

**LAKE OSWEGO SCHOOL DISTRICT**

# **Student/Parent Athletic Handbook**

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**2020-2021 School Year**



# Student/Parent Athletic Handbook

## Athletic Departments

Lake Oswego High School  
2501 Country Club Road  
Lake Oswego, OR 97034

Lakeridge High School  
1235 Overlook Drive  
Lake Oswego, OR 97034

## Principals

Rollin Dickinson  
[dickinsr@loswego.k12.or.us](mailto:dickinsr@loswego.k12.or.us)  
503-534-2313

Desiree Fisher  
[fisherd@loswego.k12.or.us](mailto:fisherd@loswego.k12.or.us)  
503-534-2319

## Athletic Directors

Chris Coleman  
[colemanc@loswego.k12.or.us](mailto:colemanc@loswego.k12.or.us)  
503-534-2423

Nathan Stanley  
[stanleyln@loswego.k12.or.us](mailto:stanleyln@loswego.k12.or.us)  
503-534-2259

## Athletic Secretaries

Becky Kaelin  
[kaelinr@loswego.k12.or.us](mailto:kaelinr@loswego.k12.or.us)  
503-534-2313

Liz Murphy  
[murphyl@lowsego.k12.or.us](mailto:murphyl@lowsego.k12.or.us)  
503-534-2325

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## **SECTION 1: ATHLETIC CODE**

This code establishes minimum expectations for athletics. The code will be administered by coaches/advisors in conjunction with the building administration. It is understood that participation in extracurricular activities and athletics is a privilege for students. Subsequently, the students representing LOSD are held to a higher standard than other students, and therefore, some policies may be more stringent than identified in the school's Parent / Student Handbook or the LOSD K-12 Student and Family Manual.

## **SECTION 2: CITIZENSHIP EXPECTATIONS**

Membership in an athletic program is an honor that should be carefully guarded. The privilege of competing in athletics also carries added responsibility for each participant. This privilege may be forfeited for conduct that is detrimental to the team, school, or program in general. As a member of a school program, behavior on campus, in the community, and at other schools, reflects not only on the student, but on the program and school as well. Criminal acts, violence, intimidation or discrimination, **whether at school or in the community**, will not be tolerated and may be cause for immediate suspension from the program.

Behavior, dress, and grooming standards are at the discretion of each head coach. It is expected that coaches recognize athletes as representatives of the LOSD. Any violations of rules or regulations that result in suspension or dismissal of individuals from teams or from participating in games must be cleared with the school's Athletic Director.

## **SECTION 3: ATTENDANCE POLICY**

**Attendance at school for the entire day is a prerequisite for participation in contests or practices.** School related activities or appointments with prior approval by the administration do not fall under this regulation. Emergency situations may be reviewed and determined by the Athletic Director.

## **SECTION 4: ATHLETIC CLEARANCE**

A student must have an athletic clearance form issued from the athletic office. The athlete must be placed on the attendance roster prior to being issued any equipment and before beginning to practice. In order for an athlete to receive clearance from the athletic office, the athlete must have the following:

- 1) A physical on file in the athletic office every two years.
- 2) Physical must be on the required OSAA form.
- 3) Documented medical insurance coverage.
- 4) Parent/Guardian release signatures on all required forms.
- 5) Student and Parent signature regarding the athletic/activities policy student handbook. Policy handbooks are given to students at the time athletic clearance takes place.
- 6) Pay to participate receipt, or waiver information if applicable.

## **SECTION 5: INSURANCE REQUIREMENTS**

Students participating in athletics are required to be covered by insurance. Due to the nature of the physical involvement in athletics, any athlete is subject to physical injury. There is always danger of a serious permanent injury or death to an athlete and these accidents happen each year in school athletic programs in the United States. The Lake Oswego School's athletic programs are well conceived, carefully coached and well equipped. We are looking forward to a year that will allow our students to safely and successfully achieve their individual and team goals.

Although the School District believes that the risk involved in participation in athletic programs is well known, there have been instances in which students or parents have maintained that they have not been advised of the risk involved.

## SECTION 6: LOSD ACADEMIC REQUIREMENTS

Student-athletes must meet the requirements of the OSAA to become eligible and to remain so. The OSAA requires that LOSD students must be enrolled in and passing 5 classes at all times. With block scheduling, the equivalent of 5 out of 8 semester classes is required.

The OSAA and LOSD also require that a student-athlete must be making satisfactory progress toward the District's graduation requirements. Any exceptions to individual eligibility are defined in the OSAA handbook, under rule 8.1, 8.1.1, 8.1.2, 8.1.3, 8.1.4 and 8.2. The OSAA handbook is on file in each high school athletic office and can be reviewed on the internet at [www.osaa.org](http://www.osaa.org)

- A. **Minimum Enrollment Requirement:** In accordance with OSAA rule 8.1.1 a student athlete in the Lake Oswego School District must be enrolled in a minimum of five (5) classes and must be passing five (5) classes in order to be eligible for competition.
- B. **Satisfactory Progress Toward Graduation in LOSD:** OSAA rule 8.1.2 states that to be scholastically eligible, a student must be making satisfactory progress towards the school's graduation requirements by earning a MINIMUM of the quantity of credits indicated on the chart below for the specified year

<b>LOSD Credits to Graduate</b>	<b>25</b>
<b>Credits Available Per Year</b>	<b>8</b>

In order to remain eligible, the student athlete must earn AT LEAST the number of credits listed below by beginning of the academic year specified:

By the beginning of 10 <sup>th</sup> grade	<b>4.5</b>
By the beginning of 11 <sup>th</sup> grade	<b>10.5</b>
By the beginning of 12 <sup>th</sup> grade	<b>17.5</b>

Refer to OSAA handbook (rule 8.1.2) referenced above for more detailed information regarding the number of credits earned per year.

## SECTION 7: ATHLETIC PROGRAM STANDARDS

Any violations of the athletic code of conduct, school policies, or LOSD School Board policies, including, but not limited to, hazing, harassment, inappropriate use of social media, the use, possession and or distribution of tobacco/vaping, tobacco/vaping look alike products, alcohol, non-prescription drugs, or distribution of prescription drugs may result in suspension from school and from a percentage of contests or the entire athletic season.

The following athletic policies on Alcohol - Drugs - Tobacco/Vape have been established for students participating in high school athletic programs in the LOSD.

A dangerous drug is defined as any drug obtained with or without a prescription that has been used in a potentially harmful manner. This includes, but is not limited to marijuana, cocaine, heroin, stimulants, depressants, hallucinogens, and illegal performance-enhancing drugs.

The use, possession and or distribution of tobacco/vaping, tobacco/vaping look alike products, alcohol, non-prescription drugs, or distribution of prescription drugs by any participant **will not be tolerated** in the interscholastic athletic program. While the procedure below will be followed, LOSD may offer sports where student athletes have limited supervision. With supervision in mind, parents/guardians may be asked to attend all practices and games to allow to have a

student remain on a team after their first violation. This includes both regular school hours as well as non-school time. Violation of this rule will result in the following consequences:

#### **A. First Violation: Alcohol - Drugs - Tobacco/Vape**

Any participant incurring any infraction on school premises during school hours, away from school, on school or non-school days or at any school-sponsored sport will be subject to the same sanctions as any other student.

#### **In Season**

The student will be suspended from any interscholastic athletic practice or competition for the duration of any out-of-school suspension/expulsion. **A first violation will result in an athletic suspension from competitions for 10% of the season beginning with the first contest.** All calculations will be rounded up; for example 2.3 games will be three games missed.

#### **Chemical Abuse Assessment**

The student will be required to complete a chemical abuse assessment at the parent's expense from an approved outside assessor. The outside assessor will develop an individualized program to assist the student to become and remain drug/alcohol free. The student and parent(s) and or guardian(s) agree to follow the program developed by the outside assessor. The student will remain suspended from competition until the chemical abuse assessment has been administered. The student **will be required** to attend any practice sessions, team meetings, or competitions following the arrangement of his/her chemical assessment appointment. If a student has been suspended from school, they will not be able to participate in any school activities while suspended. Please see appendices at the end of the handbook for assessment centers.

#### **B. Second Violation: Alcohol - Drugs - Tobacco/Vape**

The District will follow the same procedure as set forth for a first violation including an additional assessment at the parent's expense, except that for a second violation (not in the same season/performance period); the suspension from interscholastic competition/performance will be for **25% of the season beginning with the first competition contest.** All calculations will be rounded up.

If it is the 2<sup>nd</sup> violation, the Administration office consequences will hold precedence over those stated here. If a student has committed an offense whereby they may be considered eligible for expulsion then the school administration's consequences will take precedence.

#### **C. Third violation: Alcohol - Drugs - Tobacco/Vape**

The student-athlete will be removed from their current team and not be allowed to participate with any other athletic teams for 90 school days.

If the athlete does not have a third infraction, the cycle of violations for an athlete will start over after each beginning of next school year.

#### **D. Association Violation**

Any student participating in athletics who finds himself/herself in the company of others, who illegally possess, use, transmit, or are under the influence of alcohol, any form of dangerous drugs, or a controlled substance is expected to leave immediately (within a reasonable time frame – time to secure a ride, safe transportation). Failure to do so will result in notification of the parent/guardian and the possibility of the same consequences listed above in Section A above as determined by the Athletic Director. A second offense will result in discipline as if in violation of this policy. The only exception to this section of this policy would be when a parent/guardian accompanies a student to a family, social or cultural function where alcohol is

served. However, students must refrain from personal use. Students who receive wine as part of a religious ceremony such as Holy Communion or Jewish Seder will not be penalized.

#### **E. End of or Out-of-Season**

If the student-athlete is nearing the end or is not currently in a season, a **first violation will result in an athletic suspension that follows the penalties for in-season violations except that the suspension will commence from the first contest date from the student's next season of participation.**

Any student athlete serving an athletic suspension will be required to attend and participate in all practices, team meetings and competition although they will not be permitted to actively participate in competitions.

#### **F. Self-Reporting**

Prior to being investigated or apprehended for a violation involving the use of alcohol, dangerous drugs or a controlled substance, the student may voluntarily request assistance from school officials. In the event of this self-reporting, there may be no disciplinary consequences imposed upon the student provided that:

- F.1** The report is independent and in advance of the investigation.
- F.2** The student completes a drug assessment and complies with their recommendations.
- F.3** Subsequent incidents of alcohol, dangerous drugs, or controlled substance use will result in a Second Violation.

#### **G. Transfer of Violations**

A student who transfers from one Lake Oswego School District High School to another will maintain cumulative offense status under this policy.

#### **H. Law Enforcement**

The LOSD will seek the assistance of the Lake Oswego Police Department as well as other law enforcement agencies to work together to provide a safe and drug/alcohol free environment to live in. The police agencies, in accordance with the state and federal laws, will work with our high school administrators to assist in the enforcement of this policy.

### **SECTION 8: SUBSTANCE ABUSE**

When a coach or advisor becomes aware of a violation of the Athletic Policy Statement by a student, he/she must notify the Athletic Director immediately. The Athletic Director will complete the investigation and assess appropriate consequences as outlined by this handbook.

### **SECTION 9: SPORTSMANSHIP**

Athletic contests should be conducted in an atmosphere that places maximum emphasis on good sportsmanship, positive relationships between schools, and the educational benefits of competition. Student athletes should compete under conditions which:

- 1) Provide a fair and equal opportunity for success.
- 2) Make maximum provisions for the safety of participants.
- 3) Provide for a broad sense of activities and a balance in competitive levels.
- 4) Preclude the embarrassment, humiliation, or demeaning of any team or individual.
- 5) Emphasize the highest possible level of professionalism and personal integrity on the part of all teachers, coaches and administrators involved.

### **SECTION 10: OPTIONAL LAY-OFF**

Athletes may have the option of up to one week (calendar week) interval layoff between the end of a sport season and the beginning of a new sport season.

## **SECTION 11: ATTENDANCE AT CALLED PRACTICES**

Athletes will attend all practices to be eligible for contests. If an absence is unavoidable, it is the responsibility of the athlete to notify his/her coach prior to the practice. Any athlete who is serving an out of school suspension *from school* will not be eligible for athletic practice or competition for the length of the suspension. **Athletes must be in attendance at school for the full school day to participate unless they have a prearranged absence (doctor, etc.) or clearance from the athletic office.**

If a school or the district is closed due to inclement weather, all practices and games will be cancelled. The only exception will be in the Executive Director, Secondary Schools / District Athletic Director grants permission to hold a practice or game.

## **SECTION 12: PAY-TO-PARTICIPATE POLICY**

A fee established annually by the Board will be charged to each participant per sport, per season (\$300). Families with students in several sports will pay a maximum fee per year (\$1000) set annually by the Board.

**Student Athletes who qualify for free and or reduced lunch are eligible to waive the entire participation fee. This form is available from the school bookkeeper as well as on each high school's website and athletic website:**

- 1) All athletic fees must be paid in full, or a pay-to-participate waiver granted prior to participation with the athletic program in the LOSD.
- 2) Fee reimbursement will be made on the following conditions:
  - a. Athletes who are cut from participation with the team by the coaching staff prior to the first regularly scheduled league contest will be reimbursed in full.
  - b. Athletes who are dismissed from participation with the team by the coaching staff for disciplinary reasons will not be issued a refund.
  - c. Those athletes who withdraw from participation with a team, for any other reason, will be reimbursed on a prorated basis. The pro-rated basis will be to divide the season into fourths (1/4). Reimbursement will be made on the basis of any complete fourths remaining in the season or time frame.
- 3) Each high school will set up its own system of collecting fees. No student will be allowed to participate in any event until they have met the pay-to-participate fees.

## **SECTION 13: COMMUNICATION PLAN**

### **Procedure**

1. Athlete and Coach Meet
2. Athlete, Parent, and Coach Meet
3. Members of Step Two Will Meet with the Athletic Director
4. Members of Step Three Will Meet with the Principal
5. Members of Step Four Will Meet with the Superintendent of Schools or his/her designee

Please do NOT attempt to confront a coach before or after a contest or practice. The meeting to begin a grievance procedure must be scheduled on a mutually agreed-upon date.

## **SECTION 14: PARENT AND STUDENT APPEALS**

The district encourages parents and students to appeal a rule or a procedure if they feel it has been unfairly enforced or if there are extenuating circumstances.

Coaches are expected to listen to such appeals with an open mind and with an understanding of and support for the value of such dialogue. If an appeal is requested, the appeal procedure is as follows:

- 1) The appeal shall be in writing.
- 2) The initial meeting will be with the coach(es) of that particular sport.
- 3) If necessary, the next meeting will involve the student, parents, coaches, and the Athletic Director.
- 4) If a further review is desired, the principal will meet with the above parties to determine an outcome.
- 5) If not resolved, the final appeal will be to a district administrator assigned by the superintendent.

The district level decision is final and not subject to further appeal.

### **SECTION 15: TRANSPORTATION**

Student athletic participants must be transported to and from another school in compliance with the transportation policy only.

#### **Transportation Waiver:**

Transportation waivers for parents to grant permission for their student to transport him or herself to a school sponsored athletic event, or to be transported by another student's parent, are available in the athletic office. This waiver must be completed at least 24 hours in advance of the event. A member of the coaching staff should accompany student-athletes on two-way bus trips. That school shall be responsible for acts of its school team, school groups or individuals while on trips, or while participating in any such event. If the district has provided transportation to an event, it is expected the student-athlete ride with the team to the event. Parents may transport their own children home from competitions after visual contact is made with the school representative at the event.

### **SECTION 16: PRACTICE AND CONTESTS STARTING DATES**

During the **Association** year, practice in a sport shall not be held after the conclusion of a school's sport season in that sport as defined in OSAA Rule 6.1.6.

\*Tryouts, if appropriate, begin on the official start date listed below.

\*Registration for all sports season will be open through the Register My Athlete site at least one month prior to the beginning of practice.

Registration Opening

Fall 2020- Already Open

Winter- Open on or before October 15

Spring- Open on or before February 1

#### **2020-2021**

#### **Fall Sports**

Practice Starts

August 17

First Contest

August 27; Football is September 3

#### **Winter Sports**

Practice Starts

November 16

First Contest

December 2

#### **Spring Sports**

Practice Starts

March 1

First Contest

March 15



Football	Varsity, JV, Frosh
Soccer – Boys*	Varsity, JV, JV2
Soccer – Girls	Varsity, JV, JV2 - NO CUT (2017)
Volleyball	Varsity, JV, JV2 - NO CUT (2017)
Water Polo - Girls	Varsity, JV

### Winter

Basketball – Boys*	Varsity, JV, Frosh, JV2, FR2
Basketball – Girls	Varsity, JV, JV2
Cheer*	Varsity, JV
Dance*	Varsity
Swimming	Varsity, JV
Wrestling	Varsity, Novice
Ski	Varsity, JV
Bowling - Girls (LOHS)	Varsity, JV

### Spring

Baseball*	Varsity, JV, Frosh
Golf – Boys*	Varsity, JV
Golf – Girls	Varsity, JV
Lacrosse - Girls	Varsity, JV
Softball	Varsity, JV, Frosh
Tennis – Boys*	Varsity, JV, JV2
Tennis – Girls	Varsity, JV, JV2
Track	Varsity, JV

\*Sports requiring tryouts

\*\*All Sports listed here will be held to the standards of this handbook

Students with no prior sports experience are welcome to try out for any and all sports.

## SECTION 19: CHECKLIST FOR ATHLETIC PARTICIPATION

- o Must have passed 5 classes from previous semester
- o Must be enrolled in a minimum of 5 classes during the term of participation
- o Must have a physical on file in the athletic office on the OSAA School Sports Pre-Participation Examination form Part 1 by parent and Part 2 by a licensed physician every two years
- o Turn in completed LOSD Athletic Clearance Form
- o Have documented medical insurance coverage entered on the LOSD Athletic Clearance Form
- o Must have participation fee paid to the Bookkeeper (\$300)

All student athletes must be cleared prior to any participation through the bookkeeping and the athletic department.

## SECTION 20: PLAYING TIME

While there is a \$300 participation fee, please do know this does not guarantee playing time in the sport. Below are some general guidelines in regard to playing time:

**Freshman and JV Teams** (this includes JV2 and Freshman 2 if available): An attempt will be made to play as many participants as possible, however, there may be specific situations where all participants may not play in every contest (safety issues, close contests, team rules).

**Varsity Teams:** It is recognized that not all participants may play in every contest.

## SECTION 21: EQUIPMENT AND UNIFORM CHECK IN

When students check out school district uniforms or gear, they are responsible for turning it in at the conclusion of the season. Students who have gear outstanding will not be allowed to participate in the next school season (example would be boys soccer to basketball) until all of the gear is turned in. This will include the ability for that student to practice. For teams making the playoffs and having longer seasons, coaches will have one week to collect and record inventory.

If a student has lost any uniform or gear, they will be billed for the amount and will have to pay that before they can participate in the next sports season.

## SECTION 22: SPORT OFFERING REVIEW PROCESS

Step #1:

A written or oral request is made to the building principal, athletic director or district athletic director/Title IX coordinator.

Step #2

The LOSD administrator creates a Request for Proposal that includes:

- A. # of participants and history of participants
- B. # of local school that play the sport
- C. Estimate cost of implementation

This proposal goes to the District Academic Team (The team includes: Two assistant superintendents and district level directors).

Step #3

- A. The proposal goes to the Cabinet. (The group includes: the Superintendent, all the assistant superintendents, Ex. Director of Facilities and Operations, and the Ex. Director of Communications.)

If Approved:	If Rejected:
<ul style="list-style-type: none"><li>a. A communication plan will be developed</li><li>b. A facilities plan will be developed</li><li>c. Funding considerations will be determined<ul style="list-style-type: none"><li>i. A discussion will be held with LOEA to determine coaches stipends.</li></ul></li></ul>	<ul style="list-style-type: none"><li>a. The proposal will be returned to the building for additional information and/or reason for the rejection.</li></ul>

Step #4

The next school year the sport will be offered.

The finalized Sport Offering Review Process can be located at school.

## SECTION 23: QUITTING A TEAM AND OFF SEASON CONDITIONING

In the event an athlete decides to quit a team, they will not be able to join another team's upcoming off-season workouts. This is in place to prevent students who are not playing as much as they would like from quitting and then picking up the next sport. Our goal in the department is to have them finish what they begin.

Coaches who are approached by a student/parent about this being a possibility will support the idea of finishing the current season. In the event the coach of the current season is in agreement with the student to allow them to begin the next sport, an exception will be made to all this athlete to begin.

Example Timeline: Soccer players quits in October - Previous soccer player wants to begin training with basketball team -

1. players **DOES NOT** get approval from soccer coach to begin = player **CANNOT** begin practice until the first day of winter sports or the soccer season is over

OR

2. Player **DOES** get approval from soccer coach to begin = player **CAN** begin practice with basketball

### APPENDIX A: PERCENTAGE BREAKDOWN

It is the goal of the athletic department in LOSD to create full schedules for all of our athletic teams. The numbers below will represent what a full schedule is, and how many games a student-athlete would be suspended for in the event of a violation. In the event a schedule is not full, the school will base the percentage off of the amount of games scheduled for that season. Example: Baseball has 26 games and only 19 scheduled; a student in violation would be suspended for 1.9 games where we would round up to two, rather than serving a three game suspension with the 26 total number of games.

\*Cheer and Dance will be based on how many school events they perform at, as well as their individual team events they have scheduled for the season. These will be set by the athletic director in the summer.

Sport	Full Season	10%	25%
Cross Country	14	2	4
Cheer*	TBA	TBA	TBA
Dance*	TBA	TBA	TBA
Football	9	1	3
Soccer – Boys*	14	2	4
Soccer – Girls*	14	2	4
Volleyball*	18	2	5
Bowling- Grls	6	1	2
Basketball – Boys*	24	3	6
Basketball – Girls*	24	3	6
Swimming	12	2	3
Wrestling	14	2	3
Baseball*	26	3	7
Golf – Boys*	20 (9 Holes)	2 (9 Holes)	5 (9 Holes)
Golf – Girls*	20 (9 Holes)	2 (9 Holes)	5 (9 Holes)
Softball*	26	3	7
Tennis – Boys*	16	2	4
Tennis – Girls*	16	2	4
Track	12	2	3
Bowling - Girls	TBA	TBA	TBA

\*All percentages have been rounded up as mentioned in Section 6.

\*\*Please note in golf, most matches are 18 Holes; if a suspension is for 5 nine hole rounds, this will count as three 18 hole matches.

\*\*\*Cheer and Dance calculations will be set in the Summer after the Athletic Director gets their schedules and sets how many halftimes they are performing at.

\*\*\*\*Students who participate on both JV and Varsity team (swing players) will sit out for both as their suspension. For example, in Football, a student would be ineligible for both games during the week they have been suspended. This would not allow a student to miss a JV game and play in a varsity game during the same week.

## **APPENDIX B: ADDITIONAL ASSESSMENT AND TREATMENT SERVICES**

### **Chemical Abuse Assessment Center Locations (All costs are approximate and subject to change.)**

**Acadia Northwest- \$170**  
10101 SW Barbur Blvd  
Portland, OR 97219  
503-245-6262

**Depaul Treatment Center**  
1312 SW Washington St  
Portland, OR 97205  
503-535-1181

**Lifeworks NW- \$173**  
8770 SW Scoffins St  
Portland, OR 97223  
503-645-3581

**Pac. Alc. & Drug Cnsl.- \$180**  
12950 SW Pacific Hwy  
Portland, OR 97223  
503-624-9545

**Territorial Center**  
524 Main Street  
Oregon City, OR 97045  
Sliding Fee Scale

**Lifesteps**  
Stacey Hatch  
9860 SW Hall Blvd  
Tigard, OR 97223  
971-255-3276

**Allied Health Services, Tigard**  
11945 SW Pacific Hwy, Suite 113  
Tigard, OR 97223  
503-684-8159

**Western Psychological Counseling Svcs.**  
9700 SW Beaverton-Hillsdale Hwy  
Beaverton, OR 97005  
503-626-9494

**First Step Adolescent Center**  
120 Ste. N. Everest St  
Newberg, OR 97132

**Kaiser Perm. Dept. of Addiction Medicine**  
3325 North Interstate Ave  
Portland, OR 97227  
503-249-3434