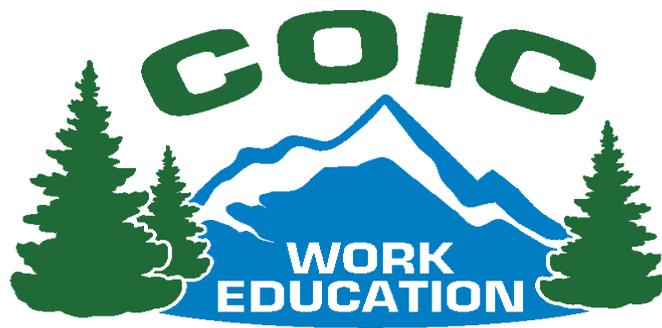


CENTRAL OREGON
INTERGOVERNMENTAL COUNCIL
ALTERNATIVE EDUCATION PROGRAM

-Bend, La Pine, Prineville, Redmond-



Student Handbook

2017-2018

Program Introduction

COIC offers alternative high school education to allow students ages 14-21 to make up credits and return to their regular classrooms, or to earn a state high school diploma or GED. Students may also participate in Work-Education, a work-experience program that combines classroom credits with community service and natural resource projects.

Classes are held in Bend, La Pine, Redmond and Prineville in conjunction with the school districts of Bend-La Pine, Redmond, Crook County, and Lakeview. COIC also provides instructors for Deschutes County Juvenile Community Justice.

In addition, COIC offers summer work experience, giving students the opportunity to earn minimum wages and learn valuable hands-on work skills. During the school year, students earn high school diplomas, GEDs and high school credits on behalf of their local high schools. Students spent more than 18,000 working on community service and natural resource projects.

Talk to your school counselor about attending COIC or call one of our classrooms today!

Contacts

Bend – 1645 NE Forbes Road, Suite 108

For GED information contact: Sally Hollister (541) 322-2422

For High School information contact: Dustin Gurley (541) 317-2286

LaPine – 16493 Bluewood Place, Suite 3

Toby Wilson (541) 536-5380 x 210

Prineville – 2321 NE Third Street

Amy York (541) 447-9292 x 112

Redmond - 2326 SW Glacier Place

Patrick Jordan (541) 706-1458, Lead Teacher

Administration

Dr. John Bouchard (541) 420-2239 Youth Education Manager

Josh Lagalo (541) 815-6893, Youth Employment Manager

Work-Education Contacts

Bend – Matt Mahoney (541) 403-0099

Prineville – Jeff Warren (541) 447-9283

Redmond –

Mission Statement

The Central Oregon Intergovernmental Council (COIC) Alternative Education Program is a student centered option that supports and embraces the diverse needs of students by providing an alternative method of delivering instruction and monitoring academic success for high school students who cannot remain in a traditional school setting. The Alternative Program provides a diverse educational program, combined with a staff of dedicated administrators and teachers who are committed to helping students achieve their goals. We strive to empower our students to reclaim responsibility and become an active participant in their educational experience.

The COIC youth program's mission is "to provide education, training and economic development services to positively affect regional employment, individual lives, the business community and local government".

Values and Beliefs

- Everyone counts.
- Each student has a unique learning style, capabilities and history.
- A professional staff is the primary resource for successfully educating students.
- A safe environment is essential for learning.
- Successful education is a community effort based on the partnership of students, educators, parents/guardians, and community.

Admission

COIC is designed to address the needs of high school students who have not been successful in a typical high school setting. Attending COIC is a privilege. We are limited by space and if necessary, students may be placed temporarily on a waiting list until space becomes available. To enroll, a student must meet with a counselor at a district partner high school to evaluate appropriateness of placement in a COIC program, determine an education goal and receive a written referral. If the student has not previously attended a high school in the district that student may contact a high school dependent on their current home address. Upon receipt of the referral the student/parent should make contact with the COIC program in their district to complete required enrollment papers, review academic and behavior expectations, and discuss academic plans.

Graduation Requirements

COIC students working toward a high school diploma must meet all requirements of the State of Oregon as well as their district high school to be awarded a diploma from that school. COIC does not award diplomas but works with students to meet these requirements. Credits earned through COIC are entered directly to the student's district transcript.

The Goal

Each student demonstrates the knowledge and skills necessary to transition successfully to their next steps: advanced learning, work and citizenship.

The State of Oregon graduation requirements include three criteria. Students will meet these requirements as they participate in classes and work with counselors and teachers.

Graduation Requirements are:

- 1) Appropriate number of credits for diploma. (Credit requirements vary by district. See your high school counselor or COIC instructor for credits required for your school diploma.)
- 2) Pass Essential Skills in Reading, Writing and Math (beginning with 2014 Cohort)
- 3) Complete Personalized Learning Requirements
 - a. Personalized Education Plan (Four-Year Plan)
 - b. Career Related Learning Experiences (Grad Packet)
 - c. Senior Extended Application (Grad Packet)

Essential Skills (ES)

Beginning in 2012, students must demonstrate proficiency in identified Essential Skills (ES). These are 21st century skills needed for success in college, the workplace and civic life. The State Board approved four assessment options for students to demonstrate Essential Skill proficiency:

- (1) OAKS state test
- (2) Other approved standardized tests (ACT, ACT WORKKEYS, Accuplacer, AP, Asset, Compass, IB, Plan, PSAT, SAT)
- (3) Work Samples
- (4) Local assessments consistent with state criteria

ES REQUIRED FOR GRADUATING CLASS

- Read and comprehend a variety of text
- Write clearly and accurately
- Apply mathematics in a variety of settings

ES THAT MAY BE PHASED IN BEYOND 2017-2018

- Listen actively and speak clearly and coherently
- Think critically and analytically
- Use technology to learn, live and work
- Demonstrate civic and community engagement
- Demonstrate global literacy

Personal Learning

These requirements personalize the diploma for each student and help prepare them for their post-high school goals.

- **Education Plan and Profile:** Students develop an Education Plan and Profile to guide their learning and document academic achievement and progress toward their personal, career, and post-high school goals.
- **Career-Related Learning Experiences:** Students participate in experiences that connect classroom learning with real life experiences in the workplace, community, and/or school relevant to their education plan.
- **Extended Application:** Students apply and extend their knowledge in new and complex situations related to the student's personal and career interest and post-high school goals through critical thinking, problem solving, or inquiry in real world contexts.
- **Career-Related Learning Standards (CRLS):** Students demonstrate personal management, communication, problem solving, teamwork, employment foundations, and career development. The CRLS will merge with the Essential Skills in 2012.

GED Requirements

In addition to the diploma program, COIC is a GED Option Program Site which offers a GED preparation program for eligible students. Our program will assess current skills and create an individualized program based on the student's strengths and weaknesses. Using regular assessment COIC staff will gauge test readiness, will aid in the enrollment process and will pay for the testing opportunity. GED testing is available through the COCC campuses in Bend and Redmond. The fee for each of the required 4 tests is \$38 for a total of \$152.

- The GED PROGRAM is currently a series of four **(4)** separate academic exams.
 - Social Studies
 - Science
 - English Language Arts
 - Math
- Each exam lasts between one to two hours in length.
- Exams are usually taken separately.
- A GED certificate requires successful completion of **ALL Four** exams.
- In Oregon, you must receive a minimum standard score of **145** on **EACH** of the four tests.

Work Education Program

The outdoor work component of the COIC Work-Education program is unique – each student becomes part of a work crew with 5-8 of their classmates. Students earn high school credits and learn more about the natural environment, while working on natural resource and community service projects.

School Day

COIC programs follow the school calendars of the district for which they serve. We will observe the same holiday and no school days as the high school. Please see your local COIC program for district specific calendars and schedules.

Attendance

Regular attendance is an important academic standard because excessive absenteeism interferes with a student's ability to learn. Regular attendance and punctuality are critical life-long skills. Students must be present in order to gain instruction, perform in class and allow teachers opportunities to assess learning; therefore, absences must be minimized. Excessive absenteeism will be reviewed and the student's program eligibility may be in jeopardy.

Student absences are to be communicated by the parent to COIC staff on the day of the absence or prior to for a pre-arranged absence. Any absence not verified by a parent within 5 school days will become truant. Students considered truant will receive consequences: detention, suspension, Last Chance Agreement or expulsion. Students should not miss school unless seriously ill. Appointment should be made outside school hours. Students may be excused from school for one of the following reasons:

- Illness supported by doctor statement and/or notification from a parent
- Death or severe illness in the immediate family
- Religious holidays with prior approval
- Medical and dental appointments
- Special cases/circumstances approved by parent and teachers

Students are encouraged to request homework for days they are absent and are expected to meet with teachers upon their return to ensure they are caught up on learning and assignments.

As per **OAR 581-023-0006**, adopted by the State Board of Education, students who miss 10 consecutive full days must be withdrawn on the 11th day of absence. This applies to both unexcused absences and excused absences. There are no exceptions to this rule.

Oregon Revised Statutes 339.010 School attendance required. Except as provided in ORS 339.030 (Exemptions from compulsory school attendance), all children between the ages of 7 and 18 years who have not completed the 12th grade are required to attend regularly a public full-time school of the school district in which the child resides. [Amended by 1965 c.100 §274]

Oregon Revised Statutes 339.020 Duty to send children to school. Except as provided in ORS 339.030 (Exemptions from compulsory school attendance), every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term. [Amended by 1965 c.100 §275; 1969 c.160 §1]

Oregon Revised Statutes 339.065 Estimates of attendance. (1) In estimating regular attendance for purposes of the compulsory attendance provisions of ORS the principal or teacher shall consider all unexcused absences. Eight unexcused one-half day absences in any four-week period during which the school is in session shall be considered irregular attendance.

(2) An absence may be excused by a principal or teacher if the absence is caused by the pupils sickness, by the sickness of some member of the pupils family or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence.

(3) Any pupil may be excused from attendance by the district school board for a period not to exceed five days in a term of three months or not to exceed 10 days in any term of at least six months. Any such excuse shall be in writing directed to the principal of the school which the pupil attends. [1965 c.100 §281; 1973 c.728 §4; 1987 c.158 §57; 1993 c.45 §114]

Transportation

District transportation to a COIC site may be available in your area. Please request information from your local COIC instructor.

Grading Policy

Grades are reported on a regular basis determined by the district calendar. Evaluations may be Pass/No Pass, grades A,B,C,D, F, or NG. NG (No Grade) courses are incomplete or dropped courses that may be continued with teacher approval only.

The following scale will be used for all graded courses:

100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
Below 60%	F

Building and Classroom Rules

Student Behavior Standards: COIC strives to maintain a safe and orderly environment. Students are expected to follow positive school-wide behavior standards. Each COIC school and its staff is different; therefore, local teachers maintain the final authority regarding their program standards.

1. Schools require a standard of dress as does the world of work. Dress or grooming that disrupts the educational environment is prohibited. Examples are: short shorts or skirts, muscle shirts, low-cut tops, clothing which exposes undergarments, hats or clothing that advertises alcohol, tobacco or promotes illegal activities, hats or clothing that contains vulgar, profane or suggestive language/graphics.
2. Every individual deserves to be able to come to school without fear of demeaning remarks or actions. Harassment/bullying of other students or staff by any means is not permitted. Forms of harassment may include: verbal, nonverbal, physical contact, cyber-bullying, sexting.
3. Smoking by persons under age 18 is illegal. Students, even if age 18, may not smoke on or near school property. Violators are subject to disciplinary actions. Possessing, providing or using tobacco or any tobacco product is a violation.
4. Threats/intimidation/fights will result in immediate suspension and/or expulsion.
5. Possession of illegal drugs or alcohol at school, including being under the influence of illegal drugs or alcohol at school, is cause for immediate expulsion. Law enforcement will be contacted.
6. Possession of weapons at school is cause for immediate expulsion. Law enforcement will be contacted.
7. Personal electronic devices at school may be in student possession as long as the device is turned off during instructional time and is not a disruption during any part of the school day. If permitted by the instructor music may be played quietly so as not to restrict any communication

with the student or be disruptive to others nearby. If students show a pattern of inability to complete school work while using a music player, they will lose the privilege. Unpermitted use will result in the device being confiscated by the teacher. Devices will either be returned to student at the end of the day or held for parent pick up in the case of repeat offenses. **The school is not responsible for loss or theft.**

Use of Internet: The use of the Internet is a privilege, not a right. All school use of the Internet must be in support of education.

Plagiarism: A students' work should represent their own efforts and reflect the outcomes of their learning. Students should live up to their responsibility to behave ethically and honestly. Definition of Plagiarism: *In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.* This definition applies to texts published in print or on-line, to manuscripts, and to the work of other student writers. (*Council of Writing Program Administrators*)

Consequences for plagiarism may include a failed assignment, unit, test or course. Students are responsible for learning the conventions on citing sources and consulting with teachers when they have questions.

Food and Beverages: District school lunch programs may be available at your local COIC classroom. Please request information from your COIC instructor.