



MESD Outdoor School Site Supervisors:
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MESD – Outdoor School
www.mesdoutdoorschool.org

Dear Outdoor School Teacher / Administrator,

You have been scheduled for an Outdoor School program this session. Please be assured an outstanding Outdoor School staff is dedicated to making this an enjoyable and meaningful experience for both you and your students.

Your administration and the Outdoor School office have given a great deal of thought to the placement of each class by site and date. Such things as site capacity, diversity of class backgrounds, and your school’s preferences have all been considered. We hope you will accept your assignment in the spirit of overall benefit in which it was made.

1) BROCHURE, PARENT LETTER, HEALTH HISTORY FORM, CLOTHING LIST AND DISCIPLINE CODE PACKET: You should have enough parent packets included in your packet (additional forms are available on our website). Please send one packet home to each family. Health History Forms should be completed by parents, signed, and returned to you as quickly as possible. Forward Health History Forms to Outdoor School Office by your assigned due date in the envelope provided in the teacher packet. Information students share will be used to help us understand how to better evaluate our programming for improvement, and will remain confidential. **It is very important that the Outdoor School office receives your forms by the due date.**

2) TRANSGENDER and GENDER NONCONFORMING STUDENTS:

Multnomah ESD and Outdoor School are committed to creating a learning environment conducive to the overall development and social-emotional health and well-being of students. Gender nonconforming students often experience discrimination, harassment and implicit bias at school and in their lives. These experiences can send students the message that they do not belong. At MESD and Outdoor School, we make it clear: All students do belong and are welcome.

Outdoor School will accept and address a student by their preferred pronoun (he/she/they), gender identity, and name. Students will be assigned to the cabin group and bathroom that is aligned with their asserted gender identity; students that identify as male will be assigned to a male cabin and bathroom and students that identify as female will be assigned to a female cabin and bathroom.

3) CABINS and BATHROOMS:

At Outdoor School students typically change clothes in cabins and shower in the school bathrooms. Cabins are led by Student Leaders who live in the cabins with the students. At Outdoor School we support a student’s right to use a facility corresponding with their gender identity. Sixth grade students that identify as male will be placed in male cabins and sixth grade students that identify as female will be placed in female cabins. Student Leaders that identify as male will be assigned to male cabin groups and Student Leaders that identify as female will be assigned to female cabin groups. If the student’s cabin and bathroom assignment does not meet the student’s comfort level, ODS staff will work with the parent to create a solution that ensures student safety and comfort.

Sixth grade students that identify as male will use male designated bathrooms, and students that identify as female will use female designated bathrooms. Student Leaders that identify as male will use male designated bathrooms, and student leaders that identify as female will use female designated bathrooms. Single stall bathrooms are also available to any student who desires increased privacy.

4) CLASS LIST & CABIN GROUP FORMS: All class lists and cabin group lists will be submitted electronically. The online link will be emailed to the sixth grade teacher we have scheduled for each school. The information received is compiled into “week books” and distributed to each site prior to your arrival.

5) TOBACCO FREE SCHOOLS: Tobacco use is prohibited, effective January 1, 2006, as required by Oregon law. This applies to all school district premises, including Outdoor School sites leased by Multnomah ESD.

6) COSTS: Your district may be charging your students a fee for Outdoor School. This fee is set by your district. Contact your principal or district for more information regarding costs and fees charged to students. The MESD will invoice your district or school after you attend Outdoor School.

7) SCHOOL PRESENTATION INFORMATION: Please call or email your Site Supervisor to arrange a visitation (see contact info on page 1). To aid in describing the Outdoor School experience, the site supervisor will use a video presentation to assist with this orientation. The primary purpose of this visit is to ease any anxieties students or parents may be experiencing, to answer questions and to give a general overview about what the program will look like. If you are taking students from another class, please invite them to the presentation. A **minimum** of 1 hour should be reserved for the visit and parents are encouraged to attend if at all possible.

8) FAMILY OPEN HOUSE: There is an Open House for families and students at the sites before the session begins. This is the only opportunity before the session starts to have parents meet the Outdoor School staff and tour the site that their child will be attending. Outdoor School does not offer tours after the session begins. The site supervisor will bring invitations for students to the class visitation.

9) OUTDOOR SCHOOL DISCIPLINE CODE: Just as in your own school, students at Outdoor School will be provided a learning climate in which their rights and responsibilities will be equally emphasized. Copies are provided for each student. The Publicity Release / Rules for Behavior form (pink/salmon colored) should be read and signed by the parent and student and returned in the envelope provided for you.

10) SITE INFORMATION: Included in this packet are directions, addresses and other information regarding the Outdoor School sites.

11) SPECIAL NEEDS FORM: MESD strives to make the Outdoor School experience as successful as possible for all students regardless of their special need. This form is used to determine individual student needs and is included in this packet. Please take time to fill this out to communicate any special circumstances for students. Please return it to the Outdoor School office **immediately**, so we can try to recruit the needed volunteers to assist students with special needs. Please pony or mail these to the Outdoor School office as soon as possible. You may also call our Student Services Assistant, **Kitty Borver, at (503) 257-1607** for additional information or any questions you may have.

12) ON-LINE CURRICULUM. Please visit our website at www.mesdoutdoorschool.org and look under resources for teachers.

13) ACTIVITIES FOR TEACHER CLASS MEETINGS AT OUTDOOR SCHOOL: This resource is available upon request and includes hundreds of activities a teacher can do with their students during the evening class meeting. Please contact (503) 257-1600 if you need a copy.

14) BUS INFORMATION: Arrival and departure times vary depending on how long your Outdoor School program is. It's a good idea to confirm your buses with your district transportation department.

- **6 day ODS:** The bus will depart your school on Sunday around 3 p.m. On Friday, the bus will leave most ODS sites at 12:30 to arrive at your school around 1:30 p.m.

- **3 day ODS:** There are two sessions per week for the 3 day ODS program; **session A** and **session B**
Session A - Sunday to Tuesday: The bus will depart your school on Sunday around 3 p.m. On Tuesday, the bus will arrive back at your school around 7:30 p.m.

Session B – Wednesday to Friday: The bus will depart your school on Wednesday around 9:30 a.m. On Friday, the bus will arrive back at your school around 1:30 p.m.

Thank you for your assistance and we look forward to providing you and your students a quality Outdoor School experience. Please call the Outdoor School office if you have any questions at (503) 257-1600 or email at outdoorschool@mesd.k12.or.us.