

OPEN SCHOOL EAST STUDENT AND FAMILY HANDBOOK



IN LAK'ECH

Open School embeds the poem *In Lak'ech* into our program, assemblies, and restorative conversations as a sign of unity and our commitment to collective values.

Tu eres mi otro yo. You are my other me.

Site hago dafio a ti,.
If I do harm to you,

Me hago dafio a mi mismo.
I do harm to myself.

Site amo y respeta,
If I love and respect you,

Me amo y respeto yo.
I love and respect myself.



About Open School East

Strong, healthy communities have pathways to success for everyone. Education is central to creating these pathways. It is the key to disrupting core issues of racism, poverty, and violence that are barriers to success. Open School East focuses on youth people: endowing them with the skills, power and hope to be agents of change in their communities. Investing in the education of every student motivates and empowers them to create the vibrant, equitable communities we all deserve. We encourage students to explore the world, from arts and community to technology and the environment. On this journey, they discover the fire that propels them forward.

Since 1971, Open School East has been making a difference in the lives of Portland youth. Open School East offers a personalized educational experience for High School youth. *Our mission is to develop connection, capability, and confidence in disconnected youth through relationship-based, quality learning experiences that result in academic, personal, and community success.*

Open School East is a private, non-profit, accredited, educational organization serving youth who have not fared well in the public schools. Many of our students have struggled with attendance, academic, or disciplinary issues. We believe that all young people deserve quality education.

Vision

The vision for Open School East is to provide a learning environment where students develop the academic and social skill sets, passion, commitment, and community to:

- Create the LIFE THEY WANT and envision for themselves
- Develop a STRONG SENSE OF SELF and identity
- Build and sustain HEALTHY RELATIONSHIPS across difference and within their own communities
- BREAK THE LIMITING CYCLES that are creating unnecessary pain and holding them and their communities back
- Empower and UPLIFT THEIR COMMUNITIES

Program Description

Open School East is a 9- 12 life Prep, post-secondary readiness school that is designed after nationally acknowledged program models. Open School East partners with local school districts to identify students who in the right school environment and with the right academic and social supports will thrive in education. The intensive school model is designed to prepare students for success in college, career, and community contributions. At the heart of Open School East lies a deep belief in the potential of our students and families. Open School East's commitment is to nurture that potential through its unique education model.

The Open School East model of Advocacy, Equity, and Academics is a student-centered approach to education. It ensures that *all* students are set up for success and have what they need in order to become engaged learners and positive contributors to the school community.

The result of an Open School East education is a student who has the knowledge, drive, self-esteem, character, and support to reach their life goals and aspirations. An Open School East graduate also

recognizes they play an i in the empowerment of the communities they are connected to. They take up the call to positively affect their community. Open School East graduates are our next generation's leaders, heroes, and role models.

Staff Directory and Contact Information

Open School East
16570 SE Oak Street
Portland, Oregon 97233
(503) 488 - 5200
Openschoolnw.org

Name	Position	Email
Nawwal Moustafa	Principal	N.Moustafa@opennw.org
Diane Santos	Teaching and Learning Director	D.Santos@opennw.org
LeKisha Moore	Pathways Director	L.Moore@opennw.org
Ethan Thrower	Social Worker	E.Thrower@opennw.org
Elliot Taylor	SEL Manager	E.Taylor@opennw.org
Aly Distor	School Administration Coordinator	A.Distor@opennw.org
Claire Renter	Health and Facilities Coordinator	C.Renter@opennw.org
Katy Roy Jonhson	Systems and Data Manager	K.Roy-Johnson@opennw.org
Camranh Le-Jurica	Student Success Specialist	C.Le-Jurica@opennw.org
Tab Waterman	Art Teacher Advocate	T.Waterman@opennw.org
Cesar Felix	CTE Teachers Advocate	C.Felix@opennw.org
Andrew Mockett	Language Arts Teacher Advocate	A.Mockett@opennw.org
Layla Rice	Humantiies Arts Teacher Advocate	D.Hanvey@opennw.org
David Harper	Science Teacher Advocate	D.Harper@opennw.org
Loehn Morris	PE/Health Teacher Advocate	L.Morris@opennw.org

For a complete contact list of staff working across Open School programs, please visit our website at www.openschoolnw.org.

High School Graduation Requirements

Oregon Department of Education : Oregon Diploma - Credit Requirements : Oregon Diploma : State of Oregon

Subject Areas*	Graduation in 2012	Graduation 2013	Graduation in 2014 and beyond
English Language Arts	4	4	4
Mathematics	3	3	3 - Algebra I and above*
Science	3 - Scientific Inquiry and Lab Experience*, **	3 - Scientific Inquiry and Lab Experience*, **	3 - Scientific Inquiry and Lab Experience*, **
Second Language The Arts Career and Technical Education	3	3	3
Total Credits	24	24	24
Health	1	1	1
Physical Education	1	1	1
Electives	6	6	6
Social Sciences	3	3	3

Credits: Academic credit is typically through daily participation in classroom learning activities and satisfactory completion of required and elective course requirements. A total of 24 credits must be accumulated to earn an Oregon Standard Diploma.

Transcripts: A transcript is the official record of a student's academic history in high school. The document includes attendance, grade point average, rank in class, and grades for courses taken in high school. All colleges, most scholarship programs, and many employers require a transcript.

Diploma Options: Open School East awards two kinds of graduation certificates.

- **Oregon Standard Diploma:** 24 credits, Successful completion of all state and local graduation requirements.
- **Modified Diploma:** Students must have a "documented history" of an inability to maintain grade level achievement due to significant learning and instructional barriers, or a documented history of a medical condition that creates a barrier to achievement.

Upon enrollment, all students attending Open School East will work toward an Oregon Standard Diploma. Students who intend to pursue an alternative diploma need to contact their counselor immediately to determine the most appropriate course of study.

Open School East does not discriminate on the basis of race, religion, color, national origin, disability, marital status, gender, or age in providing education or access to benefits of education services, activities,

and programs in accordance with Title VI, Title VII, Title IX, and other civil rights or discrimination issues; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

Program Admission:

Students need to be registered at and endorsed by one of our six partner districts, which are:

- Gresham-Barlow School District
- Centennial School District
- Reynolds School District
- Parkrose School District
- David Douglas School District
- Portland Public Schools

After Open School has received an endorsement, an enrollment application must be completed, and an enrollment interview must be conducted prior to the decision to accept a student.

Transportation

Students who attend Open School East receive transportation services through their home district. Some of our partner districts provide school buses for students. Please remember our Open School East commitment to *Pursuing excellence and respecting self, others and school* when riding to and from school. If you are having issues regarding the bus ride, please communicate with your Advocate so that we can support you in addressing any challenges before they become a larger issue.

The following Policies apply when riding the bus:

- During transportation, students are under the authority of the bus driver.
- Students must remain seated while the bus is in motion.
- The bus driver may assign students seats.
- Students shall not extend their hands, arms, or heads through the bus window.
- Students should keep the volume at a conversational level and use language appropriate for school.
- Students should keep the bus clean.
- Students should be courteous to the driver and other passengers.

Students who cannot commit to upholding Open School East expectations while being transported to and from school will lose the privilege of riding the bus, and parents/guardians will be responsible for their own student's transportation to Open School East.

Parents and guardians are welcome to pick up and drop off their students.

HOP Card Policy

If the student is unable to get district transportation, they may request a HOP card by filling out the HOP pass form at the front desk with their parent or guardian and returning it to the front desk or the Registrar. Always contact the registrar, Katy, k.roy-johnson@opennw.org, for any transportation needs including lost or stolen cards and getting routed on district school buses. The same policy for riding district buses and public buses stays the same.

- If your student is in PPS they can get a HOP Pass
- If your student is in Gresham-Barlow they can get a school bus or a HOP Pass
- If your student is in David Douglas they can get a HOP Pass
- If your student is in Centennial they can get a HOP Pass
- If your student is in Reynolds they can get a school bus or a HOP Pass
- If your student is in Parkrose they can get a HOP Pass.

Communication with Families

Open School East uses a text reminder and alert system to communicate important reminders and information such as a non-school day or inclement weather late-start. Families will also receive periodic newsletter emails, twice quarterly communication from Teacher Advocates, and bi-weekly grade reports.

Credit Recovery

Open School East students will have opportunities to earn credits towards graduation through online options and independent study.

Assessment of Essential Skills Waiver

The State Board of Education has suspended Essential Skills assessments for the class of 2021. The Oregon Department of Education (ODE) and the State Board recommended and approved that the Assessment of Essential Skills requirements be suspended for students who graduate in 2021-22. The suspension was approved on April 15, 2021.

Advocacy

Advocacy at Open School East is the support of our students and families in attaining school success skills, social-emotional support, resources, and the representation they need in order to co-create a rigorous and empowering educational experience for themselves, their peers, and their community.

Through Advocacy, our students will:

- Receive prevention and intervention-based support that leads to the development of pro-social attitudes, habits, belief systems and behaviors
- Build the skills they need to stay engaged in classroom instruction and learning

- Develop the commitment, will, and passion to positively impact the communities in which they participate
- Develop the character traits and knowledge base that leads to post-secondary success
- Develop the skill sets needed to navigate and self-advance within dominate social systems

Tasks related to Advocacy include:

- School success skill building
- Parenting support/skill building
- Connection to resources
- Confidence building/belief systems
- Identification of and support for at-risk behaviors
- Equity focus: gender, race, and sexual orientation
- Character development
- Academic planning
- College readiness and career readiness
- Representation
- Culture building
- Leadership and teamwork

Open School East Agreements/"PROPS"

You might think of these ideas as guiding principles to which we hold each other accountable. Students who display or exemplify the principles that are detailed in our school "PROPS" are acknowledged in a variety of ways throughout the year.

Participate (100%):	Ask and Answer Questions Show up ready to work Positive engagement in school community Contribute to the classroom
Respect:	Self, others, school Embrace difference Honor the agreements and commitment you make (your word) Show value of the school community
Own Your Learning:	<i>You are responsible for contributing to your learning experience</i> Contribute to the learning of others
Pursue Excellence in All That You Do:	Take pride in your work and character - do your best! Grow everyday High quality work
Support:	Encourage and celebrate yourself and others Healthy habits/lifestyle

General Open School East Expectations

School Hours:

The following expectations are in effect during school hours, on school buses, during all school activities including field trips, and during after school activities:

- Our school is a **CLOSED CAMPUS**
- Come to school ready to learn
- Leave all non-instructional items at home (this includes sport equipment)
- school parking lot, and carry their device with them to the designated staff member for storage.
- No food or beverages beyond water should be consumed at school, outside of lunch.

Attendance:

Regular attendance is critical for the success of students. If a student will be absent, a parent or caregiver should call (503) 488-5200 to excuse the absence. This is the best way to guarantee an absence will be marked as excused.

If a student's attendance drops below 40% in a class for the term, may need to complete credit recovery in order to receive a passing grade, unless they receive an exemption for personal hardship from the Student Intervention Team. Students with known extenuating circumstances that prevent attendance are automatically exempt, and staff will continue to work to provide accommodations and support to improve attendance.

Being In Class and On Time:

Academics are a pillar of Open School East. Attendance is the foundation of academic excellence. Furthermore, high school attendance leads to postsecondary success. Students are expected to be in class when it begins and stay in class unless permitted to leave for restroom access, required break, to seek support from Social Emotional Learning staff, or other legitimate reason.

Open School East is a small school and community, thus all students should have the opportunity to make it to their classes in a timely manner. Should a student attempt to skip class or refuse to attend, the family of the student will receive contact from OSE staff to initiate a conference with the parent/guardian. If a student refuses to do community repair, or if they are chronically late, there will be a family meeting to address the situation.

Dress code Expectations:

Open School East uses the Portland Public School Dress Code Policy. The responsibility for the dress and grooming of a student rests primarily with the student and their parent/Guardian.

Allowable Dress and Grooming:

- Students must wear clothing including both a shirt with pants or skirt or the equivalent, and shoes.
- Shirts and dresses must have fabric in the front and on the sides.
- Clothing must cover undergarments, waistbands and bra straps excluded.
- Fabric covering all private areas of the body must not be transparent.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood shop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing may not depict pornography, nudity, or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
- If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Plagiarism

Plagiarism is the use of work created by others AND/OR allowing others to copy your work. All quoted or paraphrased material in student work must be accompanied by a proper citation. If a student commits plagiarism, the following will occur:

- automatic grade of 50%
- chance to resubmit - grade to be determined by teacher
- communicate incident with student's advocate
- advocate will address w/student

Cell Phone Policy:

Open School East sees the value of technology and communication tools, and also strives to teach our students how to self-regulate use of devices. All teachers and staff have a sign in their classroom indicating when phones should be completely away and silent (a RED phone image) and a sign indicating that students are allowed to listen to music while working independently (a YELLOW sign). All cellular devices should be completely out of sign and stored unless specific music use is approved by the teacher, or is built in as a part of a specific support such as an Individualized Education Plan. Students will not have a need to utilize their phones in class as all Open School students will have regular access to a Chromebook device, and can access any needed education materials from these devices. Should students need to make a phone call, staff will be happy to assist them from the front desk.

The primary concern regarding cell phones is the distraction from critical learning opportunities. This flexible policy allows for opportunities to learn the life skills of regulation, thus students who do not follow

this policy by using their phones during time when the phone should be completely off or are using their phone for anything other than music during the allowed time will receive redirection from their teacher. If the problem persists, the student will meet with a Social Emotional Learning team member. If the problem continues to persist, the caregiver/parent will be contacted.

Recording others without their consent or recording inside a classroom are never allowed at Open School.

Harmful Language:

As a community, Open School East values and honors diversity in all forms including race, gender, ethnicity, sexuality, and socio-economic status. We strive to create a community that is inclusive and safe for all students, students, and guests while recognizing we all benefit from different perspectives. Harmful language is language that oppresses or puts down a group of people based on their identity. This includes racial, gender, and homophobic slurs and comments that put down others based on ability and socio-economic status.

If harmful language is used, staff will engage students in conversations about why a phrase is harmful and help students challenge harmful belief systems and personal biases, and students engaging in this language will be expected to engage in repairing harm done. All students are encouraged to remind community members that harmful language negatively impacts our community, All instances of harmful language will be reported to Open School East administration for tracking. Additional interventions that will be implemented, depending on the intent, circumstances, frequency, and impact through mediation. Family meetings, success plans, suspension, and/or placement.

Harassment, Bullying, Hazing, Sexual Harassment:

At Open School East, **NONE** of the following behaviors are acceptable:

- Harassment
- Bullying
- Hazing
- Threatening
- Put-downs
- Physically harming students, staff members, a person's property, or school property

Any of these behaviors will result in community repair, and may result in further disciplinary action.

Student Accountability

Staff at Open School East commit to the following beliefs:

- Our students want to make the best choices for themselves
- The choices a student has made does not define them
- Our students will make the best choice for themselves given the right resources
- Consistency over time will change the behavior

Our student intervention policy is grounded in the following basic beliefs and focused on three main goals:

- Community safety - We recognize the need to keep the community safe through strategies that build relationships (with students, families, staff, and the broader community) and empower the community to take responsibilities for its members.
- Accountability - We are committed to providing strategies for those that do harm, to enable them to be accountable and repair the damage.
- Discipline as Learning - We are committed to increasing pro-social skills by addressing underlying factors that lead to harm, and building on the strengths of each individual.

Restorative Practices

Restorative Practices, also referred to as Restorative Justice, is a range of community building and peacemaking practices adapted to the school setting. The intention is to build trusting relationships and offer restorative alternatives in punitive discipline. Restorative practice can and will take many forms, including but not limited to repair circles, conferencing, and success plans. These practices will include the collaboration of the student, family, school administration, and the Teacher-Advocate connected to the student. If the student has additional support systems (case managers, mentors, or other supportive adult) the individuals involved with this student may be asked to participate as well.

Restorative Questions are essential in restorative practice. A Series of guiding questions are asked:

- What happened?
- What were you thinking at the time?
- Who was affected/impacted?
- What can be done to make and keep things right?

Code of Conduct

Guidelines and expectations support our school in maintaining a safe, nurturing, and engaging learning environment. In order to support our students and promote positive behaviors, Open School will uphold clear expectations, systems of support, and opportunities for social-emotional learning and development. Whenever possible, Open School will commit to implementing restorative processes that promote community building, harm repair, and learning. If behavior incidents arise that threaten student and staff safety or severely disrupt the educational process, circumstances will be addressed with an appropriate and fair response. Though Open School commits to implementing restorative solutions as frequently as possible, there may be circumstances in which further disciplinary action may be warranted or necessary, such as early dismissal for the remainder of the day or out of school suspension.

Tiered Behavior and Response

Open School classifies behavior under three tiers, determined by the severity or impact of the behavior. Most incidents in Tier 1 and 2 will be addressed through a restorative intervention, while Tier 3 may include further disciplinary action including suspension in addition to restorative steps. Staff will consider a number of factors when determining if suspension or loss of admission to Open School is appropriate or necessary, including the following:

- How the incident impacted the health, safety, or security of the school community
- A student's age, health, and disability or special education status.
- Student's prior conduct and record of behavior.
- What additional supports are available or needed to serve the whole child.
- Willingness or interest in repairing harm
- Any significant unmet basic needs, recent significant trauma, or major additional factors.

Suspension

Although Open School East works diligently to center restorative practice, suspension may be the assigned discipline outcome in some cases. The duration of the exclusion depends on the severity of the occurrence. Suspensions will typically last anywhere between the remainder of the day the incident occurred, and up to three days. Open School is committed to using exclusionary practice as minimally as possible. The following are circumstances in which a student/students may be excluded:

- Fighting, physical harm
- Repeated hate speech
- Moderate vandalism
- Intimidation or conspiring to cause harm
- Inappropriate use of technology
- Failure to follow code of conduct after support and intervention are provided
- Harassment

Suspension Procedures

An initial meeting is held with the student, and the parent/guardian is notified. A mandatory meeting with the students' caregiver is expected prior to their return. Students will experience a re-entry meeting upon their return to school. For the duration of the suspension, the student is not permitted to be present during the school day, or for any school-based activities.

Loss of Admission

For any significant exclusion or denial of continued admission to Open School East, the home district for the involved student is consulted and informed of the circumstances and next steps. Change of placement as a result of disciplinary action is limited to the following circumstances:

- Continued high tier behavior incidences when all other interventions and support has been ineffective.
- The safety or health of any member or members of the school community was compromised or threatened.
- When required by law.

Repeated mid-level to high tier behavior occurrences may result in a loss of admission to Open School East if all other supports and services have been provided. The primary Tier 3 and beyond occurrences that may, or in some cases will definitely result in loss of admission to Open School are:

- Serious property damage

- Arson
- Theft
- Possession of a simulated weapon
- Repeated fighting or minor physical assault
- Serious or repeated bullying/harassment on the basis of gender identity, sex, race or disability
- Transfer or sale of drugs or alcohol

Definitive removal from Open School (expulsion):

- Serious physical assault
- Possession of a firearm
- Indecent exposure
- Sexual assault or any non-consensual touching, sexual harrassment, or behavior that is interpreted as stalking, or threatening the safety of another student or staff member

Students and Suspected Substance Use

Open School East works with a wide variety of students, including those who may have struggled with substance use. Open School East will follow all necessary procedures in the case of a substance use-related incident. Open School will also work with the student and family to determine if the student needs added support or intervention as a critical part of the process.

Students with Disabilities

In the case of behavior incidents, all students are subject to disciplinary action. For students with an IEP or 504 plan, all of the same procedural steps will take place, with the potential of more processes required to determine for certain that the assigned discipline procedure is appropriate for the student.