Where To Go For Information

LHS WEBSITE:
www.losdschools.org/Domain/17

ALL Guests/Visitors MUST register in the RAPTOR Visitor Management System at the main office before entering the building for any reason. Please bring a state issued ID with you when coming to LHS.

Absent?
Have your parent/guardian call the attendance line:
503-534-2322

Sick at school?
Check-in with your teacher and report to the Health Room in the main office

Planning to be absent?
Obtain a prearranged form from the Attendance Secretary
Karen.kahn@loswego.k12.or.us

More than 5 Minutes Tardy?
Check-in at the Attendance Computer

See an Administrator
Located in the main office see Corey Fivecoot

Awards & Scholarships
Check the Naviance website or ask Ms. Batson
503.543.2320
julie.batson@loswego.k12.or.us

Change of Address?
Use ParentVUE in synergy or email the registrar, Emma Kelly emma.kelly@loswego.k12.or.us

Cafeteria Information
Cafeteria is open during TSCT and during lunches or call
503-534-2391

LHS Website, Resources tab and choose Food Services for more information on meal prices and menus

See your Counselor
Make an appointment with Julie Batson or your counselor
julie.batson@loswego.k12.or.us
Driver's Education Information
Contact Community School
503.534.2302
communityschool@loswego.k12.or.us

Pay Fees & Fines
See Karon Beers, bookkeeper
Karon.beers@loswego.k12.or.us

Guest Dance Forms
Available 2 weeks before
dance in the main office or
online under the Activities tab
on the front page of the LHS Website

Locker Information
Check StudentVUE in Synergy.
See Corey Fivecoat or JJ Elske
in the main office

For Lost Articles
Check with the main office

Notices in the Bulletin
Articles submitted to Liz
Murphy prior to MONDAY
morning
liz.murphy@loswego.k12.or.us

See the Principal
Make an appointment with
Corey Fivecoat
corey.fivecoat@loswego.k12.or.us

Student Body Questions
See Liz Murphy in the Athletics Department
liz.murphy@loswego.k12.or.us

Need Room Reservation?
Email JJ Elske at
jj.elske@loswego.k12.or.us

Request & Pay Transcript Fees
See Julie Batson in the Counseling office
julie.batson@loswego.k12.or.us
LHS website, Counseling tab, transcript request

Purchase a Parking Permit
See Karon Beers, bookkeeper
Karon.beers@loswego.k12.or.us

Athletic Clearance
See Liz Murphy at the Athletic window
liz.murphy@loswego.k12.or.us

Lost Book
See secretary in Library

The best way to reach a teacher is by email. The Staff Directory may be found on the LHS Website under the About LHS tab.
Administration
Desiree Fisher, Principal
Kristen Colyer, Assistant Principal/Academics
Noah Hurd, Assistant Principal/Student Management
Nathan Stanley, Assistant Principal/Athletic Director

Corey Fivencat, Principal's Secretary
corey.fivecoat@losweego.k12.or.us
Administrator Appointments
Shadow student scheduling
LHS web updates
ParentVUE support
Locker Assignment

Bookkeeper – Karon Beers
karon.beers@losweego.k12.or.us
Student Fees/Fines
Ticket Sales
Billings to clubs/coaches
ASB Budget/Petty Cash

Attendance – Karen Rogers-Kahn
karen.kahn@losweego.k12.or.us
Clear or Report an Absence
Off campus pass
Pass to Class
Pre-arranged absences

Athletic Secretary - Liz Murphy
liz.murphy@losweego.k12.or.us
Athletic Clearance
ASB/Student Events Coordinator
Graduation Coordinator

Front Desk – JJ Elske
jj.elske@losweego.k12.or.us
Accident Reports
Lost and Found
Theft & Vandalism Reporting

Facilities Coordinator – JJ Elske
jj.elske@losweego.k12.or.us
Replacement ID Cards ($5)
Field Trips
Facilities Use/Reservations
<table>
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<tr>
<th>Position</th>
<th>Contact Information</th>
<th>Phone Number</th>
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<tr>
<td>Campus Monitor - <a href="mailto:forrest.sherman@loswego.k12.or.us">forrest.sherman@loswego.k12.or.us</a></td>
<td>503.534.2319</td>
<td>ext. 4507</td>
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<td>Counseling Secretary – Julie Batson</td>
<td><a href="mailto:julie.batson@loswego.k12.or.us">julie.batson@loswego.k12.or.us</a></td>
<td>503-534-2320</td>
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<td>Data Processing – Emma Kelly</td>
<td><a href="mailto:emma.kelly@loswego.k12.or.us">emma.kelly@loswego.k12.or.us</a></td>
<td>503-534-2319</td>
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<td>Testing Coordinator – Lois Moll</td>
<td><a href="mailto:Lois.moll@loswego.k12.or.us">Lois.moll@loswego.k12.or.us</a></td>
<td>503-534-2441</td>
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<td>Immunization questions</td>
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SCHOOL ACTIVITIES

ASSEMBLIES
As one of the major elements in the activity program at Lakeridge, assemblies promote school spirit, celebrate special events, display student talent, and provide entertainment.

DANCES
Dances sponsored by various groups are held throughout the year. If you wish to bring a friend who does not attend Lakeridge, you must complete an LHS Guest Form and turn it into the Facilities Secretary by the due date on the form.
*Lakeridge students must have an ASB card and guests must have photo ID on them at the dance.
*NO junior high students or guests 21 years or older may attend any high school dances.

PARTICIPATION IN SCHOOL ACTIVITIES: GUIDELINES
Students must attend all of their classes on the day of an activity or practice in order to participate. Students are expected to remain in their class until the time established for leaving for the activity. Students who are scheduled to be absent for a school activity should make arrangements (prior to the activity) with the teacher to complete the work. A student who has excessive absences and or failing grades may be refused permission to participate. They are also expected to be in attendance the day following the activity.

SCHOOL CLUBS
The varied club program at LHS offers students the opportunity to become involved in many areas of special interest. Contact Liz Murphy for more information. liz.murphy@oswego.k12.or.us or 503.534.2325

ATHLETICS

INTER-SCHOLASTIC ACTIVITIES
Lakeridge High School belongs to the Three Rivers League which sponsors competition in speech, drama, choir, band, orchestra, dance, cheer, football, cross-country, swimming, skiing, basketball, wrestling, track, baseball, tennis, soccer, volleyball, softball and golf. LHS offers a variety of sports through Community School, which are considered club sports and include Lacrosse, Water Polo, Equestrian, Rugby and Snowboarding. Three Rivers League: Lakeridge, Lake Oswego, Canby, Tigard, Tualatin, Oregon City, St. Mary’s, West Linn.

ATHLETIC CLEARANCE
In order to participate in athletics, the following requirements must be fulfilled PRIOR TO any practice or issue of equipment!
1. Be enrolled in and passing the equivalent of five (5) semester classes. Except for entering freshman, you must have earned five (5) full credits in the previous semester. Summer School credits count for eligibility purposes.
2. Pay the participation fee for your sport. If a student turns out for a sport and is cut by the coach, the participation fee will be refunded. Although the implementation of these fees is one source of income that will enable our district to continue our athletic program, our school board does not want these fees to prohibit any student from athletic participation. If this is truly a financial hardship on your family, please contact the LHS Athletic Director to discuss a partial or full waiver of the fees.
3. Adhere to the following physical examination procedures:
   * Physical exams must be completed no earlier than May 1 of the preceding school year,
   * Freshmen, juniors and any new students who participate in the athletic program must have a current OSAA physical on file with the school prior to participation for the first time in high school.
ACADEMICS

ACADEMIC COUNSELING AND CAREER GUIDANCE
Counselors are available to assist students in a variety of ways: scheduling, building a 4-year plan, career/college planning, and with other decisions and issues that may arise. All students are encouraged to get to know their counselor and to feel free to schedule an appointment. Students may schedule all counseling appointments by placing their name on their counselor's clipboard outside each door.

ACADEMIC INTEGRITY
We believe honesty and integrity to be important and desirable 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.
All students sign an agreement at the beginning of school committing to academic integrity.

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.

Student shall not:
Represent the work of others as their own.
Use unauthorized assistance in any academic work.
Give unauthorized assistance to other students.
Modify, without faculty approval, an examination, paper record, or report for the purpose of obtaining additional credit.
Fail to meet other conditions for academic integrity as required by a faculty member for a specific course.

EXPECTATIONS
Please refer to the LOSD Student/Parent Athletic Handbook and the LOSD K-12 Student & Family Manual for further information.

DROPS
Students should make all schedule changes prior to the beginning of each semester. With the consent of the counselor and parent and in accordance with current scheduling guidelines, students may drop courses up to the end of the third week of a semester class. Courses that have been dropped by the end of the third week will not appear on the permanent record.

WITHDRAWALS
Students may withdraw from a class up to the end of the eighth week of a semester class. Students who have teacher and counselor approval to withdraw from a class at the 8th week will receive a “W” which will appear on the transcript.
Students who do not follow a reasonable course which includes good attendance, efforts to seek help from teacher and counselor, completion of homework, and making an effort on tests will receive a "WIF" upon their withdrawal. The "WIF" means failing at the time of withdrawal and will appear on the transcript.

Students who withdraw after the appropriate withdrawal time (after the 8th week) have assumed grade responsibility for the course. The grade of "F" will appear on the transcript unless in the judgment of the teacher, counselor, and assistant principal, a drop, a withdrawal or withdrawal with an "F" is deemed appropriate.

FINALS WEEK
Finals week occurs twice during the school year (at the end of first and second semester). Finals prep days occur 5 school days prior to the exams.

COUNSELING OFFICE
Planning beyond high school information including college catalogues, gap year information, career information and reference materials are available for review in the counseling office.
ATTENDANCE POLICIES

ABSENCES
Excused Absences
Definition
1. For illness of the student or illness of a family member
2. For emergencies
3. For prearranged absence (if approved) i.e., medical, dental, orthodontic appointments, college visits

Policies
1. Students must have a parent/guardian phone the attendance office at 503-534-2322. (Text messages and notes are NOT accepted)
2. The student is responsible to make up all missed work.
3. Credit is given for work made up.
4. Absences must be cleared within two working days.
5. Any student absent 10 or more consecutive days will be dropped from active enrollment.
6. In the case of an extended excused absence, incompleteds may be given.

Prearranged Absences
Definition: An absence prearranged with student, teacher, parents, and administrators.
Procedure:
1. Student obtains a prearranged absence form from the attendance office.
2. 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.
3. Parents review and sign the form supporting the absence.
4. Student returns completed form to the attendance office for administrative signature 24 hours prior to departure.
5. All prearranged absence forms must contain teachers’ signatures, parent signature and administrator’s signature, or else the arrangement will be void.

Policies:
1. The student is responsible to make up all work.
2. Generally, five days will be the maximum number of days allowed on a prearranged absence. Students should check with their teachers regarding individual policies.
3. 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.
4. Prearranged absences for “senior skip” day will not be honored.
5. Prearranged absences will not be approved on semester finals days. Students are expected to take finals at the appointed time.
6. There are no sanctioned “Skip Days.”

TARDINESS AND CHECKING OUT
The staff is concerned about excessive unexcused tardiness and will take the following approach to reduce unexcused tardies:
1. Arriving to class after the bell constitutes tardiness.
2. Tardiness can be excused in one of the following ways:
   * A note from a staff member
   * Teacher judgment
   * Announcement by intercom or email that a group will be late.
3. A student is accountable to the classroom teacher for an excused tardy.
4. Any late arrival where a student misses 51% or more of any class period will result in either an excused/unexcused absence depending on if a parent “calls in” the absence and the absence is a District and/or school recognized reason.
5. A student who arrives to class more than 45 minutes late (unexcused) will be marked absent for record keeping purpose and may receive consequences.
6. On the fourth unexcused tardy during a semester, parents will be notified and work detail or detention assigned.
7. On the sixth unexcused tardy during a semester, expect the consequences to double from the last conference.
8. A student who is more than 5 minutes late to class will be sent to the attendance office for an admit slip.
9. A student who is leaving campus before the scheduled time must check out through the attendance office.

GENERAL INFORMATION

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 writing their name, classroom number, and date on the book plate inside the front cover of every book issued to them.

DRESS AND GROOMING
1. 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.
2. Clothing, jewelry and accessories shall be free of writing, pictures or any other insignia that are vulgar, profane, or sexually suggestive or that advocate racial, ethnic, or religious prejudice or that promotes the use or display of drugs or alcohol.
3. Immodest clothing shall not be permitted to disrupt the teaching or learning environment. This includes clothing that exposes one's undergarments or midriff such as sagging pants; sheer blouses; strapless, backless or low cut tops; sports bras; sleeveless undershirts, or short shorts (above mid-thigh). These examples are not meant to be inclusive but only to provide guidelines.
4. Students participating in voluntary co-curricular activities must conform to these standards. A coach or advisor may alter these standards to fit specific sports or activities with the approval of the principal.
5. For unique or special curricular or co-curricular activities, the principal may alter or waive the standards. Students whose appearance violates one of these standards will be asked to correct the situation by wearing a school t-shirt or returning home to change their clothes. The student may return to school as soon as they have changed to appropriate attire.

ELECTRONIC DEVICES
If you choose to bring an electronic device to school it should always be turned off and securely stowed away in your backpack, purse, pocket, etc. while you are in class unless expressly authorized by a teacher for a specific classroom activity. If a student is found to be using their phone at an unauthorized time, their teacher will likely confiscate the phone for the remainder of the class period on the first offense. On second and subsequent offenses teachers will often confiscate and deliver the phone to the front office to be picked-up by the student at the end of the school day. It is never ok to use an electronic device to photograph a student without their consent and to photograph another student's homework, testing materials, or class projects for the purposes of gaining an academic advantage.

FOOD & DRINKS
The Lake Ridge High School Campus is one of which every PACER can be proud. To maintain this pride, every student should help to keep the buildings and grounds neat and clean.
HARASSMENT
All students are entitled to attend school without harassment or menacing. Harassment shall be defined as unwelcome conduct that has the purpose or effect of interfering with a student's educational performance or that creates an intimidating, offensive, or hostile educational or working environment.

The district is committed to ensuring a working and learning environment that is free of harassment, including sexual harassment, for its students and employees. Sexual harassment includes unwelcome sexual overtures, demands for sexual behaviors in exchange for benefits, and other unwelcome conduct of a sexual nature.

Harassment will not be tolerated at Lakeridge High School and will result in disciplinary action for student, up to expulsion; for employees, the result will be disciplinary action, up to and including dismissal.

If you are the victim of any type of harassment or menacing, inform your parent(s) and immediately report the incident to an administrator or counselor.

School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of this handbook or other school rules but complete anonymity may not be possible in all circumstances.

HEALTH ROOM
Any student who has become injured or is feeling ill should tell the instructor and the instructor will send him/her to the health room.

- Health room personnel will evaluate the student's illness or injury.
- Health room personnel will determine if the student should rest for 15-20 minutes in the health room and then return to class or leave school. Health room personnel will notify the student's parent/guardian and begin calling the listed emergency contacts if parent/guardian is unable to be reached.
- The office will also notify the attendance office if a student leaves school due to illness or injury.

*** STUDENTS ARE NOT TO LEAVE SCHOOL BEFORE CHECKING-OUT WITH ATTENDANCE ***

LIBRARY HOURS
The Lakeridge High School library is open for student use from 8AM to 4:30PM, Monday through Thursday, and closes at 4:00PM on Friday, with the exception of early release days.

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. Lockers remain the property of the Lake Oswego School District and may be opened at any time by the administration. Only instruction materials issued to students and their personal property which is appropriate to school use may be kept in the lockers. Students may check their Synergy StudentVUE account for their locker number and combination.

OFF LIMITS
The following areas are designated off limits to students during the school day: All parking lots, baseball & softball fields, tennis courts & churches.

PUBLICATIONS
News: The newspaper class produces and distributes the student newspaper, The Newspaper, and the student magazine, The 'Ridge, for free to all students approximately four times a year.
Yearbook: The Symposium, the school yearbook produced by the yearbook class, is distributed in the spring to all students who purchase a book. Book prices are set by the LOSD School Board.
The BIZZ around the ‘Ridge: This is an announcement bulletin published on Monday and posted on the website. It contains information for all students and is read at the start of the second period class on Monday. Announcement for publication in The Bizz should be submitted to the ASB Staff Advisor by 1:30 p.m. of the previous day.

Events Calendar: This is a calendar of events giving date, time, and place of meetings, projects, athletic contests, and performances of both students and faculty. The Events Calendar is available to view via the LHS website. https://www.losdschools.org/Domain/17

PUBLIC DISPLAYS OF AFFECTION
Public displays of affection, which are disruptive to the school operation and inappropriate at social functions, will not be permitted and students demonstrating such behavior will be asked to refrain and could be subject to disciplinary action.

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 to a teacher, administrator or other employee.
2. Fist-fighting or assault on another.
3. Stealing.
4. Use of profane or obscene language.
5. Deliberate disruption of classroom instruction.
Disciplinary Action may include a police report being filed, suspension and/or expulsion.

SCHOOL PROPERTY VANDALISM
Every student has the RESPONSIBILITY:
1. To assist in the maintenance of a clean school, and refrain from littering and damaging property.
2. To take reasonable personal action or make a report to school or law enforcement authorities when violations are observed.
3. To make restitution to the school for damage incurred. (May include payment and/or community service.)

CLOSED CAMPUS
The campus of Lake Ridge 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. A referral for an off campus violation will result in a detention being assigned. Repeat offenses may result in suspension.

STUDENT BODY CARD
Students should carry their Student Body cards at all times, as they will be used for identification in school for attendance & library check-outs, and at other school activities.

STUDENT VEHICLE OPERATION
1. Cars parked in the school parking lots MUST have a valid parking permit.
2. Cars are not to be driven during the school day, exceptions being mid day release, early release or Cadet teaching.
3. All cars are to be locked if possible.
4. The school speed limit is 10 miles per hour, with no exceptions, for the safety and convenience of other drivers and pedestrians.
5. Students in violation of any of the above expectations could lose their parking permit on the first violation.

SUBSTANCE ABUSE
*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.
DRUGS - The State Law (Oregon Revised Statutes, Chapters 474/475) 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.

PROCEDURE
Violation of these policies shall result in a suspension of up to 10 school days and a mandatory expulsion hearing at the District office.

PARTICIPATION IN SCHOOL ACTIVITIES
Students in violation of the drug, alcohol or tobacco policy will be suspended from all extra-curricular activities including performances and competitions for 10% of their regularly scheduled season (see Athletic Handbook for details).

TECHNOLOGY USE
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 such as floppy disks.
Produce illegal copies of software.
Install any software from any source.
Plagiarize information acquired from electric sources.
Knowingly introduce a software virus.
The district provides access to network resources only for teaching and learning purposes.

Students who access and use network resources are expected NOT to:
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.
Inveade 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.

TOBACCO FREE, VAPORIZER FREE CAMPUS
Students have the RIGHT to attend school in an environment free of tobacco, tobacco smoke and tobacco refuse.
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. Students possessing or using tobacco products may be subject to suspension. This also includes the use or possession of electronic vaporizer devices.

There are some additional guidelines regarding tobacco use listed in the Athletic Contract and Guidelines that apply to all student athletes.

VIOLATION OF SCHOOL RULES
In general, Oregon Law authorizes the school to make rules and to punish, suspend, or expel pupils who violate those rules.

PUNISHMENTS INCLUDE:
1. Conference with an administrator
2. Detention after, before school, or during lunch
3. Work Detail
4. Parent meeting
5. Suspension
6. Expulsion

WEAPONS IN THE SCHOOL
Weapons, including firearms and knives, are forbidden on District property and at District events. 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.

LAKERIDGE HIGH SCHOOL DIGITAL RESOURCES

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- Unlimited FREE access to The New York Times when using school Wi-Fi
- Free access to Ancestry.com Classroom edition when using school Wi-Fi