

# **SOUTH EUGENE HIGH SCHOOL**

Student / Parent Handbook

## **2018-19**



*Dr. Carey Killen, Principal*

400 E 19<sup>th</sup> Ave.  
Eugene, Oregon 97401  
541.790.8000



## Welcome to South

South Eugene Students and Families,

Welcome to the 2018-19 school year at South Eugene High School! We're excited to have you as part of the South community, and we look forward to working with you throughout the year. South Eugene staff is dedicated to providing excellent learning opportunities for students and helping students prepare well for college and career. We appreciate all the opportunities to partner with families and community members to create engaging opportunities for all students. We know high school can be an amazing time of life, and we are thrilled to be able to support students in their journey this year.

South Eugene has a long and outstanding tradition of striving for excellence in athletics and activities, and students can be proud of the traditions, community support, and student achievement at South. This year's cohort of students in Grades 9-12 will be the first to go through the full year as the **South Eugene Axe**, making history and taking another step forward in the long tradition of excellence at South Eugene High School. As we look toward the future together, we're excited to celebrate student growth and successes on the field, on the court, on stage, in the classroom, and across our community.

Students representing South activities and athletics in an official capacity will be sporting our updated team name and logos (Axe, South Eugene, SE, South). We encourage students to get their spirit on and cheer on the Axe as we support our student activities and our school as a whole. You'll find our new fight song, spirit wear and more with our recognizable Axe logo as we build renewed unity in our school along with all the diversity of opportunities, people, and personalities that make us strong. We will look forward to cheering you on in 2018-19 as you aim high in academics and activities all year long.

Go South!

Dr. Carey Killen, Principal

Tia Holliday, Assistant Principal

Heather Stein, Assistant Principal

The purpose of this handbook is to communicate information about policies, guidelines and expectations that will help you and your student have a successful year at South. Some policies may be unique to our school, while others are District 4J policies and guidelines. During the school year it may become necessary to change or add to the guidelines. If this takes place, students will be notified.

It is the primary purpose of these rules and regulations to foster an atmosphere that leads to learning, increased student achievement and individual responsibility. We are proud to work with a staff that provides challenging programs in a safe, respectful environment and look forward to a year filled with successes for all students.

If you don't find all the information you need in this handbook, please check our website (<http://sehs.4j.lane.edu>) or call us at 541-790- 8000.

## Index

Topic	Page
Welcome to South	4
Attendance	6
Behavior Expectations	8
Behavior Guidelines	9
Serious Misconduct	11
Consequences	13
Schedules & Schedule Changes	14
Credit	15
Open Campus	17
Communication with students	17
Parking	18
Bicycles, skateboards and scooters	19
ASB and Athletics	20
Extracurricular Activities	21
Information for families	21
Bell Schedules	23
Contact	24

## Attendance

Absences may adversely affect a student's ability to make educational progress, receive credit for coursework, or participate in sports. Typically, successful students often maintain an attendance rate of 95% or more. Students whose attendance falls below 90% are often at risk. Excessive absences may result in lowered grades and/or loss of credit and ultimately affect on-time graduation. The school is anxious to help if there are social, academic, or health issues that are affecting attendance.

Under Oregon State Law parents are responsible for maintaining their child's regular school attendance. Oregon Revised Statute 339.020 states: "...every person having control of any child between the ages of 6 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term."

When students are absent, parents or guardians are asked to call the Attendance line at **541-790-8008** or email the attendance clerk at [dialsehs@4j.lane.edu](mailto:dialsehs@4j.lane.edu). Requests to excuse absences must be received within 48 hours of return to school. Under Oregon State Law, schools are responsible for taking attendance daily and for notifying parents or guardians of the student's absences. Parents or guardians will be notified by automated phone call or email in the event of an absence or late arrival. Attendance records are accessible to parents and guardians through **ParentVUE** at <http://pv.4j.lane.edu>. If you believe there is an error in attendance, please contact the attendance office.

**Verification of absence:** An excused absence must be verified by the parent or school authority responsible for the absence. Families have 48 hours, or two school days, after the student's return to request that an absence be excused.

The following are typically accepted reasons for absences:

- Student illness, health condition, or medical appointment including but not limited to medical, counseling, dental, or optometry. Administrators may ask for documentation from a medical provider regarding an appointment, illness, or health condition.
- Family emergency, including but not limited to a death or illness in the family
- Court proceeding

### Attendance Definitions

**Absence** is defined as missing a class altogether and is classified as excused or unexcused.

**Excused Absence:** Oregon Revised Statute 339.065 states: "An absence may be excused ... If the absence is caused by the pupil's sickness, by the sickness of some member of the pupil's family or by an emergency. A principal may also excuse absences for other reasons where satisfactory arrangements are made in advance."

**Unexcused Absence:** Any absence from school is unexcused unless it meets one of the criteria for an excused absence and is subsequently deemed excused by school.

**Early Departure:** Early Departure (ED) is used if the student is present at the beginning of class, leaves during class, and does not return.

**Late and Very Late:** Students who arrive within the first 10 minutes of class are recorded as late. Students who arrive more than 10 minutes are marked Very Late. A late arrival to class will only be excused if the reason is considered acceptable for excused absences (i.e., illness, doctor's appointment, emergency). Late arrival due to traffic, over-sleeping, carpool trouble or other personal reasons typically will not be excused.

**Suspension:** Suspensions are not counted as unexcused absences.

**Prearranged Absences:** Absences for religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction; and post-secondary, technical school or apprenticeship program visitation or scholarship interview may be excused if a prearranged absence form has been submitted and approved. Vacations are not customarily considered as excused absences.

**School sponsored activities:** Students are excused to participate in athletic events, classroom/club field trips, performing arts festivals and performances. If students have chronic absences, tardies, and/or have failing grades, the student may not be able to participate in the school sponsored activity. This decision will be determined by the administration.

### **Truancy**

Oregon Revised Statute 339.065 states "Eight unexcused one-half day absences, or four full-day absences in any four week period during which school is in session shall be considered irregular attendance. A student may be excused from attendance by the school board for a period not to exceed five days in a term of three months, or not to exceed 10 days in any term of at least six months. Any such excuse is to be in writing, directed to the school principal. In such cases, an administrator will meet with parents. Severe cases may be referred to the county truancy officer."

### **Resources**

Information on Oregon state law regarding school attendance is available at [http://arcweb.sos.state.or.us/pages/rules/oars\\_500/oar\\_581/581\\_023.html](http://arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_023.html)

## Behavior Expectations

All South Eugene students are expected to conduct themselves in an appropriate, acceptable manner at all times when present in school, in classrooms or hallways, on school grounds, and at school-sponsored activities. Responsible, mature citizenship ensures a pleasant school climate for all. Teachers will have specific rules regarding appropriate behavior for their respective classrooms. The following specific behavior guidelines and expectations have been established to:

- Provide for the safety and welfare of all students and staff.
- Provide a positive learning environment for students.

This list does not include every expectation and prohibition; but it can help you avoid trouble and help create a safe and welcoming learning environment.

- Academic honesty is expected and required at all times.
  - Respectful interactions both inside and outside the classroom are expected at all times.
  - Students must spend non-scheduled time or free periods in the library, cafeteria, or off campus. Additionally, when prior arrangements have been made, students may meet with a teacher or counselor. Loitering in the hallways is not permitted.
  - Cellular phones must be turned off and out of sight during class unless otherwise specified by teacher policy, or they may be confiscated by staff members and held until the end of the period or school day.
  - Students must sign out/in and carry the designated hall pass when leaving class.
  - Trash should be placed in trash cans or recycled if appropriate.
  - Skateboards, bicycles, etc, may only be used as transportation to and from school and must be carried while on campus, and stored in assigned lockers during the school day.
  - Bicycles must be kept outside of the building and locked to bike racks/cages.
  - Students should leave campus at the end of the school day unless involved in or waiting for a supervised school activity happening shortly after school.
- 
- Sitting in the hallways or on any stair, during or between class periods, is NOT allowed.
  - Use of tobacco or smoking-related objects such as lighters on or near campus is NOT allowed. This includes vaporizers and e-cigarettes.
  - Trespassing on apartment grounds/private property is illegal and NOT allowed.
  - Clothing with any reference to illegal drugs, alcohol, tobacco, or obscene words or images is NOT allowed. **See Dress Code p.10**
  - Possession/Use/Distribution of drugs/alcohol on or near campus is illegal and NOT allowed.
  - Being under the influence of drugs or alcohol at school or school-sponsored activities is illegal and NOT allowed.
  - Metal spikes exceeding 1/4 inch in length are NOT allowed

## Behavior Guidelines

Please note behavioral expectations apply to all school- related events. Students attending or participating in school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel.

Failure to obey rules and regulations and/or failure to obey reasonable instructions from school personnel may result in loss of eligibility for activities, loss of the right to attend school-sponsored events, or suspension. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

### Academic Integrity

Genuine learning and academic success depend on hard work and honest effort. Cheating on tests, quizzes or other schoolwork is dishonest. South Eugene High School expects all students to be responsible for their own learning and not to resort to cheating. Students who allow others to copy their homework or use their answers during a test are also cheating.

### Examples of Academic Dishonesty

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test or assessment information
- Working on or completing an individual assignment collaboratively without teacher authorization
- Copying a portion of a document from an author or composed by another person, and presenting it as original work (no citation)

Incidents of suspected academic dishonesty shall be handled initially at the class and/or department level and, when appropriate, shall receive second-level review or action from an administrator.

### Cell Phones

Electronic devices should not be out or on during class unless the teacher has given explicit permission. If the electronic device is out or being used, the teacher may take it until the end of the period or school day. Repeated inappropriate cell phone use may result in additional disciplinary action at the discretion of the teacher or administrator. Students are expected to be respectful of instructional time and wait to check messages and conduct personal business between classes or during lunch.

Cell phones are not required or necessary for a successful academic experience. They are not necessary for emergencies. The school office is capable of transmitting need-to-know information to and from students and their families. 541.790.8000.

**Spectator Sportsmanship Responsibilities**

OSAA, (Oregon School Activities Association) and South Eugene High School require that all players, students and supporters maintain a sportsmanlike attitude at all activities and events. (sporting events, musical performances and assemblies etc.)

All cheers, comments and actions shall be in direct support of one's team.

No cheers, comments or actions shall be directed at one's opponent or at contest officials. Derogatory and/or unsportsmanlike language is not allowed. No player may be singled out by number, name or position with negative comments of any kind.

Spectators in violation may be asked to leave the event and may face additional school and OSAA sanctioned consequences.

**Dress Code**

(excerpted from the *4J Student Rights & Responsibilities Handbook*, [4j.lane.edu/superintendent/srrh](http://4j.lane.edu/superintendent/srrh))

*The responsibility for dress and grooming of a student rests primarily with the student and parents or guardians. A student's dress or grooming should not affect participation in the educational program or school-related activities. Students may be directed to change dress or grooming when in violation of the rules below.*

*Student dress and grooming may not interfere with or disrupt the educational environment of the student or others. Examples of clothing likely to disrupt the educational environment include clothing with language or symbols that are vulgar and plainly offensive, obscene or sexually explicit, racially divisive, drug-, alcohol- or tobacco-related, or indicative of gang activity or affiliation.*

*Student dress and grooming may not threaten the health or safety of the student or others. For example, students must wear shoes while on school property or during school-sponsored activities.*

*Schools may impose additional dress code requirements. Provisions for dress and grooming for special activities should arise directly out of the needs of the activity.*

*Students have the right to dress in accordance with their gender identity. District schools are also committed to accommodating students who need an exception to the dress code for religious reasons.*

*Questions regarding rights and responsibilities related to dress and grooming should be directed to the building principal. If an issue is not resolved at the building level, the parent or guardian may contact the elementary or secondary education director, assistant superintendent or superintendent.*

## Serious Misconduct

District 4J's Student Rights and Responsibilities Handbook [https://www.4j.lane.edu/wp-content/uploads/2016/08/4J\\_SRRH\\_2016-1.pdf](https://www.4j.lane.edu/wp-content/uploads/2016/08/4J_SRRH_2016-1.pdf) explains student conduct policies and can be used to provide additional information for the following violations. Serious misconduct, can lead to significantly restrictive consequences, up to and including expulsion from the school district. Law enforcement intervention may be necessary in some cases if there is a violation of city, county, state or federal laws. Serious misconduct includes:

- Drugs, Narcotics, Alcohol Use/Possession/Distribution
- Damage or Destruction of School/Private Properties
- Weapons, Dangerous Instruments
- Assault or Threats of Harm
- Persistent Defiance of Authority
- Harassment or Discrimination
- Use of Obscene Language
- Theft and Stolen Property

**Drug and Alcohol Use/Possession/Distribution:** Our goal at South is to provide an environment that is free from all substance abuse. We strongly support preventative education that begins at home and is reinforced at school. Students who use drugs and alcohol are not only violating community laws and school rules, they are demonstrating behaviors that can have a lasting negative effect on personal health and individual success. If you or someone you know uses drugs or alcohol it could be helpful to discuss the situation with an adult you trust. School counselors, school nurse or another adult could help you or a friend explore alternatives to these behaviors. South considers the use, distribution, or sale of drugs, alcohol or any controlled substances on campus or at school-sponsored activities to be a very serious offense.

**Consequences may include:** Loss of privileges, exclusion from activities or events, restorative practice, suspension or expulsion for up to one calendar year.

**Weapons:** No student will possess, handle, or transmit any object that can reasonably be considered a dangerous weapon on school grounds or off the school grounds at any school-sponsored activity, function, or event, including in a student's motor vehicle. A dangerous weapon is defined as any weapon, device, instrument, material, or substance, animate or inanimate, 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, or is possessed in a manner in which another person could reasonably consider it to be a dangerous weapon. Dangerous weapons include, but are not limited to, guns and other firearms, knives, metal knuckles, straight razors, explosives, noxious and irritating gases or chemicals, poisons, drugs, or any other items determined by the building principal or designee to be fashioned with the intent to use or sell, to harm, threaten or harass students, staff members, parents, or patrons.

**Consequences will include:** District 4J must initiate an expulsion hearing for any student who brings a dangerous weapon to school or uses an implement in school as a weapon.

**Theft:** No student shall steal or attempt to steal school property or private property on school grounds or during a school activity, function, or event that occurs off school grounds. No student shall have stolen property in their possession. Stealing means taking or withholding someone else's property without permission, or extorting or taking the property by deception.

**Consequence may include:** Parent Conference, restorative practice, suspension, expulsion. All thefts will be reported to Eugene Police.

**Discrimination and Harassment:** To be their best and meet new challenges, students need to experience school as a safe and welcoming environment. Bullying, harassment and discrimination have no place in our school or in our district and will not be tolerated. Students who violate this rule are liable for discipline, suspension or expulsion in accordance with district policy. We encourage parents to discuss these types of behaviors with their students and to support the school's efforts to eliminate them. [https://www.4j.lane.edu/wp-content/uploads/2016/08/4J\\_SRRH\\_2016-1.pdf](https://www.4j.lane.edu/wp-content/uploads/2016/08/4J_SRRH_2016-1.pdf)

**Consequence may include:** Parent Conference, restorative practice, suspension and/or expulsion.

*If you observe or experience an incident of bullying, harassment (including intimidation, cyberbullying, hazing and teen dating violence) or of discrimination, you should:*

- Report it. Contact a staff member, the school principal or other trusted adult, or complete a student safety reporting form that may be **found** [sehs.4j.lane.edu/forms/](https://www.4j.lane.edu/forms/) and in the main and counseling offices. If you believe the principal is involved in the the incident, you don't have to report to them. You may instead contact the district superintendent's office.
- Work with the assigned adults to resolve the issue. The goal of resolving the issue is to 1) protect and comfort the person who feels they've been a target of bullying, harassment or discrimination, 2) assign a consequence if necessary and 3) teach the parties skills that help make school safe and welcoming.
- If you are unable to resolve the issue by working with the school principal or school staff you may file a formal complaint with the district.
- The Complaint of Discrimination or Harassment form is available in South's main office, and also at the 4J Education Center, 200 North Monroe Street, Eugene, 97402. For more information, contact South administrators 541-790-8000 or the superintendent's office at 541 790-7707.

## Consequences

It is our desire to teach and to shape appropriate behaviors. Consequences will be progressive in nature and restorative when possible. Consequences for inappropriate student behaviors may include:

**In-School Detention:** AM/Lunch/PM

**Restitution:** Students will be held accountable for the destruction of property by fixing, replacing or paying for any damage.

**Restorative Discipline:** Restorative practice is a strategy that seeks to repair relationships that have been damaged. This is a whole school relational approach to building school climate and addressing student behavior that fosters belonging over exclusion, social engagement over control, and meaningful accountability over punishment.

**Suspension:** Suspensions may be assigned for up to ten days. Suspended students may not be on any school district property or attend any district school or school- related activity for the duration of the suspension. Students will have the right to make up comparable missed work in a reasonable time frame to be determined by the individual teacher.

**Expulsion:** Students may be expelled for up to one calendar year for serious or repeated offenses. Expelled students may not be on any school district property or attend any district school or school- related activity for the duration of the expulsion.

*Students must be in **\*good standing** to be eligible to participate in school and many 4j sponsored activities. \*Good standing: Passing 3 out of 5 classes. No disciplinary infractions within one calendar year.*

## Schedules & Schedule Changes

The student class schedule is based on the courses requested during forecasting last spring and on the availability of elective courses. Students' schedules are final unless one of the following circumstances applies:

1. Academic misplacement, as determined and indicated by the teacher.
2. A necessary graduation requirement is missing.
3. Failure in a prerequisite class.
4. A technical error or an obvious mistake.
5. A health issue, requiring documentation by a physician.
6. An open period is required to access an off-campus class.

If there is a needed schedule correction as defined by one of the six criteria listed above, corrections will be made during one of the Schedule Correction Arenas. Corrections will be made on a first-come, first-served basis in the Library. To initiate a change, students should complete a Schedule Correction Form available on the SEHS website [sehs.4j.lane.edu/scheduling/](http://sehs.4j.lane.edu/scheduling/) and in the scheduling office.

### Changes during the First Week of School

We have a limited ability to add courses or change courses once the school year has begun and class size limits have been met. When possible, changes may be made if the requests meet one of the six criteria above.

### Course Changes after the First Week of a New Trimester

The criteria to change a class are the same throughout the school year. To ensure stability for student, staff, and classroom, any course change requests must be made within the first five days of the new trimester. Classes dropped after the first 15 days of the trimester will appear on a student's transcript.

### Grades 9 & 10

All 9<sup>th</sup> and 10<sup>th</sup> grade students are required to have a full schedule of course that provide an opportunity for 7.5 credits for the school year. For that reason, some 9<sup>th</sup> and 10<sup>th</sup> grade students may automatically be assigned to courses that they may not have originally requested in order to fill their schedule. Schedules for 9<sup>th</sup> grade students are determined primarily through Middle School recommendations. For that reason, very few scheduling change requests will be considered for freshmen.

Please visit our school website [sehs.4j.lane.edu/scheduling/](http://sehs.4j.lane.edu/scheduling/) for links to more scheduling/class information including schedule change deadlines and processes for adding and dropping a class at the beginning of each trimester.

## Credit

The procedures for granting and transferring credit are procedures established by the office for secondary education, in accordance with administrative rule, to align Eugene School District 4J practices for awarding high school credit, and allowing middle and high school students to finish incomplete courses. **Please note these policies have changed for the 2018-19 school year.**

The complete GRACC document may be viewed at [4j.lane.edu](http://4j.lane.edu).

### Repeating Courses

Students cannot earn credit more than once for the same course, except for the following:

- Courses that grant AF (Applied Arts and Fine Arts but not WL World Language) credit, OS (Other Subjects) credit or PE (Physical Education) credit which may be taken multiple times for credit if listed as such in the school's course catalogue.
- Essential skills classes may be taken more than once for credit. After the first class, OS (Other Subjects) credit will be given.
- Additional exceptions for students on Modified or Extended diploma as determined by the case manager and counselor.

A student who receives a grade of C- or higher, may repeat a course to better prepare for subsequent coursework. The student will receive an NG-No Grade) and no credit for the second course.

A student who receives a grade of F, WF, NP or D in a 4J course may be permitted to repeat the course and improve that grade. Once the repeated course is completed and the final grade is posted, the course with the lowest grade will be flagged so that it will not count towards credits earned, nor will it be calculated in the student's GPA.

Any variation from this procedure must be approved by the Director of Secondary Education.

### Incomplete coursework

An incomplete grade may be issued to a student who has unfinished coursework. Incomplete grades are meant to be short term, with a student and teacher creating a specific plan for completion of the course as soon as possible. Plans for completion should be filed in a student's CUM file. If the student has not completed the required work and earned a final grade after two trimesters, the registrar will change the incomplete grade to a failing grade of F with no credit. This section does not apply to students who have received the Incomplete due to medical issues.

If the student receiving an Incomplete is a senior, and if the student's goal is to participate in commencement exercises, follow the Diploma and Certificate Options administrative rule IKFA-AR. Unresolved Incompletes will change to a failing grade of F.

If the student receiving an Incomplete withdraws from a 4J school, the Incomplete will change to an F unless the student fulfills the requirements of the plan before they withdraw. For students who have been 10-day dropped, the Incomplete will remain in place until a records request is received or the two-trimester timeline has expired.

This section does not apply to students who have received the Incomplete due to medical issues. Medical exceptions or any other exception must be approved by the Director of Secondary Education.

## Partial Credit

### **Partial credit for completed courses**

Credit may only be given in increments of  $\frac{1}{4}$ ,  $\frac{1}{4}$ ,  $\frac{1}{2}$  and  $\frac{3}{4}$  of course credit (but not less than .125), and must be done in collaboration with the student, parent, counselor and administrator. In the case of a student in their Senior year that has less than a .25 credit needed in a specific subject, the counselor and teacher may work to create an independent study that is aligned to standards in the course needed. This will happen only if there is no class available that will fit into the student's schedule.

### **Minimum time enrolled to receive credit**

When a student enrolls in a class after the start date of the class, the student must be enrolled a minimum of 15 school days to earn a grade and credit. Credit amounts will be awarded in increments of  $\frac{1}{4}$ ,  $\frac{1}{4}$ ,  $\frac{1}{2}$  and  $\frac{3}{4}$  of course credit but not less than .125.

### **Withdrawing from a class**

When a student chooses to withdraw from a class prior to school day 16, there will be no penalty for withdrawal and the course will not appear on the student's transcript. (Refer to Student Information System documentation for adding and dropping courses.) When a student withdraws from a class on school day 16 through the end of the final grading period, all withdrawal grades, including failing grades, must be entered in the student information system and be included on the transcript.

Withdrawal grades and credit are determined by the teacher at the time of the withdrawal. Teachers will assign the number of credits choosing one of the credit increments that reflects the time and/or proficiency of the student's work. A grade will be assigned that aligns with 4J grading options based on the amount of work completed, time in class, or standards met.

At the beginning of each trimester, high schools will determine and communicate to staff, students and families the deadline for making schedule changes, including processes for adding and dropping a class.

**Open Campus**

All students may leave campus during lunch or during class periods when they are not scheduled to be in class. While on campus, students are expected to be in class or using their free time productively with respect for the school and the classes that are in session. Sports fields are for use by the athletic program and are off limits except when permitted and supervised by a South staff member.

**Open periods**

During unscheduled or open periods, students are expected to be in the Library, Cafeteria, College and Career Center, working with a teacher (if prior arrangements have been made) or leave campus. Loitering in the hallways is not permitted.

**Leaving Class**

To assist with student safety and building security, students must sign out/in when leaving class and carry the designated hall pass. Progressive disciplinary consequences will apply when violations to the policy occur.

**Visitation**

The infrequent visit by students from other high schools outside the area may be approved. Pick up a visit request form in the main office and submit it for approval at least one week before the requested visitation.

**Gender inclusive restrooms**

Gender inclusive restrooms are located at the east and west end of the main hall of the building.

**Communication with Students:**

To minimize interruptions to instruction, South does not deliver parent/guardian messages to students in class except in case of emergency. Parents/guardians are encouraged to have a daily communication plan with their student (please read our Cell Phone policy in the [Behavioral Guidelines p. 9](#)). There is a telephone for student use in the College and Career Center and main office.

**Appointments:** When students must leave class for an appointment, prior arrangements should be made with the student for pick up. Students do not need to check out when they leave, but you must contact the attendance office to excuse the absence.

**Food and Beverages**

Students may eat and drink in the cafeteria, outside of the school, in the science courtyard, or off campus. Food and drink are discouraged in the hallways. At a teacher's discretion, food and beverage may be allowed in the classroom. Please show respect for yourself, others and the environment by recycling, placing trash in trashcans, and keeping our school clean.

**Personal Property**

Students are discouraged from bringing large sums of money and valuable items including electronic devices. The district is not responsible for personal property loss. Classrooms, storage rooms, personal hallway lockers and the locker rooms are NOT secure storage areas. To increase student safety at extra-curricular events, student bags may be checked for inappropriate items upon entry. Lockers are the property of the district and may be searched in specific situations (4J Student Rights and Responsibilities Handbook).

**Parking**

**Visitor and Volunteer Parking**

The front parking lot (E.19<sup>th</sup>) is designated for visitors and volunteers only. All visitors and volunteers must sign in at the main office upon arrival and receive a visitor identification badge to wear while on campus.

**Parking Permits**

Students who drive a car or motorcycle may park on campus only if they have a valid parking permit and display a valid permit on their vehicle’s rear view mirror. Each parking permit costs \$50 for the year. A pro-rated amount is available for trimester 2 & 3 and may be purchased through the finance office. Funds generated by parking fees are used to maintain and improve the parking lots, as well as fund other school needs.

**Parking pass process:**

Applications are available in the finance office and on our school website [sehs.4j.lane.edu/forms/](http://sehs.4j.lane.edu/forms/)

- Complete the application form with all necessary signatures
- \$50.00 (Tri 2 & 3 are prorated)
- Current driver’s license

Students may have their parking permit revoked without a refund for violating driving and parking rules.

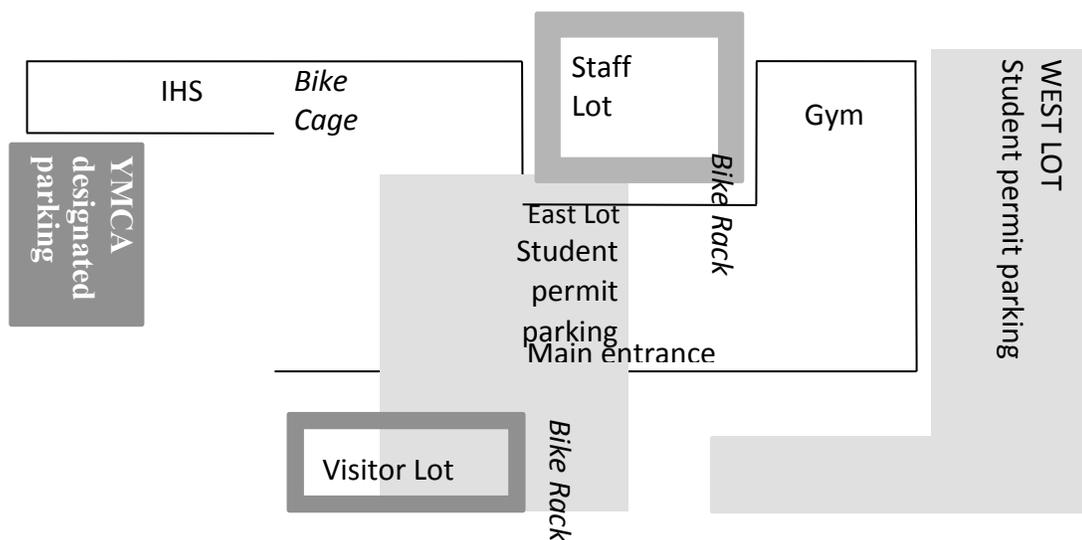
**Parking Driving**

Drive slowly and with caution. (Speed limit is 5 MPH.)

A parking permit is required to park on campus. Student may park in the East and West lots ONLY. Drivers without parking permits may find parking on the streets near the school.

**Unauthorized Student Parking**

It is very important that you do not park in ANY reserved parking space or area from 6:30 am to 3:30 pm on school days. This includes any of the YMCA-designated parking spaces in the East lot, the south Staff lot at the back of the school, and visitor parking spaces at the front of the school. Your car may be stickered, ticketed, or towed at your expense.



## Bicycles

Bikes do not require permits but should be locked in designated areas. Bike racks are located near the cafeteria and adjacent to the IHS and main entrances to the building. A bike cage is located in the science court yard. Students who use the bike cage must lock bikes to the installed racks. The cage is locked approximately 30 min. after the first bell and open 30 min. prior to the last bell. Park bikes at your own risk.

## Skateboards and Scooters

Students who use skateboards or scooters as transportation to school must carry them at all times on the South Eugene High School campus. ***They must be stored in student lockers during the school day.*** Please comply with the policy described below.

### Skateboarding Policy

The following policy applies 24 hours a day, seven days a week at South Eugene High School.

**NO RIDING OF ANY WHEELED OBJECT ALLOWED** inside these campus boundaries:

- **Inside the building**
- **North:** the sidewalk along 19th Avenue
- **South:** the south end of the football stadium/baseball field
- **East:** the sidewalk along Patterson Street
- **West:** on the bike path along the Amazon Slough

These restrictions are enforced for student rider and by-standard safety. If a student is found in violation of this policy, progressive disciplinary actions will be taken. These may include, but are not limited to, confiscation of the skateboard or scooter, parent contact, detention, and/or suspension.

## Announcements

Announcements should be cleared by a club advisor or administrator then submitted to the main office front desk. Posters or flyers of any kind must be submitted to the main office for administrative stamp and approval. The office will distribute to the designated announcement board/area. There are 4 video announcement screens (main entrance, 100, cafeteria, 500) that provide the most up to date information for students and should be used for referencing special schedules, events, activities and general information.

## ASB (Associated Student Body)

The governing body for students. Students may purchase ASB membership at Registration or at the Finance Office. An ASB seal will be placed on the student's ID card to indicate they have purchased an ASB membership.

ASB Membership Card:

1. Admits the student to the school home athletic contests, dances, etc. at a reduced rate.
2. Entitles the student to student prices at away games.

## Athletic Participation

Athletic Registration information is posted on our athletic webpage at [seathletics.com](http://seathletics.com). All parents with students hoping to participate in sports MUST REGISTER prior to practices at the beginning of the season.

### Athletic Registration Requirements:

1. Complete the athletic registration process at [seathletics.com](http://seathletics.com)
2. All fees must be paid in the Finance Office prior to the first practice, or a payment plan contract signed and approved \*THIS INCLUDES "TRY-OUT" SPORTS.\*
3. Each student must have a current sports physical on file that is valid through the end of the sports season. (Contact the trainer: [brownlie@4j.lane.edu](mailto:brownlie@4j.lane.edu) to check if student's physical is up-to-date.)
4. Each student must be covered by insurance, with a group policy number noted. Students are NOT eligible for practice or try-outs until insurance is secured with a policy number. School insurance policies are available, but may take up to two weeks to process. Please see the Finance Office for more information.
5. Each student must have passed at least 2.0 credits at the end of the prior term to be eligible, must be enrolled in and passing 2.0 credits currently, and be on track to graduate. Grades will be checked regularly.
6. FEE REDUCTION POLICY (Free and Reduced Meal Status): In order to qualify for the Sports Fee Reduction, STUDENTS MUST PRESENT YEARLY DOCUMENTATION VERIFYING THEIR FREE and REDUCED MEAL STATUS
  - a. **APPLY FOR FREE AND REDUCED MEALS ONLINE:** (Faster!) You may complete an online Free and Reduced Meal Application at:  
<https://district.ode.state.or.us/apps/frlapp/default.aspx>.
  - b. **APPLY BY MAIL:** Pick up a form at the Finance Office

**Sports apparel:** Any attire or spirit gear that students are issued and are obligated to use during practice, competition, or travel should be approved through the Athletic Director's office prior to issue and should bear images from our current approved South Eugene team name and/or logos. For other, personal, attire that individual students may choose to wear during practice or travel, students are encouraged to wear updated SEHS team name and/or logos when participating with South athletics.

## Extracurricular Activities

### Clubs

School organizations and clubs provide opportunities for students to meet people and get involved in school and community activities. South has a number of excellent clubs that hold meetings and activities during the school year. Each year to activate or initiate a club interested students must pick up an application in the main office or download from our school website [sehs.4j.lane.edu/clubs/](https://sehs.4j.lane.edu/clubs/) complete the application and submit it to the main office C/O Dave Hancock for approval. Watch for the dates and deadlines in September. Don't hesitate...GET INVOLVED.

### Dances

Dances are open to all current South students. Students are entitled to submit a request to bring one outside student who is at least in grade 9 and less than 21 years old. Guest request forms will be available in the main office 3 weeks prior to the dance. Deadlines will be enforced. Background checks for guests will be conducted for all school dances. A South student must accompany the guest. Picture identification for every South student and guest is required. Once students enter the dance, they may not leave and re-enter. Dances end at 11:00 pm and students are expected to leave promptly unless they are actively helping to clean up.

## Free Breakfast and Lunch Information

Free breakfasts and lunches are available to qualified students. Oregon now subsidizes the entire cost of school meals for qualifying students. Students eligible for Free Breakfast and Lunch may also have their athletic and ASB fees waived if students complete and submit a confidential disclosure form. Forms are available in the main office or the school Finance Office.

## Information for Parents and Family

### Parent Council

The South Eugene Parent Council's mission is to advocate for all students to the Administration. This group acts as the liaison between the staff and the parent body, provides representation to the school's Site Council, raises funds for additional staffing, and sponsors forums on topics of parental interest. To obtain more information on Parent Council, or find out about a meeting, please e-mail Anne Schwarz, Parent Council Chair, at [anneconlyn1@gmail.com](mailto:anneconlyn1@gmail.com). Parent Council convenes monthly, usually on the **first Monday**, at 5:30 p.m. in the library and is open to all parents.

### E-News

South e-News is provided as a service from Parent Council and helps families get weekly informational updates. Subscribe by sending a blank e-mail to [sehs-subscribe@npogroups.org](mailto:sehs-subscribe@npogroups.org). Over 900 South families take advantage of this wonderful communication tool.

**Support South through eScrip**

eScrip is simple, secure and lucrative way for South families to support our school financially. After you've signed up, earning is easy - just shop at thousands of merchants both in-store and online. Please visit <http://www.escrip.com/howitworks/> to get more information on how it works. Sign up for eScrip at [escrip.com](http://escrip.com).

**College and Career Center | 790-8011 | [sehs.4j.lane.edu/career-center/](http://sehs.4j.lane.edu/career-center/)**

The College and Career Center provides students and parents with comprehensive information and resources to help plan for careers and education after high school. These plans can be in the area of four year colleges, two year colleges, certificate programs, vocational programs, foreign study or travel, military careers, volunteer positions and employment. The center also provides information on testing and test preparation; scholarships and financial aid; NCAA eligibility requirements; gap-year options and high school distance learning options. The CCC holds numerous events throughout year. Please see the school calendar and website for those dates and information.

**School to Career Program | 790-8012 | [sehs.4j.lane.edu/school-to-careers-office/](http://sehs.4j.lane.edu/school-to-careers-office/)**

The School to Career program gives students a chance to make the connection between academic instruction and work by gaining "real world" experience in a structured work environment. The School to Career program offers three classes in which students can explore careers, apply specific knowledge and skills in the workplace, or gain work experience through part-time employment.

**Volunteers | 790-8012 | [sehs.4j.lane.edu/volunteers/](http://sehs.4j.lane.edu/volunteers/)**

We welcome volunteers! South needs parents and community members who are interested in sharing their time and talents with students and staff. Once a month, once a week, once a year – Please Join Us!

**Friends of South | [www.friendsofsouth.com](http://www.friendsofsouth.com)**

The Friends of South Eugene High School is an independent non-profit booster club supporting all of South Eugene High School Students. We support academics, arts and athletics alike by building long term relationships with South Eugene parents, alumni, and businesses throughout the community. Friends of South sponsors several fundraisers throughout the year to support students at South, highlighted by the marquee South Eugene Hall of Fame Induction and Fundraiser Auction each Fall. Please join us in supporting South Eugene by becoming a member, volunteering, or joining us at our series of annual events.

**SEHS Bell Schedules**

Monday - Thursday		
Period	Begin	End
0	7:13	8:25
1	8:30	9:42
2	9:47	11:02
3	11:07	12:19
Lunch	12:19	12:56
4	1:01	2:13
5	2:18	3:30

Friday		
Period	Begin	End
0	7:25	8:25
1	8:30	9:30
2	9:35	10:38
3	10:43	11:43
Lunch	11:43	12:20
4	12:25	1:25
5	1:30	2:30

Friday - Advisory		
Period	Begin	End
0	7:31	8:25
1	8:30	9:42
2	9:29	10:23
Advisory	10:23	10:53
3	10:58	11:52
Lunch	11:52	12:32
4	12:37	1:31
5	1:36	2:30

**Advisory** is a scheduled period of time when teachers will meet with students for the purpose of advising on academic, social, or future-planning issues.

Students will attend advisory as an extension of their 2<sup>nd</sup> period class. **Students with an open 2<sup>nd</sup> will be assigned an advisory teacher and expected to attend.** Advisory assignments will be posted near the main office and around the building.

**Contact**

<b>Title</b>	<b>Contact</b>	<b>Number 541.790. ....</b>
<b>Administration</b>		8000
<b>Athletics</b>	Dave Hancock	8019
<b>Athletic Trainer</b>	Marlee Hanson	8064
<b>Attendance</b>	Kim Ferguson	8008
<b>Audio Visual – Student Textbooks</b>	Connie Summers	8053
<b>Cafeteria</b>	Anne Lettkeman	8061
<b>Career Center</b>	Lori Sauter	8011
<b>Counseling</b>	Melinda Shull	8013
<b>Finance</b>	Joni deSaintPhalle	8006
<b>IHS</b>	Melanie Namkoong	8030
<b>Library</b>	Julie Vignoul	8050
<b>Main Office</b>		8000
<b>Scheduling</b>	Amy Seely	8026
<b>School Nurse</b>	Joy Maxwell	8024
<b>Office Manager</b>	Trista Neuman	8010
<b>Registrar</b>	Elsa Andrew	8015
<b>School to Career Coordinator</b>	Kathy Ruggles	8012
<b>Volunteer Coordinator</b>	Kathy Ruggles	8012

Additional staff and faculty contact information can be found on the SEHS webpage.