



**NW Outdoor Science School**

**M:** 5825 NE Ray Cir, Hillsboro, OR 97124

**P:** 503.614.1402

**F:** 503.614.3182

**W:** [www.nwoutdoorschool.org](http://www.nwoutdoorschool.org)



To: Teachers, Administrators, and Office Staff

From: Akari Jensen, NW Outdoor Science School Principal

**Spring 2023 NW Outdoor Science School (NOSS)**

**Cedar Ridge, Trickle Creek, Harlow, Meriwether, and Magruder**

Welcome to NW Outdoor Science School! We are looking forward to hosting you and your students this spring! This letter contains important information to help prepare you for your Outdoor School experience. There have been numerous changes since pre-pandemic times so read through 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 is 60 minutes, Trickle Creek is 75 minutes, Harlow, Magruder and Meriwether are all closer to two hours. Site addresses are included in our contact information section.

**Ideal Bus Arrival Time on Tuesday is 10:15 AM**

**Ideal Bus Times on Friday: have buses arrive by 11:15 AM and depart site at 12:15 pm**

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.

NW Outdoor Science School staff are not permitted to drive students in personal or NWRESD 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.** Please talk with your administrators to develop a strategy for student transport in the event that they need to go home (illness or extenuating circumstances) and a parent cannot pick them up.

**Family Information Nights and Program Slideshow**

NEW! We're onboarding a School & Family Engagement Liaison who will 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 they may have. A program slideshow is available on both the teacher and parent pages of our [www.nwoutdoorschool.org](http://www.nwoutdoorschool.org). Please contact our office for scheduling!

**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 guardians to pick up / drop off their students as needed.

### **Visitor Policy**

Due to background check and fingerprinting requirements, we do not allow visitors on site (except for pick up and drop off). Guardians 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.

### **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 two weeks prior to your attendance. **\*IF A STUDENT REQUIRES 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\***

### **Mobility Needs**

If you have a student with mobility needs, take a look at the [Advenchair.com](http://Advenchair.com) as they are uniquely well 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. [Rentals](#) are available for and rental fees can be included in your report for OSU Extension reimbursement costs. If you need assistance with the transportation of the Advenchair, please contact our office.

### **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.

- 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.
- 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.
- 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.
- Arrangements can be made with site supervisors (prior to arrival) for special circumstances such as phones with glucose monitors etc.

## Lost & Found

Lost & Found items will be sent to our regional office in Hillsboro. School staff or guardians should contact us as soon as possible to retrieve missing items. We serve over 10,000 students in 26 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.

## 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.

## 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.

## Site Supervisor & Site Contact Information

<b>Cedar Ridge</b> Site Supervisor:	18062 Keasey Rd Vernonia, 97064 Ryan Landyn "Pacific Yew"	NOSS: 971.229.6381 @CR: 503.429.4711	<a href="mailto:rlandyn@nwresd.k12.or.us">rlandyn@nwresd.k12.or.us</a>
<b>Trickle Creek</b> Site Supervisor:	5390 4-H Rd NW Salem, 97304 Eric Pahlka "Grizzly"	NOSS: 971.229.6382 @TC: 503.371.4064	<a href="mailto:epahlka@nwresd.k12.or.us">epahlka@nwresd.k12.or.us</a>
<b>Camp Harlow</b> Site Supervisor:	3850 Country Farm Rd Eugene, 97408 Carrie Heuberger "Acer"	NOSS: 971.229.6383 @HW:541.683.5416 X410	<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"	NOSS: 971.229.6384 @MW: 503.965.6541	<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"	NOSS: 971.229.6385 @MG: 503.355.8429	<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:akjensen@nwresd.k12.or.us">akjensen@nwresd.k12.or.us</a>
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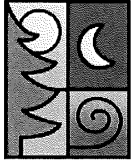
<b>Coordinator</b>	Tammee Meneghin	503-614-1293	<a href="mailto:tmeneghin@nwresd.k12.or.us">tmeneghin@nwresd.k12.or.us</a>
<b>Support Specialist Team</b>	Coree Gibson & Debbie Mejia	503-614-1402	<a href="mailto:ODSOfficeAdmin@nwresd.k12.or.us">ODSOfficeAdmin@nwresd.k12.or.us</a>
<b>Volunteers Facilitator</b>	Chad Stewart	503.614.1403	<a href="mailto:cstward@nwresd.k12.or.us">cstward@nwresd.k12.or.us</a>
<b>School &amp; Family Engagement Liaison</b>	Mick Hidding	503-614-1799	<a href="mailto:mhidding@nwresd.k12.or.us">mhidding@nwresd.k12.or.us</a>

**Forms- Enclosed with this Packet** Instructional video shorts detailing “How To” fill out our forms and links to all paperwork are available on the Teacher Tab of our website [www.nwoutdoorschool.org](http://www.nwoutdoorschool.org)  
NOSS does NOT send any written communication directly to guardians. Please make certain all appropriate information and forms reach them.

**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) Medical Needs Form – Please fill out and let us know what needs your student has two or three weeks prior to student attending Outdoor School. (Sooner is preferred)
- 3) Social Emotional Needs Form – Please fill out and let us know what needs your student has two or three weeks prior to student attending Outdoor School. (Sooner is preferred)
- 4) 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 \*See attached example on page\*
- 5) Map to your Outdoor School Site
- 6) Letter Mailing Flyer
  - This is instructions on how to send mail to the Outdoor School Sites. This if 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.
- 7) NW Outdoor School Souvenir Form
  - Please photocopy for students to take home to guardians. Return Souvenir forms with payments stapled to them. 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) Please distribute the following to students (these are NEW forms in 2023, please recycle old forms):
  - Information Bundle Includes: Guardian Letter, Packing List, and Instructions for Mailing Letters

- Permission Form, Student Health History, and Religious/Cultural Observance Form Bundle: all students **are required to turn in a completed form signed by their Guardian**. Please return forms at least two weeks before your attendance week (sooner is preferred). If you do not have all of your forms by the due date, please send us what you have and fax over additional forms soon after. We need ample time to review them. Additional forms can be downloaded from our website.



NORTHWEST  
OUTDOOR  
Science School

## 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	Loratadine 10 mg - every morning	<input checked="" type="checkbox"/>		
11	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.