



**NW Outdoor Science School**

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**P:** 503.614.1402

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To: Teachers, Administrators, and Office Staff

From: Akari Jensen, NW Outdoor Science School Principal

**Fall 2024 NW Outdoor Science School (NOSS)  
Cedar Ridge, Trickle Creek, Arrah Wanna, Meriwether, and Magruder**

Welcome to NW Outdoor Science School! We are looking forward to hosting you and your students this Fall! This letter contains important information to prepare you for your Outdoor School experience. We regularly update our paperwork so read this carefully **and recycle any old materials that you may have.**

**Student Transportation**

Bus transportation is the responsibility of the participating district and/or individual school. Approximate times from the Portland Metro area: Cedar Ridge, Arrah Wanna, and Trickle Creek are 60-75 minutes, while Magruder and Meriwether are all closer to two hours. Site addresses can be found below.

**Ideal Bus Arrival window on Tuesdays\* is 10:15 – 10:45 AM (\*Monday for WK3 10/7) Please reach out to your designated site supervisor if you need a different arrival time.**

**Ideal Bus Times on Fridays\*: have buses arrive by 11:15 AM and depart site at 12:15 pm (\*Thursday for WK3 10/10)**

Consider renting a U-Haul truck/van or using a district cargo van to transport student luggage to/from Outdoor School. This allows two classes per bus and makes loading and unloading luggage much easier.

NW Outdoor Science School staff are not permitted to drive students in personal or NWRES D owned vehicles **under any circumstances. It is the responsibility of each school district to ensure that students are able to get to and from their Outdoor Science School site.** Districts are responsible for student transport if they need to go home due to illness or extenuating circumstances and a parent cannot pick them up.

**Family Information Nights and Program Slideshow**

We have a School & Family Engagement Liaison, who can collaborate with your school staff, help facilitate student engagement, co-host your Outdoor School Family Information meetings to offer some insight about our program and answer any questions families may have. A program slideshow is available on both the teacher and parent pages of our [www.nwresd.org/outdoorschool](http://www.nwresd.org/outdoorschool). Please contact our office for scheduling!

**Accommodating Language Needs**

Caregiver materials are available in fourteen languages (and growing) in the Forms/ Letters section of our website. Materials include our Caregiver Letter, Packing List, Positive Behavior Support Plan, and Slide Show. However, the Student Health History & Permission Form and the Religious/ Cultural Observance Form must be completed in English or Spanish. Please work with your families to complete these forms. If you need additional assistance, please contact our School & Family Engagement Liaison.

### **Visitor Policy**

Due to background check and fingerprinting requirements, we do not allow visitors on site (except for pick up and drop off). Caregiver who are approved by NOSS staff to attend NOSS with students due to medical or special circumstances will need to complete a background check and fingerprinting through our agency ahead of time (please contact the NOSS office ASAP for instructions). School District employees may visit with advance notice.

### **Day Students**

Our program is designed to be fully immersive and serve students overnight for 4 days and 3 nights. While we strive to serve all students in this way, we understand that there are circumstances that would make this difficult for some students and families (ex. medical, physical, and religious reasons). If you have a student(s) who would benefit from day only attendance, please reach out to your designated site supervisor to make arrangements for caregivers to pick up / drop off their students as needed.

### **Letters from Home**

**We do not accept or manage letters sent via a mailing service** (USPS, UPS, FedEx). We lease our sites and do not have access to their mailboxes. Parents are welcome to send letters in their student's luggage. Alternatively, if teachers wish to collect mail from parents and distribute it to students that is up to your discretion.

### **Cell Phone Policy**

Cell phones (and Smart Watches) are not allowed at Outdoor School. The cell phone service at our sites is spotty and there is no way for students to charge these devices. Please let caregivers know the following: If Caregivers need to contact their student while they are at Outdoor School, they should call the main phone number for the Outdoor School Site that their child is attending. Our staff members know where every student is at all times of the day and night and can quickly reach any students in case of an emergency. Calling to check in on students is discouraged, as this hinders the growth of students' independence and may lead to homesickness. Our staff will call Caregivers if there are any health or major disciplinary concerns with their children. If you have Medical or Special needs that require the use of a cell phone (such as needing a phone with a glucose monitor), please reach out to your site supervisor to make arrangements prior to your arrival.

### **Souvenirs**

We have moved away from our in-house souvenir system and are collaborating with a local vendor for direct online sales. A souvenir flyer is included in your parent packets; please direct all orders to our website at [www.nwresd.org/outdoorschool](http://www.nwresd.org/outdoorschool)

### **Lost & Found**

Lost & Found items will be returned to our regional office in Hillsboro. School staff or caregivers should contact us as soon as possible to retrieve missing items. We serve over 10,000 students in 25 districts and 100+ schools every year so writing names on all personal items greatly improves the odds of items being returned to their owners. Items left in our office past the end of a season will be donated to charity.

## **Mobility Needs**

If you have a student with mobility needs, we have an [Advenchair](#) at each site which is uniquely suited for outdoor school. In all-terrain mode, it can easily travel trails that are inaccessible to standard wheelchairs. With multiple points to pull, push, or lift, students can practice valuable teamwork skills as they allow their classmates to engage in the full range of camp activities. With a quick switch into wheelchair mode, the AdvenChair can travel into cabins, restrooms, and dining halls. Please reach out to your site supervisor if you have students with mobility needs.

## **Site Supervisor & Site Contact Information**

<b>Cedar Ridge</b> Site Supervisor:	18062 Keasey Rd Vernonia, 97064 Marlys Mandaville "Turkey Tail"	971-442-3249	<a href="mailto:mmandaville@nwresd.k12.or.us">mmandaville@nwresd.k12.or.us</a>
<b>Trickle Creek</b> Site Supervisor:	5390 4-H Rd NW Salem, 97304 Eric Pahlka "Grizzly"	971-413-5916	<a href="mailto:epahlka@nwresd.k12.or.us">epahlka@nwresd.k12.or.us</a>
<b>Arrah Wanna</b> Site Supervisor:	24075 E Arrah Wanna Blvd Welches, 97067 Carrie Heuberger "Acer"	971-442-3561	<a href="mailto:cheuberger@nwresd.k12.or.us">cheuberger@nwresd.k12.or.us</a>
<b>Meriwether</b> Site Supervisor:	17500 Cape Lookout Rd, Cloverdale, 97112 Jay Pengelly "Jericho"	971-413-9122	<a href="mailto:jpengelly@nwresd.k12.or.us">jpengelly@nwresd.k12.or.us</a>
<b>Magruder</b> Site Supervisor:	17450 Old Pacific Hwy #7 Rockaway, 97136 Bailey Kose "Bee"	971-393-4755	<a href="mailto:bkose@nwresd.k12.or.us">bkose@nwresd.k12.or.us</a>

## **NW Outdoor Science School Regional Office Contact Information**

A program of NW Regional Education Service District

5825 NW Ray Circle Hillsboro, OR 97124

Fax Number 503.614.3182: Indicate "NOSS" and the name of the Outdoor School Site you will be attending on all paperwork faxed to the NW Outdoor Science School office. Thank you!

<b>Principal</b>	Akari Jensen	503.614.1645	<a href="mailto:akiensen@nwresd.k12.or.us">akiensen@nwresd.k12.or.us</a>
<b>Coordinator</b>	Tammee Meneghin	503-614-1293	<a href="mailto:tmeneghin@nwresd.k12.or.us">tmeneghin@nwresd.k12.or.us</a>
<b>Support Specialist Team</b>	Coree Gibson & Debbie Mejia	503-614-1402	<a href="mailto:ODSOfficeAdmin@nwresd.k12.or.us">ODSOfficeAdmin@nwresd.k12.or.us</a>
<b>Nurse Coordinator</b>	Brian King	971-229-6378	<a href="mailto:bking@nwresd.k12.or.us">bking@nwresd.k12.or.us</a>
<b>School &amp; Family Engagement Liaison</b>	TBD	TBD	TBD

## **Medical and Social Emotional Needs**

In order for NOSS to be adequately prepared for your students, please complete the Social Emotional Needs Form and the Medical Needs Form (includes dietary needs) for each identified student. Return all Medical & Social Emotional Needs form ASAP but no later than what is outlined in the attached timelines. If a student is on a safety plan, we require a copy of the entire safety plan to be sent with the medical/social emotional needs forms as well.

**\*IF A STUDENT REQUIRES ASSISTANCE FROM AN AIDE AT SCHOOL, THEY ALSO NEED AN AIDE AT OUTDOOR SCHOOL. PLEASE PLAN ACCORDINGLY AND CONTACT THE SITE SUPERVISOR TO DISCUSS DETAILS\***

## Timelines

Weeks 1-7 (Sep 24 - Nov 8)				Suggested Timeline		Hard Deadline	
Week	Week 1 *	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7
Dates	9/24-27	10/1-4	10/7-10	10/15-18	10/22-25	10/29-11/1	11/5-8
<i>Host Family Info Night Before</i>	9/6/24	9/6/24	9/13/24	9/13/24	9/20/24	9/27/24	10/4/24
<i>Distribute Paperwork to Students</i>	8/26/24	9/3/24	9/3/24	9/4/24	9/9/24	9/16/24	9/23/24
<b>Return Student Paperwork to School</b>	<b>9/3/24*</b>	<b>9/9/24*</b>	<b>9/9/24</b>	<b>9/16/24</b>	<b>9/23/24</b>	<b>9/30/24</b>	<b>10/7/24</b>
<i>Review &amp; Correct Packets</i>	9/3-4	9/3-4	9/9-10	9/16-17	9/23-24	9/30-10/1	10/7-8
<b>Mail Packets to Office</b>	<b>PU/DO**</b>	<b>PU/DO**</b>	<b>9/12/24</b>	<b>9/19/24</b>	<b>9/26/24</b>	<b>10/3/24</b>	<b>10/10/24</b>
<b>Packets Due IN OFFICE</b>	<b>9/10/24</b>	<b>9/10/24</b>	<b>9/18/24</b>	<b>9/25/24</b>	<b>10/2/24</b>	<b>10/9/24</b>	<b>10/16/24</b>
<b>Class &amp; Cabin Lists Due</b>	<b>9/11/24</b>	<b>9/18/24</b>	<b>9/25/24</b>	<b>10/2/24</b>	<b>10/9/24</b>	<b>10/16/24</b>	<b>10/23/24</b>
* Week 1 & 2 schools NOSS will arrange for packet pick up/drop off							
** We need to receive packets prior to 9/10/24 - please call/email to arrange for packet pick up/drop off							

### Forms- Sent Via Email from the Outdoor School Office

Teachers Guides, Class List Form, and Cabin List Form. Teachers have editing access until the DUE DATE.

### Forms- Enclosed with this Packet: PLEASE SEE TIMELINES (above) FOR PAPERWORK DUE DATES

- 1) Medical Needs Form – Please fill out and let us know what needs your student(s) have.
- 2) Social Emotional Needs Form – Please fill out and let us know what needs your student(s) have.
- 3) Student Medication Log (2-part NCR): Use this form when you collect medications from parents.  
PLEASE ONLY ACCEPT MEDICATIONS THAT ARE IN ORIGINAL OTC / PRESCRIPTION PACKAGING (no loose meds in baggies or organizers). You will use this form again to check in medications with the Nurse once you arrive at Outdoor School. DO NOT send this form to the Outdoor School office in Hillsboro
- 4) Map to your Outdoor School Site
- 5) Positive Behavior Support Plan: Please go over this with your students before attending NOSS
- 6) Teacher Health History Form: Send to the NOSS Office along with the Student Health History Forms
- 7) Please distribute the following to students (**please recycle old forms**):
  - Information Bundle Includes: Caregiver Letter, Packing List and Souvenir Flyer
  - Permission and Student Health History Form and Religious/Cultural Observance Form Bundle: all attending students **are required to turn in a completed Permission and Student Health History Form signed by their Caregiver.** Non-attending students need only fill out the top portion of the form.

Please return forms according to the attached Timelines or **sooner**. Our nurses and site staff need ample time to review the forms. Additional forms can be downloaded from our website. Instructional videos detailing “How To” fill out our forms and links to all paperwork are available on our website [nwresd.org/outdoorschool](http://nwresd.org/outdoorschool) under Program Information/Forms and Letters NOSS does NOT send any written communication directly to Caregivers. Please make certain all appropriate information and forms reach them.