



**NW Outdoor Science School**  
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To: Teachers, Principal, and Secretary  
 From: Akari Jensen, Principal/Director, Northwest Outdoor Science School

**Fall 2022 NW Outdoor Science School  
 At Cedar Ridge, Trickle Creek, Meriwether, and Magruder**

Welcome to the Northwest Outdoor Science School! We are looking forward to having you and your class as part of the program. This letter contains important information for preparing you for Outdoor School. Please read it carefully, even if you have attended our program in the past, as it contains new information relating to arrival/departure times, contact info, tuition and more.

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**Accident Insurance**

Student injuries are covered by an Outdoor School insurance policy to a maximum of \$5,000. There is no insurance for student illnesses. Teachers are not covered by this policy.

**Transportation**

Bus transportation is the responsibility of the participating district and/or individual school. Please be sure to contact your transportation department early to reserve busses. Cedar Ridge is within an hour of the Portland area, Trickle Creek is approximately an hour fifteen minutes from the Portland area, and both Magruder and Meriwether are approximately two hours from the Portland area.

**Arrival Time on First Day**

Please have your bus(es) arrive at your Outdoor School site at the time given here for your arrival day:

Monday or Tuesday Arrival

Buses should arrive by 10:15 AM

**Departure on the Final Day**

Here is the time that your bus(es) should arrive at your Outdoor School Site on the final day to load luggage, as well as the departure time from the Outdoor School Site.

Thursday or Friday Departure

Buses should arrive by 11:15 AM

Depart Site at 12:15 PM

**U-Haul Policy**

Please 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.

**Tuition Rates**

Program	Fee per Student
4 Day 3 Night	\$700

Northwest Regional Education Service District will invoice schools at the conclusion of their week at Outdoor School
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**Souvenirs**

Outdoor School logo shirts, hooded sweatshirts, water bottles and more are available for purchase. See the enclosed “NW Outdoor Science School Souvenir Order Form” for items and prices. Please photocopy the order form for your students. Collect the order forms along with payment. Staple (DO NOT TAPE) the payment to the original order form and keep copies for yourself in case of payment discrepancies and send to our office at least two weeks prior, sooner is preferred before attending Outdoor School. Please do not send cash in the mail. Ask your district how it handles collected cash payments from families (many districts will write a check payable to NWRES D.) Please tell students ordering, that items will be distributed out at site (sometimes not the first day). Call 503.614.1402 if you have any questions.

**Special Needs**

Please be certain that we are aware of, and understand, any special accommodations requests concerning social/emotional disorders, chronic medical conditions, and any other physical, medial, and/or academic needs. Please include severe dietary restrictions and/or allergies. Return all Special Needs form(s) to our office at least two weeks prior, sooner is preferred, before attending Outdoor School.

**\*\*\*IF A STUDENT REQUIRES REGULAR ASSISTANCE FROM AN AIDE AT SCHOOL, THIS ACCOMMODATION SHOULD BE MADE FOR OUTDOOR SCHOOL AS WELL. PLEASE PLAN ACCORDINGLY AND CONTACT THE SITE SUPERVISOR TO DISCUSS DETAILS\*\*\***

**Slideshow**

A slideshow is available to view on our website under the “Teachers” tab ([www.nwoutdoorschool.org](http://www.nwoutdoorschool.org)). If you think parents would be interested in speaking with an Outdoor School Staff Member when you have an Information Night we may be able to visit. Please contact our office at 503.614.1402 to inquire about scheduling a date.

**Communication with Guardians**

Northwest Outdoor Science School is a program of the Northwest Regional Education Service District. The Outdoor School office does NOT send any written communication directly to guardians. Please make certain all appropriate information and forms reach them.

**Visitor Policy**

One major goal of our program is the furthering of students’ independence. Thus, visits by guardians/relatives, while optional, we do not recommend. However, visitors planning to be at Outdoor School for a meal must call at least one day in advance to speak directly with the Site Supervisor. We can accommodate a limited number of visitors but cannot guarantee a place in the dining hall without an advance reservation. All visitors must check-in with the Site Supervisor or Nurse upon arrival.

### **Personal Care Products**

Each Outdoor School Site is on a septic system that needs a good amount of healthy bacteria to break down waste. Anti-bacterial soaps/shampoos/body washes can be a strain on septic systems. Encourage your students to bring biodegradable and other environmentally friendly soaps and shampoos. Please discourage students from bringing products that say “anti-bacterial” on the label or that contain a high amount of fats, proteins or synthetic chemicals. Following the guidelines of the Menstrual Dignity Act, Outdoor School will have a variety of menstrual products available for students who need them.

### **Luggage & Packing**

Student luggage should be packed in sturdy duffel bags, soft backpacks or suitcases. Discourage students from bringing “hard-frame” backpacks, they are difficult to load on to the buses and can tear bus seats. Students sleeping bags and pillows should be enclosed in sturdy plastic bags to keep them dry. Please impress upon students and guardians that boots and raingear are REQUIRED for Outdoor School. We have some extra boots and raingear available as well as a few sleeping bags. Contact the Site Supervisor of the Outdoor School site you are attending to let us know of your needs.

**\*\*\*All personal gear and clothing should be LABELED with the student's name. Each piece of luggage should be LABELED with the student's name & the name of their school. We are not responsible for the loss or theft of any personal items – valuables should be left at home\*\*\***

### **Lost & Found**

Items will be sent to our regional office in Hillsboro. Once an item is noticed as missing, please contact our administrative team: (phone) 503.614.1402 or (email) [ODSOfficeAdmin@nwresd.k12.or.us](mailto:ODSOfficeAdmin@nwresd.k12.or.us) as soon as possible. Items left in our office past the end of a season will be donated.

### **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 guardians know the following things.

- 1) If Guardians 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.

Cedar Ridge  
503.429.3042

Trickle Creek  
503.371.4064

Magruder  
503.355.8429

Meriwether  
TBD

- 2) 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 back home.
- 3) 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 Guardians if there are any health or major disciplinary concerns with their children.

Please refrain from making special arrangements with guardians so that their student may bring cell phones, especially with regards to homesickness. Please call our office 503.614.1402 if you have any concerns regarding this policy, especially if you have a guardian(s) who insist on letting their student bring cell phones to Outdoor School.

**Contact Information**

Cedar Ridge 18062 Keasey Road Vernonia, OR 97064	Trickle Creek 5390 4-H Road NW Salem, OR 97304	Magruder 17450 Old Pacific Hwy #7 Rockaway Beach, OR 97136	Meriwether 17500 Cape Lookout Road Cloverdale, OR 97112
Phone: 503.429.3042	Phone: 503.371.4064	Phone: 503.355.8429	Phone: TBD
Site Supervisor: Ryan Landyn "Pacific Yew" rlandyn@nwresd.k12.or.us	Site Supervisor: Eric Pahlka "Grizzly" epahlka@nwresd.k12.or.us	Site Supervisor: Bailey Kose "Bee" bkose@nwresd.k12.or.us	Site Supervisor: Jay Pengelly "Jericho" jpengelly@nwresd.k12.or.us
<b>Outdoor School Main Office Contact Information</b>			
Principal/ Director Akari Jensen 503.614.1645 <a href="mailto:akjensen@nwresd.k12.or.us">akjensen@nwresd.k12.or.us</a>	ODS Coordinator Tammee Meneghin 503.614.1293 <a href="mailto:tmeneghin@nwresd.k12.or.us">tmeneghin@nwresd.k12.or.us</a>	Administrative Team Coree Gibson & Debbie Mejia 503.614.1402 <a href="mailto:ODSOfficeAdmin@nwresd.k12.or.us">ODSOfficeAdmin@nwresd.k12.or.us</a>	Volunteers Facilitator Chad Stewart 503.614.1403 <a href="mailto:cstward@nwresd.k12.or.us">cstward@nwresd.k12.or.us</a>
Main Office Address Northwest Regional Education Service District Northwest Outdoor Science School 5825 NE Ray Circle Hillsboro, OR 97124		Main Office Fax Number 503.614.3182 Indicate "ODS" and the name of the Outdoor School Site you will be attending on all paperwork faxed to the Outdoor School office. Thank you!	

**Letters to Students**

Letters should be mailed the Friday before the student leaves for Outdoor School in order to receive the letter in time. See "Mailing Letters to Outdoor School" flyer on how to address the envelope. Envelopes addressed incorrectly will not reach the student in time.

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

- 1) Class List Form
- 2) Cabin List Form

These two forms will be sent via Google Sheets with access granted to teachers. You will have until two weeks prior to your scheduled arrival at Outdoor School to make edits; if you need to make edits afterward please contact the office 503.614.1402. Make sure that the number of students from the class list matches the number of students from the cabin list form.

## **Forms- Enclosed with this Packet**

Most of these forms are available to download at [www.nwoutdoorschool.org](http://www.nwoutdoorschool.org)

**PLEASE MAKE SURE ALL FORMS ARRIVE AT THE MAIN OUTDOOR SCHOOL OFFICE IN HILLSBORO AT LEAST TWO WEEKS PRIOR TO ATTENDING OUTDOOR SCHOOL -- SOONER IS EVEN BETTER. THANK YOU!**

1) Important Paperwork Dates

2) Special Needs Form

If you have students with special, physical, medical, academic, social needs, or severe food allergies please let us know AS SOON AS POSSIBLE- at least two weeks (sooner is preferred) before attending Outdoor School, so we can plan for a good experience.

3) Student Medication Log (2-part NCR)

Use this form when you collect medications from parents. You will use this form to check medications in with the Nurse once you arrive at Outdoor School. DO NOT send this form to the Outdoor School office in Hillsboro \*See attached example on page\*

4) Map to your Outdoor School Site

5) Letter Mailing Flyer

This is instructions on how to send mail to the Outdoor School Sites. This is for your records. You do NOT need to photocopy this form for students, as it is included in the pre-stapled bundles of student forms.

6) NW Outdoor School Souvenir Form

Please photocopy for students to take home to guardians

7) Class Souvenir Summary Form

Return Class form with NW Outdoor Science School Souvenir forms with payments stapled to the original forms. Send to the Outdoor School office at least two weeks, sooner is preferred, before attending Outdoor School. DO NOT PLAN ON ORDERS BEING FILLED AT OUTDOOR SCHOOL!

8) Three Step Rule (Outdoor School Disciplinary System)

Please go over this with your students before arriving at Outdoor School

9) Teacher Health History

Send to the Outdoor School Office along with the student health forms

10) Student Form Bundles (Pre-Stapled)

Includes: Parent Letter, Health History Form, Packing List, Instructions for Mailing Letters

**Includes: Parent Letter, Health History Form, Packing List, Mailing Letters**

Distribute to students. Health Forms need to arrive at our office at least two weeks before arriving at Outdoor School (sooner is preferred). If you're expecting to receive a few late health forms, fax them to our office and bring the originals to Outdoor School. Do not wait to send in the bulk of your forms. We need ample time to review them. **Also, please make sure the parents have signed the back of each health history form – it is required to give permission for their child to attend Outdoor School.**

If you need Spanish forms, contact us at (503) 614-1402 or email [ODSOfficeAdmin@nwresd.k12.or.us](mailto:ODSOfficeAdmin@nwresd.k12.or.us)

**Teachers:** Please fill out the Student Medication Log form as parents give you medications when boarding your buses to come to Outdoor School. PLEASE **ONLY ACCEPT** MEDICATIONS THAT ARE IN **ORIGINAL OTC / PRESCRIPTION PACKAGING** (no loose meds in baggies or organizers). Example:



**NORTHWEST OUTDOOR SCIENCE SCHOOL  
STUDENT MEDICATION LOG**

**Classroom Teachers:** Please fill out this log sheet as you collect medications from students to take to Outdoor School (ODS). Keep this form with you and meet with the ODS Nurse upon arrival at Camp. You will physically inspect the medications you take to ODS and cross check with this form. Please have medications in **ORIGINAL PACKAGING**.

*Thank you for your diligence. John Jackson, Supervisor, Northwest Outdoor Science School*

Teacher's Name: Mrs. Smith School: Beaverton  
Camp: Cedar Ridge Date: April 1-3

Student Name	Name and Dose of Medication	Teacher Checked In	Nurse Checked In	Nurse Returned
Clark Kent 11	Loratadine 10 mg - every morning Amphetamine 5 mg every morning	<input checked="" type="checkbox"/>		
Lex Luther	Nasacort Nasal Spray - as needed	<input checked="" type="checkbox"/>		
Bruce Wayne	Ranitidine 75 mg - with meals	<input checked="" type="checkbox"/>		
	Every morning can also be written as QAM			
	Every evening as QPM			
	As needed as PRN			
	Always include a time frame for the medication to be given and each medication should be given its own line on the med sheet.			
	<del>NO NON-FDA APPROVED MEDICATIONS</del>			

Take **BOTH** copies to camp. At the end of the week, when you and the nurse sign off, the nurse will give you the yellow copy for your records.