

District Handbook

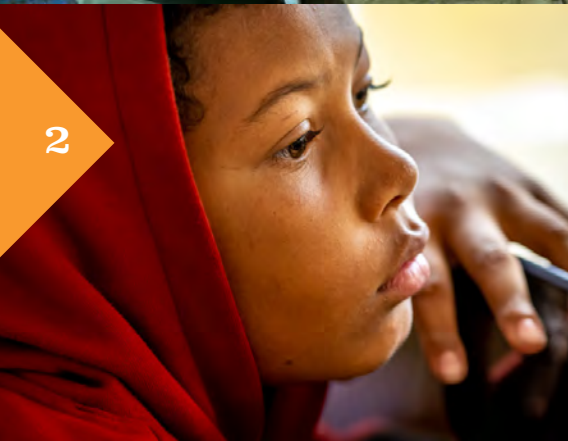
2022  
-23



every student  
connected &  
empowered



Eugene School  
District 4J



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*This handbook provides general information about Eugene School District 4J and the services we provide. This guide is not intended to include all the information on a given topic, but to provide an overview and tell you how to get more information.*

*The district's website, [4j.lane.edu](http://4j.lane.edu), is an excellent resource for information about many programs and topics.*

*If you have feedback or suggestions as to how future editions of this handbook could be more useful, please call 541-790-7734.*

M T W T F

## September 2022

		1	2		
5	★6	★7	★8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

M T W T F

## October 2022

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

## SEPTEMBER

- 6 Ninth grade orientation
- 7 Classes begin (all grades except 7 and 8)
- 8 Classes begin (grades 7 and 8)

## OCTOBER

- 14 No school — Professional development & planning (elementary); professional development & progress reports (middle & high)

## NOVEMBER

- 9 Elementary & middle only: No school — Parent conferences
- 10 No school — Parent conferences (elementary); professional development (middle & high)
- 11 No school — Veterans Day
- 24-25 No school — Thanksgiving break

## DECEMBER

- 1 Middle & high only: No school — Grading
- 2 No school — Staff workload relief day
- 5 Middle & high only: Second trimester begins
- 19-30 No school — Winter break

## JANUARY

- 2 No school — Winter break
- 3 No school — Professional development & planning
- 16 No school — Martin Luther King Jr. Day

## FEBRUARY

- 3 No school — Grading (elementary); progress reports & professional development (middle & high)
- 20 No school — Presidents Day (possible makeup day\*)

## MARCH

- 16 Middle & high only: No school — Grading
- 17 No school — Staff workload relief day
- 20 Middle & high only: Third trimester begins
- 27-31 No school — Spring break

## APRIL

- 3 No school — Professional development & planning

## MAY

- 5 Middle & high only: No school — Progress reports & professional development
- 29 No school — Memorial Day

## JUNE

- 9 Elementary only: No school — Grading
- 15 Last day for students\* (early release for elementary only)
- 16 Possible makeup day\*
- 19 Juneteenth
- 20-22 Possible makeup days\*

\***Makeup days:** Please be aware that this calendar may change. If schools are closed for reasons such as hazardous weather ("snow days"), makeup days may be scheduled during the school year or added to the end of the year.

More Info: For other calendar formats and employee work calendars, please visit [4j.lane.edu/calendars](http://4j.lane.edu/calendars).

## November 2022

	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	
21	22	23	24	25	
28	29	30			

## December 2022

			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

## January 2023

2	3	4	5	6	
9	10	11	12	13	
16	17	18	19	20	
23	24	25	26	27	
30	31				

## February 2023

		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28				

## March 2023

		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

## April 2023

3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

## May 2023

1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

## June 2023

			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

- ★ FIRST/LAST DAY OF SCHOOL
- NO SCHOOL — ALL SCHOOLS
- ◇ TRIMESTER BEGINS
- ⋯ NO SCHOOL — ELEMENTARY
- POSSIBLE MAKEUP DAY
- NO SCHOOL — MIDDLE
- NO SCHOOL — HIGH



# Welcome

4

## Dr. Andy Dey Superintendent

[dey\\_a@4j.lane.edu](mailto:dey_a@4j.lane.edu) 541-790-7706

Eugene School District 4J is delighted to be welcoming students back to school this fall. We take very seriously the trust you place in us to care for and nurture your children as they grow and learn.

We are looking forward to the 2022–23 school year and all that we have in store for a great year. School staff can hardly wait to see students’ smiling faces and welcome them back to school. Students in elementary school will be learning to read and write with brand new books and other learning materials. The multi-year process to update middle and high school social studies curriculum has begun with new learning materials coming to many classes. New and expanded career and technical education opportunities are also available for high school students this fall.

In addition to providing a high-quality learning experience, we are pleased 4J is able to provide additional supports to meet our students’ needs. With added counselors, mental health specialists, social workers and campus safety monitors, affinity groups in middle and high schools, free meals for all, and wraparound services, we have more resources available to support our students and families.

Thank you for your support as we navigated the changes and challenges of supporting students’ safety and success during the pandemic. 4J schools will continue to take preventive measures for the health and safety of our students, families and staff. We appreciate your partnership in working to make certain every student has access to a safe, high-quality and relevant education.

Here’s to another exciting year of life and learning!

– Dr. Andy Dey, Superintendent

## VISION 20/20

4J Vision 20/20 is the district’s strategic plan for the future. Visit [4j.lane.edu/4jvision2020](http://4j.lane.edu/4jvision2020) to learn more.

### Vision: Every student connected to community and empowered to succeed

**GOAL I:** Educational excellence with equitable access and outcomes for every student

**GOAL II:** Multiple pathways to student success

**GOAL III:** Communication and connection with community

**GOAL IV:** Diverse world-class workforce

**GOAL V:** Stable, sustainable stewardship

## Board of Directors

[board@4j.lane.edu](mailto:board@4j.lane.edu) 541-790-7706



Keerti Hasija Kauffman



Alicia Hays



Michelle Hsu



Gordon Lafer



Judy Newman



Laural O'Rourke



Maya Rabasa

Seven volunteer school board members are elected from the district at large to serve four-year terms. The school board sets policy for the school district and hires the superintendent. To learn more, see page 25, visit [4j.lane.edu/board](http://4j.lane.edu/board) or call 541-790-7706.

# Key information for families

## Eat free

All 4J students will continue to receive free meals at school this year, regardless of family income, with funding coming from the district's general budget. To learn more about school meals and how you can save the district as much as \$812 a year per student, see page 13 or visit [4j.lane.edu/nutrition](http://4j.lane.edu/nutrition).

## Update contact information

Have you changed your phone number, email or emergency contacts? Make sure your school has your current information, including your cell phone designated as a mobile number, so you also can receive important information via text message. Your accurate and complete contact information is needed to communicate with you about emergencies, weather-related closures and other important school information.

## Get mental health support

Many students struggle at times. If your child needs support for mental health, talk to your school counselor or another trusted adult at your school. For other mental health resources, visit [4j.lane.edu/safety/mental-health-resources](http://4j.lane.edu/safety/mental-health-resources).

## Focus on student health

Is your student up to date on immunizations and medical exams? Do they have special health issues? COVID vaccines are recommended and readily available for everyone but are not required for students to attend school. See page 12 or [4j.lane.edu/health](http://4j.lane.edu/health).

## Enroll new students now!

Do you have a new student starting school in September? Please contact your school now to get your child enrolled. See page 7 or [4j.lane.edu/enroll](http://4j.lane.edu/enroll).

## Ride free

All 4J students can ride Lane Transit District buses for free. To get a free LTD student transit pass, ask the front office staff at your school. To learn more about the city bus pass, 4J school bus routes, and active transportation options, see page 14 or [4j.lane.edu/transportation](http://4j.lane.edu/transportation).

## Get your public library card

Support your student's educational growth and success with a library card. All students enrolled in 4J schools can get a Eugene Public Library card for free, whether or not you live within the city — and now there are no overdue fines for items returned late. Learn more and sign up: [4j.lane.edu/free-library-card-summer](http://4j.lane.edu/free-library-card-summer).

## Connect with 4J

Follow 4J on social media to celebrate students, staff and schools, learn about upcoming events and opportunities, and join the conversation.

 [facebook.com/4Jschools](https://facebook.com/4Jschools)

 [twitter.com/4Jschools](https://twitter.com/4Jschools)

 [instagram.com/4Jschools](https://instagram.com/4Jschools)

adventure  
awaits



# Every school. Every student.

They're all benefiting from your bond dollars at work.



6

Voters in Eugene School District 4J resoundingly passed bond measures in 2013 and 2018 to fund capital improvements for 4J schools. Thank you, voters, for supporting our public schools and students.

Since the 2018 bond measure passed, the district has repaired and renovated schools, improved security, expanded career and technical education, updated learning materials, upgraded technology and school buses, and provided for every student to access online learning. Construction is in progress to replace three aging school buildings and expand a fourth school to address overcrowding. These projects to improve schools have persevered and progressed despite the many challenges wrought by the pandemic.

## RECENT BOND HIGHLIGHTS

**New classroom materials:** This fall, 4J elementary school students will begin the school year with brand-new books and other materials to better help them learn to read and write. The 2018 bond also will provide new learning materials for social studies in grades 6–12 and math at all grade levels in the coming years. The new curriculum aligns with updated state educational standards and current best practices, and reflects the diversity of our students with culturally sustaining texts relevant to their ethnicity and backgrounds.

**Enhanced career and technical education (CTE):** Improved work spaces and equipment at high schools boost opportunities for students to gain knowledge and skills, as well as pursue a career in the trades after graduation. Churchill High School's woodshop was expanded and upgraded to a state-of-the-art facility in 2019, and work is planned to build out CTE programs at Sheldon and South Eugene high schools. The new North Eugene High School building also will feature expanded CTE opportunities.

**Modernized technology:** The district used bond dollars and federal pandemic relief funds to provide every 4J student an iPad or laptop and other needed supports to stay connected and learn at home during the pandemic. These devices remain integral to in-person learning. Fiber optic infrastructure, voice enhancement technology, and hardware in schools and classrooms were modernized to improve connectivity, equity and delivery of instruction for both online and in-person learning.

**School construction:** The new Edison Elementary school building is opening in fall 2022, to be followed in 2023 by the new North Eugene

High School—the first new high school built in the area in over 50 years—and the new Camas Ridge Elementary School in 2024. These new schools are built for high-quality learning environments, school safety, modern seismic standards and sustainability.

Earlier, classroom buildings were installed to house ECCO, 4J's alternative high school program, and at the former Willard school site to temporarily accommodate schools as their new buildings are being constructed. In the future, the new Willard school site can be used for learning programs.

Bond funding also paid for the expansion of Gilham Elementary School, 4J's largest elementary school, to relieve overcrowding, and for the renovations of Kennedy and Kelly middle schools to accommodate relocated elementary programs.

**Safer and healthier:** New security camera systems have been installed at every school. More secure entryways and fencing to control access and improve security are in place at several schools, with more to come. All 4J schools and offices have new ventilation system components to improve air quality and help reduce the spread of COVID-19.

**Equitable athletic facilities:** Athletic fields have new turf surfaces at each high school and several middle schools. Several schools have resurfaced tracks and new bleachers. Bond funding also provided more equitable athletic facilities, including a remodel of the girls' locker rooms at Churchill and Sheldon high schools, and a new high-quality softball complex at North Eugene and Sheldon high schools. Other upgrades occurred to the existing softball facilities at South Eugene and Churchill high schools.

**Better buildings:** School buildings also are receiving critical maintenance and repairs to reduce operating expenses and extend their lifespans. Roofing and flooring are being installed at several schools across the district. Improved HVAC controls at Twin Oaks and McCornack elementary schools and Monroe Middle School, new windows at South Eugene High School, and LED lighting upgrades at several sites are a few of the improvements to save both energy and money. Work to repair, maintain and improve schools is continuing with bond funding.

To learn more about the school bond measure and improvements planned at each school, visit [4j.lane.edu/bond](https://4j.lane.edu/bond). To receive occasional bond updates by email, send a message to [bond@4j.lane.edu](mailto:bond@4j.lane.edu).

# Introduction

## ABOUT 4J

Eugene School District 4J is proud of its history of excellence. That history is built on the work of outstanding students, creative teachers, dedicated staff members, involved parents and a supportive community, all working together to create a system of remarkable schools.

4J serves about 16,000 students in 19 elementary schools, eight middle schools, four comprehensive high schools, a K–12 online school, plus alternative high school options and various special education programs. Information about schools and programs is available online at [4j.lane.edu/schools](http://4j.lane.edu/schools).

The district encompasses approximately 155 square miles in the southern Willamette Valley. About 85 percent of the city of Eugene lies inside 4J's boundaries, as do the town of Coburg and a small part of Linn County to

the north. The other 15 percent of Eugene, in the northwest area of the city, is in the Bethel School District.

The name "Eugene School District 4J" comes from the formation of the school district. The "4" means that it was the fourth school district incorporated in Lane County, in 1854. The "J" means that it is a joint district, because it also includes a small part of Linn County.

Public schools in Oregon are funded primarily through the state income tax and property taxes, with additional funds from the lottery fund and a small percentage from federal funding. Local voters also have approved a local option levy that provides substantial support for school operations and bond measures to support capital improvements for 4J schools. For more information about 4J's annual budget, please visit [4j.lane.edu/finance](http://4j.lane.edu/finance) or call 541-790-7670.

4J's administration building, called the "Education Center," is located at 200 N. Monroe St. in Eugene. For district departments and phone numbers, see page 27 or visit [4j.lane.edu/contact](http://4j.lane.edu/contact).

# Educational Services

## ADMISSION AND ENROLLMENT 541-790-7712

**Eligibility:** Children who are 5 years old on or before Sept. 1 are eligible to attend kindergarten. All children age 6 and older must attend school; those who are 6 years old on or before Sept. 1 may enroll in first grade. To learn more about eligibility, grade placement, early enrollment options and helping your child get ready for school, please visit [4j.lane.edu/kindergarten](http://4j.lane.edu/kindergarten).

**Enrollment:** For enrollment forms and to learn more about enrollment, visit or contact your neighborhood school. To enroll your student, you will be asked to provide proof of your child's age and address, immunization records, and a recent report card or school transcript if your child has attended school in a different district.

**Find My School:** To find your neighborhood school, confirm that your address is within the 4J boundary and learn more about enrolling your student, visit [4j.lane.edu/boundaries](http://4j.lane.edu/boundaries) or call 541-790-7712.

**District Residency:** Families who live in 4J may enroll in their neighborhood school or request to attend a different school. To enroll in a 4J school as a neighborhood resident or to participate in the school choice process as a district resident, a student must reside with a parent or guardian within the school or district boundary more than 50 percent of the time.

Families who live outside of the district may request a transfer to 4J. If you do not live in 4J, or if you have moved from 4J to outside of the district boundary, your child must attend school in the district where you reside unless you receive a transfer. For more information about out-of-district transfers, visit [4j.lane.edu/outofdistricttransfers](http://4j.lane.edu/outofdistricttransfers).

At the time of registration, parents or guardians must present original documentation demonstrating their home address. For details, see [4j.lane.edu/instruction/enrollment/documents](http://4j.lane.edu/instruction/enrollment/documents). All documents submitted must be acceptable to the district. If, at any time, a student's residence

is in question, the district may require additional evidence to verify the residence. If submitted documents are found to have been falsified, the student will immediately be sent to the school they should be attending.

**Unhoused Students:** For school enrollment questions regarding students who are in shelters, vehicles, or temporary or transitional living situations, please call 541-790-6888.

**School Choice:** The district's school choice policy means that any student in the district may request to attend any 4J school. Families who live outside of the district may request a transfer to 4J.

Your student may enroll in one of the district's alternative schools or a different neighborhood school, if you can provide transportation and the school has an opening that can meet your child's needs. Regardless of which school you choose, your child will receive an excellent education.

We suggest you start by getting to know your neighborhood school and others you may be interested in through school visits and information sessions during the school choice period in January. Information about each school and program is available online at [4j.lane.edu/schools](http://4j.lane.edu/schools) and in the 4J Schools Guide, which is available on the district website, at the 4J Education Center, or by calling 541-790-7707.

To request enrollment in a school other than your neighborhood school, you will need to submit an online application. Lotteries are held each year to determine the order in which transfer requests are granted for



available openings, and the remaining students are placed on each school's waiting list. The lotteries and post-lottery waitlist placement give priority to students who are returning to the school or district, will be co-enrolled with a sibling, and, in certain cases, to students who are neighborhood residents, heritage language speakers, or qualified to receive free or reduced-price school meals.

For more information about the school choice process and deadlines visit [4j.lane.edu/choice](http://4j.lane.edu/choice), or contact the school choice coordinator at [schoolchoice@4j.lane.edu](mailto:schoolchoice@4j.lane.edu) or 541-790-7553.

## CURRICULUM AND INSTRUCTION 541-790-7550

4J schools are recognized for student achievement, innovation and strong community support. We are committed to closing achievement gaps and increasing achievement for all students; providing multiple pathways and equitable opportunities for all students to succeed; and ensuring students graduate from high school prepared to be successful in careers, in college and in life.

All students should have the opportunities and support needed to reach their full potential. 4J's instructional programs provide learning experiences to develop the knowledge, skills, appreciation, attitudes and behavioral characteristics that all students should possess. They also include special learning experiences designed to meet the physical, mental, social and emotional learning needs and gifts of 4J students.

**Inspection of Curriculum:** Parents and students who are at least 18 years old have the right to inspect instructional material used as part of the education curriculum. Please contact your school administrator.

**Human Sexuality Instruction:** The Oregon Department of Education and Eugene School District 4J believe that public schools have an important role in educating students with current, factual information focusing on human sexuality, HIV/STDs, hepatitis B/C and child sexual abuse prevention. In accordance with this belief and Oregon law, each elementary, middle and high school in the district will provide age-appropriate human sexuality education courses as an integral part of the health education curriculum.

Depending on your student's grade level, topics may include responsible decision-making, consent, reproduction, pregnancy prevention, avoiding the transmission of sexually transmitted diseases including, but not limited to, human immunodeficiency virus and AIDS education. Notification will be sent to parents before any planned instructional unit on human sexuality or human immunodeficiency virus.

If you would like more information about the human sexuality curriculum, or would like time to review it, please call your school office and set up an appointment with the principal. Parents have the option of excluding their child from human sexuality instruction. If you do not want your child to receive such instruction, please complete the Notice of Human Sexuality Instruction form available at your school and on page 24 of this handbook, and return it to your school.

In addition to the planned instructional program about human sexuality, parents should be aware that many related political, social, global and scientific issues are likely to be discussed in science, social studies and other classes, especially at the middle and high school levels. To respond to current events, recent scientific discoveries and student inquiries, these discussions will not be avoided. Such discussions will be handled in a manner consistent with the school district's policies on controversial issues (see page 19).

**Testing and Standards:** Assessment is how student learning is measured, from teacher check-ins and quizzes to final course exams and state tests. As required by state and federal law, Oregon schools test students in English language arts and math in grades 3–8 and 11, and in science in grades 5, 8 and 11, and report on student participation and performance. Some students with disabilities take the alternative Oregon Extended Assessment. These tests assess district, school and individual student progress toward meeting Oregon state standards.

ORS 329.479 permits parents to annually opt out of the statewide tests of math and English language arts for any reason by submitting a form to the school. OAR 581-022-1910 provides a process to opt out of the statewide science test. The annual notice of statewide tests is available at the start of the school year, and the opt-out form for the current school year is available at least 30 days prior to the start of testing. For these materials and more information about statewide testing, visit [4j.lane.edu/statetesting](http://4j.lane.edu/statetesting).

# Play is our brain's





Assessment results provide important information for students, parents, teachers, schools and the district. The Oregon Department of Education publishes school and districtwide report cards at [oregon.gov/ode/schools-and-districts/reportcards](http://oregon.gov/ode/schools-and-districts/reportcards), and the district sends these to 4J families each year. Contact your school for your student's individual test results. For more information about testing, visit [4j.lane.edu/accountability](http://4j.lane.edu/accountability) or call 4J's Instructional Services Department at 541-790-7550.

**Graduation Requirements:** To receive a high school diploma in Oregon, students are required to complete at least 24 credits; take higher levels of English, math and science; and complete a series of personalized learning requirements. The requirement to demonstrate proficiency in a set of essential skills has been waived for students who graduate in 2020 through 2024. For more information, visit [4j.lane.edu/graduation/requirements](http://4j.lane.edu/graduation/requirements) or call 4J's Instructional Services Department at 541-790-7550.

**Alternative High School Programs:** Several options are open to high school students who desire to complete their education through alternative means, including the ECCO high school program, Eugene Online Academy, a GED program and community-based alternative programs. To learn more, visit [4j.lane.edu/alternativeprograms](http://4j.lane.edu/alternativeprograms) or call 541-790-6850.

**Eugene Online Academy:** 4J offers a K–12 online learning program that combines technology and in-person support from 4J teachers and staff. Eugene Online Academy (EOA) students may participate in OSAA activities at their neighborhood school. The online learning program is synchronous (classes meet online at specific times) for grades K–5 and asynchronous (attend online classes when you choose) for grades 6–12. To learn more, visit [4j.lane.edu/eugeneonline](http://4j.lane.edu/eugeneonline) or call 541-790-6850.

For more information about 4J's curriculum and instruction, please visit [4j.lane.edu/instruction](http://4j.lane.edu/instruction) or call 541-790-7550.

## SPECIAL SERVICES AND SUPPORTS FOR STUDENTS 541-790-7800

4J provides programs and services for students with specific needs, including:

- **Students with disabilities**  
Special education or Section 504 eligibility/accommodations ..... 541-790-7800
- **Students for whom English is a second language**  
English language development ..... 541-790-6872
- **Preschool children with speech, language, behavioral or academic challenges or developmental delays**  
Early childhood program ..... 541-790-6875
- **Students who need academic assistance in reading or math**  
Title I program ..... 541-790-7578
- **Native American students who need academic assistance**  
NATIVES program ..... 541-790-5900
- **Talented and gifted students** TAG program ..... 541-790-5928

**Accommodations for Disabilities:** 4J schools provide a free and appropriate educational program to students with disabilities, in accordance with state and federal guidelines, including Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. The district and its teaching staff will make reasonable accommodations and modifications for any student who has a disability. Students or their parents may contact their classroom teacher, a counselor, the school principal or 4J's Student Services Department if they believe accommodations or modifications need to be made.

4J's Student Services Department partners with general education staff to provide high-quality instruction and access to the general education curriculum for students with disabilities. Some students with disabilities may participate fully in the regular educational program while others may require specialized settings.

The Oregon Department of Education issues an annual report indicating how the district has performed on targets set in the State Performance Plan (SPP) for Special Education. 4J's special education report card is available on the district's website at [4j.lane.edu/instruction/studentsservices/compliance](http://4j.lane.edu/instruction/studentsservices/compliance).

**Child Find:** Parents who think their child may have a disability and would benefit from support services, or know of another child who might need special education, should call 4J's Student Services Department at 541-790-7800.



# s favorite way of learning.

— Diane Ackerman



# Student Safety & Health

## PARENT NOTIFICATION

**Rapid Notification System:** Eugene School District 4J has a rapid notification system that can be used to notify parents and guardians by email, phone and text message about emergency and high-priority situations. The same notification system also is used to notify parents about student absences and general school information.

It is critical that parents provide their schools with accurate and complete contact information so that school messages will reach them. To receive important messages via text, make sure you have designated a mobile phone in your student's records. The system will only send texts to numbers designated as mobile phones in student records. For more information, visit [4j.lane.edu/autodialer](http://4j.lane.edu/autodialer).

**Emergency Situations:** The district and schools may use the rapid notification system to communicate to parents and emergency contact persons about urgent situations. Messages are not automatic or instantaneous, as the school must have time to send a message with clear and confirmed information. However, once sent, messages should reach recipients very quickly. Emergency-related information also may be posted on the district's website ([4j.lane.edu](http://4j.lane.edu)), on Facebook ([facebook.com/4Jschools](https://facebook.com/4Jschools)) or Twitter ([twitter.com/4Jschools](https://twitter.com/4Jschools)).

Please do not go to the school or call the school during emergency situations. Staff will be focused on student safety and will not be able to assist you. Additionally, overwhelming incoming calls can disrupt the phone system and make internal communication difficult.

**Co-Custodial or Non-Custodial Parent Notification:** Ordinarily, both custodial and non-custodial parents have the right to receive school information about their children and to examine their children's student

**School Closures and Delays:** Weather-related closures and delay information will be texted to parents who have a designated mobile number in their students' records, announced to local media, and posted on the district's website ([4j.lane.edu](http://4j.lane.edu)), Twitter ([twitter.com/4Jweather](https://twitter.com/4Jweather)) and Facebook ([facebook.com/4Jschools](https://facebook.com/4Jschools)) by 6:30 a.m. that day. Local news media, including the school district's radio station, KRVM-FM 91.9, provide regular updates on mornings that schools must be closed or delayed. Decisions about evening activities are made separately and are typically announced around noon on days when hazardous weather is an issue. For more information, visit [4j.lane.edu/weather](http://4j.lane.edu/weather).

**Snow Routes:** On days when snowfall or ice threaten road conditions, but schools continue to operate, it may be announced that school buses will operate on "snow routes." Families whose children ride 4J buses are informed early in the school year if their bus has an alternate snow route. For more information, visit [4j.lane.edu/snowroutes](http://4j.lane.edu/snowroutes) or call the Transportation Department at 541-790-7474.

**Other Emergencies:** Other emergency closures, such as those caused by power or heating outages, will be communicated to parents using the rapid notification system, and may also be announced to the broadcast media and posted on the district's website and social media accounts.

**What Should Parents Do?** On icy or snowy days, parents should check the district's website, social media ([twitter.com/4Jweather](https://twitter.com/4Jweather), [facebook.com/4Jschools](https://facebook.com/4Jschools)), or local media.

Any decision to close or delay schools or use snow routes is normally announced via all of these channels before 6:30 a.m. On any day when inclement weather is a concern and school is in session, families are encouraged to consider road conditions in their area and make their own decisions based on safety.

10

# You can't use up The more you

records unless there is a court order specifying that access to records is limited. Non-custodial and co-custodial parents' contact information may be included in student records for emergency notification purposes.

The Eugene School District also is able to provide such parents a duplicate copy of labeled mailings, such as grade reports. Other items that may be sent home by means other than direct mail are not included. Please let the school office know if you would like a co-custodial or non-custodial parent to be added to the student's enrollment information.

## SCHOOL CLOSURES OR DELAYS DUE TO WEATHER OR EMERGENCIES

School may occasionally be canceled or delayed due to inclement weather or other emergency conditions.

**No News = No Change:** If there is a change in the school schedule or bus routes due to inclement weather, Eugene School District 4J will announce the change by 6:30 a.m. No announcement is made when schools and buses are operating on their regular schedules.

Parents also should ensure that current phone numbers (including a designated mobile phone number) and email addresses are on file at the school: mobile, home, work, and alternate persons to contact in case of an emergency. To receive text messages, please designate a mobile phone number in your student's records.

It is impossible to guarantee text message delivery. If you are concerned about the weather and have not received a text by 6:30 a.m., check the 4J website, social media and local news media for information about closures, delays or snow routes. To learn more, visit [4j.lane.edu/weather](http://4j.lane.edu/weather).

## SCHOOL AND STUDENT SAFETY 541-790-7685

**Emergency Procedures:** 4J takes the safety of students very seriously. The district follows the Standard Response Protocol including Secure (previously known as Lockout), Lockdown, Evacuate and Shelter protocols. For more information, visit [4j.lane.edu/safety/standard-response-protocol](http://4j.lane.edu/safety/standard-response-protocol).

Schools routinely practice fire evacuation, lockdown and earthquake drills. 4J has a districtwide emergency manual, including guidelines for how to deal with serious injury, a hazardous material spill, or dangerous intruders. Each school also has developed its own procedures to respond quickly and appropriately to emergency situations. The district operates a rapid notification system to provide information to parents during emergencies.

**Tell Someone:** All students and community members are encouraged to immediately report to a school staff member or law enforcement officer any rumors or threats of school violence, situations that may be potentially violent or seriously harmful to a person, or other concerning behavior. The SafeOregon tip line is another way school or student safety concerns can be reported. Tips can be reported anonymously. Visit [4j.lane.edu/safety/safeoregon](http://4j.lane.edu/safety/safeoregon) for more information. You are encouraged to report anything you see or hear about bullying, violence, drugs, or actual or potential harm to a student or school. If you perceive a risk as imminent, call 911.

**Suicide Prevention Plan:** To support the mental health of students and address the risk of youth suicide, the district has adopted a comprehensive suicide prevention plan. The plan outlines prevention and intervention procedures, staff training components, and addressing the needs of high-risk groups, including LGBTQIA+ students and students of color. Visit [4j.lane.edu/safety/suicide-prevention](http://4j.lane.edu/safety/suicide-prevention) for more information.

**Mental Health Support:** Many students struggle at times. If your child needs support for mental health, talk to your school counselor or another trusted adult at your school. For other mental health resources, visit [4j.lane.edu/safety/mental-health-resources](http://4j.lane.edu/safety/mental-health-resources).

**Mental Health Screening Opt Out:** On occasion, a mental health screening may be conducted for all students in a classroom, grade, school or program. Parents and guardians will be notified in writing in advance and have the right to request in writing that your student not participate in the screening. You or your student also may request, on the day of the mental health screening, that the student not participate.



# creativity. use, the more you have.

— Maya Angelou

**Volunteer and Visitor Management:** 4J has a volunteer and visitor management system in all schools to support the safety of students and staff. All volunteers and other visitors must check in with a photo ID. To learn more, visit [4j.lane.edu/safety/visitors](http://4j.lane.edu/safety/visitors) or call 541-790-7669.

**Security Cameras:** To enhance student safety and school security both during the school day and after hours, video cameras are installed at every 4J school in multiple indoor and exterior locations. There are no cameras in classrooms, bathrooms or locker rooms. Cameras are in operation 24 hours a day, but are not continuously monitored live. Visit [4j.lane.edu/bond/projects/cameras](http://4j.lane.edu/bond/projects/cameras) to learn more.

**Law Enforcement:** School officials have a dual responsibility. They safeguard the rights of students and also must cooperate with law enforcement officers in the legitimate pursuit of their duties. For more information, see school board policy KN-Cooperation with Law Enforcement Agencies and the Student Rights & Responsibilities Handbook available at [4j.lane.edu/srrh](http://4j.lane.edu/srrh) or by calling 541-790-7707.



**School Supervision:** Parents should be aware that the district provides supervision of buildings and grounds only during school hours, during official school-sponsored events and programs that occur before and after school, and during other times that may be specified by the school. Contact your school for hours of school supervision.

## HEALTH REQUIREMENTS 541-790-8102

**Examination:** A medical exam by a health care practitioner is recommended for all students entering 4J schools for the first time. The exam should include vision and dental screenings for children 5–7 years old. If such an exam is a financial hardship, please contact the school nurse or a school-based health center (see below) for an appointment.

Parents (and students who are at least 18 years old) have the right to opt their student out of non-emergency, invasive physical examinations or screenings required as a condition of attendance, administered by the district or its agent, and not necessary to protect the immediate health and safety of a student, except for any physical exam or screening permitted or required under state law. 4J does not require any physical examinations not authorized by state law, so opt-out forms are not provided.

**Immunization:** State immunization laws require that before a child starts school, the parent or guardian must complete, sign and submit an Oregon Certificate of Immunization Status, showing compliance with state immunization requirements for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis A and hepatitis B for all students; varicella (chicken pox) immunization or date of disease for all students; and Tdap immunization for students entering grades 7–12. The number of doses required varies depending on the student's age and grade level. COVID-19 vaccines are available and recommended, but are not currently required for school attendance.

**Where to Get Immunized:** Vaccines are available at many health care providers' offices and pharmacies, Lane County Public Health, and the school-based health centers at Churchill and North Eugene high schools.

**Immunization Rates:** Each 4J school's immunization and exemption rates are available on the district website at [4j.lane.edu/immunization](https://4j.lane.edu/immunization).

**Exemptions:** A parent may seek a medical or non-medical exemption from one or more required immunizations. For details, visit [bit.ly/immunizationexemptions](https://bit.ly/immunizationexemptions).

**Exclusion:** Students who have incomplete or insufficient immunization records will be subject to exclusion from school beginning on the annual state-designated Exclusion Day in February. Students with incomplete or insufficient immunizations, including students with exemptions, may be excluded from school in the case of a communicable disease outbreak.

**Visitors/Home-Schoolers:** Children visiting for more than five days or attending part time (including home-schoolers) must comply with all immunization requirements.

**Special Health Issues:** Parents or guardians of students with health issues who may require health care during the school day (e.g. diabetes, asthma, seizures or severe allergies) should contact the school nurse and complete a health assessment form. Please do this at least two weeks prior to the child attending school to allow adequate preparation time.

**Medications at School:** Some health issues may require medication while at school. School personnel may assist a student with medication only with written permission. Written permission also is required for students to carry medications at school. Please contact your school.

## SCHOOL-BASED HEALTH CENTERS CHURCHILL 541-790-5227 NORTH EUGENE 541-790-4445

Two school-based health centers operated by PeaceHealth, located at Churchill and North Eugene high schools, are open to serve all 4J students. The health centers are open nearly full time during the school year and much of the summer.

The two school-based health centers are staffed with a nurse practitioner, a health assistant and a mental health therapist. The health centers handle most health issues, including illnesses, injuries, chronic health problems, plus routine checkups, sports physicals and immunizations. Therapists from Lane County Behavioral Health are available to help students with depression, anxiety, anger management, attention and focusing challenges, and family issues, and can facilitate referrals for substance abuse.

The health centers can bill private insurance and the Oregon Health Plan, and also can provide treatment for those unable to afford medical care on a sliding-scale fee basis. Please call the clinics for hours of service and to schedule an appointment.

## HEALTHY SCHOOL FACILITIES

**Asbestos:** To ensure that asbestos-containing materials in 4J buildings are maintained in good condition, they are inspected regularly. A complete reinspection of all 4J buildings is conducted every three years and periodic surveillance of asbestos-containing materials is performed every six months. A complete reinspection was conducted in summer 2021. When asbestos-containing materials are removed, asbestos-certified workers exercise safety precautions and record where such work has taken place. To review the district's asbestos management plan and learn where asbestos-containing materials have been removed recently, visit [4j.lane.edu/facilities/asbestos](https://4j.lane.edu/facilities/asbestos) or call 541-790-7432.

**Integrated Pest Management:** 4J is committed to using nonchemical means of managing pests and weeds whenever possible, and has implemented Integrated Pest Management (IPM) principles since 1984. Pesticide use is considered only after nonchemical methods have proven ineffective and the district's IPM coordinator and facilities manager agree it is appropriate and safe to proceed. If chemical means are warranted, only low-impact products approved for use in Oregon schools are selected and applied only when and where students are not present and staff are not at risk of exposure. Applications are made only by a licensed applicator and only after appropriate notifications are provided. The only exception is for a pest emergency that poses an immediate risk to students, staff or structures. For more information, visit [4j.lane.edu/facilities/integrated-pest-management](https://4j.lane.edu/facilities/integrated-pest-management) or call 541-790-7433.

**Water Quality:** 4J has taken proactive steps to ensure safe water supplies. All water taps in the district were tested for lead in 2016, and, in accordance with the Oregon Healthy and Safe Schools Plan, will be tested every six years after July 1, 2020. For more information, a comprehensive list of test results and repairs, and the future testing schedule, visit [4j.lane.edu/facilities/water](https://4j.lane.edu/facilities/water) or call 541-790-7400.

**Radon Testing:** All 4J schools were tested for elevated levels of radon gas during the 2018–19 school year, in advance of new state requirements that all districts in Oregon test school buildings for radon before January 1, 2021. In accordance with the Oregon Healthy and Safe Schools Plan, all 4J sites will be retested for radon every 10 years. For more information, visit [4j.lane.edu/facilities/radon](https://4j.lane.edu/facilities/radon) or call 541-790-7400.



# Additional Programs & Services

## SCHOOL MEALS 541-790-7656

Children and adolescents need healthy food to grow, learn and thrive. 4J now manages the school food service in-house to better serve students and more closely align food service and menu options with local priorities. The district's goal is to provide more scratch-based meals with minimally processed, local ingredients while working on sustainable options such as limiting single-use packaging and composting food waste in kitchens and cafeterias. To learn more, visit [4j.lane.edu/nutrition](http://4j.lane.edu/nutrition), email [4jmeals@4j.lane.edu](mailto:4jmeals@4j.lane.edu) or call 541-790-7656.

**Free Meals for All:** School meals are available at no cost to all students, regardless of family income or ability to pay. All 4J students can eat free breakfast and lunch at school this year, with funding support coming from the district's general fund.

**School Breakfast and Lunch:** 4J schools provide tasty, nutritious meals that offer a variety of fresh produce and whole grains, include daily vegetarian and made-without-gluten options, and, when feasible, integrate locally sourced foods into meals. Unlimited fruits and vegetables are offered with every regular school meal. Menus are carefully planned to meet or exceed nutrition guidelines set by federal standards and the district's wellness policy. To learn more about school meals and to view menus, visit [4j.lane.edu/nutrition](http://4j.lane.edu/nutrition).

**Apply to Save:** Families at certain schools who may qualify for free meals (e.g. up to \$83,250 a year for a family of four) or receive other benefits are encouraged to fill out the state's confidential application for free meals. Approved applications will save the district's general fund as much as \$814 per student this year, which can be used to educate and support students. Families also may qualify for reduced fees for sports, enrichment activities and summer camps, low-cost internet access and other savings. To learn more and apply, visit [4j.lane.edu/nutrition/freelunch](http://4j.lane.edu/nutrition/freelunch).

## HELP YOUR SCHOOL, APPLY TODAY

If your student attends one of the below listed schools and your income qualifies, please fill out a confidential application to access family savings and save the district's general fund as much as \$814 per child this year, which can be used to educate and support 4J students.



### IF your student attends:\*

#### ELEMENTARY

Buena Vista  
Charlemagne  
Chinese Immersion  
Edgewood  
Gilham  
Yujin Gakuen

#### MIDDLE

Cal Young  
Monroe  
Roosevelt  
Spencer Butte

#### HIGH

Churchill  
North Eugene  
Sheldon  
South Eugene

\*4J schools not listed here have qualified schoolwide for federal support, and you do not need to submit an application for the district to be reimbursed for free meals.

**AND your income is at or below the amount shown at right** or if your student is a foster child, homeless, migrant or receiving SNAP, TANF or FDIR benefits

Household Size	Annual Income	Monthly Income
1	40,770	3,398
2	54,930	4,578
3	69,090	5,758
4	83,250	6,938
5	97,410	8,118
6	111,570	9,298
Each add'l household member	14,160	1,180

### APPLY TODAY

[4j.lane.edu/nutrition/freelunch](http://4j.lane.edu/nutrition/freelunch)

**Healthy Snacks and Parties:** As part of its comprehensive wellness policy, the district has established guidelines for healthy school parties and healthy snacks for sale. Before providing snacks for a classroom, please review the guidelines at [4j.lane.edu/healthysnacksguidelines](http://4j.lane.edu/healthysnacksguidelines). Families who send lunch or snacks to school with their children also are encouraged to select healthy options.



# Change the world by being yourself

— Amy Poehler

## TRANSPORTATION 541-790-7474

Students are encouraged to walk, bike, ride the bus or use other forms of active and shared transportation to and from school.

**Neighborhood Elementary and Middle Schools:** Elementary school students who live at least 1 mile from school and middle school students who live at least 1.5 miles from school may ride 4J buses to and from their neighborhood school. Exceptions are granted for students who live closer than the limits and reside within a hazardous walk area as defined by state guidelines, and for students who are assigned school bus transportation as part of their special education plan.

Students eligible to ride 4J buses will receive information at the beginning of the school year explaining the school bus rules and regulations. Students will be assigned bus stops based on where they live. Students may use only their assigned stops, unless they have written permission from a parent or guardian to use another.

**High Schools:** The district provides school bus services only for high school students who live more than 1.5 miles from a Lane Transit District (LTD) bus stop and attend their neighborhood school, and for students who are assigned school bus service with their special education plan.

**Public Transportation:** Free LTD bus passes are available to all 4J students. Schools issue bus passes in the fall. To learn about LTD bus routes and schedules, visit [ltd.org](http://ltd.org) or call 541-687-5555.

**Active Transportation:** For active transportation assistance, such as walk and bike route planning, contact Safe Routes to School at [saferoutes@4j.lane.edu](mailto:saferoutes@4j.lane.edu) or 541-790-7539.

**School Choice:** In most cases 4J bus service is provided only to students attending their neighborhood school. Buses travel only within a school's attendance boundary. School choice and transfer students may use existing bus services if space is available; otherwise families must provide their own transportation.

To learn more about school bus transportation, eligibility, route information, rules and safety training, visit [4j.lane.edu/transportation](http://4j.lane.edu/transportation) or call 541-790-7474.

## ATHLETICS 541-790-7568

Students at 4J high schools can participate in a variety of sports. Many are sanctioned for interscholastic competition by the Oregon School Activities Association (OSAA), and others are community-sponsored activities that may be associated with a school as club sports. At the middle school level, 4J sponsors only track and field. 4J does not sponsor elementary school athletics, but private organizations offer a variety of sports activities for children. For information about school sports, contact your school's athletic director or the district athletic director.

Participation fees are charged for athletics and activities. These fees help make it possible for 4J schools to continue offering a wide array of activities. The district wants all students to be able to participate. If the participation fee is a hardship, families can request a fee reduction by filling out a form at registration.

Students who play interscholastic sports must be examined by a physician before participating and must be re-examined every two years. Sports physicals are available from your healthcare provider or at 4J's school-based health centers, see page 12. Athletes in specified sports may be required to participate in the ImpACT concussion testing program. Athletes must be covered by accident insurance.

All fees, proof of physical exam and insurance coverage must be in place by the start of the sport's season. High school athletic directors are responsible for interpreting athletic eligibility rules and for providing information to parents and students.

Federal Title IX law prohibits discrimination on the basis of gender in education programs, including athletics. For complaints regarding Title IX compliance, please complete the formal complaint form available online at [4j.lane.edu/complaints](http://4j.lane.edu/complaints), or contact the district Title IX coordinator at [titleixcoordinator@4j.lane.edu](mailto:titleixcoordinator@4j.lane.edu) or 541-790-7671.

## VOLUNTARY STUDENT ACCIDENT INSURANCE 800-827-4695

4J offers access to a voluntary fee-based student accident insurance program for students. Enrollment is handled directly with the insurance company, not as part of student registration at school. The program is underwritten by ACE American Insurance Company and is available through Myers-Stevens & Toohey & Co., Inc. For more information, call 800-827-4695 or visit [myers-stevens.com](http://myers-stevens.com).

## BUILDING RENTAL AND USE

4J school buildings and grounds are available for use by the community outside of school hours. For information about rental rates, rules and how to request the use of a facility, visit [4j.lane.edu/facilityuse](http://4j.lane.edu/facilityuse).

## KRVM 91.9 FM / 1280 AM 541-790-6686

KRVM, 4J's public radio station, provides opportunities for high school students to learn about all aspects of broadcasting. From the studios at Sheldon High School students have the opportunity to announce songs, master audio editing, create their own podcasts, and learn to work as part of a small team in a business environment. Any interested 4J high school student can get involved by contacting KRVM.

True to its "Keeping Real Variety in Music" slogan, KRVM-FM's volunteers and students air a blend of contemporary adult music and specialized music programs. KRVM-AM features a news and information format, including live broadcasts of school board meetings. Listener donations, business underwriting and grants provide all of KRVM's funding. For more information, visit [krvm.org](http://krvm.org) or call 541-790-6686.

# Student Rights & Responsibilities

Students enrolled in Eugene School District 4J schools have rights, responsibilities and standards for conduct. A few important policies are listed in this section. School board policies are available in their entirety at the 4J Education Center and online at [4j.lane.edu/policies](http://4j.lane.edu/policies).

The district also publishes a Student Rights & Responsibilities Handbook, which more extensively outlines conduct standards and student rights.

Topics covered in the Student Rights & Responsibilities Handbook include freedom of expression, freedom of religion, dress and grooming, admission and attendance, discrimination and harassment, child abuse reporting, search and seizure, cooperation with law enforcement agencies, tobacco, intoxicants and controlled substances, trespassing, offensive language, threats, weapons, other serious misconduct, off-campus misconduct, and disciplinary procedures including due process procedures for suspensions and expulsions.

The Student Rights & Responsibilities Handbook is available at [4j.lane.edu/srrh](http://4j.lane.edu/srrh), at all schools and the district office, or by calling 541-790-7707.

## NONDISCRIMINATION 541-790-7706

Eugene School District 4J provides equal educational and employment opportunity and treatment for all students and staff. District programs, activities and practices shall be free from discrimination and harassment based on perceived or actual race, color, religion, sex, sexual orientation, gender identity, national or ethnic origin, marital status, age, mental or physical disability, pregnancy, familial status, economic status, military or veterans' status, or any other factor prohibited by law. "Race" includes physical characteristics that are historically associated with race. The district also prohibits discriminatory use of a Native American mascot.

The district complies with all applicable state and federal laws and regulations, including but not limited to: Title IX of the Education Amendments, Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) and the ADA Amendments Act, and Oregon laws prohibiting discrimination. The district's compliance includes all district programs, courses and activities, including extracurricular activities, services, access to facilities, employment and admissions.

Questions and concerns from students, parents and the public about nondiscrimination, sexual harassment and equal educational opportunities generally may be directed to Morgan Christensen, Title IX coordinator, at [titleixcoordinator@4j.lane.edu](mailto:titleixcoordinator@4j.lane.edu) or 541-790-7671. Questions and concerns about disability discrimination and accommodations may be directed to Della Thomas, 504 coordinator, at [504coordinator@4j.lane.edu](mailto:504coordinator@4j.lane.edu) or 541-790-7850.

Questions and concerns from staff or applicants about nondiscrimination and equal employment opportunity may be directed to Karen Hardin, human resources director, at [eeo@4j.lane.edu](mailto:eeo@4j.lane.edu) or 541-790-7668. Questions from staff about workplace accommodations and disability discrimination may be directed to Bernadette Adeniran, ADA coordinator, at [hr\\_ada@4j.lane.edu](mailto:hr_ada@4j.lane.edu) or 541-790-7672.

The superintendent's office has overall responsibility for nondiscrimination and equal opportunity policies, and can be contacted at 541-790-7706.





Complaints of discrimination and harassment may be made to any district administrator, supervisor or the superintendent's office. For more information, visit [4j.lane.edu/complaints](http://4j.lane.edu/complaints).

## HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, HAZING, TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE 541-790-7550

**School Board Policy JFCF:** The district is committed to providing a safe, positive and productive educational environment for all students. Harassment, intimidation, bullying, cyberbullying or hazing of students, by students, staff and third parties is prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

**Scope:** This policy applies to student behavior on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and in all instances that student discipline applies as provided in the code of conduct. The policy also applies to off-campus conduct that



# Kind is magic

— Medora Strong

causes or threatens to cause a substantial and material disruption at school or other district property, or interferes with the rights of students or employees to be free from a hostile educational or employment environment, taking into consideration the totality of the circumstances. This policy also applies to adult behavior when a student is the victim.

### Definitions:

- **“Harassment, intimidation or bullying”** means any act that substantially interferes with a student's educational benefits, opportunities or performance and has the effect of physically harming a student or endangering 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 a student. It may be based on, but is not limited to, the protected class status of a person.
- **“Protected class”** means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity or expression, national origin, marital status, familial status, source of income or disability.





- **“Cyberbullying”** means the use of any electronic communication device to harass, intimidate or bully.
- **“Hazing”** means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity, and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.
- **“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 household members, as those terms are described in ORS 107.705.
- **“Retaliation”** means any form of reprisal, harassment, intimidation or bullying, cyberbullying, hazing, or teen dating violence against a person in response to a student for actually or apparently reporting or participating in the investigation of conduct prohibited by this policy.
- **“District”** includes district facilities, district premises and nondistrict 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 control of the district.

**Student Responsibility:** Students are expected to follow the standards for student behavior outlined in school board policy and the district’s Student Rights & Responsibilities Handbook, which includes the requirement that they refrain from harassment, intimidation or bullying, cyberbullying, hazing, teen dating violence, and retaliation and comply with this policy.

Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor or administrator. These reports may be made anonymously.

Students who violate this rule are subject to discipline, suspension or expulsion following the rules established in the Student Rights & Responsibilities Handbook.

**Training:** The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, hazing and cyberbullying. The district shall incorporate training for staff and age-appropriate education for students in grades 7 through 12 about teen dating violence and domestic violence into new or existing training programs.

This policy and implementing regulations will be reviewed annually, in the fall, with each building and department staff.

**Reporting and Complaint Procedures:** A student, parent or guardian of a student, or a volunteer who believes that the student is the recipient of harassment, intimidation, bullying, cyberbullying, hazing or teen dating violence is encouraged to report the incident to the administrator or assistant administrator, teacher, counselor or other staff member. Information may be presented anonymously. An optional Student Safety Reporting Form is available from the school and on the district website.

Teachers and other staff who observe students engaging in acts in violation of this policy are responsible for taking action to deal with the behavior. Every school employee is responsible for reporting suspected violations of this policy to the school administrator.

Complaints about the school administrator may be reported to the superintendent’s office. Complaints about the superintendent shall be reported to the chair of the board of directors.

Upon a report, or knowledge of, an incident, the school administrator or designee shall assess the allegation and conduct an appropriate investigation. The administrator or designee shall promptly take interim action deemed necessary to maintain a safe learning environment. The principal or person assigned shall work with the complainant and other parties to resolve the issue, which may include corrective and remedial measures designed to prevent the recurrence of the behavior. Parents will be notified of the outcome of the investigation and, as appropriate, that remedial action has been taken.

Students, parents and guardians are encouraged to attempt to resolve concerns through discussions with school staff at the school level. If the student, parent or guardian is unable to resolve the complaint after working with school staff or if they choose to initiate their complaint at the district level, they may file a formal complaint with the superintendent’s office, using the district complaint form available on the district website, and from the superintendent’s office. In such a case, the complaint procedures in administrative regulation KL-AR will apply.

**Notification to Parents or Guardians:** The school administrator, assistant administrator or designee shall notify the parents or guardians of

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- **“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 other district-sponsored programs and activities.

**Staff’s Responsibility:** Every staff member, including student teachers and practicum students, who has knowledge of conduct in violation of this policy shall immediately report their concerns to the school administrator. If the administrator is believed to be involved or to have a conflict of interest, the report may be made to the superintendent’s office.

The school administrator has overall responsibility for compliance with this policy and investigations of alleged violations at the school level.

Staff members are expected to comply with this policy. Violations of this policy, including failure to report an act of harassment, intimidation or bullying, cyberbullying, hazing, or teen dating violence, may be subject to remedial action, up to and including dismissal.

Employees are responsible for informing volunteers and other adults working in schools and with extracurricular programs of this policy and for supervising their activities. Volunteers and third parties working in schools and with district programs are encouraged to report concerns as outlined in this policy.

a student who was subject to an act of harassment, intimidation, bullying or cyberbullying, and the parents or guardians of a student who may have conducted an act of harassment, intimidation, bullying or cyberbullying.

The notification must occur with involvement and consideration of the needs and concerns of the student who was the subject to an act of harassment, intimidation, bullying or cyberbullying. The notification is not required if the school administrator or assistant administrator reasonably believes notification could endanger the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying or if all of the following occur: (1) The student who was subjected to an act of harassment, intimidation, bullying or cyberbullying requests that notification not be provided to the student's parents or guardians; (2) the school administrator or assistant administrator determines that notification is not in the best interest of the student who was subjected to an act of harassment, intimidation, bullying or cyberbullying; and (3) the school administrator or assistant administrator informs the student that federal law may require the student's parents and guardians to have access to the student's education record, including any requests by the student for nondisclosure. If the school administrator or assistant administrator determines the notification is in the best interest of the student, they must inform the student of that determination prior to providing notification.

When notification is provided, the notification must occur (1) within a reasonable period of time; or (2) promptly, for acts that caused physical harm to the student.

## SEXUAL HARASSMENT 541-790-7706

The district strictly prohibits sexual harassment of students, staff members, and others. Under Oregon law, sexual harassment includes: (1) A demand or request for sexual favors in exchange for benefits; (2) Unwelcome conduct of a sexual nature that is physical, verbal, or nonverbal and that: (a) Interferes with a student's educational activity or program; (b) Interferes with an employee's ability to perform their job; or (c) Creates an intimidating, offensive or hostile environment; (3) Assault when sexual contact occurs without the person's consent because the person is under the influence of drugs or alcohol, is unconscious, or is pressured through physical force, coercion or explicit or implied threats.

Under federal law, sexual harassment means conduct on the basis of sex that satisfies one or more of the following: (1) An employee of the district conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcome sexual conduct; (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's education program or activity; or (3) Sexual assault, dating violence, domestic violence or stalking.

Individuals are strongly encouraged to immediately report conduct they believe is in violation of this policy to the school administrator. Students may also report concerns to a teacher, counselor or school nurse, who will promptly notify the school administrator or other appropriate district official. Any staff member who receives direct or indirect notice that this policy may have been violated shall immediately report the information to the school administrator. Reports also may be made to the Title IX coordinator at [titleixcoordinator@4j.lane.edu](mailto:titleixcoordinator@4j.lane.edu) or 541-790-7671, to the superintendent's office at 541-790-7706, or by using the formal complaint form that is available online at [4j.lane.edu/complaints](http://4j.lane.edu/complaints) and from the Title IX coordinator or superintendent's office.

Reports and complaints about behavior that may violate this policy shall be investigated. If harassment in violation of this policy is found to have occurred, the district will take appropriate and effective remedial

action to address and stop sexual harassment, prevent its reoccurrence, and address its negative consequences. Retaliation against an individual reporting or participating in an investigation is prohibited.

For more information, see the district's policy JBA/GBN-Sexual Harassment, and administrative regulations JBA/GBN-AR (1-5), available at [4j.lane.edu/policies](http://4j.lane.edu/policies), the 4J Education Center, your school or by calling 541-790-7671 or 541-790-7706.

## RACIAL HARASSMENT 541-790-7706

The district prohibits all forms of racially harassing conduct in district programs and activities, even if the conduct is not directed at a specific target or does not include an intent to harm, involve repeated incidents, result in tangible injury or detriment, or constitute a hostile environment or bias incident.

**"Racially harassing conduct"** means unwelcome physical, verbal or nonverbal conduct based on the person's actual or perceived race, color, national origin or ethnicity; or physical characteristics historically associated with race, a place of origin, protected class ethnicity or religious or cultural ancestry.

Students and families are encouraged to report their concerns promptly. Reports may be made in writing or verbally to a school administrator or other trusted school employee. The district will provide multiple avenues for reporting, including an optional Student Safety Reporting Form, available from the school and on the district website, a mobile reporting option and anonymous reports. Reports may also be made through Safe Oregon at 1-844-4-SAFE-OR (text or call) or [safeoregon.com](http://safeoregon.com). Retaliation against an individual reporting or participating in an investigation is prohibited.

If a person is dissatisfied with the school or district's action or inaction in responding to alleged racial harassment or discrimination, or if the school fails to render a decision within 30 days of the report, they may appeal by filing a formal complaint with the superintendent's office, using the district complaint form available on the district website at [4j.lane.edu/contact/complaints](http://4j.lane.edu/contact/complaints) or from the superintendent's office.

For more information, see district policy ACC-Racial Harassment, available at [4j.lane.edu/policies](http://4j.lane.edu/policies), the 4J Education Center, your school or by calling 541-790-7706.

## HATE SYMBOLS AND BIAS INCIDENTS 541-790-7706

The district prohibits the use or display of any symbols of hate, bias incidents and hate crimes on district or school grounds or in any district- or school-sponsored program, service, school or activity. Exceptions are made when symbols are used in teaching curriculum.

**"Bias incident"** means a person's hostile expression of animus toward another person, relating to the other person's perceived race, color, religion, gender identity, sexual orientation, disability or national origin, of which criminal investigation or prosecution is impossible or inappropriate. Bias incidents may include derogatory language or behavior.

**"Symbol of hate"** means nooses, swastikas and other symbols of neo-Nazi ideology, and the confederate flag. It also includes a symbol, image, or object that expresses animus on the basis of race, color, religion, gender identity, sexual orientation, disability or national origin, whose display is reasonably likely to cause a substantial disruption of or material interference with school activities, or to interfere with the rights

of students by denying them full access to the services, activities, and opportunities offered by a school.

A person who believes that the district's policy against hate symbols, bias incidents and hate crimes has been violated is encouraged to report the matter promptly to the school administrator or department director. Students may use an optional Student Safety Reporting Form, available from the school and on the district website.

For more information, see the district policy ACB-Hate Symbols and Bias Incidents, and administrative regulation ACB-AR-Hate Symbols and Bias Incident Response, available at [4j.lane.edu/policies](http://4j.lane.edu/policies), the 4J Education Center, your school or by calling 541-790-7706.

## COMMENDATIONS AND COMPLAINTS 541-790-7550

The district encourages open communication with community members and welcomes commendations and constructive criticism.

The district's informal and formal complaint procedures allow complaints to be considered quickly and fairly. Parents, students and other patrons are encouraged to discuss a complaint directly with the staff member who is involved in the matter. If the complainant is not satisfied with the outcome of this conversation, the complainant is encouraged to talk with the staff member's principal or supervisor, and, if necessary, to notify the administrator's supervisor. Most concerns are resolved using this informal, problem-solving process. Use of the informal process is optional, and a formal written complaint may be submitted at any time by filing a completed complaint form with the superintendent's office. A copy of the complaint form and detailed description of complaint procedures are available on the district's website at [4j.lane.edu/complaints](http://4j.lane.edu/complaints) or by calling the superintendent's office, 541-790-7706.

## CONTROVERSIAL ISSUES 541-790-7550

The presentation and discussion of controversial issues will be informative. Gaining the ability to meet issues without prejudice and to withhold judgment while facts are being collected, assembled, and weighed and to see relationships before drawing inferences or conclusions are among the most valuable outcomes of a free educational system. Students have the right of freedom of expression. Honest differences of opinion may occur in classes where students are encouraged to seek understanding of facts and form opinions. It is not the intent of the district to force upon any student a set of values.

The teacher's role in these instances becomes that of a guide, aiding students in the process of objective inquiry and maintaining an atmosphere free from bias and prejudice. Students shall have an opportunity to collect and interpret factual material, and to reconsider assumptions and reach their own conclusions. Persons with concerns about the manner in which controversial issues are taught are encouraged to address the concern with the school administration. The district's informal and formal complaint procedure and form are available on the district website and at the superintendent's office.

Students may be excused from a state-required program or learning activity to accommodate students' disabilities or religious beliefs. An alternative program for credit may be provided.

Objections to instructional materials shall be made to the school principal. If the matter is not resolved in an informal manner, the person with an

objection to instructional material may follow the process detailed in the district's policy IIA-Instructional Resources/Instructional Materials and administrative regulation IIA-AR-Instructional Materials Selection.

For more information, see policies INB-Studying Controversial Issues and IIA-Instructional Resources/Instructional Materials. Board policies are available at [4j.lane.edu/board/policies](http://4j.lane.edu/board/policies) or by calling 541-790-7706.

## TECHNOLOGY, EMAIL AND THE INTERNET 541-790-7770

The district believes that technology is a tool for lifelong learning and a resource that promotes educational and organizational excellence, as long as it is used in a responsible, efficient, ethical and legal manner.

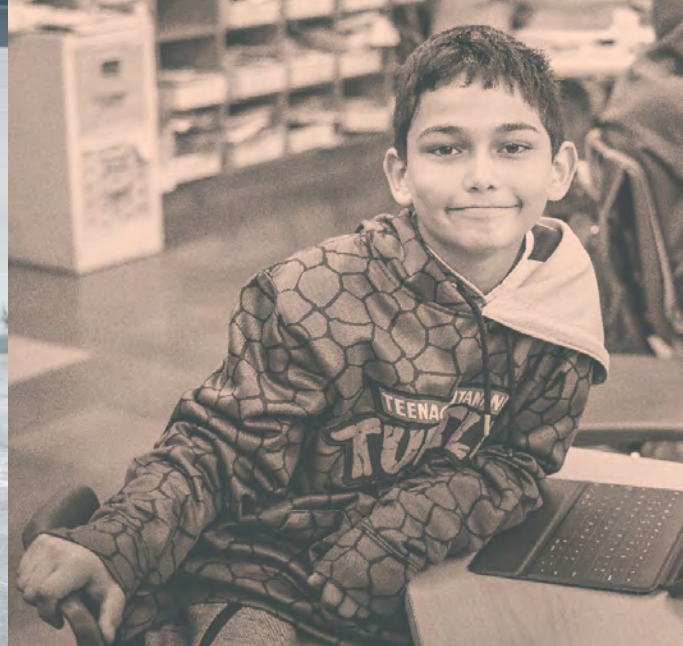
Users assume responsibility for understanding district policies and guidelines as a condition of using the 4J network and equipment. The use of 4J's technology system is a privilege, not a right, which may be revoked at any time for use inconsistent with the district's policies and regulations.

**Acceptable Use:** The purpose of district-owned technology resources, including email and internet access, is to enhance the educational experience of students, support teacher delivery of instruction and to increase the operational efficiency of staff. Practices that attempt to achieve this purpose in a responsible, safe, ethical and legal manner are acceptable, while practices that do not attempt to achieve this purpose, or are unsafe or detrimental, are not acceptable.

While the district has deployed an internet filtering system and students are supervised when they use the internet in school, it is possible that students will access inappropriate information. Students should report access of inappropriate material to a teacher, staff member, or their parents or guardians. Parents and guardians are encouraged to discuss responsible use of the internet with their children at home and how this responsibility extends to using the internet appropriately at school.

**Unacceptable Use:** Staff and student users of the 4J network must be aware that information accessed, created, sent, received or stored on 4J servers is not private. It is subject to review





by network system administrators who may investigate complaints regarding inappropriate or illegal material. The inappropriate use of 4J's network and technology is not tolerated and may result in loss of access, as well as other disciplinary or legal action, including suspension, expulsion from school or loss of employment.

Unacceptable uses include, but are not limited to, accessing another person's account or sharing one's password with another person; using the network for financial gain, commercial activity, political activity, or illegal activity (e.g. hacking or copyright violations); bypassing the district filter to access inappropriate websites; knowingly accessing or sharing inappropriate materials; using profanity, obscenity, or vulgar images; engaging in intimidation, bullying, harassment, discrimination, hazing or retaliation; and installing unlicensed or unapproved software, apps or hardware.

For complete guidelines on appropriate use and student safety, visit [4j.lane.edu/technology/appropriateuse](http://4j.lane.edu/technology/appropriateuse) or call 541-790-7770.

**Student Email:** The district uses Google Workspace and provides students with a 4J-issued email account. Students will use their Google Workspace accounts to complete assignments, communicate with their teachers, sign into devices and applications, and learn 21st-century digital citizenship skills.

## FEES AND DEPOSITS 541-790-7564

Oregon law allows schools to charge fees and deposits under certain circumstances, such as for equipment rentals or security deposits, courses that are not a part of the regular school program, and optional items such as student body cards, field trips and extracurricular activities. A parent or guardian who believes payment of any fee is a hardship may request that the school waive payment in whole or in part. The decision will be guided by school board policy JN - Student Fees, Fines and Charges available at [4j.lane.edu/policies](http://4j.lane.edu/policies) or by calling 541-790-7707.

## RELIGION IN SCHOOLS 541-790-7550

The constitutions of the United States and the State of Oregon require public schools to take a neutral position regarding religion. Public schools cannot aid one religion or all religions or prefer believers to non-believers. However, schools may and do provide instructional activities relating to historical and cultural aspects of religion. Students have a number of rights to practice their individual freedoms, which are

outlined in the district's Student Rights & Responsibilities Handbook, school board policy JEF-Accommodation for Religious Instruction and Observance, and district administrative regulations. Some of these rights are summarized below.

**Requests for Accommodation:** The district recognizes its responsibility to make reasonable accommodation for students' religious observance, while neither promoting one religion over another nor preferring religion over non-religion. Requests for religious accommodation should be directed to the student's teacher or principal.

**Scheduling:** Schools will avoid scheduling important events that by their nature cannot be made up, such as picture day, open house, or prom, on days that conflict with major religious holidays that may impact student attendance or participation. When scheduling other special events such as field trips and tryouts, staff are to consider the potential for students to experience conflicts on major religious holidays. Staff will inform students and parents of plans as far in advance as possible, so that conflicts with religious observances can be avoided if possible and accommodated if not. Parents and students are encouraged to communicate their need for religious accommodation to the school. For more information including a list of major religious holidays, visit [4j.lane.edu/calendars/religiousholidays](http://4j.lane.edu/calendars/religiousholidays).

**Absences:** Students may be excused from school for absences due to religious reasons. Such absences will not be counted against a student in determining exclusion, failure or reduction of grades. Students shall have a meaningful opportunity and reasonable time to make up missed classwork, homework, tests and quizzes missed because of religious instruction or observance.

**Release Time for Religious Instruction:** Oregon law allows students, with the permission of their parents, to be released from school for religious instruction. Elementary students may be excused for up to two hours a week and secondary students up to five hours a week.

**Student Religious Meetings:** Schools that permit other noncurricular student meetings on school premises during noninstructional time will also allow voluntary student-initiated religious meetings during noninstructional time. A faculty monitor may attend meetings to provide general supervision, but may not participate or advise students about their activities. Nonschool persons may not direct, conduct, control or regularly attend such meetings. Nonstudents are prohibited from meeting with students on school premises for any type of religious



The more you can  
**dream,**  
the more  
you can do.

— Michael Korda

activity, except as provided in the board policy regarding the leasing of school facilities outside of regular school hours.

## STUDENT RECORDS 541-790-7550

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students who are at least 18 years old (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

**1. The right to inspect and review** the student’s education records within 45 days after the day Eugene School District 4J (“the district”) receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**2. The right to request the amendment** of the education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to request an amendment of their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the parent may request a hearing on the matter by contacting the superintendent’s office. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**3. The right to consent to the disclosure of personally identifiable information** from the student’s education records, unless federal or state law authorizes disclosure without consent. The district releases student records without parental consent only when permitted by law and district policy. Consent is not required for disclosure to school officials within the district who have legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff) or a person serving as a school board member. Contractors, consultants, volunteers or other parties to whom the district has outsourced an institutional service or function (such as an attorney, auditor, or therapist) may be considered a school official provided the person performs an institutional service or function for which the district would otherwise use its own employees, is under the direct control of the district with respect to the use and maintenance

of personally identifiable information from education records, and is subject to district policies concerning the redisclosure of personally identifiable information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**4. The right to file a complaint** with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202. For additional information, you may call 800-USA-LEARN (800-872-5327).

**5. The right to limit the release of directory information.** The district may release directory information, defined as those items of personally identifiable information contained in an education record, which would not generally be considered harmful or an invasion of privacy if released. The district has designated the following categories as directory information, which may be released to the public through appropriate procedures: student name; parent name, email, and telephone number; student telephone number (if the student is an adult) and email; photograph; age; major field of study; participation in officially recognized sports and activities; weight and height of athletic team members; dates of attendance; grade level; degrees or awards received; previous schools or programs attended; and a student identification number (when it cannot be used to gain access to student records).

Student home addresses may be released only to a local public safety agency, when consistent with the interest of health, safety and welfare of a district student or students.

**Please carefully consider the implications before restricting disclosure of directory information.** Directory information is routine information not considered to be harmful to disclose. District policy provides it is to be released only with administrative direction. Examples of when directory information may be released include yearbooks, team rosters, music, drama and sports program materials, graduation programs, class lists supplied to the PTA, photographs and videos at athletic events, and classroom, team and club photographs.

Parents (and students at least 18 years old) may annually instruct the district that it may not disclose directory information without prior written consent by returning a completed “Objection to Release of Directory Information” form by September 20 each year. The form is available on page 23 of this handbook and at schools. The objection is valid for the school year in which the form is submitted.

**Commercial Use of Student Information:** 4J does not sell student information or disclose it to others for marketing purposes with one exception. Should this practice change, the district will provide you with notice.

Exception: The district may provide to Eugene Education Foundation (EEF)—a nonprofit solely dedicated to fundraising and grant administration for 4J schools—photographs of students for EEF to use in its promotional materials, unless a parent or guardian directs otherwise. Parents or guardians who want to restrict the sharing of their student’s photo with EEF should complete the “Objection to Directory Information” form and select the option that restricts the sharing of directory information for publicity purposes.

**Military and College Recruiters (High School Only):** Federal law requires the district to provide names, addresses and telephone numbers of high school students to military recruiters and colleges that request this information, except where the parent notifies the district in writing that they do not consent to release this information. By policy, recruiters request this information only on juniors and seniors. When a high school student has reached 18 years of age, the right to opt out transfers from the parent to the student.

**If you object** to the disclosure of your child’s name, phone number and address to military recruiters and/or colleges, fill out the “Notice of Information to Military or College Recruiters” form and return it to your child’s school by Sept. 20. If you do not return the form by this date and the district has no opt-out record on file, your child’s information will be released upon request. If you choose to return the form at a later date, the request for nondisclosure will be honored after that point. The form is available on page 24 of this handbook and at every 4J high school.

**Withholding of Education Records for Nonpayment of Fees, Fines or Damages:** The district may withhold grade reports, diplomas or other records of students or former students who owe fees, fines or damages. Records requested by another district, private school, or day or residential treatment program, and records required by law to be released for use in civil or criminal proceedings in an Oregon court, will not be withheld. See school board policy JN-Student Fees, Fines and Charges and the Student Rights & Responsibilities Handbook, which are available on the district website or by calling 541-790-7707.

**How to Access School Board Policies:** Eugene School District 4J school board policies, including those pertaining to student records, directory information and personally identifiable information, are available for review online at [4j.lane.edu/policies](http://4j.lane.edu/policies) or by calling 541-790-7706.

## SURVEYS 541-790-7550

On occasion, surveys may be administered to students. Parents (and students at least 18 years old) have established rights regarding surveys:

**Consent:** You have the right to affirmative, written consent before your student is required to participate in a federally funded survey that concerns political affiliations or beliefs of the student or student’s parent; mental or psychological problems of the student or student’s family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of others with whom respondents have close family relationships; legally recognized privileged relationships, such as with lawyers, doctors, or ministers; religious practices, affiliations, or beliefs of the student or student’s parent; or income, other than when required by law to determine program eligibility.

**Notice, Inspection and Opt Out:** You have the right to notice about and to inspect a district or third party survey asking questions about

any of the topics listed above, regardless of funding. You also have the right to request that the district excuse your student from participating in the survey.

## TITLE I SCHOOLS: RIGHT TO KNOW 541-790-7578

A parent (or student at least 18 years old) may request from a school receiving Title I funds information regarding whether your student’s teacher has met state licensure requirements for the grade level and subject area in which they are currently teaching; whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived; the baccalaureate degree major of the teacher, any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and whether the child is provided services by a paraprofessional, and, if so, their qualifications.

## WEAPONS IN SCHOOLS 541-790-7685

No person shall bring, possess, conceal or use a weapon on or at school or other property under the jurisdiction of the district, or at any school or district activities, or any interscholastic activities administered by a voluntary organization, with the exception of law enforcement officers or those authorized by the superintendent. Replicas of weapons, fireworks and pocket knives are also prohibited.

**Definition:** A weapon includes the following: (1) “Firearm” which means any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, or any firearm muffler or silencer or any destructive device; (2) “Dangerous weapon” 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) “Deadly weapon” means any instrument, article, or substance specifically designed for and presently capable of causing death or serious physical injury; (4) “Destructive device” includes but is not limited to any device with an explosive, incendiary or poison gas component or any combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device. Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and community members.

**Violation of Policy:** Any student found to have brought, possessed, concealed or used a firearm as defined in policy shall be expelled for not less than one calendar year, unless the superintendent specifically modifies this requirement on a case-by-case basis. Any employee who violates this policy shall be disciplined up to and including dismissal. The complete school board policy JFCJ-Weapons in the Schools is available at [4j.lane.edu/policies](http://4j.lane.edu/policies) or by calling 541-790-7707.

**Referral to Law Enforcement Agency:** When there is reasonable cause to believe that a student or other person is, or within the previous 120 days has been, in possession of a firearm or destructive device at school in violation of this policy, the appropriate law enforcement agency will be promptly informed. Parents will be notified of all conduct by their student that violates this policy.



# OBJECTION TO RELEASE OF DIRECTORY INFORMATION—2022–23

Complete only if you wish to restrict the disclosure of directory information. This form is valid for the present school year only.

Directory information is personally identifiable information in an education record which generally would not be considered harmful or an invasion of privacy if released. Examples include parent name, email and telephone number; student name, email and photograph. For more information, see p. 21-22 of the 4J District Handbook or school board policy JOA-Directory Information.

## OPTIONS

### No Restriction

The district may release directory information. **You do not need to complete this form.**

### Limited Restriction

The district **may release** directory information, **EXCEPT** (check all that apply):

- No School Directory / School-Related Organizations** – I **do not** want my name, my student’s name or any family contact information released to school-related organizations such as the PTO and booster clubs. I understand that this means my student will not be included in a school directory.
- No Yearbook / Class Photos Use** – I **do not** want my student’s photograph or name to appear in the yearbook or in official class photos.
- No Publicity** – I **do not** want my student’s photograph, video or name to be used on the school, or district or Eugene Education Foundation (EEF) website or in any district or EEF publication produced by and made available to the public by the district or EEF. To the extent that the district controls access by news media reporting on school programs and topics during school hours, I do not want the news media to identify by name, interview, photograph or video my student.

### Complete Restriction

- No Information** – The district **may not release** any directory information about my child. I understand that this means that information about and pictures of my child will not appear in any school publications that are made public, such as yearbooks, official class photos, athletics, music, drama or graduation programs, and honor lists. It also means that my name and contact information, and my child’s name, will not be provided to the school PTO or other parent group, which may publish a student directory. It also means that my student’s image and voice will not appear on the school website, a teacher website or in any publication produced by and made available to the public by the district.

**This is the most restrictive option.** Selecting this option restricts the school and district from releasing any personally identifiable directory information about a student, including basic details like their name or photo.

**DO NOT select this option** if you wish your student to be in the yearbook or class photo, identified in a music or drama program, or listed in a team roster. Instead, check one or more of the limited opt-out options above.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE BY SEPTEMBER 20 ONLY IF YOU CHOOSE TO OPT OUT

Print Student Name (First and Last): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID (if known): \_\_\_\_\_

Print Parent Name (or student at least 18 years old): \_\_\_\_\_

Signature of Parent (or student at least 18 years old): \_\_\_\_\_ Date: \_\_\_\_\_

Office: Record in Synergy and file in student’s cumulative file





## NOTICE OF HUMAN SEXUALITY INSTRUCTION—2022–23

Complete only if you wish to excuse student from human sexuality instruction. This form is valid for the present school year only.

Oregon law requires all school districts to provide age-appropriate human sexuality education courses as an integral part of elementary and secondary health education instruction and curriculum. Depending on your student’s grade level, topics may include responsible decision-making, reproduction, pregnancy prevention, AIDS education, and the prevention of sexually transmitted diseases including, but not limited to, human immunodeficiency virus (HIV). Parents will be notified before any planned instructional unit on human sexuality or HIV/AIDS.

If you would like more information on the curriculum, would like time to review the curriculum, or have any questions or concerns, please talk with your teacher or principal.

Parents have the option of excluding their child from such instruction. If you do not want your child to receive such instruction, please indicate below and return this form to the school. Students excused from human sexuality instruction will be provided an alternate activity. If you have no objection, you should not return this form.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE ONLY IF YOU CHOOSE TO OPT OUT

Print Student Name (First and Last): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID (if known): \_\_\_\_\_

Print Parent Name (or student at least 18 years old): \_\_\_\_\_

Signature of Parent (or student at least 18 years old): \_\_\_\_\_ Date: \_\_\_\_\_

Office: Record in Synergy and file in student’s cumulative file



## NOTICE OF INFORMATION TO MILITARY OR COLLEGE RECRUITERS—2022–23

Notice for parents of high school students and for students at least 18 years old regarding disclosure of information to military or college recruiters and option to opt out.

Federal law requires the district to provide names, addresses, and telephone numbers of high school students to military recruiters and colleges that request this information, except where the parent notifies the district in writing that they do not consent to release this information. By policy, recruiters request this information only on juniors and seniors. When a high school student has reached 18 years of age, the right to opt out transfers from the parent/guardian to the student.

**If you object** to the disclosure of your child’s name, telephone number and address to military recruiters and/or colleges, you must fill out the opt-out form below and return it to your child’s school by **September 20**. If you do not return the form by this date and there is no opt-out record on file, the district will release your child’s information upon request. If you choose to return the form at a later date, the request for non-disclosure will be honored after that point.

If you have no objection to sharing information with military recruiters and colleges that request it, you do not need to complete or return this form. The form is only for parents who wish to opt out.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE BY SEPTEMBER 20 ONLY IF YOU CHOOSE TO OPT OUT

By checking the box(es) below, I am requesting that my child’s name, address, and telephone number:

Not be shared with **military recruiters**     Not be shared with **colleges**

Print Student Name (First and Last): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Student ID (if known): \_\_\_\_\_

Print Parent Name (or student at least 18 years old): \_\_\_\_\_

Signature of Parent (or student at least 18 years old): \_\_\_\_\_ Date: \_\_\_\_\_

Office: Record in Synergy and file in student’s cumulative file



# Get Involved

## PUBLIC MEETINGS 541-790-7706

The district's board of directors, budget committee and educational equity advisory committee all hold open meetings. Meeting times, and agendas can be found at [tinyurl.com/4jboardmeetings](http://tinyurl.com/4jboardmeetings). The board and committees encourage public participation and allow time at each regular meeting for public testimony.

**School Board:** 4J's board of directors meets in regular public sessions, usually on the first and third Wednesdays of each month at 7 p.m. at the 4J Education Center, 200 N. Monroe St. in Eugene, or virtually by Zoom. Special meetings and work sessions are scheduled as necessary. Most board meetings and work sessions are streamed live online and broadcast on the district's radio station, KRVM 1280 AM and 98.7 FM. For meeting information, including agendas, minutes and recordings, visit [4j.lane.edu/board/meetings](http://4j.lane.edu/board/meetings) or call 541-790-7706. Communications to the board may be emailed to [board@4j.lane.edu](mailto:board@4j.lane.edu).

**Budget Committee:** Community members serve on the budget committee and provide a valuable citizen voice in the 4J budget process. The 14-member budget committee is composed of the seven school board members and seven other community members appointed by the board. Meetings are usually scheduled between December and May and are held at the 4J Education Center or virtually by Zoom. For more information, visit [4j.lane.edu/budgetcommittee](http://4j.lane.edu/budgetcommittee) or call 541-790-7624.

**Educational Equity Advisory Committee (formerly "Equity Committee"):** The purpose of the educational equity advisory committee, per Oregon Senate Bill 732, is to advise the superintendent and school board about the educational equity impacts of policy decisions, and to inform the superintendent and school board when a situation arises in the school district that negatively impacts underrepresented students. The educational advisory committee meets each month. Meetings are held at the 4J Education Center or virtually by Zoom. For more information, visit [4j.lane.edu/equity](http://4j.lane.edu/equity) or call 541-790-7566.

## SITE COUNCILS 541-790-7550

Each 4J school has a site council made up of administrators, licensed and classified staff, parents and, when appropriate, students and/or community members. The site council is responsible for making many decisions about the school. Parents should contact their school if they are interested in serving on the site council. Length of commitment and meeting schedules vary from school to school. Site council meetings are open to the public and announced in advance.

## VOLUNTEER OPPORTUNITIES 541-790-7669

4J welcomes the enthusiasm and assistance of volunteers in schools. Volunteer opportunities include tutoring students in reading and math, mentoring middle school students, assisting on field trips, helping in school libraries and more. For specific opportunities, contact the school directly.

All volunteers must have a current criminal background check on file with the district and are required to complete an online volunteer orientation each school year before they can volunteer. For more information on how to become a volunteer, please visit [4j.lane.edu/volunteers](http://4j.lane.edu/volunteers) or email [volunteersupport@4j.lane.edu](mailto:volunteersupport@4j.lane.edu).

## EUGENE EDUCATION FOUNDATION (EEF) 541-790-7744

As the nonprofit dedicated to community fundraising for Eugene School District 4J, EEF secures and invests community resources in 4J schools so that every student is supported to learn and thrive. EEF supports quality education for 4J students by funding equitable access to opportunities that engage, deepen learning, and inspire future possibilities. EEF's staff and board of directors are composed of dynamic community leaders who want to make a difference in public education by ensuring that all students are on track for success in school and life. To donate or get involved, visit [www.eeflane.org](http://www.eeflane.org).



# Schools by Region

## DISTRICT OFFICE

4J Education Center  
200 N. Monroe St., Eugene, OR 97402  
541-790-7700 / [4j.lane.edu](http://4j.lane.edu)

Early College & Career Options (ECCO)  
Principal Scott Mayers  
541-790-6850 / [ecco.4j.lane.edu](http://ecco.4j.lane.edu)

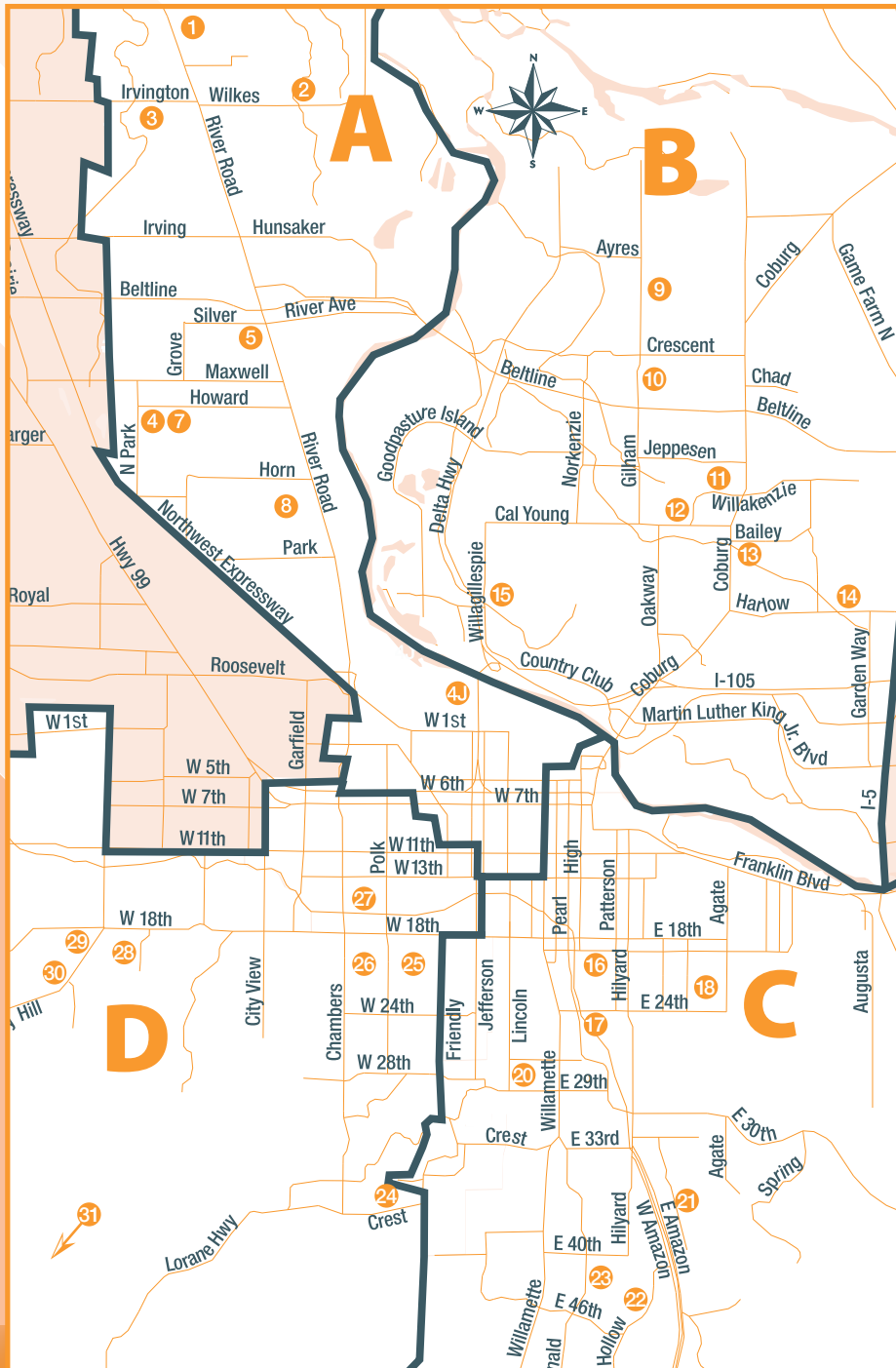
Eugene Online Academy  
Administrator Scott Mayers  
541-790-7789 / [4j.lane.edu/eugeneonline](http://4j.lane.edu/eugeneonline)

## A. NORTH EUGENE REGION

1. Awbrey Park Elementary School  
Principal Jared Tiecke  
158 Spring Creek Dr., Eugene, OR 97404  
541-790-4050 / [awbreyark.4j.lane.edu](http://awbreyark.4j.lane.edu)
2. Madison Middle School  
Principal Peter Barsotti  
875 Wilkes Dr., Eugene, OR 97404  
541-790-4300 / [madison.4j.lane.edu](http://madison.4j.lane.edu)
3. Spring Creek Elementary School  
Principal K.C. Bodily  
560 Irvington Dr., Eugene, OR 97404  
541-790-4870 / [springcreek.4j.lane.edu](http://springcreek.4j.lane.edu)
4. Kelly Middle School  
Principal John Wayland  
850 Howard Ave., Eugene, OR 97404  
541-790-4740 / [kelly.4j.lane.edu](http://kelly.4j.lane.edu)
4. Yujin Gakuen Japanese Immersion  
Elementary School  
Principal Tom Piowaty  
850 Howard Ave., Eugene, OR 97404  
541-790-4606 / [yujingakuen.4j.lane.edu](http://yujingakuen.4j.lane.edu)
5. North Eugene High School  
Principal Trinity Welch-Radabaugh  
200 Silver Lane, Eugene, OR 97404  
541-790-4500 / [nehs.4j.lane.edu](http://nehs.4j.lane.edu)
7. Howard Elementary School  
Principal Erin Gaston  
700 Howard Ave., Eugene, OR 97404  
541-790-4900 / [howard.4j.lane.edu](http://howard.4j.lane.edu)
8. River Road/El Camino del Río  
Elementary School  
Principal Karen Ramirez Gutierrez  
120 W. Hilliard Lane, Eugene, OR 97404  
541-790-7200 / [riverroad.4j.lane.edu](http://riverroad.4j.lane.edu)

## B. SHELDON REGION

9. Gilham Elementary School  
Principal Lavinia Page  
3307 Honeywood St., Eugene, OR 97408  
541-790-6200 / [gilham.4j.lane.edu](http://gilham.4j.lane.edu)



# District Phone Numbers

Dr. Andy Dey, Superintendent  
Eugene School District 4J  
200 North Monroe Street, Eugene, OR 97402  
[www.4j.lane.edu](http://www.4j.lane.edu)

Main District Line	541-790-7700
Alternative Education Options	541-790-6850
Athletics/Activities	541-790-7568
Boundaries (Attendance Area)	541-790-7553
Communications	541-790-7734
Job Opportunities	541-790-7670
English Language Develop. (ELD)	541-790-6872
Eugene Education Foundation	541-790-7744
Facilities Management	541-790-7400
Financial Services	541-790-7670
Food and Nutrition Services	541-790-7656
Health Services	541-790-8102
Homeless Student Services	541-790-6888
Human Resources (Personnel)	541-790-7670
Instructional Services	541-790-7550
International Students	541-790-7553
KRVM Radio	541-790-6686
NATIVES Program	541-790-5900
Records/Transcripts	541-790-7712
Registrar	541-790-7712
Safe Routes to School	541-790-7492
School Board Information	541-790-7706
School Choice	541-790-7553
Schools, General Information	541-790-7550
Special Education	541-790-7800
Speech and Language Program	541-790-6875
Superintendent's Office	541-790-7706
Talented and Gifted (TAG)	541-790-5928
Technology	541-790-7770
Title I Programs	541-790-7578
Title IX	541-790-7671
Transfers and Exchanges	541-790-7553
Transportation/Bus Routes	541-790-7474
Volunteer Information	541-790-7669

- 10. Cal Young Middle School  
Principal Chris Mitchell  
2555 Gilham Rd., Eugene, OR 97408  
541-790-6400 / [calyoung.4j.lane.edu](http://calyoung.4j.lane.edu)
- 11. Sheldon High School  
Principal Kay Graham  
2455 Willakenzie Rd., Eugene, OR 97401  
541-790-6600 / [shs.4j.lane.edu](http://shs.4j.lane.edu)  
International High School at Sheldon  
541-790-6636 / [ihs.4j.lane.edu](http://ihs.4j.lane.edu)

- 12. Buena Vista Spanish Immersion Elementary School  
Principal Stephanie Randall  
1500 Queens Way, Eugene, OR 97401  
541-790-6500 / [buenavista.4j.lane.edu](http://buenavista.4j.lane.edu)

- 13. Monroe Middle School  
Principal Sun Saeteurn  
2800 Bailey Lane, Eugene, OR 97401  
541-790-6300 / [monroe.4j.lane.edu](http://monroe.4j.lane.edu)

- 14. Holt Elementary School  
Principal Allan Chinn  
770 Calvin St., Eugene, OR 97401  
541-790-6100 / [holt.4j.lane.edu](http://holt.4j.lane.edu)

- 15. Willagillespie Elementary School  
Principal Sheila Minney  
1125 Willagillespie Rd., Eugene, OR 97401  
541-790-7100 / [willagillespie.4j.lane.edu](http://willagillespie.4j.lane.edu)

## C. SOUTH EUGENE REGION

- 16. South Eugene High School  
Principal Carey Killen  
400 E. 19th Ave., Eugene, OR 97401  
541-790-8000 / [sehs.4j.lane.edu](http://sehs.4j.lane.edu)  
International High School at South  
541-790-8030 / [ihs.4j.lane.edu](http://ihs.4j.lane.edu)

- 17. Roosevelt Middle School  
Principal Courtney Leonard  
500 E. 24th Ave., Eugene, OR 97405  
541-790-8500 / [roosevelt.4j.lane.edu](http://roosevelt.4j.lane.edu)

- 18. Edison Elementary School  
Principal David Hulbert  
1328 E. 22nd Ave., Eugene, OR 97403  
541-790-8900 / [edison.4j.lane.edu](http://edison.4j.lane.edu)

- 20. Camas Ridge Community Elementary School  
Principal Hobie Blackhorn  
2855 Lincoln St., Eugene, OR 97405  
*temporary location until fall 2024*  
541-790-8800 / [camasridge.4j.lane.edu](http://camasridge.4j.lane.edu)

- 21. Charlemagne French Immersion Elementary School  
Principal Joe Hadley  
3875 Kincaid St., Eugene, OR 97405  
541-790-7080 / [charlemagne.4j.lane.edu](http://charlemagne.4j.lane.edu)

- 22. Edgewood Community Elementary School  
Principal Jim Moore  
577 E. 46th Ave., Eugene, OR 97405  
541-790-8700 / [edgewood.4j.lane.edu](http://edgewood.4j.lane.edu)

- 23. Spencer Butte Middle School  
Principal Paula Nolan  
500 E. 43rd Ave., Eugene, OR 97405  
541-790-8300 / [spencerbutte.4j.lane.edu](http://spencerbutte.4j.lane.edu)

- 25. Adams Elementary School  
Principal Natalie Oliver  
950 W. 22nd Ave., Eugene, OR 97405  
541-790-5000 / [adams.4j.lane.edu](http://adams.4j.lane.edu)

## D. CHURCHILL REGION

- 24. Family School  
Principal Teresa Martindale  
1155 Crest Dr., Eugene, OR 97405  
541-790-3700 / [family.4j.lane.edu](http://family.4j.lane.edu)

- 25. Adams Elementary School  
Principal Natalie Oliver  
950 W. 22nd Ave., Eugene, OR 97405  
541-790-5000 / [adams.4j.lane.edu](http://adams.4j.lane.edu)

- 26. Arts & Technology Academy  
Principal AJ Hruby  
1650 W. 22nd Ave., Eugene, OR 97405  
541-790-5700 / [ata.4j.lane.edu](http://ata.4j.lane.edu)

- 27. Chávez Elementary School  
Principal Deirdre Pearson  
1510 W. 14th Ave., Eugene, OR 97402  
541-790-5300 / [chavez.4j.lane.edu](http://chavez.4j.lane.edu)

- 28. McCornack Elementary School  
Principal Dana Brummett  
1968 Brittany St., Eugene, OR 97405  
541-790-5800 / [mccornack.4j.lane.edu](http://mccornack.4j.lane.edu)

- 29. Churchill High School  
Principal Missy Cole  
1850 Bailey Hill Rd., Eugene, OR 97405  
541-790-5100 / [chs.4j.lane.edu](http://chs.4j.lane.edu)  
International High School at Churchill  
541-790-5225 / [ihs.4j.lane.edu](http://ihs.4j.lane.edu)

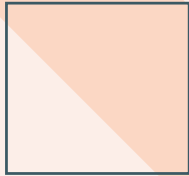
- 30. Kennedy Middle School  
Principal Jennifer Hebard  
2200 Bailey Hill Rd., Eugene, OR 97405  
541-790-5500 / [kennedy.4j.lane.edu](http://kennedy.4j.lane.edu)

- 30. Chinese Immersion Elementary School  
Principal Jennifer Hebard  
2200 Bailey Hill Rd., Eugene, OR 97405  
541-790-3700  
[chinese-immersion.4j.lane.edu](http://chinese-immersion.4j.lane.edu)

- 31. Twin Oaks Elementary School  
Principal Denisa Taylor  
85916 Bailey Hill Rd., Eugene, OR 97405  
541-790-3417 / [twinoaks.4j.lane.edu](http://twinoaks.4j.lane.edu)



Eugene School District 4J  
 200 N. Monroe Street  
 Eugene, Oregon 97402  
 541-790-7700  
[www.4j.lane.edu](http://www.4j.lane.edu)



See  
 page 3  
 for school  
 calendar.

**FREE**  
 school meals,  
 bus passes &  
 Eugene Library  
 cards for all 4J  
 students!  
 See page 5.

Este  
 manual  
 está también  
 disponible en  
 español, visite  
[4j.lane.edu/  
 publications](http://4j.lane.edu/publications)  
 o llame al  
 541-790-7707.



**What's inside:** 2022-23 school calendar, contact  
 information and other important information for students and families.

