Oregon? YES NO

Are you able to supply an itemized receipt/invoice for your services? YES NO

## CODE OF CONDUCT

[Link to Full NSD Document](#)

The Student Code of Conduct outlines how we live together safely and respectfully in our schools. It pdefinitions of behavior, levels of response, and standardizing across all of our schools. We hope this will help students and families, teachers and principals to have no surprises and know what to expect.

### WHEN DOES THIS CODE OF CONDUCT APPLY?

This document relates to those times and events that are considered “school-sponsored.” A school-sponsored activity is characterized by one or more of the following:

1. Any activity on campus during published school hours.
2. Financing provided by or supervised by the school or school District.
3. Supervision in any form provided by school personnel on school grounds.
4. Any activity that is the direct result of an in-school program.
5. An extended amount of class time taken to plan the activity.

This document also relates to out-of-school misconduct if the conduct could potentially disrupt or impact the safe and efficient operation of a school or interfere with the rights of others.

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## PLAGIARISM

**COA expects students to demonstrate academic integrity as defined by NSD:** *Not cheating, plagiarizing, or presenting another person’s work as your own, or any misrepresentation of the truth about your work.*

Students become knowledgeable at note taking, paraphrasing, and quoting others’ works in order to complete their coursework as early as 3rd Grade.

### Using outside resources for learning is okay, but:

*-Copying and pasting answers off the internet into a student response is plagiarism.* This is an honor code violation.

**-The Edgenuity curriculum platform automatically scans essays for plagiarism when they are submitted!**

### Consequences of plagiarism:

1. Instructional email to student and parent with resources about plagiarism and assignment reset so student can redo it.
2. Email to student and parent informing them the assignment will receive a zero and reminding them that plagiarism is not acceptable.
3. Online class access is suspended, and may be reinstated only with permission of the principal after an in-person meeting with the student and parent.
4. Continued plagiarism may be grounds for losing enrollment in COA and enrolling in the neighborhood school.

## Attendance

The attendance policy for the 2023-24 school year based on Oregon Department of Education requirements is that online students will make progress on classes and have substantive 2-way contact with staff every school day in order to be counted as present.

Contacts may be via email, phone call, virtual tutoring sessions, teacher feedback on work submitted, online class platform messaging, or Google Form check-in: [COA Middle School Attendance Check-In](#). Link also provided in the “announcements” section of the online class platform.

## Field Trips & Activities

Many COA field trips and events are designed for grades K-5, though middle school student are often invited to participate as well as have activities of their own.

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## What does “co-enrolled” mean?

*Co-Enrolled students take PE and Elective classes through COA or their neighborhood school.*

This is a great option for many middle school students.

A family can get the best of both worlds with online core classes and in-person electives and PE.

Students who want to participate in elective classes in-person or maintain social interaction with peers enjoy this part-time brick-and-mortar option.

**Examples of classes students might prefer to take in the brick-and-mortar school:**

- PE
- Band
- Art
- Spanish

### Holidays & Scheduled School Breaks

Thanksgiving? Winter Break? Conference days? No new lessons will be assigned, no attendance will be recorded, and you are welcome to relax during the break. While teachers are not available on holidays or breaks, the Internet doesn't take any days off. Online classes are available if you want to use the time to catch up or get ahead!



### Snow Day? What's That?

The great part of online learning is that you can access it 24/7! Edgenuity schedules assignments based on the school district calendar, so online assignments are not cancelled due to snow. Independent study PE and Elective time for snow days is excused on snow days.

\*\*\*\*\*

Please be aware that COA staff are not available on snow days because many have their own kids at home when school is cancelled and day care facilities are closed. When possible, they will check for messages.

July						
S	M	T	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August						
S	M	T	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	P	D	D/P	D		

September						
S	M	T	W	Th	F	Sat
						2
3	H	S	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October						
S	M	T	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	X/C	C	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November						
S	M	T	W	Th	F	Sat
		1	2	3	4	
5	6	7	8	9	H	11
12	13	14	15	16	17	18
19	SI	N	N	H	N	25
26	27	28	29	30		

December						
S	M	T	W	Th	F	Sat
						1
3	P	S	6	7	8	9
10	11	12	13	14	15	16
17	N	N	N	N	N	23
24	N	N	N	N	N	30
31						



### Newberg School District Academic Calendar 2023-24

N Non Contract Day for Teachers  
(No School for Students)

SI In-Service Day for Teachers  
(No School for Students)

H Holiday

X Student Half Day

L Last Day of School for All Students

P Grading and Prep Days (No School for Students)

D Professional Learning Days (No School for Students)

C Conferences (No School for Students)

#### Calendar Information

First Day of School: September 5 (K-5, 6th, 9th grades, Catalyst)  
September 6 (7th/8th, 10th-12th grades)

Last Day of School: June 14

Trimester 1 Ends—December 1

Trimester 2 Ends—March 14

Trimester 3 Ends - June 14

October 12

October 12 – 13

November 10

November 20

November 21 – 24

December 4

December 18 – Jan 1

January 2

January 15

February 1

February 1-2

February 19

March 15

March 25 – 29

May 27

June 14

Last Day of School

Half Day

Conferences

Veterans Day Obsv.

In-Service Day

Thanksgiving Holiday

Staff Prep

Winter Break

Staff PD/Prep

MLK Jr Day

Half Day

Conferences

President's Day

Staff Prep

Spring Break

Memorial Day

Last Day of School

Potential snow make up days

First/Last day of school

Staff Development/Prep day

X

X

X

## IMMUNIZATION REQUIREMENTS

A student entering  
**Grades 7-12** needs\*

5 Diphtheria/Tetanus/Pertussis (DTaP)  
1 Tdap  
4 Polio  
1 Varicella (chickenpox)  
2 MMR or 2 Measles, 1 Mumps, 1 Rubella  
3 Hepatitis B  
2 Hepatitis A

*\*At all ages and grades, the number of doses required varies by a child's age and how long ago they were vaccinated. Other vaccines may be recommended. Exemptions are also available. Please check with your child's school, child care or healthcare provider for details.*

1/2021

### OPTING OUT?

FOLLOW THE LINK ON THE NSD WEBSITE OR CLICK HERE FOR

[IMMUNIZATION OPT OUT REQUIREMENT](#)

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## Required State Testing

proctored in a supervised environment at the district office, Springbrook Education Center, or other sites as noted.

### English Language Proficiency Assessment (ELPA)

English Language Learners in all grades are required to take the Oregon ELPA test each year. This includes all ELL students, even if they have “opted out” of English Language Development (ELD) classes.

### State Core Subject Testing

Middle school students are required by the state to take the online assessments for Reading, Math, and Science in the spring. These assessments are proctored by trained staff in a testing environment as defined by the state of Oregon.

# TECHNOLOGY AGREEMENT

## Newberg School District Technology Responsible Use Agreement

Tag # of assigned device (if applicable) \_\_\_\_\_

### STUDENT

I have read the Newberg School District Technology Responsible Use Agreement and agree to follow its guidelines. As a student I am committing to

- making responsible choices with district technology
- behaving appropriately while using district technology
- taking good care of district technology.

I also understand that not following these guidelines may result in my use of technology being taken away or other disciplinary measures.

Student Name (please print)

\_\_\_\_\_

Student Signature + Date

\_\_\_\_\_

### PARENT/GUARDIAN

I have read the Newberg School District Technology Responsible Use Agreement and agree to support my student in

- making responsible choices with district technology
- behaving appropriately while using district technology
- taking good care of district technology.

I understand that access to district technology is intended for educational purposes and give permission for my student to use Google Apps for Education and other digital resources determined by the district. I also understand that not following these guidelines may result in my student's access to technology being taken away or other disciplinary measures.

Parent/Guardian Name (please print)

\_\_\_\_\_

Parent/Guardian Signature + Date

\_\_\_\_\_

## What if technology issues come up?

- Do you need a Chromebook?
  - Contact Lynette Hammon at the COA office to request one.
- Did your Chromebook stop working?
  - Please have the “Property of Newberg” ID tag number accessible. Contact the Family Help Desk at 503-554-4545 or [support@newberg.k12.or.us](mailto:support@newberg.k12.or.us), or
  - Contact the COA office to request to exchanged your Chromebook for a replacement.



## What if we withdraw from COA?

Please return ALL district technology which is checked out to your family!

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EVERY STUDENT GETS A CHROMEBOOK FOR THEIR AT-HOME LEARNING!

BUT WHY WOULD A FAMILY WANT IT? AFTER ALL, MANY HAVE THEIR OWN DEVICES.

DISTRICT COMPUTERS COME WITH CLEVER AND ALL THE APPS YOUR TEACHERS WILL ASK YOU TO USE FOR STUDENT WORK AND/OR TESTING!

PLUS...

SOME STUDENTS EXPERIENCE TECH PROBLEMS WHEN USING MACS FOR EDGENUITY.

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## THE "PENALTY BOX"



### Is Your Child Struggling to Make Good Choices With Their Technology?

There is an option for you!

Here is the solution that allows caregivers to control access to particular sites without locking all search privileges down.

Please let us know once it is set up and so we can make sure it stays in place by emailing the tech team.

**Step 1:** Caregivers set up the extension on the Chromebook. Here is a document to show you how to do that. <http://bit.do/NSDblocks>

**Step 2:** Once the extension is set up please contact the technology helpdesk, your advisory teacher, or the COA office so that the technology department can make a simple change to your child's student account to make the extension stay.

# FREQUENTLY ASKED QUESTIONS & ANSWERS

FAQ (SLIDE 1 OF 2)

## 1. What is COA Middle School? (Chehalem Online Academy)

- An alternative online learning program within the Newberg Public Schools (NPS).
- A standards-based curriculum and technology for families who choose home-based learning.
- Licensed middle school teachers support and assess learning for COA students.
- COA follows the NSD school-year calendar.

## 2. What is a learning coach?

- The person who manages a COA student's day-to-day learning in their home environment.
- Usually a parent/guardian.
- Students have some independent working times, but the learning coach participates in student's daily learning.

## 3. What are COA's curriculum options?

- Core curriculum is accessed online through the Edgenuity platform
- All curriculum follows common core standards
- Students are expected to complete a full year of curriculum each year.
- PE and Elective curriculum may be accessed in-person at the neighborhood school or through independent study.

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## 4. Are there in-person learning opportunities?

- At this time, there are no in-person middle school sessions.
- Virtual tutoring sessions are available via Google Meets

## 5. What does a typical week look like?

- Daily lessons in each class (30 - 45 min/day each)
- An attendance Google Form daily after completing all classwork
- Core classes are online. PE and Electives may be taken in-person at neighborhood schools or through independent study. .

## 6. How do we stay informed about student progress??

- Automatic weekly progress email from Edgenuity for online classes.
- Report card at the end of each trimester
- Please contact teachers/advisors with any questions or concerns that arise between progress reports.

## 7. What are enrichment funds? (slides 15-17)

- School district funds to assist students with alternative electives.
- Many local options such as music, martial arts, or horse riding lessons.
- Maximum of \$500 per semester per full-time COA student who is not taking school-based or online electives.
- Check with the COA secretary for a list of typical community classes/instructors.



# FREQUENTLY ASKED QUESTIONS & ANSWERS

FAQ (SLIDE 2 OF 2)

## 8. Can I enroll in COA and in a brick and mortar school? YES!

- **Full-time:** All Classes are taken through COA at home
- **Co-enroll (requires school and COA approval):** Students take core classes online through COA and PE/Elective classes at their neighborhood school or through independent study.

## 9. What do I do if my student has an IEP or 504 Plan?

COA partners with your child's neighborhood schools to provide special services needed.

## 10. How do I get started?

- Contact the COA secretary for enrollment materials if you are new to the district
- If requesting a transfer from your neighborhood school, as for a transfer request form from that school's office
- Once enrolled, an advising teacher activates online classes
- If you need a Chromebook, you can check one out from the COA office
- Advisor will provide orientation materials and login instructions.
- Orientation materials include a review
  - everyone's responsibilities,
  - attendance and progress expectations,
  - how to start online classes.

## 11. Do I have to enroll at the beginning of the year?

You can enroll by the end of the second week of any trimester. However, space is limited. We have been known to reach capacity and have a waiting list later in the year. Exceptions will be made in the event of administrative placement decisions (i.e. medical need).

## 12. Does COA have special event or activities? YES!

- COA middle school teachers provide opportunities for middle school student to participate in events or activities (some online, some in-person).
- Examples of 2022-23 events include:
  - Holiday celebrations
  - Evergreen Aviation Museum
  - Oaks Park
  - Popsicles in the Park.

**NOTE:** This aspect of the program may change for 2023-2024 where events will be teacher-led activities specifically for grades 6 - 8. Parents will be welcome to attend as chaperones (will need a volunteer badge from the district office).

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# And, there's more...

Check out this AMAZING resource that one of our teachers created for COA families.

## COA FAMILY RESOURCES

[Home](#) [From the Office](#) [Elementary](#) [Middle School](#) [Battle of the Books](#) [Approved Vendors](#)



WE LOOK FORWARD TO YOU JOINING US!



WELCOME TO COA!

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