

ALTERNATIVE EDUCATION
Lane County Public Schools
Annual Program Site Evaluation
2012-213

Program/School Name NWYC- OUTDOOR HIGH School

Health & Safety – Facility Condition

Is the facility clean & orderly Yes ☒ No ☐

Comments: _____

Does facility meet safety code Yes ☒ No ☐

Comments: MEETS ADA -
REGULAR FIRE DRILLS & CHECK BY FIRE MARSHAL

Attendance/Discipline Policy (collect copy of program's Attendance & Discipline Policy) ☒

Are district attendance reporting policies being adhered to? Yes ☒ No ☐

Comments: _____

Is attendance taken daily? Yes ☒ No ☐

Comments: _____

Is there an effective method of presenting & enforcing attendance policies? Yes ☐ No ☐

Comments: Below 80% attendance - Parent mtgs - & work with
Home DISTRICT on improvement of attendance

Are discipline procedures posted? Yes ☒ No ☐

Comments: DBIS INFORMATIONAL PRESENT WITH POSTED
EXPECTATIONS

Are students alert and engaged? Yes ☒ No ☐

Comments: _____

Curriculum

What does a lesson plan look like for an average day?

5 step Lesson- Based on previous learning
Varies some by content area

How are the needs assessed and met for IEP students?

1/3 of Enrollment - more time, computer access,
Principal is SPED Licensed *5 smaller class sizes
1:5 - 1:2 Ratio

Is curriculum state approved? Yes ☒ No ☐

Comments: a State Standard Base for instruction

uses Research Based Materials

Moving to OYCC - to pilot CRLES

What criteria are used for awarding grades/credits? (i.e. proficiency, mastery, project, seat-hours) ALL

D = 1/2 CREDIT - C = Full Credit

ORR'S TEST & ESSENTIAL SKILLS MUST BE MET

Has the program been consistent in reporting credits/grades to contracting district? Yes ☒ No ☐

Comments: TRANSCRIPTS ARE AVAILABLE & SHARED WITH DIST.

Teacher Evaluation

Does instructor show ability to engage students? Yes ☒ No ☐

Comments: _____

What is the instructor's style of presentation? DISCUSSION & LECTURE STYLE

Is instructor accredited by the state of Oregon? Yes ☒ No ☐

Comments: SOME ARE - SEE ATTACHED REPORT -

Has a background investigation been done on all personnel? Yes ☒ No ☐

Comments: SAW A COPY OF BACKGROUND CHECK

Site Evaluation Completed by:

STEVE JONES
Name

JUNCTION CITY
School District

Date: April 12, 2013

STUDENT RIGHTS/ EXPECTATIONS/ RESPONSIBILITIES

Student Rights

As an Outdoor High School student, you have the right to:

- Learn in a safe environment with staff that is supportive of you and your academic progress.
- Be free from insults, harassment or discrimination based on race, religion, ethnic origin, gender, sexual orientation, and physical or learning differences.
- Freedom of expression within the accepted boundaries of the community.
- Fair grading based on criteria that have been explained in advance.
- Space to present your side of the story and be heard by an objective authority in a dispute.
- Have a parent/guardian present in investigations involving the police or violation of the law.
- Freedom from physically intrusive search. No student will be searched without reasonable suspicion that the student is concealing evidence of an illegal act or school rule violation.
- View your student file/records upon request.

General Expectations

- Come to school every day. Be prepared. Be on time.
- Be mentally focused to work hard in the classroom and in the field, in all kinds of weather.
- Respect others and get along. Incidents of fighting, threatening, racism, sexism, homophobia, or putting others down are not allowed.
- The Outdoor School is a drug, alcohol, and tobacco free zone.
- Contribute your ideas and opinions. Work to make the school better.
- Take responsibility for your actions.

In Return, YOU Can Expect To:

- Gain knowledge in Science, Math, Social Studies and Language Arts, and have the opportunity to earn a high school diploma.
- Learn to be a responsible leader and serve your team and community.
- Receive encouragement and support in moving forward with your plans after high school.
- Be respected as a member of the community. You will enjoy freedom of expression here at ODS. Your thoughts and ideas count!
- Learn how to use tools, complete outdoor work projects, and develop workplace skills.

If you feel that your rights as a student have been violated, you can seek help from teachers, the principal, or voice your concerns at the student community meeting.

Attendance Expectations

Passing courses is highly dependent on student attendance! Students must strive to be present in body and mind each school day. ODS has the following attendance expectation:

- Students must maintain 85% attendance during field and classroom weeks.
- Maintain a 2.0 GPA or higher
- Successfully complete mandatory Spikes.

Students who fail to meet these expectations will be placed on a behavior/attendance contract in an effort to support their success at ODS. Students who fail to meet the terms of their contract may be dismissed from the school. *Any students that misses ten consecutive days will be automatically dropped from ODS.*

If a student comes to school up to fifteen minutes late they will be considered **tardy**. Chronic tardiness will result in an attendance contract. Students showing up to school late and missing the bus during a field week may be sent home and earn an unexcused absence for the day, which will negatively impact his/ her grade.

For details on how to report absences and other pertinent information, see Appendix B: Missing School.

Academic Expectations

Genuine learning and academic success depends on hard work and honest effort. The staff provides encouragement and guidance to students, and students should be prepared to respond in a positive way. ODS expects that students come to school every day prepared to learn. While students are not in the classroom during Field Education weeks and Spikes, learning is still a top priority! Students and parents must recognize that outdoor experiences are also school and ODS has the same expectations for student learning and behavior.

Expectations for Dress

Students are to wear clothes that promote a positive image for the school and for themselves. Clothes with inappropriate images or words, or anything overly revealing, should be left at home. This includes clothing referencing alcohol, tobacco, and phrases or images depicting insults, sexual acts, harassment or discrimination based on religion, ethnicity, gender, sexual orientation, etc. Gang related clothes/bandanas are not allowed. Closed toed shoes must be worn at all times. Shirts must be worn at all times. Sunglasses and hats covering the face should not be worn inside the building.

During Field Education weeks, students will wear hard-hats, boots, long pants, long-sleeve shirts, and gloves on their assigned work day (to be determined at the beginning of the school year). The other field education days, students must be prepared to be outside, regardless of the weather. Students will be expected to maintain your appearance in a neat manner at field sites. Keep shirts tucked in unless otherwise instructed by staff members. Hoop earrings, dangling necklaces, and other loose jewelry that may get caught in equipment or on bushes, are safety hazards and cannot be worn in the field. Long hair must be tied back. Excessively baggy pants are also unsafe in the field and are not allowed.

Expectations for Public Conduct

ODS is proud of its students, and we want members of the community to see and appreciate the fine young men and women in our programs. As an Outdoor School student, you represent Northwest Youth Corps to the public. It is important that you maintain a high standard of professional conduct at all times, especially at field sites and whenever we are in public.

Professional conduct includes appearance, actions, and language. Your appearance should be neat and in good taste, your clothing should be appropriate and your behavior should be disciplined and should not attract undue attention. Your language should be polite and respectful in all public situations. This includes bus rides to and from project sites, and on the bus routes to and from school. Using profanity, vulgarity, or disrespect of others shows you in your worst light and brings down the reputation of the school. Be proud of yourself and your school. Always be courteous in your interactions with people.

Expectations for Electronic Use

Use of iPods, a radio, Walkman, Discman, Gameboy, cell phone, pager, or similar devices **are not allowed during class time, field work or on Spikes**. Cell phones should be turned off during class. Phones used or heard during class may be confiscated and returned at the end of the day. These items may be used at lunch time and during breaks unless they cause a disruption. Music must be listened to with headphones and only during approved times. If the staff member or teacher asks a student to put away an electronic device they are expected to comply courteously. Unfortunately, these items are frequently lost, stolen or broken. The wisest decision is to leave them at home.

Expectations for Computer Usage

The Outdoor High School has Computer on Wheel units called CoW. The computers are used by students for research and for completing school assignments. Students are welcome to use computers for personal use during specified and supervised times throughout the day. These times may include before and after school, during lunch and during breaks. Students found to be accessing, creating or disseminating inappropriate content will have their computer privileges revoked.

Expectations for Student Driving

Outdoor High School students are welcome to drive to school and park **on the street** in front of the school. Students will lose their driving privileges if their driving in any way disturbs residents in the Augusta Street neighborhood. The speed limit everywhere in the Laurel Hill neighborhood is 25 mph. Music should be kept to a reasonable volume. "Peeling out" and "screeching to a stop" is not acceptable. Students who drive unsafely will be verbally warned. The second time he/ she will receive consequences, such as loss of off campus privileges. If there are further violations, driving privilege will be suspended. Students are not allowed to drive to or from field studies sites, and must ride in the bus with the rest of the crew. Students are not allowed to give rides to other students without the permission of all parents.

Expectations for Care of Property

Students are expected to exhibit respect for personal, public, and ODS property at all times. The materials and resources that we use in the classroom, in the field and on the work site are for the benefit of the student's learning. If they are stolen or damaged, it negatively impacts the experience for all. Students found stealing or vandalizing will be held financially responsible and may be dismissed from the school.

Students are also responsible for helping to keep the school clean and neat. There will be regular cleaning sessions where the entire student body and staff will clean the school.

STUDENT BEHAVIOR

Behavior Expectations

ODS has high expectations for student behavior so that we may ensure a safe and supportive academic environment that builds community and camaraderie. At the Outdoor School, we believe that building a community is the key to every aspect of our program. Students who positively contribute to their individual growth and to the overall success of the community receive rewards meant to show students that we notice. Almost each week, the whole school gathers and students are publicly acknowledged for jobs well done. Students are recognized for such things as going above and beyond, demonstrating marked academic improvement, and having perfect attendance. Students who excel in these areas are rewarded with treats, movie passes, given credit to redeem for outdoor merchandise.

The bottom line with student behavior at ODS is respect for self, respect for learning, respect for others, respect for school, and respect for the natural world. Whenever possible, we try to reinforce respectful behavior by modeling it, by noticing and acknowledging it, and by rewarding it. We also guide this behavior through the P.R.I.D.E. system addressed earlier in this handbook. Students who demonstrate Perseverance, Respect, Integrity, Discipline, and Excellence will be successful students at ODS.

Consequences of Poor Behavior

Students agree, when they are admitted to the Outdoor High School, that they will strive to meet the expectations and responsibilities of the community to the best of their ability. Choices that violate those expectations are dealt with on an individual basis, but a hierarchy of consequences is generally followed. We try to implement our discipline policy in a nonjudgmental atmosphere, where we respect students, even if we disagree with the choices they are making. We show a willingness to listen and resolve problems when they arise. ODS' discipline policy is meant to show students that we care enough about them to set limits and provide a consequence that, we hope, will lead to personal growth and maturity.

Discipline issues go through the Dean of Students. Consequences may include one or more of the following:

- Referral (see Appendix C)- Documentation of the incident. All referrals will result in a meeting with the Dean of Students after school. The Dean of Students will determine consequences based on this meeting.
- Detention- Typically served at lunch (30 minutes to one hour).
- Mea Culpa- Students write about their actions, how they could have reacted differently and how they will work to improve behavior in the future.
- Suspension- Student will be suspended from all school activities for a length of time determined by the Dean of Students and Principal.
- Community Service- Student will create a service plan with the Dean of Students or Principal as a form of retribution for an action.

The ODS Behavior/ Discipline Plan

For consistent behavioral issues, students are subject to The ODS Behavior/ Discipline Plan:

If a student receives three or more Level 2 referrals per week, he/ she serves a lunch time detention and writes a Mea Culpa (see Appendix D) outlining how repeated offenses affect the school culture. If a student receives nine or more Level 2 referrals per month, he/she receives a "code red". The student:

1. Is put on a behavior contract.
2. Must maintain a behavior point card scored by each teacher throughout the day.
3. Serves three lunch time detentions.
4. Writes a Mea Culpa outlining how repeated offenses affect the school, peers and themselves.
5. Must check in every morning and afternoon with an assigned behavior coach.
6. Has a meeting with Dean of Students, ODS staff, and a parent to set up a plan for behavior success.

Dismissal from the Program

Be advised, the Outdoor High School is under no obligation to exhaust all disciplinary steps before dismissing a student. Major violations of the rules may result in immediate dismissal on the first offense. Similarly, inappropriate behavior may warrant issuance of a contract or suspension depending on the context and nature of the behavior. Disciplinary action is determined by the presiding staff member and/or the Dean of Students and Principal.

Reasons for which a student may be excluded from the program include, but are not limited to:

1. Having a weapon or dangerous object in your possession.
2. Violent or aggressive behavior, such as fighting, threatening, intimidating, verbally abusing, or disrupting the work of others.
3. Repeated inappropriate language or behavior, such as profane, vulgar, sexually explicit, racist, sexist, or homophobic remarks or actions.
4. Possessing, using, or being under the influence of alcohol and/or other drugs during school hours and/or on school property. Sale or distribution of illegal drugs any time.
5. Tobacco use during program hours.
6. Damaging, destroying, or stealing any private or public property.
7. Violating the terms of a behavior, academic, or attendance contract.
8. Violating safety standards.
9. Recruitment, promotion or glorification of gangs or gang activity.
10. Damaging or destroying the natural environment.
11. Leaving Spike or repeatedly skipping field education experiences

Serious Offenses

You will find a complete list of behavioral expectations and corresponding consequences in Appendix E. Below details serious offenses, and corresponding consequences.

Violence, Aggression, Emotional Abuse

Learning can only happen in a climate of physical and emotional safety. Violence, threats of violence, or abusive behavior cannot be tolerated. Verbal insults, discrimination, or disrespect of others is also not allowed. In the field, aggressive behavior jeopardizes the safety of the team. In the classroom, it leads to intimidation or fear and no one feels safe to learn and grow. Students who engage in violent or aggressive behavior will be removed from the situation. When they have "cooled down," they will be asked to meet with staff members who will provide appropriate consequences.

Weapons

Knives, including pocket knives of any length, are NOT permitted in the school. Any student found with a knife could be suspended. The knife will be confiscated and returned to parents/guardians. The following are grounds for expulsion from the school: Refusal to give a knife on request to a staff member or ODS staff, threatening another person with a knife, or being caught with a knife a second time is grounds for dismissal from ODS. Pocket knives (with folding blade that is less than three inches) are allowed on Spike trips. Knives used inappropriately or when not allowed, will be confiscated. Pocket knives must meet the following requirements:

Firearms of any kind are strictly forbidden. Any student in possession of firearms or dangerous weapons on school property or at any school event may be dismissed from the school. The police will be notified. It does not matter if the gun is unloaded, if it is a pellet gun, a family heirloom, or a collector's item. Don't bring it to school. Toy guns are also inappropriate and will be confiscated. Ammunition of any kind, fireworks, and explosives are also forbidden.

Drugs and Alcohol

The Outdoor School is committed to maintaining a drug- and alcohol-free atmosphere. Possession, use, storage, sale, or distribution of alcohol or illegal drugs is strictly prohibited.

Possession

If students are suspected of being in possession of drugs or alcohol, they will be asked to voluntarily open their bags, backpacks, purses, or pockets to be searched by the school principal or another member of the Outdoor School staff.

If drugs or alcohol are found, or if the student refuses to allow a search, parents or guardians will be called and are expected to come to the school to pick up the student. If the student leaves the grounds, the parents will be called. If a controlled substance such as marijuana is found, the police may be called and

the substance will be turned over to the police. Students may face criminal charges.

Suspicion of Being under the Influence

If staff members have reason to suspect that a student is under the influence of drugs or alcohol, they will try to confirm their suspicion based on two or more of these indicators:

- Smell of alcohol, marijuana or other drugs.
- Appearance of eyes: bloodshot, dilated pupils, unfocused, refusal to remove dark glasses.
- Behavior: sleepy, "spacey," dreamy, altered movements, extreme energy, altered speech, trembling, appetite changes, unwarranted secrecy or avoidance.
- Mental and emotional indicators: memory loss, lack of motivation, euphoria, slowed time sense, slowed reflexes, lack of inhibition, smiling and laughing out of context.
- Fainting, nausea, or other signs of illness.
- Other students report witnessing drug or alcohol use.
- Student's admission of being under the influence.

A parent or guardian will be informed of the situation and asked to come and get the student. If a parent cannot be reached, emergency contacts will be called. The student's denial will not be considered a reason not to call parents. *If the student is ill from a drug overdose or toxic reaction, emergency procedures will be followed. If necessary, the student will be taken to the emergency room at the hospital.* The student will be suspended until a conference is scheduled. Parents, the student, The Dean of Students, and the Principal will attend the conference. The situation will be discussed from each person's point of view. Intervention will be discussed to help the student. This could include educational projects, counseling, and drug rehabilitation. Consequences from the school may be involved, including a behavior contract, loss of off-campus time, further suspension, or dismissal from the school.

Defiance, Disruptions, and Disrespect to Staff

Profanity and rude, defiant outbursts will not be tolerated. In a classroom setting, students who behave poorly may be asked to leave the room. They will be escorted if necessary. They may need time to "cool down," and this will be respected, however staff must know where they are at all times. When students are ready, they will speak with the Principal, Dean of Student, or with the Teacher or staff member who sent them out of class.

In the field, defiance and disrespect to staff members can be a safety concern. It is important that students listen to staff in the field and comply with basic instructions. Serious violations will result in the student being removed from the field. Consequences will be discussed when everyone is calm. If the behavior seems to be the result of conflict between the student and staff, both parties will have an opportunity to express their concerns.

Academic Dishonesty

The Outdoor School expects all students to be responsible for their own learning and not to resort to cheating. Students who allow others to copy their work or use their answers during a test are also cheating. Academic Dishonesty includes the following:

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Working on or completing an individual assignment collaboratively without teacher authorization
- Copying a portion of a document from an author or composed by another person, and presenting it as original work (no citation)
- Incidents of suspected academic dishonesty shall be handled initially at the class and/or department level and, when appropriate, shall receive second-level review or action from an administrator.

The consequences for academic dishonesty include loss of credit for the assignment, meeting with parents, and other disciplinary actions as needed.

Tobacco

Possession or use of tobacco products and paraphernalia, including cigarettes, chewing tobacco, lighters and pipes is not allowed at the Outdoor School: not on the grounds, in the buildings, in the busses, on field sites, on trips, or during Spike. Students may not smoke, chew or carry tobacco products any time they are participating in Outdoor School activities. Consequences vary from loss of privileges to dismissal from the school. Possession, use, storage, sale, or distribution of cigarettes is illegal for all persons under 18.

Public Displays of Affection

Overt public displays of affection are inappropriate at school. Kissing, caressing, touching, prolonged hugging, lap sitting, etc. constitute unacceptable public displays of affection. Staff members will attempt to curb inappropriate public displays of affection by privately talking to students who are repeatedly involved. Staff will separate participants if they continue inappropriate behavior. If necessary, discipline procedures will be implemented.

Poor Attendance

Being present at school is important to academic success! Attendance contracts are given to students whose attendance percentage falls below 85%. This will happen even if the absences are excused! The Dean of Students and student meet to discuss why the student is not coming to school. The contract is a tool used to ensure that students are caught up with missed work and able to attend classes regularly in the future.

There will also be consequences for poor attendance in terms of academic credit. If a student's attendance falls below 75% for the whole semester, they will receive reduced credit in their classes. Students with less than 65% attendance will not receive credit for the semester.

HARASSMENT-FREE SCHOOL

The Outdoor School is committed to creating an environment in which everyone can work together free of all forms of harassment, exploitation, or intimidation. Prejudice will not be tolerated. Disciplinary action will result from student use of sexist, homophobic, and racist remarks. Discipline will also result from any incidence of bullying and/or causing an unsafe environment for all students to express their individuality. As a staff, we strive to celebrate student differences and refrain from using bigoted language and modeling prejudice. Students who experience prejudice or bullying at any level should feel comfortable reporting to any ODS staff member. Disciplinary action will follow against the perpetrator(s).

Sexual Harassment

Sexual harassment is defined as unwanted, repeated, or pervasive comments, gestures, or physical contacts of a sexual nature. Sexual harassment can occur in situations where one person has power over another, but it can also occur between peers. Examples of sexual harassment could include:

Verbal comments, such as:

- Suggestive or offensive comments of a sexual or erotic nature
- Humor and jokes about sex, gender-specific traits, or sexual orientation
- Suggestive or sexist remarks about someone's body, clothing, or sexual activities
- Insults of a sexual nature
- Requests or demands of a sexual nature
- Suggestive whistling, cat-calls, and swearing

Nonverbal actions, such as:

- Sexually suggestive sounds or gestures
- Visual displays of degrading sexual images
- Miming or acting suggestively

Physical conduct, such as:

- Unnecessary and unwanted physical contact (for example, touching, brushing, pinching)
- Impeding or blocking movement, or holding someone against their will
- Attempted or actual unwanted fondling or kissing
- Physical assault as part of sexual contact
- Coerced sexual acts

Freedom from Sexual Discrimination

It is important to remember that, regardless of sexual preference or orientation, everyone has the right to be in an environment free of discrimination and harassment. Whatever your views of homosexuality may be, no one is allowed to humiliate, threaten, or hurt anyone else at ODS, whether they are gay or not. Asking someone about their sexual orientation, especially in a mocking or negative way, is

embarrassing, rude, and inappropriate. Name-calling and discriminatory actions will not be tolerated. All of these kinds of incidents are considered harassment.

What to do if you are Harassed

SAY "NO."

Speak clearly and firmly, and be definite. Tell the harasser that his or her actions are unwanted and you want them stopped.

TALK TO OTHERS.

Please report any incidents of harassment to a trusted teacher or administrator. We know it is embarrassing, but you will be taken seriously. Confidentiality will be maintained whenever possible in order to protect the rights of both the accuser and the accused. Staff has a responsibility to advise the administration.

KEEP A RECORD.

Keep track of dates, times, places, and statements. If there were witnesses, keep a record of their identity. This information can be used to support a complaint.

FILE A COMPLAINT.

You may file a formal or informal complaint to the principal of the Outdoor School or the executive director of Northwest Youth Corps. Immediate action will be taken. If you feel unsafe around someone in the school, you will be protected. Crew assignments may be changed, parents may be notified, the harasser may be removed from the school, and legal action may be taken. Your safety is very important, and your complaint will not be ignored.

False Reports & Misunderstandings

False reports of harassment are extremely serious, as they can destroy a person's reputation and career. Anyone who deliberately lies about harassment, even if they think it is just a joke, will receive severe consequences, up to dismissal from the school.

Sometimes incidents are misunderstandings and can easily be corrected with clear communication. Often mediation by a third party is required. Confidentiality must be respected in these situations. Disciplinary action may not be required.

SCHOOL SAFETY

The nature of the ODS field program requires that safety is utmost importance. Therefore, during work projects or service-learning projects on Field Education, every student has the responsibility to:

- Use tools carefully, for the purposes they are intended to be used, and in the way you are instructed to use them. Tools could cause serious injury if misused or neglected.
- Pay attention to staff members and instructors. They must know where you are and how you are doing at all times in the field. Never go out of sight without permission.
- Report injuries or illness immediately.
- Follow correct procedures for lifting heavy objects and bending, in order to protect your back.
- Watch out for your team members. We're working together, care about each other.
- Never go into the field under the influence of drugs or alcohol.
- Make sure that you have had enough sleep and enough to eat on field days.
- Outbursts of emotion such as anger, frustration or sadness must be kept under control until you return to a safer environment to vent your feelings in an appropriate manner.
- Never throw a tool.

These responsibilities are especially important because there are potential risks in the field. You may be working in a location that is far from medical help. Students will be working in all weather conditions, including rain, wind, hot sun, and fog. The ground may be slippery or muddy, with logs, rocks, or debris around. Students may be on steep hillsides. There may be poison oak, blackberry, yellow jackets, or other noxious plants and animals in the area. You may need to work in awkward positions, lift heavy objects, or bend repeatedly.

In the field, all team members will participate in a daily safety circle before starting work projects. This meeting will address specific safety issues and concerns related to the project. Everyone must take safety seriously. It is not a joke. **A student that jeopardizes his/her own safety or the safety of the group will not be tolerated at any time and is grounds for dismissal from the program.**

The Outdoor School is carefully prepared for a safe and healthy program, but accidents do happen. All Outdoor School staff members are trained and certified in First Aid, and First Aid kits are kept in busses and in every classroom. All field staff are also certified in Wilderness First Aid. Students should report any accident to a staff member immediately, even if it seems minor. If a student has physical limitations or special medical conditions such as asthma, seizure disorder, allergy to bee stings, etc., the parent/ guardian must note them on the Medical History form. In addition, it is the student's responsibility to inform a staff member of any and all limiting conditions. Injuries and sickness are the financial responsibility of the student and/ or parents or guardian.