

# THE PILOT

Student/Parent Handbook

---

Lake Oswego High School



# Table of Contents

<b>Foreword</b> .....	<b>3</b>
<b>Student Leadership 2024-2025</b> .....	<b>4</b>
<b>LOSD Land Acknowledgement</b> .....	<b>5</b>
<b>Mission &amp; Vision</b> .....	<b>5</b>
<b>History &amp; Tradition</b> .....	<b>6</b>
Lake Oswego High School Mascot.....	6
The Coat of Arms.....	7
Alma Mater and Fight Song.....	7
<b>Student Rights &amp; Responsibilities</b> .....	<b>8</b>
Educational Philosophy.....	8
Freedom Of Expression.....	8
Student Freedom Of Assembly.....	8
Equal Educational Opportunity.....	8
Transgender And Gender Nonconforming Students.....	8
School Responsibility.....	8
Student Responsibility.....	9
Parent Responsibility.....	9
Student Fines Or Fees Responsibility.....	9
Right To Petition.....	9
<b>Enrollment</b> .....	<b>10</b>
Residents and Transfers.....	10
Withdrawal.....	10
<b>Academic Integrity</b> .....	<b>11</b>
Definitions Of Academic Violations.....	12
Turnitin.Com Policy.....	13
<b>Attendance Policies &amp; Procedures</b> .....	<b>14</b>
Philosophy.....	14
Excused Absences.....	14
Unexcused Absence.....	15
Prearranged Absences.....	16
Tardiness & Checking Out.....	16
Participation In A School Activity Guidelines For Students.....	16
<b>Rules &amp; Regulations</b> .....	<b>17</b>
General School Rules.....	17
Discipline Of Students: Philosophy.....	17
Violation Of Rules.....	17
Disciplinary Action.....	18
School-Sponsored Events.....	18
Suspension Definition.....	18
Expulsion Definition.....	18
Due Process And Safeguards.....	19
Disciplinary Removals - Students With Disabilities.....	19
Student Driver's License - Forfeiture.....	19
Denial Of Admission To Regular School Program.....	20
Law Enforcement Communication and Police Interviews.....	20
Technology Use Regulations.....	20
Electronic Devices.....	21

Video Surveillance.....	21
Social Policies (Dances, Games, Etc...).....	22
Dress & Grooming.....	22
Public Display Of Affection.....	23
School Property/Vandalism.....	23
Closed Campus.....	23
Student Parking.....	24
<b>Nondiscrimination Statement.....</b>	<b>25</b>
<b>Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/ Teen Dating Violence.....</b>	<b>25</b>
<b>Drugs/Alcohol/Tobacco.....</b>	<b>27</b>
Tobacco Free Campus.....	27
Drug And Alcohol Free Campus.....	28
Procedures.....	28
<b>Search &amp; Seizure.....</b>	<b>28</b>
<b>Weapons In The School.....</b>	<b>29</b>
<b>General Safety Precautions.....</b>	<b>30</b>
Fire Drill.....	30
Earthquake.....	30
Lockdown.....	30
Secure Drill.....	31
<b>Food And Drinks.....</b>	<b>31</b>
<b>Student Activities.....</b>	<b>31</b>
School Clubs.....	31
Assemblies.....	31
Dances.....	32
Publications.....	32
Athletics.....	32
<b>Student Services.....</b>	<b>33</b>
Academic Counseling And Career Guidance.....	33
Testing Program.....	33
The Library.....	34
Transcripts.....	34
Health Services.....	34
Transportation.....	35
Cafeteria.....	35
Lockers.....	36
Books.....	36
Lost & Found.....	36
<b>Constitution.....</b>	<b>37</b>
<b>Where To Go!!!.....</b>	<b>45</b>

## LOHS Administration

**Kristen Colyer**  
*Principal*

**Aaron Hollingshead**  
*Assistant Principal*



**Jason Hohnbaum**  
*Assistant Principal*

**Christopher Coleman**  
*Athletic Director*

## Foreword

The faculty at Lake Oswego High School is committed to serving the community of Lake Oswego by providing the students in our care with a deeply meaningful educational experience. The students, parents, and faculty of Lake Oswego High School form a close community focused on providing an inclusive education that prepares all students for citizenship, college, career and life-long learning. Everyone in this community has a shared commitment and responsibility toward furthering this goal in a way that centers dignity, wellness, equity and perseverance. We value each and every student by committing to high academic expectations and a whole-child approach to personal growth in an environment of support and care. These shared commitments define our community and provide meaning and purpose to our school.

The purpose of this student/parent handbook is to inform all community members of the policies and expectations of Lake Oswego High School. To students, this handbook serves as a call to action to be involved in your school and to dedicate yourself to growing your talents and finding your passions. High school is an exciting time, and Lake Oswego High School has a lot to offer. We encourage you to take full advantage of the opportunities here and to approach each day with kindness and an open mind to what is possible.

Please also refer to the [LOSD K-12 Student and Family Manual](#) for a more comprehensive guide to district and school policies and expectations.

# Lake Oswego High School

## Student Leadership 2024-2025

---

Kate Eames	ASB President	2025
Noah Ha	ASB Vice President	2025
Lucas Cherian	ASB Communications Secretary	2026
Ella Chang	ASB Assemblies Director	2026
Lyla Hawk	ASB Publicities Director	2025
Charlie Crandall	ASB Spirit Director	2025
Sofie Howard	ASB Clubs & Committees	2025
Alessia Lee	ASB Videographer	2025
Malika Saha	ASB DEI Director	2025
Lucas Meskel	ASB Marketing Director	2025
Auveen Shafaei	ASB Philanthropy Director	2025
Blake Mehrabi	Senior President	2025
Joni Delman	Senior Class Officer	2025
Ria Gupta	Senior Class Officer	2025
Makena Hammond	Senior Class Officer	2025
Kate Kochavatr	Senior Class Officer	2025
Loralee Van Londen	Senior Class Officer	2025
JJ Komitor	Junior President	2026
Jasmine Liu	Junior Class Officer	2026
Ellie Nguyen	Junior Class Officer	2026
Callie Schmitke	Junior Class Officer	2026
Elise Schmidt	Junior Class Officer	2026
Alexa Shum	Junior Class Officer	2026
Kate Scipio del Campo	Sophomore President	2027
Nava Herman	Sophomore Class Officer	2027
Lilly Kaisi	Sophomore Class Officer	2027
Peral Mauer	Sophomore Class Officer	2027
Olivia Trujillo	Sophomore Class Officer	2027
Mario Welliver	Sophomore Class Officer	2027
Vedant Ramakrishnan	Freshman President	2028
Spencer Andrews	Freshman Class Officer	2028
Mayar Gamaledin	Freshman Class Officer	2028
Sophie Hsieh	Freshman Class Officer	2028
Micah Kim	Freshman Class Officer	2028
Truman Szekely-Johnson	Freshman Class Officer	2028



## LOSD Land Acknowledgement

*We, the Lake Oswego School District community, acknowledge that our schools occupy the ancestral and traditional Lands of the Kalapuya, Clackamas, and Clowewalla Peoples who are now part of the Confederated Tribes of the Grand Ronde.*

*Our community regrets the painful history of genocide, imposed assimilation and forced removal of Indigenous Peoples from this territory, and recognizes that injustices visited upon them have yet to be properly rectified.*

*We honor the many diverse Indigenous Peoples still connected to this land on which we gather to educate our children. We honor them by sharing their stories, both told and untold, in our schools and classrooms.*

*We thank those who were, and continue to be, stewards of these Lands and strive to follow their example by learning how to be collaborative caretakers of the resources that these lands offer to future generations.*

*Our community invites you to join us in acknowledging these communities, their traditions both past and present, as we seek to create equitable outcomes and to build a culture of inclusive belonging for all students, staff and community.*

## Mission & Vision

### Mission-

Our mission is to foster an inclusive and well-rounded community of critical thinkers who are prepared for citizenship, college, career, and life-long learning.

### Vision-

We must inspire young adults to contribute and grow within a safe, supportive, learning environment that promotes the development of 21st Century skills, so that they will be prepared to thrive in a rapidly changing global society.



## History & Tradition

The doors of Lake Oswego High School were first opened in 1951. Since then it has grown from a six-year school to a three-year school and, in 1971, to a four-year school. The co-curricular, academic, and fine arts programs help to present a balanced curriculum to meet the needs of all students.

In its over seventy-year history, Lake Oswego High School has received many honors for scholarship, leadership, and athletics on the local, state, and national level.

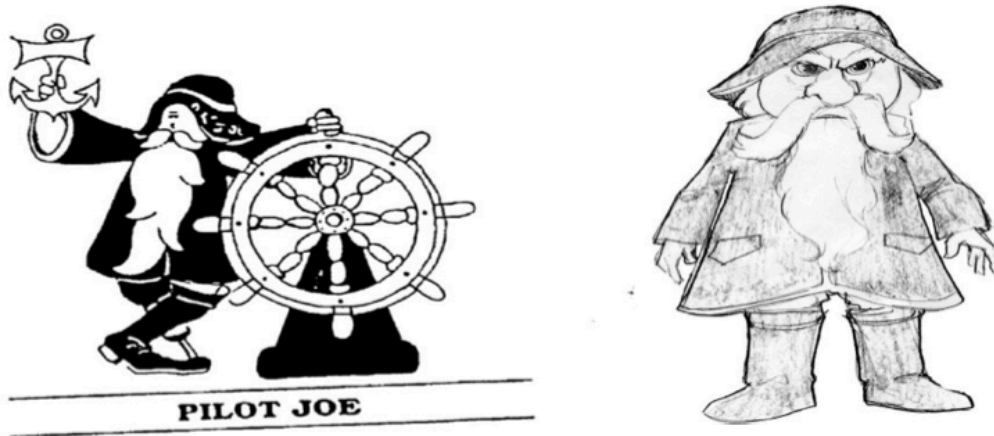
From its location and name, Lake Oswego High School adopted a nautical theme. The nickname is “Lakers.” The colors are navy blue and white. The anchor is the school symbol and suggests steadfast purpose. The mascot is a seaman dressed in raingear, named “Pilot Joe.” Continuing to carry out the theme are the names of the school’s publications: Lake Views, (newspaper), Laker Log (yearbook), Daily Log (bulletin), Reflections (literary yearbook), and this Pilot (handbook).

Knowing the story behind the school and its customs may help modern Lakers take an informed part in developing new traditions and in strengthening the best of the old. The result of such participation can only be a better school.

---

### Lake Oswego High School Mascot

#### “Pilot Joe”



Black oilskins, black foul-weather boots, and a sou’wester rubber hat almost covering his bearded face—this deep-water seaman is Pilot Joe, the Laker mascot who appears at sport events with SPIRIT sometimes printed on his visor. Pilot Joe symbolizes the indomitable spirit of the seaman who, ready for the roughest weather, continues to sail on course with a determined heart.



## The Coat of Arms

The students of Lake Oswego High School have officially adopted the Coat of Arms shown above, a gift from the Class of 1965. The Crown Company did the extensive research necessary in its development. Members of the Student Cabinet made the final decision on design. We feel this truly embodies the Spirit of the Lakers and represents the School's close ties with our community. It will be used on all formal and official letters and publications of Lake Oswego High School.

- The Anchor represents the Spirit and Loyalty of the Student Body.
- The ship, designed by Peter Kerr as a family emblem, represents the generous and humble spirit in which he donated the land on which the school stands.
- Each Spoke of the Pilot's Wheel represents a part of the well-balanced program available to the students.
- The reversed wavy pall symbolizes Lake Oswego and its importance to the community.
- The Chimney represents the importance of the early mining and cement industry.
- The Three Corners of the shield symbolize the close cooperative spirit of the school, parents and community.

---

## Alma Mater and Fight Song

### Alma Mater

(Tune: "Annie Lisle")

In the land of tall green fir trees In the great Northwest  
Stands a school at Lake Oswego Ranked among the best.  
Lake High standards will not fail Her name we'll hold upright.  
Always we'll be loyal to her Hail the Navy and White!

### Fight Song

Up, Lakers! Onward, Lakers! Forward the victory makers  
Fighting for the colors of our school Fight! Fight! Fight!  
Up, Lakers! Onward, Lakers!  
Sail bravely through the breakers.  
Hail! Hail! Lake Oswego, on to victory





# **Student Rights & Responsibilities**

## **Educational Philosophy**

We believe in the dignity and worth of each individual. We believe in the free interchange of ideas. We believe in the democratic process. We believe that self-discipline, essential to the preservation of our democratic way of life, is a major educational goal of our schools.

In light of these beliefs, we expect the individual to pursue the opportunities and responsibilities offered. We also strive further to continue building a constantly improving instructional program.

## **Freedom Of Expression**

Students have the right of freedom of expression guaranteed by the First and Fourteenth Amendments, but they must accept responsibility for their expressions and they shall not interfere with the freedom of expression of others. Using obscenities, threats of harm, or other expressions that might result in the disruption or interference of the educational program or school activities are prohibited. Materials sponsored, funded, printed, or published by the school are part of the school program and shall be subject to review and approval by school authorities. Students are encouraged to have materials that are not school-produced reviewed by school administrators, who may designate the time and place of distribution. Failure to comply with the rules and regulations concerning freedom of expression may result in disciplinary action, including expulsion.

## **Student Freedom Of Assembly**

Secondary school facilities shall be available to all lawfully enrolled secondary school students of the District for meetings. All meetings shall have prior approval of school authorities. Students will not be denied access to school facilities due to the religious, political, or social content of their group or its message, and meetings shall be open to all students without regard to sex, race, religion, or national origin. School authorities may monitor meetings.

## **Equal Educational Opportunity**

Equal educational opportunity and treatment shall be provided to all students. No student enrolled in the District shall on the basis of race, color, religion, sex, sexual orientation, gender identification, national origin, marital status, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity provided or authorized by the District. Questions or concerns regarding equal education opportunities should be directed to the Title IX Coordinator, also known as the Executive Director of Secondary Programs, at 503-534-2000.

## **Transgender And Gender Nonconforming Students**

The District believes that all students deserve to be physically and psychologically safe at all times and is responsible for developing appropriate administrative regulations, procedures or guidelines for implementation of this policy in order to create a safe and inclusive environment for every student; to promote physical and psychological safety of students who exhibit gender nonconforming behavior; and to affirm the right of every student to equal educational opportunity and respectful treatment in their gender of identification and expression.

## **School Responsibility**

School personnel shall be responsible for proper and adequate management of the student body. They shall consider it their duty to advise or discipline students in accordance with school policies and regulations at any time it becomes necessary.

## **Student Responsibility**

**It is the responsibility of the students to:**

1. Apply themselves to the course of study and put forth their best effort for scholastic achievement.
2. Conform to school rules, be respectful to teachers, administrators and other school employees, and conduct themselves in a manner which will not obstruct the teaching process nor prevent other students from benefiting from school attendance.
3. Attend all classes regularly and punctually, leaving campus only after checking out with the attendance office.
4. Maintain high personal standards of courtesy, decency, and morality.
5. Maintain personal cleanliness and be dressed in compliance with established school board policy on dress and grooming.

## **Respect For Others**

Students will conform to school rules, be respectful of teachers, administrators and other school employees and respect the rights of fellow students. The following are considered violations of others' rights:

1. Defiance or insolence to a teacher, administrator or other school employee.
2. Fist-fighting or assault on another.
3. Stealing.
4. Use of profane or obscene language.
5. Deliberate disruption of classroom instruction.
6. Harassment of any kind directed toward a teacher, administrator, staff member, or student.

**Disciplinary Action may include a detention, work detail, parent conference, police intervention, in-school suspension, suspension and/or expulsion.**

## **Parent Responsibility**

We ask that parents work cooperatively with school personnel in order to provide a successful experience for their student(s). The parent has the ultimate responsibility for their student's welfare. Parents are asked to help their student learn and develop socially acceptable standards of behavior in accordance with school policy.

## **Student Fines Or Fees Responsibility**

No student will be denied an education because of their inability to pay supplementary fees. No student, however, is exempt from charges for lost or damaged books, locks, materials, supplies and equipment. Fee structures and consequences of non-payment will be communicated to the students and the community.

Students or parents owing money to the District will receive written notice that includes the reason the student owes money to the District, an itemization of the fees, fines or damages owed and the right to request a hearing. The principal or designee may waive all or part of the standard fees for students who are members of a low- income family; upon finding that the payment of the fee would impose a hardship on the student's family; or if the health or safety of the student is impacted. All student fines and fees may be paid at your student's school.

## **Right To Petition**

Students have the right to petition for a change in school policies and regulations; circulation of petition is subject to individual building rules.

# Enrollment

## Residents and Transfers

In the State of Oregon, a student's residence is described as that place where a student resides with some degree of permanency. The following students shall be considered residents for attendance purposes:

1. Those students living within the district with their parents or legal guardians.
2. Those students living within the district with someone other than a parent or guardian, who has parental responsibility for the student (Loco Parentis). District forms shall be completed for the recording of this circumstance.
3. An emancipated minor living within the district. The minor must submit proof of such emancipation. Continued enrollment of the individual shall be dependent upon satisfactory attendance and behavior of the individual. It is the desire of the Board that unless circumstances justify exception, a minor shall reside with a parent, guardian, or some other adult responsible for the student.

## Attendance Area

It is the policy of the school district to accept in its school only those pupils who are residents of the district. In addition, attendance areas or zones are established for elementary, junior high, and senior high schools in the district, and a pupil is required to attend the school serving their place of residence. This is done so that class loads may be balanced equitably among the various schools.

Exceptions to this policy may be granted, at the discretion of the Superintendent, under the following conditions:

1. A pupil changing their place of residence during the school year may continue in their school of attendance until the end of the current semester or school term.
2. A pupil who anticipates establishing residence in a different school zone may be admitted in that school on submission of satisfactory evidence that the move will be made within the semester during which admission is requested.
3. A pupil who is an established resident student in a senior high school of the district may continue attending that high school even if the parents move into the attendance area of the other senior high school.
4. Exception may also be made (a) to serve the educational interest of the pupil as judged by school officials or (b) due to physical or emotional conditions as judged by competent medical or psychological authority.

Any exception granted is contingent upon adequate facilities and staff in the school of requested attendance, and upon maintenance of satisfactory performance and behavior by the pupil. The school district is not responsible for transportation nor are they responsible for providing on-site parking of students attending schools outside the normal attendance area.

## Transfers

Students who move into the district during the school year should register immediately at the high school.

## Withdrawal

1. A student withdrawing from school should contact the counseling office for appropriate forms and for assistance in completing the withdrawal process.
2. The student must present the withdrawal form to classroom teachers for their signatures, return all textbooks, pay any outstanding fees, obtain remaining designated signatures, and return completed form to the counseling office.
3. A student withdrawing and not attending another school must attend an options conference with their counselor.
4. Parent or guardian signature is required for withdrawal.

# Academic Integrity

We believe honesty and integrity to be important and necessary traits in all areas of life including a student's academic pursuits. Faculty members have an obligation to educate students to standards of academic integrity and to report violations of those standards. Academic integrity is the cornerstone of a successful education and a valuable life skill. As high school students, it is important to understand and adhere to the principles of academic integrity in order to maintain the trust and respect of your peers, teachers, and the greater academic community. By upholding the standards of academic integrity, students will develop the skills necessary for a lifetime of learning and responsible citizenship.

## Definition

The principle of academic integrity shall be that a student's submitted work, examinations, reports or projects must be that student's own work. Students shall not:

1. Represent the work of others as their own
2. Use unauthorized assistance in any academic work.
3. Give unauthorized assistance to other students.
4. Modify, without faculty approval, an examination, paper record, or report for the purpose of obtaining additional credit.
5. Fail to meet other conditions for academic integrity as required by a faculty member for a specific course.

## Expectations

1. Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report dishonesty you see.
2. Use quotation marks where appropriate and cite your source whenever you use words or ideas that are not your own when writing a paper.
3. In examinations, do not allow your neighbors to see what you have written; you are the only one who should receive credit for what you know.
4. Do not put yourself in a position where you can be suspected of having copied another person's work or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your instructor's confidence in your work.
5. The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education.
6. Never falsify a record or permit another person to do so. Academic records are regularly audited and students whose grades have been altered put their transcript at risk.
7. Never fabricate data, citations or experimental results.
8. Never take test materials and/or answer keys from an instructor for the purpose of duplicating or using the material on a quiz or exam. Stealing test materials may result in removal from class with an "F" grade.

The following actions constitute violations of academic integrity:

- Cheating on exams, quizzes, tests, assignments, or any other academic work;
- Plagiarism, including the use of another person's ideas, words, or work without proper citation;
- Falsifying or fabricating data or research results;
- Collaborating or copying from another student's work without appropriate permission;
- Giving unauthorized assistance to other students;
- Using unauthorized notes, texts, or other aids during exams;
- Submitting the same or substantially similar work in more than one class;
- Modify, without faculty approval, an examination, paper record, or report for the purpose of obtaining additional credit;
- Letting someone else do your work;
- Engaging in any other activity that results in misrepresenting your skills and/or knowledge, including the unauthorized use of Artificial Intelligence (Chat GPT)

All students found to be in violation of academic integrity in any form should expect the following:

- Disciplinary actions may affect their grade on an assignment/assessment or course based upon the severity of the incident.
- The student may be asked to complete the assignment again to demonstrate their ability.
- Violations remain permanently in a student's cumulative school record and will be considered when applying for any school-related leadership position or privilege such as membership in National Honor Society, ASB, Laker Crew, on-campus parking, etc.
- Students may be subject to loss of privileges such as participation in sports, clubs, activities, etc. as well as school dances.
- Additional infractions will result in increased disciplinary response.
- Parents or guardians will be notified.
- All incidents of academic dishonesty will be reported to school administration.

## Definitions Of Academic Violations

(Adapted from Northwestern University's Principles Regarding Academic Integrity.

<https://www.northwestern.edu/provost/policies-procedures/academic-integrity/>)

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for regrading; allowing another person or resource (**including, but not limited to, generative AI**) to do one's work and submitting that work under one's own name; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Plagiarism includes, **but is not limited to, the unauthorized use of generative AI to create content that is submitted as one's own.**
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that were not gathered in accordance with standard guidelines defining the appropriate methods for collecting or generating data and failing to include an accurate account of the method by which the data were gathered or collected.
4. **Obtaining an Unfair Advantage:** (a) stealing, reproducing, circulating or otherwise gaining access to examination materials prior to the time authorized by the instructor; (b) stealing, destroying, defacing or concealing library materials with the purpose of depriving others of their use; (c) unauthorized collaborating on an academic assignment (d) retaining, possessing, using or circulating previously given examination materials, where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination; (e) intentionally obstructing or interfering with another student's academic work, or (f) otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students' academic work.
5. **Aiding and Abetting Academic Dishonesty:** (a) providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above, or (b) providing false information in connection with any inquiry regarding academic integrity.
6. **Falsification of Records and Official Documents:** altering documents affecting academic records; forging signatures of authorization or falsifying information on an official academic document, grade report, letter of permission, petition, drop/add form, ID card, or any other official University document.

7. **Unauthorized Access to computerized academic or administrative records or systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

## Turnitin.Com Policy

Dear Parent/Guardian:

In order to be effective writers, in any subject area, students need to be able to read, analyze and effectively use other people's ideas in an honest and academic manner. These skills are essential skills to formulate strong, logical, and cohesive arguments to support their thesis statements. Given their access to electronic resources, students navigate through more information than ever before. While classroom instruction provides research methods and strategies, students continue to need additional tools and support to develop as writers in different content areas. The school district has found **Turn-it-in.com** to be a valuable learning tool in the writing process.

**Turnitin.com** is a web-based program in which students can submit their papers to create a color-coded report that will show:

- Total percentage of their paper that is attributable to other sources
- The extent to which they have used each source
- Whether or not they have correctly attributed the information they have taken from their sources.

Teachers then use this report to determine whether:

- A large percentage of the paper is shown to be from other sources, or whether they are formulating their own ideas or creating a mosaic of materials from other people's ideas?
- The preponderance of source material is from one source, or have they inadvertently followed an argument developed by someone else rather than framing and supporting their own thoughts?
- They selectively used wording from sources or are they dropping in big blocks of information from other sources?
- They inadvertently plagiarized by not citing their sources correctly?

Having this type of report from **Turnitin.com** allows students the opportunity to revise their paper before turning it in as a final draft. If students follow the writing process and use **Turnitin.com** as a resource, there should not be any plagiarism issues due to the opportunity for students to correct any material in their paper that might be questionable. In addition, this tool allows students the opportunity to strengthen their writing and thinking skills, and to develop stronger, well-supported arguments in their papers.

Because **Turnitin.com** is a web-based resource, there are certain precautions the company has taken to ensure student anonymity. Student information is secured through SSL (Secure Sockets Layer) encryption, and **Turnitin.com** is in compliance with privacy laws such as the Family Educational Rights and Privacy Act (FERPA), Children's Online Privacy Protection Act (COPPA), Personal Information Protection and Electronic Documents Act (PIPEDA), and others.

Students using **Turnitin.com** will be asked to sign an agreement that states they understand their paper will be checked against "both current and archived instances on the internet, millions of student papers previously submitted to **Turnitin**, and commercial databases of journal articles and periodicals", and that their paper will be added to the paper database that will be used in the future. It is important to note that if a student does not use **Turnitin.com** to submit their papers, teachers will still check student work for accuracy and academic honesty.

If you have questions about how this resource works, please visit the **Turnitin.com** website at <http://turnitin.com>, or contact your child's teacher or principal. If you would like to have your child use **Turnitin.com**, you do not need to return this form. If you do not want your child to use this resource during this school year, please fill out and return the bottom of this form to the main office **no later than the end of the second week of classes.**

I **do not give permission** for my child to use **Turnitin.com** as a resource this year. I understand that by not using turnitin.com my child is not taking advantage of this opportunity to learn to use resources appropriately and to make corrections before turning in papers. I also understand this choice does not preclude any of my child's assignments being checked for plagiarism by other methods.

---

Student Name (Please Print)

---

Parent/Guardian Name (Please Print)

# Attendance Policies & Procedures

## Compulsory School Attendance

### 339.020 DUTY TO SEND CHILDREN TO SCHOOL

Except as provided in ORS 339.030, 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 year.

Oregon State Law requires school districts to drop a student from enrollment if at any point the student is absent (unexcused /excused) for 10 consecutive school days during a school year. The student can be re-enrolled at parent request to the current school with the proper registration materials.

## Exemptions From Compulsory School Attendance

1. In the following cases, children shall not be required to attend full-time public schools:
  - Children being taught in a private or parochial school in the courses of study usually taught in grades 1 – 12 in the public schools and in attendance for a period equivalent to that required of children attending public schools during the school year.
  - Children proving to the satisfaction of the district school board that they have acquired equivalent knowledge to that acquired in the courses of study taught in grades 1 – 12.
  - Children being taught for a period equivalent to that required of children attending public schools by a private teacher the courses of study usually taught in grades 1 – 12.
  - Children being educated in the children's home by a parent or legal guardian.
  - Children excluded from attendance as provided by law.
2. The State Board of Education by rule shall establish procedures whereby, on a semiannual basis, an exemption from compulsory attendance may be granted to the parent or legal guardian of any child 16 or 17 years of age who is lawfully employed full time, lawfully employed part-time and enrolled in school, a community college or an alternative education programs defined in ORS 336.615. An exemption also may be granted to any child who is an emancipated minor or who has initiated the procedure for emancipation under ORS 419B.550 to 410B.558.

## Exemptions From Instruction

Students are required to participate in State and District required programs and learning activities. Students may seek an exemption from units of instruction or learning activities if such request is based on grounds of religious belief, disability as defined in IDEA, or other identified reasons. Inquiries should be addressed to the principal.

## Philosophy

Attendance policies and procedures are based upon Oregon State Law and upon the premise that excessive absence is detrimental to the educational process. Our commitment to the dignity and worth of the individual begins with an effort to have each student in class regularly. This effort is shared by the student, who has the primary responsibility to attend every class period each day, the staff members, who work together to monitor and encourage regular attendance, and the parents, who are legally accountable to uphold the compulsory attendance law. When irregular attendance patterns develop, a staff member (teacher, counselor, attendance secretary or vice principal) initiates communication with the student and parents.

## Excused Absences

- For illness of the student or illness of a family member
- For emergencies

- For prearranged absence (if approved) i.e., medical, dental, orthodontic appointments, college visits

### **Excusing Absences:**

- Students must have a parent phone the attendance office at 503-534-2329.
- The student is responsible to make up all missed work.
- Credit is given for work made up.
- **Absences must be cleared within 72 hours.**
- In the case of an extended excused absence, incompletes may be given.
- Students with excessive excused absences may be required to submit a physician's statement to the school for verification.

### **Absence Due To Illness (Excused)**

Parents are urged to convince their children that although good attendance is important, the student that arrives at school ill may be endangering their own health and that of other students. Parents can help the school staff by carrying out the following program at home:

- Check on the health of students each morning before they leave for school and keep students home if they are seriously ill.
- Make careful plans for emergency care if parents are to be away from home.
- Be prepared to provide transportation home for students who become ill at school. The school can provide such transportation only in unusual emergencies.
- Many teachers now post homework on the high school website. You can also contact teachers by e-mail through this site. If homework is not available there or if you do not have internet access, you may request homework assignments through the Attendance Office **if your student has missed three consecutive days of school**. Please expect 24 hours for the assignments to be collected before you come to pick them up.
- Students are allowed the equal amount of time missed from school to make-up any missing work from an excused absence. For example, two days missed for an excused absence = two days to make-up any missing work from these absences.

**If a student becomes ill or injured at school, the school contacts the parent through the information provided on the student registration form. It is especially important, therefore, that any changes in the family address or emergency phone number should be reported at once to the school. Students are also requested to list the name, address and telephone number of a family physician.**

### **Unexcused Absence**

- Parents/Guardians will be notified of any unexcused absences by our automated system (by email and phone).
- Unexcused absences: Will be handled on an individual basis. Students may be given CREW Time (detention) for an unexcused absence, and may be given up to and including suspension.
- When a student has a continued attendance problem a meeting may be held with the parents to discuss this issue, and the student may be placed on an attendance contract.
- If the student does not follow the contract an options conference may be held to discuss an alternative educational setting.

### **Other Consequences For Unexcused Absences:**

- Class work or activities missed due to unexcused absences or unexcused extreme tardies may not be made up for credit.
- Skip Days: Lake Oswego High School DOES NOT condone "Senior Skip Days." Student absences for an unauthorized "Skip Day" will be considered Unexcused with NO opportunity to make-up missed work.



## Prearranged Absences

Students must meet with their teachers prior to a prearranged absence to make arrangements for turning in assignments, gathering homework, and taking tests. A prearranged absence is separate and differs from an excused absence as it is teacher discretion for when all assignments are completed.

### Procedure:

- A. Student obtains a prearranged absence form from the attendance office.
- B. Student fills in appropriate information and asks their teachers to sign the form. Each teacher may inform the parent (in the comment section) of any upcoming activities or problems the student may face.
- C. Student obtains parent signature once the form has been completed.
- D. Student returns completed form to the attendance office (for administrative approval) 24 hours prior to departure.
- E. All prearranged absence forms must contain teachers' signatures, and parent signature, or else the arrangement will be void.

### Expectations:

- The student is responsible to make up all work.
- Generally, five days in any semester will be the maximum number of days allowed on a prearranged absence. Exceptions may be granted by the administration.
- Doctor and dental appointments may be classified as emergency provided neither student nor parent has enough advance notice to secure a prearranged absence. In such cases students must check in and/or out with the attendance office. A phone call from the parent is required to excuse emergency absences.
- Students should plan to be in school through the last day of the semester. Prearranged absences for the last few days of a semester are strongly discouraged.
- Prearranged absences for "senior skip" day will not be honored.
- **Note: Pre-arranged absences will not be approved on semester finals days. Students are expected to take finals at the appointed time. If there is an unavoidable conflict, parents are to contact the Assistant Principal.**

## Tardiness & Checking Out

Because tardiness is disruptive to the educational process, the individual and the class, students should be on time to all classes. The staff will take the following approach to reduce tardies:

1. A student who is not in class by the final bell is tardy. If arriving five minutes or longer after the bell, the student will be sent to the attendance office for an admit slip. If the student is late more than three times they will be assigned detention.
2. A student who is leaving campus before the scheduled time **must check out through the attendance office or the absence will receive an unexcused absence.**

## Participation In A School Activity Guidelines For Students

Students should make a decision at the beginning of the school year concerning the number of activities in which to participate. A realistic decision should support their academic goals.

- If, during the year, an opportunity arises for an unplanned vacation or if an unexpected illness takes its toll in absences, the student may need to forego some activities.
- Students who are scheduled to be absent for an activity on a day when an assignment, graded activity or test is due should (prior to the activity) make arrangements with the teacher(s) to complete the work. If this procedure is not followed, the absence may be considered unexcused.
- Students must take the initiative in arranging to make up missed assignments and explanations.
- Students are expected to remain in class until the time established for leaving for an activity.
- Students must attend all their classes on the day of an activity or practice in which they are involved. They are also expected to be in attendance the day following the activity.
- A student with excessive absences may be refused permission to leave to participate in an activity.

# Rules & Regulations

## **OREGON STATE LAW**

### **AUTHORITY**

#### **332.107 RULES FOR SCHOOL GOVERNMENT**

Each district school board may establish rules for the government of schools and pupils consistent with the rules of the State Board of Education.

The rules and regulations of Lake Oswego High School are designed to be in accord with Lake Oswego Board policies, as well as the stated philosophy of Lake Oswego High School.

## **General School Rules**

The School Board has charged Lake Oswego High School with the responsibility for helping students to develop acceptable behavior patterns by creating within the school a social climate conducive to individual and group behavior that meets the expectations of both the students and the community. In fulfilling this responsibility, the school must exercise direction and control of discipline in keeping with:

- The democratic principles of self-respect for the persons and property of others and for the welfare of the group.
- Personal ethical standards, including courtesy, decency, morality, clean language, honesty, wholesome relationships with others, pride in one's work, and achievement within one's ability.
- Constituted authority, namely rules, regulations, and policies consistent with Oregon law, school board policies, and rules adopted by Lake Oswego High School.

## **Discipline Of Students: Philosophy**

Discipline as applied in Lake Oswego Public Schools in conjunction with the home is designed to produce behavior that will enable students to develop the responsibility, self-discipline, and self-respect that are necessary for them to function optimally in their education and social environments and to protect the school society and educational process from inappropriate disruption.

### **Objective Of Discipline**

The major objective of discipline in the schools shall be to teach and promote the following fundamental concepts:

1. Responsibility and self-discipline
2. Self-respect
3. Respect for the rights, dignity, and safety of all individuals in the school community.
4. Respect for law and observance of school district policies, procedures, and individual school rules and regulations.
5. Respect for public and private property rights.
6. Restore the relationships that were harmed due to the incident.

## **Violation Of Rules**

In general, Oregon Law authorizes the school to make rules and to discipline, suspend, or expel pupils who violate those rules. The school board has charged the schools of the district to apply corrective measures with firmness, fairness, and consistency. Therefore, when violation of rules occur, the violators can expect appropriate disciplinary action, up to and including expulsion.

## Disciplinary Action

1. Verbal admonishment
2. Phone Conference with Parent
3. Letter home
4. Loss of privilege(s)
5. Work detail
6. Detention before school (CREW Time)
7. Detention after school (CREW Time)
8. Detention during lunch (CREW Time)
9. In-School suspension
10. Out of School suspension
11. Expulsion

**Note: Students are expected to make arrangements to serve assigned detentions (CREW Time) or work details within one week. CREW Times are not negotiable for repeated violations. If a student does not serve a CREW Time another CREW Time will be added. Failure to follow through with serving CREW time will result in increased disciplinary action.**

## School-Sponsored Events

Students at all school-sponsored events are governed by School District rules and regulations and are subject to the authority of School District officials whether the event occurs on or off school grounds.

## Suspension Definition

Removal from school/classroom for a period of time not to exceed ten school days.

## Expulsion Definition

Expulsion is the termination of the student's right to attend school, school activities, and/or be on any School District property for a substantial period not to extend beyond one calendar year. Students may be expelled for any of the following circumstances:

1. Assault;
2. Hazing, harassment, intimidation, bullying, menacing, cyber bullying or teen dating violence as prohibited by Board policy JFCF/GBNA - Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyber bullying/Teen Dating Violence/Domestic Violence - Student and accompanying administrative regulation;
3. Coercion;
4. Threats of violence or harm as prohibited by Board policy JFCM - Threats of Violence;
5. Disorderly conduct;
6. Bringing, possessing, concealing or using a weapon as prohibited by Board policy JFCJ - Weapons in the Schools;
7. Vandalism, malicious mischief or theft as prohibited by Board policy JFCB - Care of District Property by Students, or willful damage or destruction of private property on District premises or at District-sponsored activities;
8. Sexual harassment as prohibited by Board policy JBA/GBN - Sexual Harassment and accompanying administrative regulation;
9. Use of tobacco, alcohol or drugs as prohibited by Board policy(ies) JFCG/KGC/GBK/-Tobacco-free environment JFCH - Alcohol and JFCI - Student use or possession of alcohol and drugs;
10. Use or display of profane or obscene language;
11. Disruption of the school environment;
12. Open defiance of a teacher's authority, including persistent failure to comply with the lawful directions of teachers or school officials;
13. Violation of law, Board policy, administrative regulation, school or classroom rules.

## **Due Process And Safeguards**

All students will be assured of the right of due process.

1. Rules to be followed must be available to students in written form.
2. Statement of Charges: reason for suspension or expulsion must be presented to the student and parents in writing.
3. Hearing: the student shall be provided the opportunity for a hearing.
4. Appeal: the student may exercise the right to appeal.

### **Safeguards**

When disciplinary action is being taken it shall be of primary concern that:

- The rights and safety of individual students and the school community as a whole be protected.
- The student be afforded their rights to fair consideration free from action which is patently arbitrary and capricious.
- The action taken be appropriate for the offense committed.

## **Disciplinary Removals - Students With Disabilities**

### **Disciplinary Removals For Up To 10 School Days - Students With Disabilities**

Lake Oswego School District may remove students with disabilities from their current educational placement, to an appropriate interim alternative educational setting, another setting, or suspension, for up to 10 school days in a school year to the same extent, and with the same notice, for violation of a code of conduct as for students without disabilities. These removals are not considered a change in placement.

### **Disciplinary Removals Of More Than Ten School Days (Consecutive Or Cumulative) – Students With Disabilities**

The District may remove students with disabilities from their current educational placement to an appropriate interim alternative educational setting, another setting or suspension for additional periods of up to 10 days in a school year to the same extent, and with the same notice as for students without disabilities, if the removals do not constitute a pattern. These removals do not constitute a change in placement. Additional considerations apply when making this determination. The determination regarding whether a series of removal constitutes a pattern is subject to review in an expedited due process hearing.

### **Manifestation Determination – Students With Disabilities**

Within 10 days of any decision to initiate a disciplinary change in placement of a student with a disability, the District convenes a manifestation determination meeting. The District follows all required special education procedures for determining whether a student's conduct that led to a disciplinary removal from school was caused by, or had a substantial relationship to, the student's disability or was a direct result of the District's failure to implement the student's IEP.

## **Student Driver's License - Forfeiture**

Students who are at least fifteen (15) years of age may have their driver's license suspended for no more than one year if they are suspended or expelled under the following conditions:

1. Bringing a weapon to school
2. Suspended or expelled at least twice for:
  - assaulting or menacing a District employee or another student;
  - willful damage or injury to District property;
  - use of threats, intimidation, harassment or coercion against a District employee or another student;
  - possessing, using or delivering any controlled substance or being under the influence of any controlled substance at a school or on school property or at a school-sponsored activity, function or event.

Should a student again be expelled or suspended for any of these reasons after the suspension of the driver's license for one year, the School District may request suspension of driver's privileges or the right to apply for driving privileges until the student is twenty-one years of age. A meeting with the parent or guardian will be held prior to submitting such request to the Department of Transportation. A student may appeal district decisions regarding driving privileges under established due process procedures for suspension and expulsion.

## **Denial Of Admission To Regular School Program**

The School District will deny admission to its regular school program to a student who is expelled from another school District and who has moved into the Lake Oswego School District for the length of the expulsion. The District will provide an alternative learning environment for the student with the exception of a weapons violations, pursuant to section (10) of ORS 339.250 for at least one calendar year from the date of the expulsion subject to modifications by the Superintendent on a case-by-case basis.

## **Law Enforcement Communication and Police Interviews**

### **Relationship With Law Enforcement Personnel**

School personnel are responsible for cooperating and not interfering with law enforcement personnel. The school district must also make it possible for law enforcement officials to have access to students during school time.

### **Guidelines For Police Interviews At School**

When a police officer initiates a request to speak with a student, the administrator will contact the parent/guardian to seek permission for the interview.

If the law enforcement officer determines that the police have the right and authority to conduct an interview of the student under applicable law without parent contact and consent, the officer will proceed after informing the administrator.

### **Student Rights**

Students have a choice to speak with the officer or to refuse to speak and return to class. School personnel have no authority to waive the student's constitutional or statutory rights, including the right to remain silent or have an attorney.

### **School Communication With Law Enforcement Personnel**

School rule violations that will be reported to the police include possession or use of a weapon; alcohol or other drug use, possession, or sale; arson; serious assault; or threats of harm to other students, staff, or individuals. Other school rule violations may also be reported if the principal or designee determines there is a compelling reason to do so. School administrators will notify parents that police have been contacted.

References: ORS 162.235, 162.245, 162.325, 336.067

## **Technology Use Regulations**

The district provides computers, computer peripherals, and application software for student use. The district also provides access to network resources on some computers, including access to the Internet. The following general regulations are intended to establish a fair use of these resources for all computer users. Students who use district owned computers are expected not to:

- Alter hardware or software settings.
- Change the names or locations of files which are not their own.
- Interfere with the efforts of other students who are working with computers.

- Eat food or drink beverages at the computer or around peripherals.
- Possess or use magnets near computers, peripherals, or storage media.
- Produce illegal copies of software.
- Install any software from any source.
- No gaming of any type.

Students are welcome to bring their own computing devices for communication or learning purposes, but they do so at their own risk and they must not interfere with the District's purpose or property. The District does not provide any insurance coverage or reimbursement for loss or damage to personal computing devices, or any other personal property, brought onto school property, unless such loss or damage is clearly attributable to the acts or gross negligence of authorized District staff.

### **Appropriate Use Of School District Technology**

The district provides access to network resources only for teaching and learning purposes. Students who access and use network resources may not:

- Use profane or obscene language in their communications.
- Use offensive or inflammatory language, nor engage in personal attacks against another person or persons.
- Access network resources or Internet sites outside of District guidelines.
- Establish or maintain contact with any individual who regards the contact as unwelcome.
- Invade the privacy of communications of other parties.
- Re-post personal communications without the original author's prior consent.
- Attribute opinions to others without their authorization.
- Tamper with hardware or software installed on other machines, gain unauthorized entry to information contained on other computers, or modify or destroy files residing on other systems.
- Divulge a password to any other individual for any purpose.
- Impersonate another person or use a pseudonym while communicating.
- Release personally identifying information other than name without parental permission

Failure to adhere to these regulations may result in disciplinary actions ranging from revocation of computer use rights to criminal prosecution if behavior is in violation of law.

### **Drones**

No person on District property shall operate an unmanned aircraft system (UAS) or drone unless granted permission from the superintendent or designee.

### **Electronic Devices**

Electronic devices may not interrupt the classroom-learning environment. Cell phones, game devices, non-assistive listening devices and other electronic devices are to be turned off and put away inside the classroom unless permitted by school staff. Failure to adhere to these expectations will result in the item(s) being confiscated and sent to the assistant principal.

Teachers have the right to restrict cell phone use in the classroom and to establish classroom policies and procedures to ensure cell phones do not interfere with the learning environment. Under no circumstance will a student video record or take pictures in the classroom without prior approval from the teacher.

### **Video Surveillance**

The Board authorizes the use of video cameras on district property to ensure the health, welfare and safety of all staff, students and visitors to district property, and to safeguard district facilities and equipment. Video cameras are used in locations as deemed appropriate by the superintendent. Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary

action. Others may be referred to law enforcement. A video recording may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

### **Video Cameras On Transportation Vehicles**

The Board, as a part of the district's ongoing program to improve student discipline and ensure the health, welfare and safety of all those riding school transportation vehicles, may utilize video cameras on any school vehicles transporting students to and from curricular and extracurricular activities. The superintendent is directed to develop administrative regulations governing the use of video cameras in accordance with the provisions of law and established Board policies and procedures.

### **Social Policies (Dances, Games, Etc...)**

To ensure an enjoyable time for all present and to prevent undue criticism, the following social policies have been adopted:

- All social events will be approved only after the sponsoring group has submitted the appropriate form to the principal, no later than two weeks prior to the event.
- Students will not be permitted to leave the building/area and then return during a social function without prior permission from an adult supervisor.
- The Oregon State Law and School Board policy concerning alcohol and drugs applies at all school sponsored activities, including activities off school grounds.
- Any person causing a disturbance will not be permitted to enter or remain at any school sponsored activity.
- The sponsoring club or organization shall be responsible to see that the social policies thus outlined are carried out.
- Ending time of school function to be determined by school administration.

**These policies are in effect at all school functions regardless of site.**

### **Guests At Dances**

Students are allowed to bring one guest to LOHS dances. A guest is defined as any person who does not attend Lake Oswego High School. Students wishing to bring a guest will adhere to the following rules and regulations:

1. A student is allowed to bring one guest.
2. The student and guest must arrive and enter the dance at the same time.
3. The guest must leave the dance when the host student leaves the dance.
4. Students wanting to bring a guest to a dance **MUST** sign them up the attendance office 24 hours prior to the dance.
5. Only students currently enrolled are permitted to attend school dances, although a Laker student may elect to bring one guest from another school pending administrative approval and signing them up on guest list at least 24 hours before the event. School administration can refuse the entry of any non-LOHS student at any time without giving cause.
6. **ALL GUEST AND STUDENTS MUST HAVE ID. STUDENTS WITHOUT ID WILL NOT BE ALLOWED TO ATTEND THE DANCE.**

**All guests are subject to approval by the administration**

### **Dress & Grooming**

The responsibility for dress and grooming rests primarily with students and their parents. However, the District has set standards for dress, grooming, and appearance as follows:

- 1) Dress and grooming must not create health or safety problems for the student or others who attend or work in the school;
- 2) A student's dress or appearance must not disrupt or interfere with the educational process;
- 3) Students may not wear clothing or accessories that signify or are recognized as indicating an affiliation with any gang or secret society as those terms are defined in Board policy;
- 4) Clothing, jewelry, and accessories shall be free of writing, pictures, or any other insignia that are vulgar, profane, violent, or sexually suggestive or that advocate racial, ethnic, or religious prejudice or that promote the use or displays of drugs, tobacco, or alcohol.

The District reserves the right to establish more restrictive dress codes and take disciplinary action, as necessary, to ensure compliance. Students whose appearance violates one of these standards will be asked to correct the situation by changing into more appropriate attire. The student may return to school as soon as they have changed to appropriate attire.

## **Public Display Of Affection**

Public displays of affections, which are disruptive to the school operation and inappropriate at social functions, will not be permitted. Students demonstrating such behavior could be subject to disciplinary action.

## **School Property/Vandalism**

Students have the **RIGHT** to attend a school that is clean, safe, well-maintained and in a state of good repair.

**Every student has the RESPONSIBILITY:**

- To assist in the maintenance of a clean school, and refrain from littering and damaging property.
- To take reasonable personal action or make a report to school or law enforcement authorities when violations are observed.

Vandalism is the willful or malicious destruction or defacement of public or private property. Vandalism includes the abuse of any school property, including items such as textbooks, desks, lockers, computers, and other school equipment.

**Vandalism to school property constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by the school which could result in any or all of the following:**

1. Restitution to school for damage incurred. (May include payment and/or community service.)
2. Suspension, expulsion, or other appropriate discipline.
3. Turning the case over to law enforcement officers for investigation and civil action.

### **Restitution**

The parent will be informed of the problem area. The student will assume the responsibility for restitution of lost or damaged materials, equipment or other school property. Restitution may be monetary and/or through volunteer work/community service as determined by District officials. The student and the parent or parents having legal custody of the student may be liable for the amount of the assessed damages not to exceed \$5,000, plus costs, if legal action is required (ORS 339.270). The student and the parent or parents having legal custody of the student shall be liable for up to \$7,500 for the torts committed by their child (ORS 30.765). If a plan is developed to cover restitution, copies will be given to the student and the parent. Restitution may occur in conjunction with any of the above disciplinary actions.

## **Closed Campus**

The campus of Lake Oswego High School is closed. Upon arrival, students remain on the school grounds for the duration of the school day unless they receive specific permission to leave the campus; such permission to be secured through the attendance office.



## **Off Limits During The School Day**

Trespass—Persons may not be present in unauthorized places or refuse to leave when asked to do so by duly constituted authority. The following areas are designated off limits to all students during the school day:

- Parking Lots
- Baseball field
- Natural Area behind the school
- Area behind the swimming pool
- Area behind or around LOSD Central Office
- All designated construction zones/areas

## **Student Visitors**

Visitors are not permitted at school unless they are contemplating enrolling at LOHS. Visitation arrangements must be made at least two days in advance by the visiting student's parents. Office staff can assist with this.

## **Loitering**

For the protection of the school community, persons who cannot demonstrate a legitimate reason for their presence on school property will not be permitted to remain.

## **Student Parking**

LOHS has limited parking available for students and our student parking is limited to Senior Class students only. Parking guidelines are listed on the application students must sign.

## **Parking Regulations**

- Car must be parked in the student-designated areas.
- Cars are to be parked only in painted parking spaces.
- Cars are to be driven at a safe speed for the particular conditions and never over 10 mph.
- No cars are to be driven during the school day unless arrangements have been made with the administration (cadet teaching, pre-arranged absence, etc).
- Any student selling or giving their permit to another student is prohibited (unless student is carpooling).
- Any unauthorized purchased permits will be subject to a \$75.00 Boot Fee and administrative action.
- Vehicles are subject to search while on district property

## **Parking Citation Fee List:**

**\*THESE FINES ARE ONLY FROM LAKE OSWEGO HIGH SCHOOL. THE CITY OR THE STATE MAY TICKET ILLEGALLY PARKED CARS AS WELL\***

- Parking in a Fire Lane (\$30.00)
- Parking in a Reserved / Staff / Visitor Parking Space (\$30.00)
- Parking in spaces not specifically designed as parking spaces (\$30.00)
- No Visible Parking Permit (\$20.00)

\*THREE parking tickets during the school year will result in a BOOT placement on the car and a \$75.00 BOOT removal fee. All parking tickets and BOOT fees MUST be paid for during regular business hours before the BOOT is removed\*

**Students in violation of any of the above expectations will be subject to disciplinary actions including, but not limited to, the loss of parking privileges.**

# Nondiscrimination Statement

It is the policy of the Lake Oswego School Board of Education that there will be no discrimination or harassment of individuals or groups based on race, color, national origin, sex, disability, sexual orientation, gender identity, marital status, religion, or age (including state and federal protected classes) in any educational programs, activities or employment.

For information on the district's discrimination complaint process go to [Public Complaint Policy](#)

For questions or concerns contact:

Dr. Donna Watson, Executive Director, Human Services and Civil Rights Coordinator

[watsond@loswego.k12.or.us](mailto:watsond@loswego.k12.or.us)

2455 Country Club Road

PO Box 70

Lake Oswego, OR 97034-0070

503-534-2278

Scott Schinderle, Executive Director of Student Services and American Disabilities Act and Section 504 Coordinator

[schindes@loswego.k12.or.us](mailto:schindes@loswego.k12.or.us)

2455 Country Club Road

PO Box 70

Lake Oswego, OR 97034-0070

503-534-2167

Lou Bailey, Executive Director of Secondary Programs and Title IX Coordinator

[baileyl@loswego.k12.or.us](mailto:baileyl@loswego.k12.or.us)

2455 Country Club Road

PO Box 70

Lake Oswego, OR 97034-0070

503-534-22305

## Hazing/Harassment/Intimidation/Bullying/Menacing/ Cyberbullying/ Teen Dating Violence

The Board, in its commitment to providing a positive and productive learning and working environment, will consult with parents/guardians, employees, volunteers, students, administrators and community representatives in developing this policy in compliance with applicable Oregon Revised Statutes. Hazing, harassment, intimidation or bullying, menacing and acts of cyberbullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Definitions:

1. "Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at inter-district and intradistrict athletic competitions or other school events.
2. "District" includes district facilities, district premises and non-district property if the student or employee is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district or where the employee is engaged in district business.

3. "Hazing" includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student/staff for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored/work activity or grade level attainment, (i.e., personal servitude, sexual stimulation/sexual assault, forced consumption of any drink, alcoholic beverage, drug or controlled substance, forced exposure to the elements, forced prolonged exclusion from social contact, sleep deprivation or any other forced activity that could adversely affect the mental or physical health or safety of a student); requires, encourages, authorizes or permits another to be subject to wearing or carrying any obscene or physically burdensome article; assignment of pranks to be performed or other such activities intended to degrade or humiliate. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.
4. "Harassment, intimidation or bullying" means any act that substantially interferes with a student's/staff member's educational benefits, opportunities or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, having the effect of:
  - a. Physically harming a student or damaging a student's/staff member's property;
  - b. Knowingly placing a student or staff member in reasonable fear of physical harm to the student/staff member or damage to the student's/staff member's property;
  - c. Creating a hostile educational/work environment including interfering with the psychological wellbeing of the student/staff member and may be based on, but not limited to, the protected class of the person. "Harassment" also includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of the protected class of the person. "Intimidation" also includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of the protected class of the person.
5. "Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation<sup>1</sup>, gender identity, national origin, marital status, familial status, source of income or disability.
6. "Teen dating violence" means:
  - a. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
  - b. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.
7. "Cyberbullying" is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or district property to violate this policy.
8. "Retaliation" means hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of hazing, harassment, intimidation or bullying, menacing, teen dating violence and acts of cyberbullying or retaliation.
9. "Menacing" includes, but is not limited to, any act intended to place a district employee, student or third party in fear of imminent serious physical injury.

All complaints about behavior that may violate this policy shall be promptly investigated. Any employee who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation bullying, menacing, or an act of cyberbullying in violation of this policy shall immediately report their concerns to the principal or superintendent who have overall responsibility for all investigations. Any

employee who has knowledge of incidents of teen dating violence that took place on district property, at a district-sponsored activity or in a district vehicle or vehicle used for transporting students to a district activity shall immediately report the incident to the principal or superintendent. Failure of an employee to report an act of hazing, harassment, intimidation or bullying, menacing, or an act of cyberbullying to the principal or superintendent may be subject to remedial action, up to and including dismissal. Remedial action may not be based solely on an anonymous report.

Any student who has knowledge of conduct in violation of this policy or feels they have been a victim of hazing, harassment, intimidation or bullying, menacing, teen dating violence or an act of cyberbullying in violation of this policy is encouraged to report their concerns to the principal or superintendent who have overall responsibility for all investigations. Any volunteer who has knowledge of conduct in violation of this policy is encouraged to immediately report their concerns to the principal or superintendent who have overall responsibility for all investigations. This report may be made anonymously. A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The district may also file a request with the Oregon Department of Transportation to suspend the driving privileges or the right to apply for driving privileges of a student 15 years of age or older who has been suspended or expelled at least twice for menacing another student or employee, willful damage or injury to district property or for the use of threats, intimidation, harassment or coercion.

Students are encouraged to report incidents of hazing, harassment, intimidation or bullying, menacing, teen dating violence or an act of cyberbullying in violation of this policy is encouraged to report their concerns to the principal or superintendent. All complaints about behavior that may violate this policy shall be promptly investigated. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken.

### **Safe Oregon Tip Line**

Safe Oregon is a statewide school safety tip line that gives students, parents, schools and their communities a way to anonymously report school safety threats or potential acts of violence. SafeOregon is another path for communicating with school administration when school safety incidents occur. Students, parents, and school staff can report a tip the following ways:

Call or text: 844-472-3367      Email: [tip@safeoregon.com](mailto:tip@safeoregon.com)      Online: [safeoregon.com](http://safeoregon.com)

## **Drugs/Alcohol/Tobacco**

### **Tobacco Free Campus**

Students have the RIGHT to attend school in an environment free of tobacco, tobacco smoke and tobacco refuse.

Students have the **RESPONSIBILITY** to not use tobacco, either smoking, chewing, or possession of a vaporizer. ORS 167.000 states: "It is unlawful for any person under 18 years of age to possess tobacco products..."

- No students may possess, use, sell, or distribute tobacco in any form on any school grounds, at school-sponsored activities, or in school-provided transportation. The School Board has established the Lake Oswego School District and its facilities as being tobacco-free for all staff, students, visitors, and community members. (District Policy #5230). Students possessing or using tobacco products may be subject to suspension.
- "Vaping" or use of tobacco, smokeless tobacco, tobacco-like products, nicotine or nicotine delivering devices, chemicals or devices that produce the physical effect of nicotine substances or any other tobacco substitute (e.g., e-cigarettes, smokeless inhalers or vaporizer pens) is prohibited.

- The school has a responsibility to diligently and regularly inform all students that tobacco use is hazardous to their health.
- Information on additional counseling, assessment services, and rehabilitation is available through the counseling office.
- There are some additional guidelines regarding tobacco use listed in the Athletic Contract and Guidelines that apply to all student athletes.

## **Drug And Alcohol Free Campus**

### **Alcohol**

The Oregon State Law (Oregon Revised Statutes Chapter 471) prohibits the possession, including evidence of use or sale of, any alcoholic beverage on or about the school premises or while attending or being transported to a school-sponsored activity. Under Oregon law, coming to school or to a school event, on or off campus, having consumed alcohol prior to arrival at the event, constitutes "consumption" and is a violation of this rule.

### **Drugs**

Oregon State Law (Oregon Revised Statutes, Chapters 474 and 475) prohibits the possession, use or sale of narcotics and habit-forming drugs. This obligates the school district to enforce a policy prohibiting the possession, use, sale, or supply of any narcotic or dangerous drug at any school-sponsored function either on or off the grounds, at any time students are going to and from school, or while being transported to any school-sponsored activity.

### **Procedures**

**Student Use or Possession of Alcohol and Drugs:** A student who has violated the policy on alcohol and drug use shall be notified of the procedural rights guaranteed and suspended by the investigating school administrator. If an appeal is made, the suspension shall be stayed until the appeal is heard and a decision is rendered. All illegal substances will be confiscated and disposed of or turned over to law enforcement agencies. A first offense will result in up to a seven-calendar day suspension and may include an expulsion hearing. The investigating administrator who believes the seven-day suspension to be too severe for the violation may recommend a reduced suspension to the hearings officer. The recommendation and reasons shall be made in writing in time for the hearings officer to consider it in their deliberations. A second offense within a 12-month period will result in a seven-calendar-day suspension and an expulsion hearing with probable recommendation to expel. A second offense outside a 12-month period will result in a seven-calendar day suspension and a mandatory expulsion hearing. A third offense within four years will result in a seven-calendar-day suspension and an expulsion hearing with probable recommendation to expel. Violators shall be referred to legal authorities or to the appropriate law enforcement agency unless there is a compelling reason not to refer. (Regulation 524OR)

Students selling, supplying, using or being under the influence of narcotics or habit-forming drugs will be subject to disciplinary action commensurate with the seriousness of the act. Students possessing drug paraphernalia are subject to discipline by the school.

## **Search & Seizure**

The Board of Education seeks to ensure a climate in the schools which is appropriate for institutions of learning and which ensures the safety and welfare of personnel and students. To assist the Board of Education in obtaining these goals, school officials may search the person and the personal property, including that property or facility provided by the school, and seize any property deemed injurious or detrimental to the safety and welfare of the students and personnel if the school officials have reasons to

believe that an illegal act or a violation of school rules and regulations is being committed or is about to be committed.

The superintendent, ensuring that the rights of the individuals are balanced with the larger needs of the schools, has developed procedures for the implementation of this policy.

## **Guidelines For Implementation Of District Procedure:**

### **Search And Seizure**

1. A search of a student's person and/or property shall be limited to a situation where there is reason to believe the particular student is secreting evidence of an illegal act or school regulation violation.
2. Illegal items (firearms, weapons, drugs, alcohol, etc.) or other possessions reasonably determined to be a threat to the safety or security of others may be seized by other school officials.
3. Items which may be used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.
4. General search of school properties assigned to students for their use may occur at any time. Items belonging to the school, as well as items mentioned in 2 and 3 above may be seized. Student lockers, desks, P.E. baskets are examples of school property.
5. School officials shall notify students that searches of school properties have been conducted and of items seized.
6. All items seized shall be turned over to the proper authorities or returned to the true owner.
7. Upon enrollment, students shall be notified that lockers, desks, P.E. baskets and similar items of school property are subject to routine search.

## **Weapons In The School**

Weapons, including firearms and knives, are forbidden on District property and at District events.

1. Students bringing a weapon to or possessing a weapon on District property or at District events will be expelled for a period of not less than one year. For purposes of determining if a mandatory weapons expulsion is required, the following definitions and circumstances will be applied:
2. A dangerous weapon as defined by Oregon law (ORS 161.015) means any weapon, device, instrument, material or substance which, under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.
3. A deadly weapon as defined by (ORS 161.015) is any instrument, article or substance specifically designed for and presently capable of causing death or serious physical injury.
4. A firearm as defined by Federal law (Title 18 United States Code Section 921) is any weapon or combination of parts which will or is designed to or may readily be converted to expel a projectile by the action of an explosive. This includes the frame or receiver of any such weapon, any firearm muffler or silencer, or any explosives, incendiary devices, poison gases, or other such destructive devices.
5. Further, a weapon may also include, but not be limited to, a knife, metal knuckle, straight razor, irritating gas, replica of a weapon, or another similar item possessed by an individual with the intent to use, harm, threaten or harass students, staff members, parents and patrons.

**Students who significantly influence the bringing or possessing of a weapon on District property or at District events by aiding and abetting another student shall also be expelled for no less than a year.**

\*The superintendent may, on a case-by-case basis, modify the expulsion requirement of any student expelled under the conditions of this policy. Students subject to mandatory expulsion required by this policy will be reported to the police pursuant to Regulation 5240R.\*

**Replica Weapons:** The possession of any replica weapon or nuisance object which potentially could endanger people in the school setting is prohibited. The principal may approve the possession of a replica of a weapon or nuisance object if it is to be used for educational purposes. Approval must be granted in advance of the event for which the replica or object is to be used. Approval shall be for a specific and limited time only, as determined by the principal. No student shall possess or carry any dagger, sword, knife or other instrument with a blade. Replica weapons or other disruptive objects discovered at school shall be confiscated, and parents will be notified. Violation will result in disciplinary action, which may include suspension or expulsion. Law enforcement agencies may be notified.

## **General Safety Precautions**

Our school regulations are devised to protect the safety of everyone. Common courtesy dictates that we observe those regulations. Running in the halls, congregating in large groups and/or sitting on the hall floors may hamper traffic flow and constitute a safety hazard. All students are urged to use discretion about such behavior.

### **Fire Drill**

In case of fire, all personnel must follow the procedure prescribed by the Assistant Principal. Monthly fire drills will permit all Lakers to achieve rapid and orderly evacuation of the buildings and free access to hydrants and buildings for the personnel and engines of the Lake Oswego Fire Department. BALLOONS are not allowed in the building due to the smoke sensors.

Whoever discovers a fire will pull the alarm at the nearest red alarm box. At the sound of the resulting siren, everyone will immediately prepare to evacuate the buildings under the instructions and through the routes published by the Assistant Principal. On command of your teacher or supervisor, groups, in good order, will then leave the buildings, away from hydrant and from fire-engine access routes; groups will remain together for roll-taking. School routine will resume promptly after a signal from your safe zone administrator.

**Deliberately turning in a false alarm is a violation of Oregon Law and will result in disciplinary action.**

### **Earthquake**

In case of an earthquake, all personnel must follow the procedure prescribed by the District's Safety Programs and Emergency Procedures. In advance of an earthquake drill, teachers will identify with students "safety spots" in the classroom. Good examples may include under a sturdy desk or table, in a corner, or against an interior wall that is away from windows or other dangers.

Student will practice "Drop, Cover and Hold On" and should remain in that position until they are sure the earthquake is over. Students not in a conventional classroom will be in-serviced on "safe zone" areas that are nearby. At a designated time, teacher and students will evacuate the building to "safe zone" areas and remain outside until the building is deemed "safe" to re-enter.

### **Lockdown**

The Lockdown is to provide for the safety of students and staff in a time of emergency. The staff and students will rehearse the drill once or twice a year so that we can implement the plan effectively in a real emergency. Upon hearing the signal "Lockdown" announced over the Public Address system, students should sit down on

the floor away from windows while the teacher ensures that the classroom door is locked and the lights are turned off.

## **Secure Drill**

A Secure drill is different from a Lockdown. If there is a threat outside of campus, and not an immediate threat to the safety of students (on campus), then the school will go into a secure condition. Doors are locked (outside and classroom doors) and class continues. Movement in and around campus may be limited depending on situation. A secure drill will be practiced at least once a year.

## **Food And Drinks**

The Lake Oswego High School campus is one of which every Laker can be proud. To maintain this pride, every student should help to keep the buildings and grounds neat and clean.

1. Students are asked to put recyclable plastic bottles and cans in the proper containers. Do not throw garbage in containers for recycling.
2. No food or drink is allowed in the library.

## **Student Activities**

### **School Clubs**

The varied club program at LOHS offers students the opportunity to become involved in many areas of special interest. There are three types of clubs: Interest, Honorary, Affinity, and Service. Clubs are chartered by the school and must meet the following standards:

- Must deposit and disburse all funds through the school business office.
- The advisor must be a school staff member and attend meetings of the club.
- Selection of members must be on the basis of standards approved by the administration.

### **Club By-Laws**

- Those wishing to form a club must have a preliminary okay from Kristen Colyer, Principal.
- The ASB cabinet will seek a charter from the senate.
- Each proposed club must have at least one advisor from faculty.
- After the beginning membership has been secured and officers elected, two copies of the club's constitution must be submitted to the ASB Vice President who in turn submits it to the senate. The principal and the ASB director receive copies.
- When the constitution is approved, the club is given an official charter. The charter shall give that club representation in the inter-club council. The charter shall also entitle the club to all privileges of clubs of Lake Oswego High School.

### **Regulations On Club Meetings**

The following regulations will apply to the operation of all school clubs:

- All meetings shall be held at the school and at times agreed upon with the advisor present.
- Evening meetings shall be held only with the approval of advisors.
- All money-raising activities must have the official sanction of the club advisors and the administration.
- All school regulations shall apply to all club activities.
- Only those clubs affiliated with the school will be permitted to participate in school activities.

### **Assemblies**

- Assemblies are provided to our students for both educational and entertainment purposes.



- Student attendance at either the scheduled assembly or the designated quiet study room is mandatory.
- Students will not be permitted to enter the assembly after it has started, nor be permitted to leave early.
- Students are expected to be respectful to all presenters and assembly participants. Booing, jeering, or any type of disruptive behavior will never be tolerated.

## **Dances**

**Fall:** Homecoming & club sponsored after game dances

**Winter:** Holiday Dance, Club or class sponsored after game dances, & Valentines Dance

**Spring:** Junior Senior Prom

## **Publications**

### **Lake Views**

Lake Oswego High School's newspaper, published by the newspaper class, is the major Associated Student Body publication. It is distributed free to all members of the student body.

### **Laker Log**

The yearbook is distributed at the beginning of the following school year.

### **The Daily Log**

This is an announcement bulletin published each day. It contains information for all students and is read at the start of the second period class and then posted in the classroom. Announcement for publication in the Daily Log must be approved by the advisor submitted to the main office receptionist by 1:30 p.m. of the previous day.

## **Athletics**

### **Inter-Scholastic Activities**

Lake Oswego High School belongs to the Three Rivers League which sponsors competition in speech, drama, choir, band, orchestra, chess, dance, football, cross-country, swimming, skiing, basketball, wrestling, track, baseball, tennis, soccer, volleyball, softball and golf.

### **Athletic Programs Policy**

We believe that a strong athletic program at the secondary level complements, reinforces and extends academic programs by offering unique opportunities for students to grow and develop intellectually, physically, emotionally, socially and ethically. We also believe that in addition to providing a constructive arena for exercising the competitive spirit, athletics fosters a sense of both school and community pride. Participants, school personnel, parents and the community at large all contribute to creating the conditions for the success of the athletic program.

We consider participation in athletics to be a privilege offered to an individual athlete, who then becomes accountable for fulfilling the related responsibilities. Participation in competitive athletics is a valued life experience where both success and failure can make positive contributions to human growth in self-discipline, emotional maturity and self-respect. Athletics should stress fairness in human relationships, commitment to doing one's best, respect for others and humility in victory and graciousness in defeat. In addition, athletics should contribute to the development of lifelong health habits in exercise and nutrition.

The opportunity to participate in interscholastic sports programs shall be available to all students. Comparable programs shall be available for men and women, funding shall be equitable and facilities and equipment shall be substantially equal. Participants are entitled to skilled instruction, a safe competitive environment, respect as individuals and personal dignity.

## **Athletics -Alcohol And Drug Policy And Other Guidelines**

For specific details on athletic policies, academic requirements, student-athlete expectations, alcohol and drug policy, the process on how to propose a new sport, and other specifics about athletics, please go to the LOSD Athletics Hand Book located on the Athletics section of the LOHS website: [www.lolakers.com](http://www.lolakers.com)

# **Student Services**

## **Academic Counseling And Career Guidance**

Counselors are available to assist students in a variety of ways: scheduling, building a 4-year plan, career planning, college planning, and other decision making/issues that may arise. All students are encouraged to get to know their counselor and to feel free to schedule an appointment. Students can email their counselors directly to set up an appointment.

### **Students Are Assigned An Academic Counselor Alphabetically By Last Name:**

- **Adam Johnson**     **Counselor**     **A-Ha (Grades 10-12)**
- **Michele Tyra**     **Counselor**     **He-O (Grades 10-12)**
- **Molly Ferris**     **Counselor**     **P-Z (Grades 10-12)**
- **Selena Borne**     **Counselor**     **Grade 9**

### **Parents And The Guidance Program**

Lake Oswego High School believes that the work of the academic counselor is only a supplement to the daily guidance offered by parents at home, and that the best results are achieved when counselors and parents collaborate their efforts. Therefore, parents are encouraged to contact the student's academic counselor with questions and concerns. Parents may make an appointment with the counselors by phoning the counseling office at 503-534-2314.

## **Testing Program**

9:	PSAT 8/9	-Voluntary
10:	Preliminary American College Test (PreACT)	-Voluntary
11:	Preliminary Scholastic Aptitude Test (PSAT)	-Required
	National Merit Scholarship Qualifying Test (NMSQT)	-Voluntary
	OSAS Science Assessment	-Required
	OSAS Assessment Math (SBA)	-Required
	OSAS Assessment English Language Arts/Literacy	-Required
	Scholastic Aptitude Test (SAT)	-Voluntary
	American College Test (ACT)	-Voluntary
11/12:	Scholastic Aptitude Test (SAT)	-Voluntary
	American College Test (ACT)	-Voluntary
	Advanced Placement Testing (college credit)	-Voluntary

*Tests of all types are viewed only as an estimate of one's ability and are always interpreted within the framework of other student accomplishments.*

## **The Library**

The library is open for student use from 7:00 am - 4:00 pm. Students may check out library materials simply by providing their name and ID number to the desk attendant with the materials they choose to check out. The library computer lab is available for student use from 7:00am - 4:00pm.

## **Transcripts**

An official transcript is kept on every student who has attended LOHS. Included on this transcript are all semester grades and attendance. From time to time a student may request that copies of this transcript be sent to colleges for admission or financial aid consideration or prospective employers for jobs. A record of each copy sent is maintained. The final transcript, which is mailed in June, following graduation, will be mailed to the college of your choice, free of charge.

## **Health Services**

### **Medications – Administrative Procedure**

1. Prescription and nonprescription medications may be administered by school personnel as necessary. The following procedures must be completed as outlined in District Policy #5302R:
2. Prescription or nonprescription medication must be delivered to the school office by the parent or legal guardian. The medication must be in its original container with the student's name, name of the medication, dosage, administration instructions (route and frequency), and any special instructions.
3. An Authorization for Medication Administration by School Personnel must be completed and signed by the parent or legal guardian.
4. Students may be allowed to be in possession of medication and medicate themselves at school if the procedures as outlined in District Policy #5302R are followed:
5. Prescription or nonprescription medication must be in its original container. The student's name, name of the medication, dosage, administration instructions (with route and frequency), and any special instructions must be shown on the container. The amount of medication to be in the student's possession will depend on the type of medication and will be determined through an approval process.
6. A Self-Medication Agreement must be completed and signed by the principal, parent or legal guardian, and, in the case of prescription medication, the physician.
7. Sharing or borrowing prescription or nonprescription medication is strictly prohibited. If a student violates this rule, permission to self-medicate may be revoked and the student may be subject to discipline up to and including expulsion.

Any student who has become injured or is feeling ill should tell the instructor and the instructor will send them to the health room (located in the main office). Students will remain in the health room for a maximum of 20 minutes, after which a staff member will determine if the student is to be sent home, to a doctor, or back to class.

When the parent or family physician can't be contacted by the school, during an extreme emergency, the student is taken to a local physician's clinic or emergency room at Meridian Park Hospital. The school nurse or a certified school employee accompanies the student to the clinic or hospital and transfers the responsibility for the student and their care to the physician on duty there.

### **Health Room**

When a student becomes ill or injured at school, the following procedure will be followed.

1. The teacher will send the student to the health room with a pass.
2. Health room personnel will evaluate the student's illness or injury.
3. If health room personnel determine the student should leave school, health room personnel will notify the student's parent/guardian and also notify the attendance office.

## **Zen Den**

The Zen Den is located in the counseling office and is a place for students to center and regulate themselves when experiencing a crisis. When using the Zen Den:

1. Students must check in at the counseling office
2. Place cell phones in the cell phone caddy
3. Spend no longer than twenty minutes and then return directly to class
4. Students should not socialize with other students.

**STUDENTS ARE NOT TO LEAVE SCHOOL BEFORE CHECKING-OUT WITH THE HEALTH ROOM OR ATTENDANCE OFFICE.**

## **Home Instruction**

The educational needs of students who have a serious illness or injury which makes it impossible for them to attend regular day school, and do not qualify for the special schools which the state operates, are met by home study. The recommendation of a doctor and completion of District paperwork is necessary to qualify a student for this service.

## **Psychological & Testing Service**

The district provides a testing service. A district psychologist divides their time among the schools of the district working with counselors on special testing needs. In addition, the school district works closely with local referral agencies in the field of mental health.

## **Speech & Hearing Therapy Program**

The district provides services for evaluation and therapy in the areas of speech and hearing. Both district-employed specialists and outside referral sources are made available to high school students through this program.

## **Transportation**

Due to budgetary challenges the District has privately contracted bus service through Student Transportation, Inc. in order to continue to provide free transportation for students who live at least one and a half miles from school. Since it is a costly operation, complete cooperation is required of everyone at all times to continue providing transportation and to keep the equipment in good condition. The driver has the authority to deny rides to anyone who misbehaves. Bus rules are posted in each bus. The routes have been planned for the efficiency of students, families, and buses. Schedules and routes are printed in the Lake Oswego Review and posted in the school and on the school website.

## **Cafeteria**

The Food Services Department provides a range of services for students. These services include morning snack and lunch for all students through the USDA National School Lunch and Breakfast programs, morning break and lunch services on an a la carte basis for all students, vending services and catering services for all functions outside the regular meal schedule (special events, class parties, etc.). Breakfast will not be available before school. All breakfast tickets will be honored at break. A variety of foods and beverages will be offered daily produced by LOSD staff. Menus will be posted in the school office.

A breakfast "meal deal" for students includes a bread and/or meat item, fresh or canned fruit or juice and milk. The lunch "meal deal" includes an entree', 2 servings of fruit and/or vegetable, starch and milk. Lunches may be purchased at school daily. Additional items may be purchased a la carte. The purchase of a lunch ticket ensures that your child will receive a well-balanced meal (1/3 RDA) according to USDA guidelines. If a

student doesn't want what is included in a meal deal or wants more food than is included in the meal deal, they may purchase items a la carte. For more information on prices and the lunch program please visit: [Nutrition Services](#)

Breakfast and lunch are available for a reduced price for those students who qualify. Application forms will be provided at the school office and in the food service office.

## **Lockers**

Students are not allowed to place decals and signs that will deface the locker. The cost of removing such signs or repairing other damage to the locker will be charged to the student. Students shall use the lockers assigned to them unless a change is approved through the attendance secretary. Lockers remain the property of the Lake Oswego School District and may be opened at any time by the administration. Only instructional materials issued to students and their personal property, which is appropriate to school use, may be kept in the lockers.

## **Books**

Textbooks in good condition, paperback books and pamphlets are loaned to students. Loss of any item requires restitution by the person to whom it is issued; damage beyond reasonable wear requires payment for cost of repair. All students should protect themselves by printing their name, classroom number, and date in the proper place in every book issued to them.

## **Lost & Found**

Lost and found items may be turned in or claimed in the main office. LOHS owned books that have been found are sent to the library. Unclaimed items are donated to charity after 30 days.

# Constitution

## The Co-Curricular Program Constitution of the Associated Students Lake Oswego High School

### **Preamble:**

We the students of Lake Oswego High School, in order to exercise democratic principles and benefit the individual student and the student organization as a whole, do establish and pledge to uphold the ideal of this constitution.

### **ARTICLE I NAME**

The name of this organization is the Associated Student Body of Lake Oswego High School.

### **ARTICLE II COLORS, EMBLEM AND MASCOT**

#### **SECTION I**

The colors of Lake Oswego High School are navy blue and white with red accent.

#### **SECTION II**

The emblem of Lake Oswego High School is an anchor.

#### **SECTION III**

The mascot of Lake Oswego High School is Pilot Joe.

### **ARTICLE III MEMBERSHIP**

#### **SECTION I – Members**

All regularly enrolled students of Lake Oswego High School constitute the membership of the association.

#### **SECTION II - Student Body Cards**

All students shall receive a Student Body Card at the beginning of the school year. This photo I.D. Student Body Card identifies the holder as a current LOHS student. There are times when it is necessary to show this card such as: being assigned hall and P.E. lockers, checking out textbooks, checking out library books and admittance to LOHS scheduled functions and events.

#### **SECTION III - Activity Stickers**

An Activity Sticker for the Student Body Card may be purchased at the beginning of the school year. This sticker gives the bearer free admission to all Laker home games and reduction in admission to plays, concerts, dances, prom, etc.

### **ARTICLE IV ADMINISTRATION**

The principal is directly responsible for the welfare and general management of the Associated Students of Lake Oswego High School. All student government and senate powers are under the direction of a designated member of the administration.

### **ARTICLE V BRANCHES OF THE STUDENT GOVERNMENT**

#### **SECTION I ASB Cabinet**

- A. The elected officers of the Associated Student Body of Lake Oswego High School are the President, Vice President, Activities Director, Secretary, Treasurer, Publicity Director, Assemblies Director, and Clubs and Committees Director.**

**B. The duties of the Cabinet, as a whole, shall be: to review and interpret matters pertaining to the policy of the Constitution and other matters pertaining to the general welfare of the students: to fulfill all duties and obligations set by the student body; and to report all necessary activity to the Senate. It is the further duty of the Cabinet to oversee and attend all Senate meetings and to comply with the directives of the Senate.**

**C. Duties of each ASB Cabinet Member:**

1. The duties of the Student Body President shall be to preside over all Senate meetings and to prepare an agenda at least four days prior to each meeting. The Student Body President is responsible for meeting with the administration members when it is necessary to seek their approval for student activities. The President has the power of veto and the power to call emergency meetings of the Senate if necessary. The President shall also be responsible to oversee all Cabinet activities, and the President shall make sure that all members of the Cabinet fulfill their duties as prescribed by the President or by other people in authority.
2. The duties of the Vice President entail being in charge of the annual leadership workshop. The Vice President is responsible for organizing the ASB and class elections at the end of the year. The Vice President shall also perform all duties in the absence of the President.
3. The duties of the Activities Director are to oversee all major school activities and the three major events of the year: Homecoming, Holiday Activities, and May Fete. The Activities Director is also responsible to meet with the Principal to obtain all necessary approvals. The Activities Director shall maintain an activity file for the Cabinet and aid in planning the calendar of events. The Activities Director shall perform those duties delegated by the President.
4. The duties of the ASB Secretary are to prepare and distribute agendas, minutes, and attendance records of all Senate meetings and to oversee all official correspondence. They must keep a record of all class senators, alternates and class officers. The Secretary must take roll and keep a record of all people in attendance. It shall be the further duty of the Secretary to perform those duties delegated by the ASB President.
5. The duties of the ASB Treasurer are to receive and keep a record of all funds held by the ASB. A regular Treasurer's report of the funds shall be made at Senate meetings and/or upon request. The Treasurer is also responsible for ASB petty cash, filling out purchase orders and check requests. The Treasurer is also in charge of all class treasurers. It shall be the further duty of the Treasurer to perform all duties delegated by the ASB President.
6. The duties of the Publicity Director entail making all public press statements and publicizing school events in the local and school newspapers. Also, they shall make all morning announcements concerning the Cabinet and its activities. The Publicity Director shall also perform all duties delegated by the President.
7. The Assemblies Director shall plan and direct all assemblies. They shall also be in charge of all court elections and perform those duties delegated by the President.
8. The duty of the Clubs and Committees Director is to oversee the chartering of all clubs and committees as well as those duties delegated by the President.

**D. Terms Of Asb Cabinet Office**

All student body officers shall serve from the graduation ceremony of the year they are elected until the graduation ceremony of the following year.

**E. Qualifications Of Asb Cabinet Office**

1. All cabinet members must be fully accredited members of the Associated Student Body of Lake Oswego High School during their term in office.
2. The Student Body President and Vice President must be seniors. Juniors or seniors may hold all other cabinet positions.
3. All cabinet members must have been enrolled in Lake Oswego High School at least one semester prior to taking office.

4. All cabinet members must maintain passing grades in all subjects and demonstrate satisfactory citizenship.
5. All cabinet members shall enroll in a regular Leadership Class.

## **SECTION II SENATORS**

- A. Each required English class shall elect a Senate representative and alternate to serve as members of the Senate for either a quarter or semester, depending on the time length of the class. After each quarter or semester new elections will be held. Incumbent Senate representatives may be re-elected. Alternates are required to attend and allowed to participate in the Senate only when the regular Senator is unable to attend.**
- B. Each required English class having ten (10) students or fewer will combine with a same period English class to elect a Senate representative and alternate and hear reports.**
- C. Duties Of The Senator**
  1. Senators shall participate in all Senate meetings and keep regular attendance at these meetings. Senators will automatically be expelled from the Senate if they fail to attend 2 meetings within a semester.  
**The exceptions are:**
    - a. if Senator has an excused absence on the day of the Senate meeting, or
    - b. if alternate is informed to attend the Senate meeting in place of the regular Senator.
  2. Senators are to serve on committees as appointed by the ASB President.
  3. Senators shall report all Senate proceedings to their English class.
  4. Senators shall, above all, work to make the Senate an effective branch of Student Government and to make the Senate a voice of the student body.

## **SECTION III CLASS OFFICERS**

- A. Each Class Cabinet will consist of five elected positions: President, Vice President, Activities Director, Secretary, and Treasurer. They will serve in the Senate as non-voting members. The President will be scheduled into the Leadership Class.**
- B. Duties of Each Elected Class Officer:**
  1. The duties of the Class President shall be to preside over all class meetings and prepare an agenda at least four days prior to each meeting. The Class Presidents are responsible for meeting with administrative members when it is necessary to seek their approval for student activities. The Class Presidents shall be responsible for remaining in contact with the Faculty Advisors of their respective class. The President shall also be responsible for overseeing all Class Cabinet activities, and the President shall make sure that all members of the Class Cabinet fulfill their duties as prescribed by the President or by other people in authority.
  2. The Class Vice President shall perform those duties delegated by the Class President and perform all duties in the absence of the Class President.
  3. The duties of the Class Activities Director are to oversee all major class activities and the three major events of the year: Homecoming, Holiday Activities, and May Fete. The Class Activities Director is also responsible for meeting with the faculty advisors to obtain all necessary approvals. The Activities Director shall maintain an activity file for the Class Cabinet. The Class Activities Director shall perform those duties delegated by the President.
  4. The duties of the Class Secretary are to prepare and post agendas of all class meetings and to prepare minutes from those meetings. It shall be the further duty of the Secretary to perform those duties delegated by the Class President.
  5. The duties of the Class Treasurer are to receive and keep a record of all class funds. A regular report of the funds shall be made at class meetings and/or upon request. The Treasurer is also



responsible for class petty cash, filling out purchase orders and check requests. It shall be the further duty of the Treasurer to perform those duties delegated by the Class President.

## **SECTION IV CLUBS AND COMMITTEES**

### **A. Clubs**

1. A club seeking charter from the Student Senate must:
  - a. Have a faculty advisor.
  - b. Be approved by the Principal.
  - c. Submit a workable constitution to the Student Government for approval of form.
2. After approval of form, the Constitution is to be presented to the Student Senate by a representative of the club.
3. After discussion, the Constitution shall then be voted on by the Student Senate.
4. The club is officially chartered by the Student Senate if its constitution receives a simple majority vote by the Student Senate.
5. The charter of any club may be revoked by a two-thirds vote of the Student Senate if the club is no longer active or if it does not fulfill the duties set forth in its constitution, as decided upon by the Student Government and Administration.
6. The forms of amendments and/or revisions of a club constitution must be approved by the Student Government. The Student Senate must then approve amendments and/or revisions.

### **B. Committees**

1. Committees are student groups that differ from clubs in that they are almost entirely school-service organizations.
2. Committee operation is overseen by administrative or ASB Cabinet members and headed by cabinet-appointed members of the senior class.
3. Committee membership is open to the general student body.

## **SECTION V THE SENATE**

### **A. THE SENATE SHALL CONSIST OF THE ASB CABINET, SENATE REPRESENTATIVES ELECTED FROM EACH ENGLISH CLASS, AND ALL CLASS OFFICERS.**

### **B. The voting membership of the student senate shall be as follows:**

1. English Class Senators
2. Student Body Cabinet with the exception of the President
3. The Student Body President may vote in the case of a tie.

### **C. The Student Body Cabinet shall attend and oversee all Senate meetings.**

### **D. Duties of the Senate**

1. The Senate shall answer all written inquiries directed towards them with a written response. The President, by their sole jurisprudence, however, may make exception to this.
2. The Senate shall set up and maintain an area where students can go to discuss with Senators any concerns they may have about the school and/or Senate.
3. If the Senate deems it necessary, it may, by a two-thirds majority vote, refer any issue to be voted on by the Student Body.
4. The Senate has the authority to charter and re-charter all school clubs. The Senate may revoke a charter at any time.
5. The Senate shall approve the Cabinet's appointments of all standing committee chairpersons.
6. If the Senate disagrees with any specific action or interpretation by the Cabinet, or any other elected or appointed student official (such as standing committee chairman), it may, by a two-thirds majority vote, overrule the decision by the officer or official and instruct them to take a different course of action.

7. Every bill that has passed the Senate shall, before it is enacted, be presented to the Student Body President. If the President does not approve they shall return it to the Senate with their objections within ten (10) days after receiving it. The Senate shall then proceed to reconsider the legislation with the President's objections. After such reconsideration, the Senate may pass the original legislation, with a two-thirds majority, and submit it directly to the principal for approval. If the President approves a bill, they will sign it and present it to the principal for approval.

**The following points govern the principal's action on all bills.**

- a. The administration has fifteen (15) school days to act on all bills passed by the President.
  - b. Should the administration not act upon any bill passed by the Senate within the fifteen (15) day time period, the bill automatically goes into effect.
  - c. Should the administration veto any bill, the reason for this veto must be given and read in total in the Senate. A copy of this message will also be given to each staff member.
8. The Senate shall hold meetings every two weeks on a day appointed by the Student Body President, except when the Cabinet sees fit to extend the period between Senate meetings.
    - a. The Student Body President may summon special meetings of the Senate to consider matters of urgency.
    - b. Roberts Rules of Order shall govern the Senate in all situations in which they are applicable.
    - c. Senate committees (organized by Roberts Rules of Order) shall meet at times on days agreed upon by the committee and the committee chairperson.
    - d. The elected Student Body Secretary shall keep the minutes of all Senate meetings and make them available to all Senators and staff within two days.
    - e. A legible copy of any legislation prepared before the Senate meeting must be submitted to the ASB Secretary two days prior to the meeting. The Secretary shall copy over all legislation which was submitted at the proper time and distribute it along with the agenda.
  9. Two-thirds of the voting membership of the Senate constitutes a quorum.
    - a. All appointments shall be approved by two-thirds of the Senators present.
    - b. All legislation shall be passed by a majority vote.

## **ARTICLE VI STUDENT BODY OFFICER ELECTIONS**

### **SECTION I Election Dates**

- A. The President and Vice President shall be responsible for determining Cabinet election dates and procedures.

### **SECTION II Nominations**

- A. Nominations shall be by petition in the spring.
- B. All candidates shall be able to fulfill the officer qualification requirements listed in the Constitution and shall be screened by the Cabinet.

### **SECTION III Voting**

- A. A Student Body Officer shall be elected by the majority of votes cast.
- B. Only persons currently enrolled in Lake Oswego High School and planning to attend next year may vote in student body elections.
- C. All voting shall be done by voluntary secret ballot.

### **SECTION IV Vacancy of Office**

- A. In the event that the President leaves office or cannot assume office for any reason, their position shall be filled by the Vice President.
- B. Any other vacancy shall be filled by special election.
- C. Special elections shall be held in the same manner as regular elections.

### **SECTION V Election Procedures**

- A. Any student who wishes to run for a student body cabinet position shall file for candidacy by a petition signed by fifteen (15) members of each class.
- B. Any student who wishes to run for a class office position shall file for candidacy by a petition signed by thirty (30) member of their class.
- C. Any student wishing to run for Senator must be nominated by a member of their English class. The members of this English class will vote by secret ballot. The candidate with the second largest plurality will be named as alternate.
- D. If more than two (2) people are running for a certain position, the top person must have fifty percent, or more, of the votes cast to win automatically. Otherwise, a run-off will be held between the top two candidates following the first election.
- E. All run-off elections shall be held in the same manner as the previous elections.

**SECTION VI Office Holders**

No person may hold more than one of these major offices at one time: Senator, Class Officer or Student Body Officer.

**ARTICLE VII COURT ELECTIONS**

**SECTION I**

The student body will elect three (3) courts during each school year. All students will be eligible for the Homecoming and Winter Courts. The purpose of these courts will be to celebrate outstanding members of the student body for their achievements.

**SECTION II**

Members of each class will vote for their class' Court members, or "Royalty." Only seniors, however, may vote to elect members of the May Fete Court.

**SECTION III**

All members of the general student body may vote for Crowns, leaders of each Court.

**SECTION IV**

All students attending Lake Oswego High School are eligible for a court position once during their four years, not including the May Fete Court, in which case a student can be on a court twice.

**SECTION V**

The May Fete Court is made up of ten seniors who are voted for by senior class members only.

**ARTICLE VIII GENERAL**

**SECTION I**

All elected leaders at Lake Oswego High School will refrain from using drugs and alcohol during school time and at all school sponsored activities during their term of office. If apprehended in possession, using, under the influence of, or selling illegal substances, they will be immediately removed from office.

**SECTION II**

An immediate removal from office for this reason will also result in suspension from school.

**SECTION III**

ASB President and Class Presidents will be replaced by ASB Vice President and Class Vice Presidents respectively. All other positions shall be filled by a special election.

## **ARTICLE IX AMENDMENTS**

### **SECTION I**

Amendments to the Constitution may be proposed by the Senate, or through the Senate by the Cabinet, or by a petition signed by 10 percent of the student body.

### **SECTION II**

Amendments shall be passed by a two-thirds vote of the voting membership of the Senate and/or sent to the student body for ratification.

### **SECTION III**

Voting shall be done by Senate roll call.

### **SECTION IV**

The student body may call for a student body vote on an amendment proposed by the Senate by a petition signed by 15 percent of the student body.

### **SECTION V**

When amendments are voted upon by the student body, they shall be ratified by two-thirds of the votes, and voting shall be by secret ballot.

### **SECTION VI**

If an amendment is passed by the Senate or by the student body, it will be sent to the principal for ratification or veto.

### **SECTION VII**

All amendments will be brought before the Senate for a first reading for presentation and discussion. No action can be taken on any amendment until the subsequent meeting after the first reading.

## **ARTICLE X RECALL ELECTIONS**

### **SECTION I**

If a student body officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the Senate, by a two-thirds majority vote, or the student body, by a petition signed by 20 percent of the students, may call for a special election between the officer in question and any candidate nominated by the student body. In the case of President, the Senate, by a two-thirds majority vote, or the student body, by a petition signed by 20 percent of the students, may call for a vote to determine if the President shall be removed (a simple majority will recall the President). The Vice President shall assume the Presidency, and the position of the Vice President shall be filled by a special election.

### **SECTION II**

If a class officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the class, by a petition signed by 20 percent of the students in the class, or a two-thirds majority vote of the class members, may call for a special election between the officer in question and any candidates nominated by the class members; in the case of a class president the class members, by a two-thirds majority vote, or; by a petition signed by 20 percent of the class members, may call for a vote to determine if the President shall be removed (a majority will recall the President), the Vice President shall assume the presidency and the position of Vice President shall be filled by a special election.

### **SECTION III**

If a Senator does not fulfill qualifications of their office in the opinion of their peers and supervisor, the English class who voted for the Senator, by a petition signed by 20 percent of the students in the English class,

may call for a special election between the Senator in question and any candidate who wishes to be elected to the position.

#### **SECTION IV**

If a club officer does not fulfill qualifications of their office in the opinion of their peers and supervisor, the club or clubs who voted for the club officer, by a petition signed by 20 percent of the students in the club or clubs, may call for a special election between the club officer in question and any candidates who wish to be elected as the club officer.

#### **SECTION VI**

Any officer under recall or impeachment shall have full rights to a defense against charges brought in the recall or impeachment.

#### **SECTION VII**

Candidates for any such recall election shall meet all qualification requirements as specified in this Constitution.

#### **SECTION VIII**

The winner of the recall election shall remain in office for the rest of the year.

### **ARTICLE XI INITIATIVE AND REFERENDUM**

#### **SECTION I Initiative**

The student body of Lake Oswego High School may express its opinion on particular issues or may recommend a particular course of action by holding a student body vote. This vote shall be called for by presenting to the Senate a petition signed by ten percent of the total student body. [Procedure must follow the steps adopted by the Senate for circulating a petition.] Procedure for circulating a petition shall be as follows:

- A. Each endorsement shall include the endorser's printed name, signature, and phone number for identification purposes.
- B. Petitions can be circulated only outside of class time (only at break, lunch, student unions, study halls or outside of school)
- C. Completed petitions should be submitted to the ASB Secretary. The issue shall then be voted on by the student body within one month of the date of issuance at a special election organized by the ASB.

#### **SECTION II Referendum**

**By a petition signed by 10 percent of the student body, a decision of the Senate and the ASB Cabinet is subject to a school-wide vote. A two-thirds vote shall revoke the decision.**

### **ARTICLE XII ENABLING CLAUSE**

**This Constitution shall go into effect immediately after ratification by a two-thirds vote of the regular voting members of the Senate and ratification by the administration.**

# Where To Go!!!

## **If You Are Absent**

- Have your parents call the school, on the day of the absence. Notes from home will not be accepted.

## **If You Are Going to be Absent**

- Go to the attendance office, pick up a pre-arranged absence form and complete it.

## **To See an Administrator**

- Kristen Colyer, Principal is located in the office to the left of the main entrance. Assistant Principals Aaron Hollingshead and Jason Hohnbaum are located in the office to the right. Make an appointment with one of the secretaries.

## **To Inquire About Awards & Scholarships**

- See your counselor

## **To Report a Change of Address**

- See the Data Processor, Ms. Kylo.

## **If You Want to Join or Start a Club**

- See the ASB Clubs and Committees Chairman

## **For Cafeteria Information**

- See Sigrid Maier in the Cafeteria; it's open before school, at break, and during both lunches

## **To See Your Counselor**

- Make an appointment with Ms. Kozlowski, Counseling Secretary

## **If You Are Ill**

- Inform your teacher and ask permission to report to the Health Room.

## **To Find Out About Lockers**

- Check with Ms. Uecker in the Attendance office.

## **For Lost Articles**

- Check the main office.

## **To Put a Notice in the Daily Log (School Bulletin)**

- Have it signed by class, club, or organization advisor and submit to the main office receptionist prior to 1:30 p.m.

## **For a Refund on a Student Activity**

- See the bookkeeper in the business office.

## **To Run for a Student Body Office**

- Mr. Hill- Activities Director

## **To Schedule an Event**

- Seek administrative approval, then schedule the facility use with Beth Taylor (Events Coordinator)

## **To Participate in Sports**

- See the head coach of the sport or Christopher Coleman, Athletic Director.

## **If You Are Tardy**

- Under 5 minutes, go directly to class, over 5 minutes, check in at the attendance office.

## **If You Need to Leave Campus**

- Check out through the attendance office

## **To Request a Transcript**

- See the Counseling Secretary, Ms. Kozlowski, in the counseling center

## **For a Visitor's Pass**

- Use the automated check in system and/or see the receptionist in the front office.

## **To Withdraw from School**

- See your counselor.

## **To Obtain an Equal Opportunity Evaluation**

- Obtain form from Ms. Chalpoutis, the Principal's Secretary.

## **To Receive a Parking Permit**

- Each spring students will register for parking. Preference is given to Seniors with a Junior lottery occurring if space permits. For more information, see the campus safety staff member.

## **To Check on a Lost Book**

- Check the main office and the Library

## **To Obtain Athletic Clearance**

- See Christopher Coleman the Athletic Director in the Athletic office

## **To Obtain Accessibility Information About School Sponsored Activities**

- See the Athletic secretary in the main office