

Oregon Outreach Inc.

Molalla Campus

357 Frances Street

P.O. Box 309

Molalla, OR 97038

503-759-7386

Student Handbook

MISSION STATEMENT:

The mission of Oregon Outreach, Inc. is to provide an accredited academic program and a support system, which assists the student to succeed in the classroom, at home, and in the community.

PROGRAM DESCRIPTION:

OOI Molalla Campus provides comprehensive educational and support services to adolescents and young adults in Molalla River School District. The program is geared towards students who have not been successful in a traditional school setting. Molalla Campus provides alternative learning experiences that enable students to transition back to a traditional setting or graduate from OOI.

The academic program emphasizes an interdisciplinary curriculum that is dictated by the needs of the student. Upon entering our program, the student is assessed formally and informally to find his/her academic levels, learning styles, specific interests, and background information. An academic plan is then developed in each course to cultivate needed skills. The curriculum includes academic course work, employment skills training, school-to-work credit, and service learning opportunities, which are connected to classroom training. Each student is allowed to progress at his/her own pace and to work at his/her own skill level.

PROGRAM HISTORY:

Over twenty years ago, Rebecca (Becky) Black, Executive Director of Oregon Outreach, Inc. (OOI), began working with youth in North and Northeast Portland. She was surprised to learn that many of these youth were out of school and had few options available. As a result, Becky decided to organize a school program. Working with the Office of Alternative Education, Special Education Direction Services, and Juvenile Parole and Probation, Becky established a School Program for gang-affected and gang-affiliated youth. It provided pre-employment training and job placement.

Then, realizing that there were many kinds of students without a school program, she established two more satellite schools: Alberta Learning Center for middle school students; and Simpson Learning Center for students with drug and alcohol dependency. In May of 1993, these programs were merged in order to provide more comprehensive services for the students and renamed Gladys McCoy Academy. To help address the needs of other students in various neighborhoods and communities, more satellites were developed. The first satellite opened in May of 1993. OOI now has four programs: Gladys McCoy Academy in NE Portland; Molalla Academy; Scappoose Academy and Vernonia Academy.

Each school site provides a positive academic experience for each of its students. The majority of students are at risk or outside the traditional school system. Some students need a smaller, more-tailored academic plan to reach their educational goals. By developing a program to suit the specific needs of each student, he/she is able to graduate from high school and work towards completing his/her educational goals.

ENROLLMENT:

Molalla Academy primarily enrolls students between the ages of 16 and 20, who live within the Molalla River School District. To enroll, the student **must:**

1. Be referred by the Molalla River School District via counselors and administration.
2. Attend a meeting with the Site Lead Teacher to discuss student enrollment/complete enrollment paperwork.

PARENT/GUARDIAN INVOLVEMENT:

Parents/guardians are encouraged to play an active role in their youth's education at all of our OOI schools. By helping them to attend class regularly, be on time, and make a serious effort to study, parents can help students succeed in their daily work. Encouragement from parents/guardians, advocates, mentors, teachers, and counselors help students overcome many problems they may face.

Parents/guardians are urged to confer with advocates, teachers, or counselors at any time about their student's progress. In order for the student to enroll, a parent/guardian **must** attend the enrollment/complete paperwork with their student, attend conferences as necessary, and sign all credit reports (one at the end of each trimester).

CAREER EDUCATION:

Our Career Education credits provide students opportunities to move beyond a high school diploma to furthering education, a career, or another rewarding life path.

Career Education: All students need 0.5 credits of Career Education as part of their graduation requirements at OOI. These courses include a Personal Education Plan and Profile, Extended Application, and a minimum of 4 Career Related Learning Experiences (CRLEs). CRLEs include opportunities such as college fairs, career fairs, volunteering, job shadows, internships, paid employment, etc.

Service Learning: All students need 0.5 credits of Service Learning as part of their graduation requirements at OOI. Service Learning will take place first at the school and will then expand to the community. Service Learning is volunteer work for any non-profit organization or government agency. Receiving from and giving to the community is a vital part of education at OOI.

School-to-Work: As part of the educational process, students may earn up to four elective credits through work experience. The work experience must be a paid position with tax and insurance deductions able to be applied. The student must document his/her work experience on a regular basis and bring in all pay stubs to receive credit. The school monitors student progress through evaluations filled out by the employer.

PERSONAL PROPERTY INSPECTION:

All desks and school furnishings belong to Molalla Academy or the contracting district and are under the supervision of the school staff. Students are responsible for the proper use of these furnishings and may lose privileges with misuse.

Based on the standard of reasonable cause, school property being used by students may be inspected at the discretion of the site administrator in a prudent way, at appropriate times, and in a reasonable manner.

Using the same standard of reasonable cause, any Molalla Academy student may be asked to open personal property for inspection including, but not limited to, emptying pockets, backpacks, opening notebooks, etc. However, no student or student property will be searched by Molalla Academy staff against their will. Nevertheless, if the student is unwilling to allow a search by Molalla Academy staff, law enforcement officials will be contacted. If the student leaves the school to avoid a search, they will be subject to immediate referral to the District.

In the case of suspicion of possession of illegal substances or weapons, the student will be isolated with staff supervision until the police can be called to perform a search. The police will be called if there is a reasonable suspicion of possession of a weapon or illegal substance. Under no circumstance will the illegal substances be disposed of without direct instructions from the police or Molalla Academy administration. The parent/guardian, Molalla Academy administration, and Molalla River School District Administration will immediately be notified if the police must be called.

RULES AND EXPECTATIONS:

To create and maintain an environment conducive to academic progress and safety for everyone, the following rules and expectations have been developed.

RULES:

1. **AVOID WEAPONS/THREATS:** Molalla Academy / Molalla High School has zero-tolerance in regard to weapons on campus. Any student in possession of a dangerous weapon on school property or at a district-sponsored event, at any time of day, may be expelled for one calendar year. "Dangerous weapons" includes any kind of firearm, bomb, switchblade or look-alike. Possession of any other weapon, including mace, chains, pocket knives, or martial arts weapons, will result in suspension or expulsion. This also includes any dangerous object that can be used as a weapon and any toy that resembles a weapon. This includes but is not limited to squirt guns, toy knives, etc. Law enforcement will be contacted. Suspension and or referral back to the school district is likely.
2. **AVOID FIGHTING:** Fighting, violence of any kind and physical contact between students are not allowed. Horseplay is also not allowed since this may lead to more serious situations. A fight will result in students immediately being sent home. A parent/guardian conference with the district and OOI/ Molalla Academy administration will be immediately scheduled. The student will be suspended until the meeting. Based on the circumstances related to the fight, the student may receive further suspension or removal from the program.
3. **AVOID ALCOHOL AND/OR DRUGS:** Molalla Academy / Molalla High School has a zero-tolerance drug policy and is a drug- free school zone. Students who possess, distribute, sell, or use alcoholic beverages or illegal drugs (or misuse prescription drugs) are subject to discipline. This includes "look-alike" drugs as well as apparatus to use drugs (e.g. pipes). This policy affects students within 1,000 feet of school property, on district-provided transportation, and while participating or attending school-sponsored activities, including Science Camp, field trips and graduation. Students in violation are subject to suspension, expulsion, and/or other appropriate alternative discipline. Students who are present while others are in violation of our Substance Abuse Policy are also subject to discipline.
4. **AVOID GANG ACTIVITY:** Gang language, gang signs, gang graffiti, and other gang-related activities are not allowed on or around the surrounding campuses. Any gang activity will result in suspension and possible referral back to the district.

EXPECTATIONS:

RESPECT: It is very important that we create an atmosphere of respect and tolerance at Molalla Academy and Oregon Outreach, Inc. Acts of disrespect such as verbal abuse and invading personal space are unacceptable. Comments or jokes related to race/ethnicity, gender, religion, or sexuality are not allowed. Any such high level of disrespect will result in a parent/guardian meeting with the District Coordinator and OOI administration. The disrespectful behavior may result in a suspension or referral back to the district.

STAFF DIRECTIVES: Students are required to follow directives given by any personnel of OOI. This includes teachers, counselors, administrators, volunteers, receptionists, support staff, etc. Failure to follow directives is a safety concern and may result in suspension. Repeated incidents may result in a referral back to the district.

DRESS CODE: Students are not permitted to wear clothing that distracts themselves or others from concentrating on schoolwork. This includes, but is not limited to, any garments and/or tattoos considered gang-related or drug-related; sagging pants that shows underwear; clothing, hats, or jewelry that promotes or advertises drugs, tobacco, alcohol, racial, or sexual bias; clothing that contains pictures or comments with drug/alcohol, foul language, or sexual connotation; low necklines showing cleavage, etc. Shorts and skirts need to be fingertip length. Hoods, sunglasses, gloves, and bandannas are not allowed. The final determination of what constitutes appropriate dress shall be made by the school administration.

HARASSMENT: Hazing, bullying, harassment, intimidation or any act that injures, degrades, or disgraces a student, staff member, or visitor will not be tolerated. Harassment is defined as intentionally annoying another person by subjecting them to offensive physical conduct, abusive words, or abusive gestures.

Sexual Harassment, both verbal and physical, is strictly forbidden. Students making unwanted comments or who engage in unwanted touching that is sexual in nature are subject to discipline including suspension, expulsion, and/or referral to police. Students who believe they are being harassed should see a teacher, administrator, counselor, or campus monitor to file a formal complaint.

TOBACCO: Possession and/or use of tobacco products or look-alikes (such as a tobacco-free chew, electric cigarettes) are not allowed on school property, within sight of the school, or at any school activity. Tobacco products and lighters should not be seen in class or on campus. If seen, they will be confiscated. Repeated violations may result in parent notification, suspension or referral back to the district.

ELECTRONIC DEVICES (iPods, MP3 players, cell phones with music, headphones): These items cannot be used or worn during teacher-directed classes. If they are heard or cause a disruption to the school program during independent work time, they will be confiscated and returned at the end of the day. If this becomes a chronic problem or daily disruption, a parent/guardian may be called in for a meeting or asked to come in and pick up the item personally.

CELL PHONES: Use of cell phones during class instruction time is not permitted. This includes, but is not limited to, checking social media, posting on any social media account, texting or receiving texts, calling or receiving calls, changing music stations or song selection, checking the time, taking pictures of classmates, teachers or the environment, taking notes, “googling”, playing games, and installing apps. During class time phones must be put away, out of sight, in a location other than on your body. At times students may be asked to use their phones for class activities as directed by a teacher. If a student uses their phone without teacher approval they will receive a warning. If the action continues or reoccurs, the student will be asked to surrender their phone to the teacher for the remainder of the day. Failure to comply will result in the student being asked to leave class immediately. If a student has their phone taken away a second time, parents will be notified. The third offence will require a parent to come to school to pick up the phone. Parents and guardians we ask your

help with this issue and request you not text or call your student during class hours of 9 am-12 pm and 1 pm -4 pm. Please call the classroom phone, 503-759-7386, in the event of a family emergency.

USE OF SCHOOL PHONES: Students may use school phones by permission of the teacher only. Staff must decide the nature of the call, which may include, but is not limited to, calls to parents, parole/probation officers, caseworkers, and the bus barn.

PERSONAL ITEMS OF VALUE: Students are encouraged to leave large amounts of cash or other items of value at home. It is the student's responsibility if he/she chooses to bring such an item to school; the school is not responsible if it is stolen or broken. If students own and want to use a laptop at school, they are allowed to use them at appropriate times, but the student remains responsible for its safety.

FOOD/DRINK: Food and drink in the classroom will be allowed at the discretion of each teacher. No food or drink of any type is allowed on or around the computers. Students are responsible for washing and putting away their own dishes and for disposing of trash in a timely and appropriate manner. If eating or drinking in class becomes an issue, this privilege will be revoked.

DESTRUCTION OF PROPERTY AND/OR GRAFFITI: Any destruction of property, whether on purpose or unintentional will result in the student paying for the damage or a requirement of community service hours to Molalla Academy /OOI to compensate for the destruction. Graffiti should not be put on books, desks, walls, or any other property of the school. Graffiti on personal items must not contain references to drugs, alcohol, gangs, sex, or racial slurs.

USE OF VEHICLES/PARKING: Students may park in the gravel parking lot on the east side of the building. The Molalla River School District/ Molalla Academy is not responsible for loss due to accident, theft or vandalism.

CONSEQUENCES:

When rules and expectations are not observed, appropriate consequences will be implemented. Each incident will be investigated and addressed individually. Factors such as frequency, duration, and severity of incidents involving failure to follow rules and expectations will be used to determine the specific consequences. In the case of more serious incidents, an investigation will be conducted and the student will be suspended and not allowed to return to school until a parent/guardian conference has been held with Molalla Academy /OOI administrator. The Program Director has the final approval on all suspensions and referrals back to Molalla River School District.

ATTENDANCE:

Regular attendance is essential for each student's success. Students are expected to attend school daily and to be on time; repeated tardiness or absence is not acceptable. A parent/guardian needs to notify the school before school starts in the event of a necessary absence, not the student. Valid reasons for tardiness or absences are as follows, but even with these excuses, they will still be marked as tardy or absent in the attendance count.

1. Sickness of student (student *must* present an excuse from doctor or a parent/guardian).
2. Emergency situation requiring student at home (a signed note from parent/guardian is *required*).

The following procedures will be followed in the event of an absence.

1. Molalla Academy staff will notify the student's parent/guardian each day the student is absent, this may be in the form of email, text message or phone call.

2. Molalla Academy staff notifies Molalla River School District if a student has five days of absence in any month.
3. If the student is absent for 10 consecutive days (including suspensions and excused absences for illness), the student will be un-enrolled on the 11th day from the program. Re-enrollment can only be approved through Molalla River School District.

These are the consequences to absenteeism:

1. If attendance falls below 80% in a two week period, the student and site lead teacher will complete the 10- day attendance contract.
2. If the problem continues, a meeting with the parent/guardian and district will be held and the student placed on a second attendance contract.
3. If the problem still persists, the student may be un-enrolled from this program or referred back to the district.

TARDINESS: Students attend school for three hours a day so arriving on time is imperative to student success. The tardy policy is as follows:

9:00-9:05 and 1:00-1:05 - on time
 9:06-9:15 and 1:06-1:15 - Tardy
 9:16 and later and 1:16 and later –Absent if there is no communication with the teacher
 9:16 – 9:45 and 1:16 – 1:45 Tardy- when you communicate with the teacher.

If a parent or student communicates before 9:15 or 1:15 they will be later than 9:15 or 1:15, they avoid being marked absent, but will still be marked tardy. If the student does not arrive within 45 minutes of the start of class, regardless of communication, they will be marked absent. Please call the classroom at 503-759-7386 to advise of tardiness.

DETAILS:

HOURS OF SCHOOL: The morning class is from 9:00am to 12:00pm and the afternoon class is from 1:00pm to 4:00pm., Monday through Friday.

TRANSPORTATION: Molalla River School District buses are available to provide students with pick up and drop off services. At enrollment students must tell Molalla Academy staff of their transportation needs to be put on the bus routes. If a student knows they will not be using the bus i.e. getting dropped off, are sick and not attending school, have alternate means of transportation, they must call the Bus Barn and report the change at least one hour in advance of normal service. If a student consistently misses/skips the bus, they may be removed from the bus route at the discretion of the Bus Barn. The Bus Barn phone number is: 503-829-2512.

MEDICATION: All prescription/non-prescription medication that needs to be administered during school hours, must be given to Molalla Academy staff, accompanied by a note from the physician and/or parent. Medications must be in the original purchased bottle. Any medication that is found in any other container or plastic bag will be confiscated and parents/guardians will be contacted to pick up the medication.

EMERGENCY CANCELLATIONS AND DISMISSALS: School will be canceled whenever Molalla River School District has canceled classes, i.e. snow days, etc. Announcements of school closures will be made on local radio and TV stations. In the case of a 2-hour late start due to inclement weather there will be no AM or PM Molalla Campus classes regardless of Molalla High School schedule.

STUDENT ACADEMICS:

CREDIT REQUIREMENTS: As a requirement to stay in the OOI program students must be in **Academic Good Standing** meaning students must complete at least 2.5 credits per trimester. If a student fails to complete the minimum number of credits they will be placed on **Academic Probation**. In the following trimester, a student on academic probation must meet the required 2.5 credit minimum else their position in the OOI program is up for review with the possibility of referral back to the District.

CLASSWORK: Students will be required to meet at least 80% over all on classwork to earn credit for the subject area instruction.

CHEATING: Students are expected to do their own work to the best of their ability. Cheating on assignments, tests, projects or papers will not be tolerated and will receive consequences based on the severity and frequency of the infraction.

CONTRACTS: Students are limited to 2 independent contracts open above and beyond teacher instructed classes, unless with teacher approval. All **classwork** MUST be completed within the trimester they were taught to receive full credit.

CREDITS NEEDED FOR HIGH SCHOOL GRADUATION:

Language Arts/English	4.0	Mathematics (All must be Algebra 1 or higher)	3.0
Science	3.0	Social Studies	3.0
		Health Education	1.0
Physical Education	1.0	Applied Arts, Fine Arts, Foreign Language	2.0
Career Development	0.5	Service Learning	0.5
		Electives	6.0

TOTAL CREDITS 24.0

OOI serves students who are at all stages in their high school careers. We do not often separate students by grade level. Credits required are determined by the projected year of graduation (when the student has been high school age for 4 years), not by actual year of graduation.

Graduates will need to show evidence of Essential Skills in Reading, Writing, and Math. The student can demonstrate these Essential Skills by meeting or exceeding state performance standards on the Smarter Balance Assessments through the district or completing 2 passing work samples for each skills area. They **MUST** meet or exceed in these areas to graduate even though they have met the 24 credit requirement. The student will receive .25 credits for every standard that is met. This applies to every student regardless of high school grade level.

DIPLOMA: OOI meets all Oregon state standards and graduation requirements. When a student has met all credit and testing requirements, a student may be considered a graduate at any time during the school year. In June, Oregon Outreach Inc. will hold a graduation ceremony that will celebrate the achievements of all students that have graduated within the school year from all OOI sites. Students that graduate from Oregon Outreach will receive an Oregon standard diploma.

Student Handbook Form

I have read through the Student Handbook and agree to follow the policies and procedures.

Student Signature

Date

I have read through the Student Handbook and agree to help my student follow the policies and procedures.

Parent Signature

Date