

# Oregon Outreach Inc.

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## Adult High School Diploma Program

### Student Handbook



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# Adult High School Diploma Program

Welcome to Oregon Outreach Inc.'s Adult High School Diploma Program. We know the decision to complete your diploma was not an easy one, but we are here to help you every step of the way.

This student handbook, along with your program adviser, will give you an easy reference to help you with any questions. If you need more help, please reach out to OOI administration.

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## Oregon State Diploma Requirements

The Adult High School Diploma Program is designed for adults in Oregon, ages 21 and older, who would like to earn their high school diploma. There is no maximum age limit for this program.

### Requirements

Students in the AHSD program are working towards an Oregon Diploma with specific requirements that are determined by your 9<sup>th</sup> grade year. Previous high school and college transcripts will be evaluated by program advisors to determine how credits will transfer to Oregon State Diploma requirements.

Students exiting the program must meet the exit criteria consisting of a minimum of 22 high school units prior to 2009, 24 high school units after.

Students must meet State Standard Essential Skills requirements for: Reading, Writing, and Mathematics prior to receiving their diploma if they were to graduate after 2011/2012. Essential skills requirements can be met through work samples or state approved test scores.

School year first enrolled in grade 9:

Essential Skills	<b>2008-2009</b> Graduate Year: 2011-12	<b>2009-2010</b> Graduate Year: 2012-13	<b>2010-2011</b> Graduate Year: 2013-14 and up
Reading	X	X	X
Writing		X	X
Math			X

The AHSD program will accept all grades. Courses that have a grade of F may be eligible to retake the course which will remove the previous F from the cumulative GPA calculation. Courses that can be retaken are determined by the adviser and the student will be informed of this opportunity. The credits for the course retake will be the same cost as any other credit.

### Earning High School Credits

The AHSD program is on quarter schedule throughout the typical academic year. Course work is broken into 0.25 or 0.50 credit classes. Students must earn a grade of “B” or above to receive credit.

College credits can be used to meet high school credit requirements. The credit conversion rate is as follows:

1-2 college credits = .25 high school credit

3-4 College credit = .50 high school credit

5-6 college credits = 1.00 high school credit

A program plan will be developed with you and your adviser to map out the courses per quarter to help you be as successful as possible.

## Program Completion

When you have met all the requirements for the Oregon State Diploma, you graduate! Students will complete an exit interview with their adviser to review goals, share what continuing of transition supports you would like.

Even though you have completed our program, we are still here to support you as you transition into your next phase, be that continuing your education or joining the workforce. Transition planning includes:

- Assistance with resumes, interviewing and job resources
- College assessments- finding a good fit
- FAFSA and OSAC application support
- Trade program resources

Once you have completed your exit interview, you will be awarded your official Oregon State Diploma and an official sealed transcript. You may request additional transcripts at any time with no additional charge.

## Graduation

In June, OOI celebrates all students that have graduated within the school year from all of our schools and programs in a graduation ceremony. Although optional, we invite and encourage our students to participate, and to invite family and friends, and any other important people in their lives to enjoy the celebration.

Students wear a cap and gown, and receive 10 invitations. All items are purchased through Oregon Outreach, at a highly discounted rate.

## Education Planning

With the assistance of your adviser, identify the cohort year for which you belong.

Credit Requirements by 9th Grade Cohort Year			
Students enrolled in 9 <sup>th</sup> grade prior to 2006 - 2007	Students enrolled in 9 <sup>th</sup> grade in: 2006 - 2007	Students enrolled in 9 <sup>th</sup> grade in: 2008 – 2009 2009 - 2010	Students enrolled in 9 <sup>th</sup> grade in: 2010 – 2011 and later
Class of 2009 or before	Class of 2010	Class of 2012 & 2013	Class of 2014 and up
English/LA- 3 credits	English/LA- 4 credits	English/LA- 4 credits	English/LA- 4 credits
Math- 2 credits	Math- 3 credits	Math- 3 credits	Math- 3 credits; at Algebra I and above
Science- 2 credits	Science- 2 credits	Science- 3 credits	Science-3 credits
Social Studies- 3 credits	Social Studies- 3 credits	Social Studies-3 credits	Social Studies-3 credits
HE- 1 credit	HE- 1 credit	HE- 1 credit	HE- 1 credit
PE- 1 credit	PE- 1 credit	PE- 1 credit	PE- 1 credit
CTE/Art/Language- 1 credit	CTE/Art/Language- 1 credit	CTE/Art/Language- 3 credits	CTE/Art/Language- 3 credits
Electives-9 credits	Electives-9 credits	Electives- 6 credits	Electives- 6 credits
<b>Total- 22 credits</b>	<b>Total- 24 credits</b>	<b>Total- 24 credits</b>	<b>Total- 24 credits</b>

### My Remaining Credits:

English/LA: \_\_\_\_\_ Math: \_\_\_\_\_ Science: \_\_\_\_\_ Social Science: \_\_\_\_\_

PE: \_\_\_\_\_ Health: \_\_\_\_\_ CTE/Art/Language: \_\_\_\_\_ Electives: \_\_\_\_\_

Total Credits Needed to Graduate: \_\_\_\_\_

Essential Skills Requirements by 9 <sup>th</sup> Grade Cohort			
Essential Skills	Students enrolled in 9 <sup>th</sup> grade in: 2008-2009	Students enrolled in 9 <sup>th</sup> grade in: 2009-2010	Students enrolled in 9 <sup>th</sup> grade in: 2010-2011
	<i>Class of 2012</i>	<i>Class of 2013</i>	<i>Class of 2014</i>
Reading	X	X	X
Writing		X	X
Math			X

### My Remaining Essential Skills:

Reading: \_\_\_\_\_ Writing: \_\_\_\_\_ Math: \_\_\_\_\_





## **Student Expectations and Policies**

Because this program is optional and self-referred, students enrolled in the Adult High school Diploma Program are expected to show commitment to their education.

### **Academic Progress**

Each quarter students must earn a B or higher to credit for coursework. A student will have the opportunity to redo assignments until a course grade of a B or higher is met, or until the quarter ends. If the student does not meet this expected grade, the class will not be considered complete.

If the coursework is not considered complete, the student will have the opportunity to redo coursework in the following quarter; however will pay again for the cost of the course.

If the student shows patterns that indicate that the Oregon Outreach AHSD program is not right for them, or it is not the right time for them to work on their diploma, they are exited from the program. Students that are exited may appeal their suspension if they believe there are compelling reasons for reinstatement from suspension. Suspension appeals may be requested from the Executive Director.

### **Payment and Refund Policy**

Before the start of the new quarter, the student and advisor will develop a plan and determine the coursework for that quarter. The student must register for the specific coursework, which will be signed off by the advisor and payment must be made in full at that time.

Students are able to withdraw from coursework until two weeks into the quarter. At that time, the amount for that coursework will be credited to the student's account and it can be used for future coursework. There will be no cash refunds.

### **Attendance**

Attendance in this program is based on communication via email or phone, as well as meeting hours.

Students are required to meet with their advisor prior to the start of the quarter to set the plan for coursework. During that time, they will set a schedule of times to meet. It is expected at the student will attend all meetings and bring assignments that are due and any questions. Rescheduling these meetings are an option if it is an emergency or done with at least 24 hours' notice.

Students are also expected to promptly respond to emails or phone calls from their advisor or OOI staff.

### **Cheating or Plagiarizing**

If a student is suspected or, or found cheating or plagiarizing they may be withdrawn from the coursework with no credit or refund. An Incident Report will be filled and become part of the student's record.

# Enrollment Forms

## Student Information

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, and Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Legal Sex Designation: ( ) Male ( ) Female ( ) Decline to say

Ethnicity (CIRCLE ALL THAT APPLY): Native American-----White-----African American-----Asian-----Pacific Islander-----Latino----- Other: \_\_\_\_\_

## Family/ Emergency Contact Information

Household size: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone Number: \_\_\_\_\_

## Information Release

### **Release of Student Records**

I, the undersigned, hereby request and authorize Oregon Outreach Inc. to disclose and/or receive official student records (identifying information, grades, and credits completed, academic and behavior evaluations, attendance, test results, social work reports, health and immunization records, and Individualized Education Plan records)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Release of Information to Agencies and Individuals**

I understand that the agencies or individuals below may be requesting information about school enrollment and progress:

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agency: \_\_\_\_\_ Phone Number: \_\_\_\_\_

I hereby grant permission to provide requested information to the individuals/ agencies listed above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Destruction of Property**

I understand that if I damage OOI property, I am responsible to pay for repair, replacement or cleaning costs.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**About You**

Please fill out this section to the best of your abilities.

**Academic Planning**

I have thought about what will be next for me after completing my high school diploma. My ideas are:  
(for example: college, military, work, travel, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The strengths and skills I have that will help me reach my goals are: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Possible challenges that could prevent me from completing my diploma: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Career Planning**

Please describe your employment situation (for example: working, looking for work, don't need to work now, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What kind of career are you interested in? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you know what education and/or training you will need in order to prepare for this career? If so, please explain. If not, what do you need to find out? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Support and Resources**

Would you like assistance with any of the following?

- Creating or updating my resume
- Interview preparation
- Volunteer opportunities
- Organization
- Personal counseling
- Job search
- Career Exploration
- Internship opportunities
- Time management
- Test-taking
- Writing
- Other: \_\_\_\_\_