

CENTRAL OREGON  
INTERGOVERNMENTAL COUNCIL  
ALTERNATIVE EDUCATION PROGRAM

-Bend, La Pine, Prineville, Redmond-

COIC

Student Handbook

2023-2024

## **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 and/or GED. Specific sites may serve different age groups per district agreements. 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, and Crook County. COIC also provides an instructor for Deschutes County Juvenile Community Justice.

In addition, COIC offers summer work experience, giving students the opportunity to earn 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 spend an average of more than 10,000 hours working on community service and natural resource projects yearly through our Work-Education program.

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

## **Contacts**

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**LaPine** – 16493 Bluewood Place, Suite 3  
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**Redmond** - 2326 SW Glacier Place  
Dustin Gurley (541) 280-0031

### **Administration**

Patrick Jordan (541) 706-1458, Youth Education Manager  
Josh Lagalo (541) 815-6893, Youth Employment & Training Manager

## **Work-Education Contacts**

**Bend** – Laurie Harrer (561) 329-7873  
**Prineville** – Jeff Warren (541) 447-9283  
**La Pine** – Jay Byers (541) 213-4040

## **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 require a non-traditional environment to thrive. The program provides a diverse educational program, combined with a staff of dedicated administrators, teachers and youth employment counselors who are committed to helping students achieve their goals. We strive to empower our students to reclaim responsibility and become active participants 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 and parents/guardians.

## **Admission**

COIC is designed to address the needs of high school students who may not have 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 partner district high school to evaluate appropriateness of placement in a COIC program, determine an educational goal and receive a written referral. If the student has not previously attended a high school in the district, that student may contact their designated 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 behavioral 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 and their high school 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 and/or COIC advisor for credits required for your school diploma.)
- 2) \*Pass Essential Skills in Reading, Writing and Math
  - a. The Oregon State Board of Education has suspended the assessment of the Essential Skills as a requirement for receiving a high school diploma **through the 2027-28 school year.**
- 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)

### 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 interests 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.

## 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 evaluate test readiness, will aid in the enrollment process and will pay for the testing opportunities. GED testing is available through the COCC campuses in Bend and Redmond, the COIC private test center at our Bend campus and online test proctoring. The fee for each of the required 4 tests is \$44 for a total of \$176.

- 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-and-a-half 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 five of their classmates. Students earn high school credits, earn a wage 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 student's referring 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 five school days will become truant. Students considered truant will receive consequences: Last Chance Agreement or be asked to find

another placement. Students should not miss school unless ill. Appointments 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.

## **Transportation**

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

## **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.

## **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. COIC follows the dress code of your local school district. Please see your school district policy regarding dress code and appropriateness of clothing worn to school.
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 or older, 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.
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 suspension. Law enforcement will be contacted.
6. Possession of weapons at school is cause for immediate suspension. Law enforcement will be contacted.

7. Personal electronic devices at school may be in student possession as long as the device 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 schoolwork while using their device, they will lose the privilege. Unpermitted use may 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 advisor. Students may bring food and snacks with them to school. We ask students keep the school areas neat and tidy when eating and drinking while on school grounds.