

**Lakeridge High
School**

2022 – 2023

Handbook

DIRECTORY

Administration

503-534-2321

Desiree Fisher, Principal
Noah Hurd, Assistant Principal
Teresa Sanchez, Assistant Principal
Mark Horak, Assistant Principal, Athletic Director

Bookkeeper

503-534-2199

Student fees/fines
Ticket Sales
Billings to clubs/coaches
ASB Budget/petty cash

Attendance

503-534-2322

Clear or Report an Absence
Off campus pass
Pass to Class
Pre-arranged absences

Athletic Secretary

503-534-2325

Athletic Clearance

Counseling Secretary

503-534-2320

College Applications
Counselor Appointments
Career Opportunities
Scholarships
Transcripts

Data Processing

503-534-2319

Change of grades
Report Cards
Student Information Changes
Withdrawals

Front Desk

503-534-2319

Accident Reports
Lockers
Lost and Found
Theft & Vandalism Reporting

Facilities Coordinator

503-534-2319

ID Cards
Yearbook Distribution
Field Trips
Use of Facilities

Where To Go For Information



Absent?

Have your parents call:

503-534-2322

Karen Kahn

Sick at school?

Check with your teacher and report to the Health Room in the main office

Planning to be absent?

Obtain a pre-arranged form from Karen Kahn

Tardy?

Check in at the attendance computer outside of the Main Office

See an Administrator

Located in the main office
See Corey Fivecoat

Awards & Scholarships

Check the website, flat screens or bulletin, or see your counselor

Change of Address?

See Katharine Nyhus in the main office

Cafeteria Information

Cafeteria is open at break and during lunches or call 503-534-2391

See your Counselor

Make an appointment with Julie Batson

Driver Training Information

Contact Community School

Guest Dance Forms

Available 2 weeks before a dance from JJ Elske in the main office

Locker Information

See Corey Fivecoat in the main office

For Lost Articles

Check with the main office

Notices for Announcements

Information submitted to Liz Murphy, in the main office

See the Principal

Make an appointment with Corey Fivecoat

Student Body Questions

See Noah Hurd in the main office

Need Room Reservation?

See JJ Elske in the main office

Request a Transcript

See Julie Batson, in the counseling office

Purchase Parking Permit

See bookkeeper

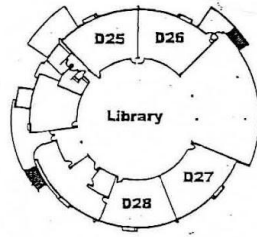
Athletic Clearance

See Liz Murphy in the main office

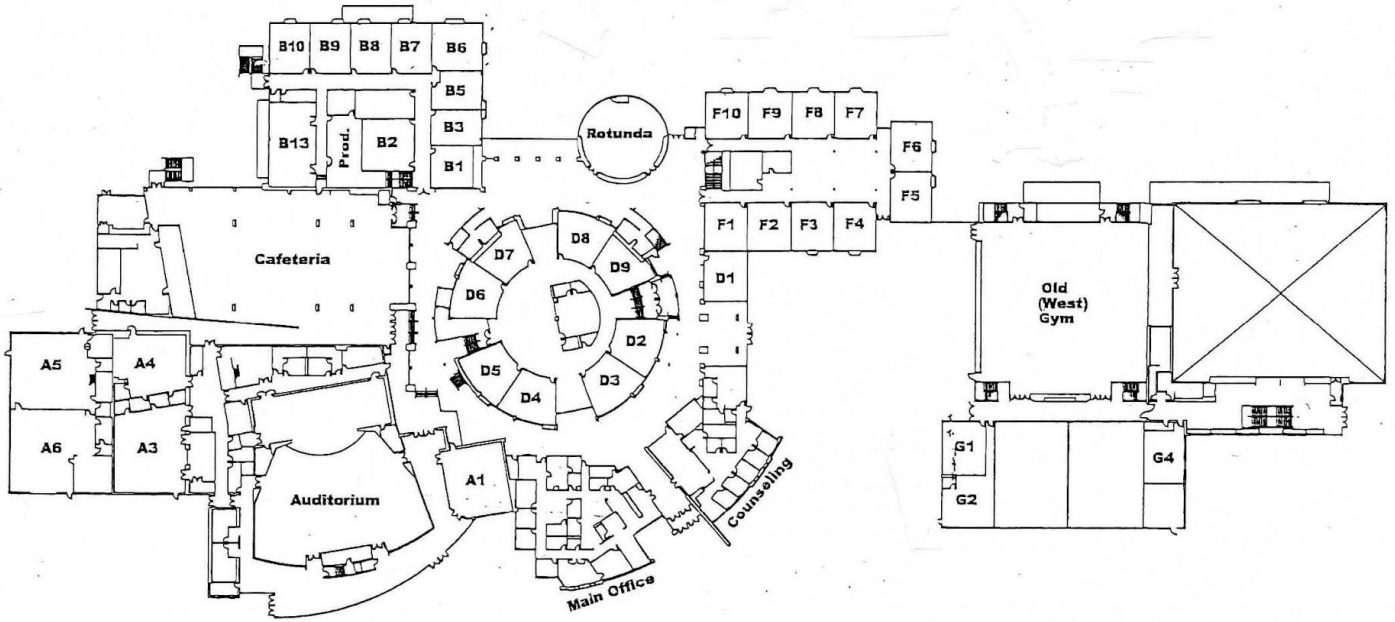
Lost Book

See secretary in Library

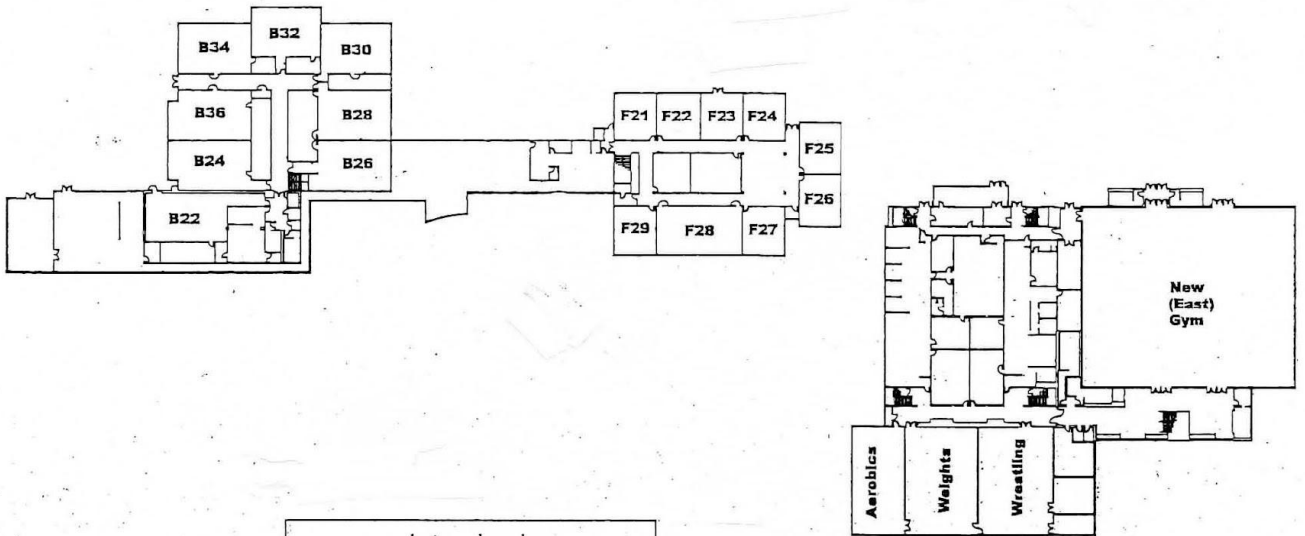
LAKERIDGE HIGH SCHOOL



upper level



main level



lower level

LAKERIDGE

PACER FIGHT SONG

Lakeridge High
Strong with pride,
Blue, gold, and white;
Champions we remain.

We will see victory,
Guess who we are, **P-A-C-E-R**
We're the best, no contest,
Prepare to fall
We'll defeat you all.

We will prevail, so
Stand up and yell for
Lakeridge High!

STUDENT BODY OFFICERS

President	Tristan Seber
Vice President	Eleni Antonis
Secretary	Molly Bachman
Activities Director	Daragh O'Hare
Publicity Director	Vanessa Hanson
Assembly Director	Brandon Taliafero
Assembly Director	Michael Shin
Spirit Director	Rachel Schecter
Technology Director	Christopher Morrissey
Philanthropy Director	Kendall Coyne
Philanthropy Director	Emily Zou
Photography Director	Paige Mears

CLASS OFFICERS

Senior Class President	Andrew Huang
Senior Class Vice President	Josh Li
Senior class Secretary/Treasurer	Gus Rogers
Junior Class President	Walker Godfrey
Junior Class Vice President	Tristan Seber
Junior Class Secretary/Treasurer	Molly Bachman
Sophomore Class President	Olivia Smith
Sophomore Class Vice President	Emma Streano
Sophomore Class Secretary/Treasurer	Micah Buchanan
Freshman Class President	
Freshman Class Vice President	Kate Birdsall
Freshman Class Secretary/Treasurer	Emilie Driscoll

AMBASSADORS

Senior Class Ambassador	Clhoe Kim
Senior Class Ambassador	Chris Nguyen
Junior Class Ambassador	Ella Privatsky
Junior Class Ambassador	Jonas Proctor
Sophomore Class Ambassador	Kate Birdsell
Sophomore Class Ambassador	Emilie Driscoll
Freshman Class Ambassador	Savannah Smith
Freshman Class Ambassador	Sarah Buchanan

STUDENT VOLUNTEER OPPORTUNITIES

OUTDOOR SCHOOL

The Multnomah Education Service District offers a camping/nature program for all Portland sixth graders for a week in the fall or spring. Lakeridge students who have a 2.5 cumulative GPA may apply to become junior counselors. The permanent staff at the Outdoor School site makes the final selection of junior counselors when students attend a two-day workshop. Lakeridge does not give transcript credit for participation.

For more information to student activities and organizations check the Lakeridge website:
www.edline.net/pages/Lakeridge_High_School

Foreword

The students, parents, and faculty of Lakeridge High School are a close community engaged in the process of secondary education. They, as with any group of individuals working toward certain goals, need policies and procedures to facilitate their attainment. The proper functioning of the school community, however, relies on the broader concept of personal honor based on integrity, common sense, and respect for civil and moral law. In effect, the basic criterion is the assumption that students will conduct themselves respectfully at all times, both on and off the campus.

Students, this handbook is for YOU. Lakeridge High School has much to offer and we hope you will contribute much of yourself to the school.

Parents, this handbook is for YOU. We hope it will give you a better understanding of Lakeridge High School, its offerings and its expectations.

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

MISSION, VISION, VALUES

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.

Values-

- We value the collaboration of staff, students, family and community.
- We believe respect and acceptance are the foundation for strong relationships.
- We value a rigorous curriculum that supports critical thinking and problem solving.
- We believe that curiosity inspires the learning process.
- We value our students' talents, skills and creative energy.
- We believe in continually improving our school culture.
- We are committed to helping each student feel emotionally and physically safe, supported, and valued as a member of our learning community.

Our Commitment to Equity

An Equitable educational environment is an environment that intentionally ensures every student has access to the same opportunities in all aspects of school, but especially all classroom environments, regardless of content. Equity recognizes that advantages and barriers exist, including microaggressions. As a result, students don't start from the same place. They come from diverse backgrounds. Equity is an intentional process that begins by acknowledging this unequal starting place and makes a commitment to address and correct the imbalance and the negative consequences these experiences can have on all of our students, particularly those of color and those from traditionally marginalized groups who often suffer silently and seek their voices to address the inequities.

The staff at Lakeridge High School is committed to intentionally addressing and correcting any inequities that exist. As a staff, we will continue to learn as a community how imperative it is that we use our voices to fight aggressions and microaggressions among all adults, between adults and students, and between students and students. As a staff, we will also learn to speak up in the midst of "charged" language and behavior. Finally, we will teach our students to respond to aggressions and microaggressions as leaders rather than as victims to help them bring about the changes they are seeking.

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 and Lakeridge believe 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

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 his/her 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 his/her place of residence during the school year may continue in his/her 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. A pupil who has completed his/her sophomore and junior years as resident student in a senior high school of the district may continue for the senior year in that school regardless of place of residence.
5. 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.

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.

All students found to be in violation of academic integrity in any form, shall expect the following administrative action. The following administrative actions accumulate throughout the student's high school career and are not on a year by year basis:

- 1st Violation - Student receives a "0" on the assignment in question, test, etc. Parents are notified. Student

attends Pacer Zone.

- 2nd Violation - Student receives a “0” on the assignment in question, test, etc. Parents are notified. Student attends Pacer Zone. Administration will determine next moves with student, based on individual circumstances.
- 3rd Violation - Student receives a “0” on the assignment in question, test, etc, Parents are notified. Repeat offense consequences for discipline to be determined by administration, based on individual circumstances.

DEFINITIONS OF ACADEMIC VIOLATIONS

Excerpted from:

[Undergraduate Academic Conduct Committee
Academic Integrity at Northwestern University
http://www.northwestern.edu/uacc/defines.html](http://www.northwestern.edu/uacc/defines.html)

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 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.
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 access 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.

Students then are asked to examine the **Turnitin.com** report and revise their paper. For example, students may review their paper 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)

Student Signature

Parent/Guardian Signature

Date

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.

ABSENCES

EXCUSED:

- 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 503-534-2322.
- 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 his/her 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, 2 days missed for an excused absence = 2 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

UNEXCUSED:

- 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 will be given detention for an unexcused absence.
- 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, and Saturday School may be assigned.
- 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 may not be made up for credit.
- Skip Days: Lakeridge 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 his 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.

POLICIES:

- The student is responsible for making 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 emergencies 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 Noah Hurd, 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 Lakeridge High School are designed to be in accord with Lake Oswego Board policies, as well as the stated philosophy of Lakeridge High School.

SCHOOL RULES

GENERAL

The School Board has charged Lakeridge 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 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.

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. Restorative Practice
2. Verbal Warning
3. Phone Conference with Parent
4. Letter home
5. Loss of privilege(s)
6. Detention during lunch
7. Pacer Zone Circle
8. In-School suspension
9. Out of School suspension
10. Expulsion

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

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 his rights to fair consideration free from action which is patently arbitrary and capricious.
- The action taken will be appropriate for the offense committed.

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 a 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.

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 such as floppy disks.
- 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, headphones around the neck, tablets, etc... are to be turned off and put away inside the classroom or they will be confiscated 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 in charge of discipline.

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 LHS dances. A guest is defined as any person who does not attend Lakeridge 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 Pacer 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- LHS 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 Lakeridge High School is closed. Upon arrival, students remain on the school grounds for the duration of the school day unless their schedule indicates that they leave campus to attend to academic responsibilities or administrative permission has been granted.

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 unless with adult supervision:

Parking Lots

Baseball and Softball field

Football fields and Stadium

Natural Area behind the school

All designated construction zones/areas

STUDENT VISITORS

Visitors are not permitted at school unless they are contemplating enrolling at LHS and have visitation arrangements. 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

LHS has very limited parking availability for students and our student parking is limited to students with parking permits only. Parking guidelines are listed on the application students must sign.

PARKING REGULATIONS

- Cars 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 LAKERIDGE 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)

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

It is the policy of the Lake Oswego School District that there will be no discrimination or harassment on any basis protected by law, including but not limited to, an individual's perceived or actual race, color, religion, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, veterans' status, or because of the perceived or actual race, color, religion, sex, sexual orientation, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status or veterans' status of any other persons with whom the individual associates in any educational programs, activities or employment.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING/CYBERBULLYING/ TEEN DATING VIOLENCE

The Board, in its commitment to providing a safe, positive, and productive learning environment for all students, will consult with parents/guardians, employees, volunteers, students, administrators, and community representatives in developing this policy in compliance with applicable Oregon law.

Hazing, harassment, intimidation or bullying, menacing, and acts of cyberbullying by students, staff, or third parties toward students is strictly prohibited. Teen dating violence is unacceptable behavior and prohibited.

Retaliation against any person who is a victim of, who reports, is thought to have reported, or files a complaint about an act of hazing, harassment, intimidation or bullying, menacing, an act of cyberbullying, or teen dating violence, or otherwise participates in an investigation or inquiry is strictly prohibited. A person who engages in retaliatory behavior will be subject to consequences and appropriate remedial action. False charges shall also be regarded as a serious offense and will result in consequences and appropriate remedial action.

Students whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including expulsion.

Staff whose behavior is found to be in violation of this policy will be subject to consequences and appropriate remedial action which may include discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or the Board.

Students, staff, or third parties may also be referred to law enforcement officials.

The principal and the superintendent are responsible for ensuring that this policy is implemented.

Definitions

- “District” includes district facilities, district premises, and non district property if the student 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 jurisdiction of the district.
- “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 interdistrict and intradistrict athletic competitions or other school events.
- “Hazing” includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any district-sponsored 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; or 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.
- “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance, that takes place on or immediately adjacent to district grounds, at any district-sponsored activity, on district-provided transportation, or at any official district bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:
 - Physically harming a student or damaging a student’s property;
 - Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or
 - Creating a hostile educational environment including interfering with the psychological well-being of the student.
- “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation¹, national origin, marital status, familial status, source of income, or disability.
- “Teen dating violence” means:
 - 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
 - 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.
- “Domestic violence” means abuse between family and/or household members, as those terms are

described in ORS 107.705.

- “Cyberbullying” is the use of any electronic communication device to harass, intimidate or bully.
- “Retaliation” means any acts of, including but not limited to, hazing, harassment, intimidation or bullying, menacing, or cyberbullying toward the victim, a person in response to an actual or apparent reporting of, or participation in the investigation of, hazing, harassment, intimidation or bullying, menacing, teen dating violence, acts of cyberbullying, or retaliation.
- “Menacing” includes any act intended to place a district employee, student, or third party in fear of imminent serious physical injury.

Reporting

The school administrator will take reports and conduct a prompt investigation of any reported acts of hazing, harassment, intimidation or bullying, menacing, cyberbullying, or teen dating violence. Any employee who has knowledge of conduct in violation of this policy shall immediately report concerns to the school administrator who has overall responsibility for all investigations.

Any student who has knowledge of conduct in violation of this policy or feels they have been subjected to an act of hazing, harassment, intimidation or bullying, menacing, or cyberbullying or feel they have been a victim of teen dating violence in violation of this policy, is encouraged to immediately report concerns to the school administrator who has overall responsibility for all investigations.

A student or volunteer may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate district official. Reports against the principal shall be filed with the superintendent. Reports against the superintendent shall be filed with the Board chair.

The person who makes the report shall be notified when the investigation has been completed and, as appropriate, the findings of the investigation and any remedial action that has been taken. The person who made the report may request that the superintendent review the actions taken in the initial investigation, in accordance with district complaint procedures.

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

A student who has violated the policy on alcohol and drugs 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 his/her 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.

The student, parent/guardian will meet with the principal/assistant principal prior to the expulsion hearing. The student will receive written notice of the violation and the meeting with the principal with a separate copy mailed to the parent/guardian. In cases of possession, use, or selling alcohol or drugs, 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.

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. They are 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@safepacific.com

Online: safepacific.com

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 gasses, 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.

Students 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, teachers 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

Secure 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 'Secure'. 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 Lakeridge 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.

Student Activities

SCHOOL CLUBS

The varied club program at LHS offers students the opportunity to become involved in many areas of special interest. There are three types of clubs: Interest, Honorary, 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 administration.
- 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 Lakeridge 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.
-

PUBLICATIONS

Newspaper

Lakeridge 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.

The Ridge

Lakeridge High School's magazine, published by the yearbook class. It is distributed free to all members of the student body approximately four times a year.

Symposium

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

Athletics

INTER-SCHOLASTIC ACTIVITIES

Lakeridge 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 lakeridgeathletics.com for the Lake Oswego School District Student/Parent Athletic Handbook.

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 should schedule all counseling appointments with the counseling secretary.

STUDENTS ARE ASSIGNED AN ACADEMIC COUNSELOR ALPHABETICALLY BY LAST NAME:

- A - Di Lisa Sheehy
- Dj - Kh Quinn Takashima
- Ki - Pq Christopher Keller
- Pr - Z Hilberg, Gordan

TESTING PROGRAM

10 th	Preliminary Scholastic Aptitude Test (PSAT)	-Voluntary
	National Merit Scholarship Qualifying Test (NMSQT)	-Voluntary
11 th	Preliminary Scholastic Aptitude Test (PSAT)	-Required
	National Merit Scholarship Qualifying Test (NMSQT)	-Voluntary
	Oaks Science Assessment	-Required
	Smarter Balanced Assessment Math (SBA)	-Required
	Smarter Balanced Assessment English Language Arts/Literacy	-Required
11/12 th	Scholastic Aptitude Test (SAT) (known as "college boards")	-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.

PARENTS AND THE GUIDANCE PROGRAM

Lakeridge 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 503-534-2320.

THE LIBRARY

The library is open for student use from 8:25 am - 3:30 pm, MTWF and from 8:25 am - 3:05 pm, TH. 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.

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. **Students may obtain additional copies at \$5.00 each. Please allow one week for an official transcript request to be processed.**

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 him/her 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 his 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.

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 his/her 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, s/he may purchase items a la carte. For more information on prices and the lunch program please visit:

http://www.loswego.k12.or.us/parent_info/lunch.htm

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 cafeteria. LHS owned books that have been found are sent to the library. Unclaimed items are donated to charity after 30 days.

Preamble

We, the students of Lakeridge High School, in order to govern ourselves wisely; to promote high standards of conduct; to respect the will of the student body; to better promote feelings of belonging, involvement, and pride within the school community; and to promote and defend the general student welfare, do hereby establish the Constitution of the Lakeridge High School Student Government.

Article I

Name, Purpose, and Structure

Section I

The official name of the Lakeridge High School student government shall be ASB.

Section II

It shall be the duty of the Lakeridge Student Government to strive toward the ends set forth as purposed in the preamble of this constitution.

Section III

The Lakeridge Student Government is the primary representative body of the students at Lakeridge High School. This Constitution is the fundamental guide for the Lakeridge Student Government. When in conflict, this Constitution takes precedent over all other Lakeridge Student Government laws, acts, and regulations.

Section IV

The Lakeridge Student Government shall consist of an Executive Council.

Section V

The Lakeridge Student Government shall meet as part of the leadership class. The Student Body President shall preside over these meetings.

Article II

The Executive Council

Section I

The Executive Council shall have sole executive and legislative power in the Lakeridge High School Student Government.

Section II

The Executive Council shall consist of the ASB officers and three class officers of each of the four classes.

Section III

The Executive Council shall consider items of general concern to the Lakeridge Community; plan, administer, and conduct student affairs and activities; have jurisdiction over student subsidiary groups.

Section IV

All members of the Executive Council shall have one (1) vote in all decisions of the Executive Council.

Section V

The Executive Council shall meet at least once a week when school is in session.

Section VI

A quorum is required for the Executive Council to vote on any issue. A quorum consists of at least 50% of the members of the Executive Council.

Section VII

In the event of a tie vote, the vote of the Student Body President shall break the tie.

Section VIII

All members of the Executive Council shall be elected in the spring preceding the beginning of their term, except in the cases of mid-term vacancies.

Section IX

All members of the Executive Council shall be inaugurated into office between the date of their election and the next June 1.

Section X

All members of the Executive Council shall begin their terms immediately following the school year of their inauguration and shall serve until the end of the next school year.

Section XI

All members of the Executive Council must take the leadership class when it is offered. The Vice Principal charged with ASB matters must approve exceptions to

this rule for one period lasting no longer than one quarter during the members' term in office.

Section XII

The Executive Council shall have the sole power to try all impeachments. When the Student Body President is tried, the head of the Social Studies Department shall preside. No person shall be convicted and removed from office without the concurrence of a 2/3rds vote by the officers of the Executive Council.

Section XIII

All Executive Council meetings will be open to the public and the student body, at the discretion of the faculty advisor.

Article III

The Student Body Officers

Section I

The Student Body Officers shall be elected by the entire student body, except in the cases of mid-term vacancies.

Section II

The Student Body Officers shall consist of: a president, a vice president, a secretary, an activities director, a publicity director, two assembly directors, a technology director, a recognition director, two philanthropy directors, and a photography director.

Section III

The Student Body Officers must be enrolled at Lakeridge; maintain attendance within state guidelines; and have a minimum unweighted accumulated and current grade point average of at least a 3.0 on a 4.0 scale.

Section IV

The Student Body Officers must have no suspensions or serious disciplinary action in high school, subject to appeal to the Lakeridge administration.

Section V

The President shall be chair of the Executive Council, set the agenda for Executive Council meetings, attend school board meetings as he/she deems necessary, be the liaison between the students and the administration, and represent Lakeridge with student government representatives of other schools. The Student Body President may veto any laws, acts, or regulations passed by the Executive Council. A veto by the Student Body President may be overruled with two-thirds vote of the Executive Council.

Section VI

The President must be in the junior class at the time of the Executive Council election and a senior the following year.

Section VII

The Vice President shall oversee the work of the Class Officers, supervise the operation of all Lakeridge clubs, report to the Executive Council on issues regarding clubs, supervise class Ambassadors, and assist the President in executing his or her duties.

Section VIII

The Secretary shall record the minutes of Executive Council meetings and coordinate all school elections, and count all ballots under the supervision of a staff representative or representatives appointed by the administration. The Secretary shall be the liaison between the school bookkeeper and the Executive Council, present quarterly budget reports to the Student Government, report to the Executive Council on issues dealing with financial operation of the Student Government, and oversee the work of class treasurers.

Section IX

The Activities Director shall direct social activities held by ASB.

Section X

The Publicities director and Photography Directors shall work together to direct all publicity regarding school events.

Section XI

The Two Assembly Directors shall plan and direct all assemblies and direct all Recognition assemblies

Section XII

The Technology Director shall assist the Executive Council with technological applications and maintain a web site on the Internet for the Student Government.

Section XIII

The Spirit Director shall plan and direct all athletic, arts, and academic achievements recognition.

Section XIV

The two Philanthropy Directors shall run all philanthropy related activities for Lakeridge High School.

Article IV

The Class Officers

Section I

The Class Officers shall be elected by their respective classes, except in the cases of mid-term vacancies.

Section II

The Class Officers must be enrolled at Lakeridge; maintain attendance within state guidelines; and have a minimum unweighted accumulated and current grade point average of at least a 3.0 on a 4.0 scale.

Section III

The Class Officers must have no suspensions or serious disciplinary action in high school, subject to appeal to the Lakeridge administration.

Section IV

The classes shall be known as the freshman class for first year students, the sophomore class for second-year students, the junior class for third-year students, and the senior class for fourth-year students.

Section V

The Class President shall coordinate class activities and fund-raising projects. All Class Presidents shall work with Activities Director to plan, organize, and supervise class activities.

Section VI

The Class Vice President shall assist the Class President in class affairs.

Section VII

The Class Secretary Treasurers shall: keep an accurate record of the class monetary account, maintain records of class activities, and take minutes of all class meetings.

Article V Succession

Section I

In the case of the removal of the President from office or of the President's death or resignation, the Vice President shall become president.

Section II

IF the President expresses to the Executive Council that he or she is temporarily unavailable to perform his or her duties, the Vice President becomes the Acting President until the President is able to resume his or her duties.

Section III

If, by the reason of death, resignation, removal from office, inability, or failure to qualify, there is neither a President nor a Vice President to execute the powers and duties of the office of President, then the officers of the Executive Council who is highest on the following list, and who is not under disability to discharge the powers and duties of the office of President shall act as President: Secretary, Activities Director, Publicity director, Assembly directors (by seniority), Technology Director, Recognition Director, Philanthropy Directors (by seniority), Photography Director, Senior Class Officers (President, Vice President, Secretary/ Treasurer), Junior Class Officers (President, Vice President, Secretary/ Treasurer), Sophomore Class Officers (President, Vice President, Secretary/ Treasurer), Freshman Class Officers (President, Vice President, Secretary/ Treasurer).

Section IV

The Acting President shall perform the duties of President until an election can be held as described in Article III, Section IV.

Article VI Removal from Office

Section I

Members of ASB shall be removed from office on impeachment for, and conviction of, neglect of normal duties and obligations and/or gross impropriety in executing duties of office.

Section II

Members of ASB shall be removed from office for suspensions or serious disciplinary action in high school, subject to appeal to the Lakeridge administration.

Section III

Members of ASB shall be removed from office for failure to maintain attendance within state guidelines; and failure to have a minimum unweighted accumulated and current grade point average of at least a 3.0 on a 4.0 scale.

Section IV

Vacancies in ASB shall be filled at the discretion of the Executive Council, except in cases of the Student Body President.

Section V

If the Student Body President office is vacated for whatever reason, a member of the Executive Council shall act as President as described in Article V until a Presidential election can be held at the soonest opportune time and a new President can be inaugurated into office.

Article VII Subsidiary Groups

Section I

All clubs and subsidiary groups must be chartered by the Executive Council. The activities of clubs and subsidiary groups are subject to the Executive Council's approval.

Section II

In order to obtain a charter, a club or subsidiary group must establish a legitimate purpose, indicate its membership, and designate a faculty adviser.

Section III

A club charter rejected by the Executive Council may be appealed to the school principal. If the principal finds that the club does have a legitimate purpose and fulfills all applicable requirements, he or she may overrule the Executive Council decision and allot the club to be chartered.

Article VIII Initiative and Referendum

Section I

By petition of 15% of the student body, a decision of the executive council shall be subject to a school wide vote. A majority vote of the voting members of the student body shall overrule an Executive Council decision.

Section II

By a petition of 20% of the student body, students may propose legislative or executive action by the Executive Council. A majority vote of the voting members of the student body shall pass the initiative.

Article IX Legal Authority

Section I

The legal authority for this Constitution must rest within the policies of the Lake Oswego School District.

Section II

No interpretation of this Constitution is valid if it violates Lake Oswego School District Policy, or any state or federal laws.

Section III

The principal may veto any action of ASB or initiative or referendum if the principal finds that the action violates district policies or laws. The Executive Council may appeal the principal's veto to the Lake Oswego School Board.

Article X Amendments and Date of Effect

Section I

Amendments to this Constitution must be approved by two-thirds vote of officers of the Executive Council and ratified by two thirds of voting members of the student body.

Section II

This Constitution shall take effect of July 1, 2012.