

# SOUTH EUGENE HIGH SCHOOL

2022-23



*Dr. Carey Killen, Principal*

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Eugene, Oregon 97401  
541.790.8000



South Eugene Students,

Welcome to the 2022-23 school year within our South Eugene community!

This handbook is designed to help answer many of the questions that students and families may have about school. Some policies may be unique to South Eugene, while others are District 4J policies and guidelines.

It is the primary purpose of these rules and regulations to foster an atmosphere that supports student safety, leads to learning and increased student achievement, fosters individual responsibility, and contributes to a healthy and vibrant school community. We are proud to work with a staff that provides challenging programs in a safe, respectful environment and we look forward to supporting you in experiencing success in high school and in preparing for college and career.

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

Please don't hesitate to let us know how we can support you!  
Warm regards,

Dr. Carey Killen, Principal  
Rhiannon Boettcher, Assistant Principal  
Ricci Huling, Assistant Principal

### **Arriving to School**

Students and staff are encouraged to choose safe environmentally-friendly means of transportation when traveling to school. For information about Safe Routes to School, visit the regional Safe Routes to School website at [www.eugenespringfieldsrts.org](http://www.eugenespringfieldsrts.org) or **contact: Sarah Mazze, SRTS Program Manager**, email: [mazze\\_s@4j.lane.edu](mailto:mazze_s@4j.lane.edu), office: 541-790-7492, cell: 541-516-0887

### **LTD Bus**

During the 2022-23 school year, LTD is allowing students to ride at no cost by obtaining a free LTD student bus pass. Eugene School District 4J does not dictate LTD bus routes or schedules. Students can obtain a free LTD student bus pass from their school during Back to Business days or by contacting the main office.

### **Parking and Driving**

Students may park in the East and West lots ONLY. Students may purchase a parking permit through the SEHS Finance Office. Drivers without parking permits may find parking on the streets near the school. As with most school-related costs, if a family qualifies for Free & Reduced meals some financial assistance may be available and can be addressed by connecting with South's finance clerk Karen Cook in the main office.

**Drive slowly and with caution.** (Speed limit is 5 MPH.) Students may have their parking permit revoked for violating driving and parking rules.

### **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. Fire lanes (marked by red curbs) should be kept clear at all times.

### **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 courtyard behind the school. Students who use the bike cage must lock bikes to the installed racks. The cage is locked approximately 15 min. after the first class begins and opened 15 min. prior to the end of the last class. Park bikes at your own risk. Bike theft does occur at times in this region.

**Skateboards and Scooters**

Students who use skateboards or scooters as transportation to school must lock them on a skateboard rack or store them in a classroom during the school day. Skateboards and scooters should be ridden in a way that is safe for both the rider and any nearby pedestrians, and may not be ridden inside the building for any reason. Students are expected to walk on campus. Even outside of school hours, students should not use skateboards on campus.

**Covid Safety**

We will continue to update this section of the Handbook when updates emerge within the state and 4J.

**Staying Home When Sick**

People who have symptoms of respiratory or gastrointestinal infections, such as cough, fever, sore throat, vomiting, or diarrhea, should stay home. Testing is recommended for people experiencing primary symptoms of COVID-19 as soon as possible after symptoms begin.

PRIMARY SYMPTOMS OF COVID-19 include fever, cough, difficulty breathing or shortness of breath and loss of taste or smell.

If a student has two or more primary symptoms of Covid-19, the student MAY RETURN AFTER

- Following applicable symptom-based guidance (below), if COVID-19 test is negative
- Following applicable symptom-based guidance (below) AND minimum 5-day isolation, if COVID-19 test is positive OR if the student has not tested

**Symptom-based Guidance:**

1. FEVER: a measured temperature equal to or greater than 100.4°F orally.
  - The student MAY RETURN AFTER being fever-free for 24 hours without taking fever reducing medicine.
2. COUGH: persistent cough that is not yet diagnosed and cleared by a licensed healthcare provider OR any acute (non-chronic) cough illness that is frequent or severe enough to interfere with participation in usual school activities.
  - The student MAY RETURN AFTER symptoms improving for 24 hours (no cough or cough well-controlled.)
3. DIFFICULTY BREATHING OR SHORTNESS OF BREATH not explained by situation such as exercise: Feeling unable to catch their breath, gasping for air, breathing too fast or too shallowly, breathing with extra effort such as using muscles of the stomach, chest, or neck.
  - This symptom is likely to require immediate medical attention.

- The student MAY RETURN AFTER symptoms improving for 24 hours.

#### 4. NEW LOSS OF TASTE OR SMELL

- The student MAY RETURN per guidance for 2+ primary COVID-19 symptoms.

#### **Washing hands**

Students and adults should wash hands thoroughly for a minimum of 20 seconds. Hand sanitizer is available at school entry points and at numerous locations in the building.

#### **Face Coverings**

Wearing a well-fitting mask consistently and correctly reduces the risk of spreading the virus that causes COVID-19. Students are highly encouraged to mask for 5 additional days upon return to school after testing positive for COVID-19.

#### **Restrooms**

Students may use the restroom during passing time. Single-stall restrooms are for one-at-a-time use only. If students need to use the restroom during class time, teachers will release them one at a time. Students should wash hands thoroughly for at least 20 seconds and avoid touching faucets and other surfaces with their hands. Period products are available at school in restrooms at no cost to all students who need them.

Students may use any student restroom that corresponds with the gender they consistently identify with. Gender inclusive single-stall restrooms are located at the east and west end of the main hall of the building, in the 200 hall, and in the Performing Arts hall.

It's not unusual once in a while for any staff member or student to have to wait a few minutes to use the restroom. Please be thoughtful of others and do not linger unnecessarily in the restroom.

#### **Food and Beverages**

Water fountains are available for use this year. Students are encouraged to bring a water bottle and can fill their bottle at various water-fill stations. Teachers will let students know their classroom expectations regarding food in class.

Some classrooms such as Science classrooms, labs, and computer labs may not permit eating of any kind. Students should not eat in the hallways. Students can eat in the cafeteria and outdoor areas, but should not eat breakfast or lunch on the turf.

#### **Meals**

Breakfast and lunch are available to all students in 2022-23 at no cost. Students are still encouraged to complete the Free and Reduced Meals form because families who qualify may

benefit from lower costs for certain standardized tests, yearbook purchase, and other supports at school. In addition, when families complete the eligibility form, it can help ensure that South receives funds to provide supports for students.

### **Attendance**

All students are expected to engage in their courses every day the class is scheduled. Absences from a course 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. The school is anxious to help if there are social, academic, or health issues that are affecting attendance.

When students are absent, parents or guardians should 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

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

**Late and Very Late:** Students who arrive to the classroom 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, health condition, doctor's appointment, emergency). Late arrival due to traffic, over-sleeping, carpool trouble or other personal reasons typically will not be excused.

**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. **Please note that students should not take a 4J laptop out of state.**

**Lengthy absences:** If a student has an extended absence (10+ days), schools are required by the state to unenroll a student, and the student will not have access to Canvas or other 4J accounts.

**School-sponsored activities:** Students are excused to participate in athletic events, classroom or 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.

### **Free Period**

All students are encouraged to have a full schedule. A full schedule is required for students in Grades 9 and 10. Students who have a free period may use the library or cafeteria for quiet study. They may not roam the hallways or disturb other classes.

### **Hall Pass**

Students who have been excused from class for a period of time (e.g. a bathroom pass) should have a hall pass from the teacher who released them.

### **After Classes**

Students are expected to leave the building within 30 min. of the end of the student school day. Monday-Thurs., students should exit by 4:00pm and on early-release Fridays students should exit by 3:00pm. No regular supervision of students is provided prior to 8:00am or after 4:00pm. Students should not be on campus in the afternoon unless they are part of a pre-approved group as part of a school-approved activity supervised by 4J staff.

### **CANVAS**

**Schedule Changes and Canvas:** If a schedule change has been made in Synergy, it can take 24 hours before the change shows up in Canvas. If a course is lingering on a student's Canvas dashboard, families can contact [southscheduling@4j.lane.edu](mailto:southscheduling@4j.lane.edu) and they will contact 4J Canvas support to ensure an adjustment goes through. SEHS staff do not have direct access for Canvas corrections, but can assist in getting requests to the right offices.

## 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, or when engaging in school interactions online. Responsible, mature conduct ensures a pleasant school climate for all. Teachers will have specific rules regarding appropriate behavior for their respective classrooms. 4J School District policies related to student conduct are outlined in the Student Rights and Responsibilities Handbook available on the district website at [https://www.4j.lane.edu/superintendent/4j\\_srrh\\_2016-2/](https://www.4j.lane.edu/superintendent/4j_srrh_2016-2/). The following specific behavior guidelines and expectations have been established to:

- Provide for the safety and well-being 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 issues 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.
- 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 school day.
- 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 or 'walked' while on campus.
- Bicycles must be kept outside of the building and locked to bike racks/cages. A rack for locking skateboards is also available. Students should provide their own lock.
- Students should leave campus at the end of their last class. Students involved in afternoon or evening activities should exit campus and return just prior to their activity.
- Sitting in the hallways or on any stair, during or between class periods, is not allowed.
- Students are expected to walk in hallways, stairways, and all indoor common areas.
- 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.
- 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. Non-compliance 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 unless the instructor has specifically indicated that collaboration on that specific coursework is permitted.

**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)
- Submitting assignments or answers via someone else's Canvas account or other academic application account rather than your own for the purpose of pretending the work came from someone other than you or allowing someone to use your account for the purpose of submitting assignments or answers as if they were your own.

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**

Cell phones and other personal electronic devices should not be out or on during class unless the teacher has given explicit permission. If the personal electronic device is out or being used, the teacher may remove it until the end of the period. 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, before school, or after school.

Cell phones are not required or necessary for a successful academic experience. The school office (541-790-8000) is capable of transmitting need-to-know information to and from students and their families if a family has an urgent need to reach a student during class time.

### **Spectator Sportsmanship Responsibilities**

Spectators are asked to follow current guidance provided within 4J.

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.) It's important for students and families to know that expectations are different than some of what students may observe at a college game or what families may have experienced in a previous decade. The following is from the OSAA Handbook 2022-23.

- 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.
- Some examples of unacceptable conduct include but are not limited to disrespecting players by name, number or position; negative cheers or chants; throwing objects on the playing surface; use of derogatory or racially explicit language; discriminatory harassment or conduct that creates a hostile environment that is disruptive to the educational environment.
- Spectators shall not be permitted to use vulgar/offensive or racially/culturally insensitive language or engage in any racially/culturally insensitive action.
- Spectators shall not turn their heads or hold up newspapers during team introductions, or jeer at cheerleaders during opposing team introductions.

Spectators in violation of OSAA sportsmanship expectations 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.*

As noted earlier, metal spikes exceeding 1/4 inch in length are not allowed at SEHS.

## 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, our school nurse, or another adult could help you or a friend explore alternatives to these behaviors. 4J high schools are fortunate to have drug and alcohol counseling service available during the week on campus in 2022-23 as a support to students.

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.

**School response and 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.

**School response and 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.

**School response and 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, sexual assault, 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)

**School response and consequences may include:** Parent Conference, restorative practice, suspension and/or expulsion.

*If you observe or experience an incident of bullying, harassment, intimidation, cyberbullying, hazing, sexual assault, teen dating violence or discrimination, you should:*

- Report it. Contact a staff member, the school principal, assistant principal or complete a green student safety reporting form in the main and counseling offices. As another avenue, students are able to report concerns via SafeOregon at [www.safeoregon.com](http://www.safeoregon.com). If you believe the principal is involved in 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.

### **School Response and consequences**

It is our desire to teach and to shape appropriate behaviors. School responses and consequences will be progressive in nature and restorative where possible. School response for student behaviors may include:

**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 and skill-building over punishment.

**In-School Detention:** Time spent in a designated supervised location before or after school or during lunch.

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

**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 many 4j sponsored activities.*  
Good standing: Passing 3 out of 5 classes. No disciplinary infractions within one calendar year. Please note that OSAA sports have specific guidelines published by OSAA regarding academic eligibility.

## 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 a schedule correction period via use of a Schedule Change form or in-person schedule change opportunity. To initiate a change, students should complete a Schedule Correction Form available on the SEHS website [sehs.4j.lane.edu/scheduling/](https://sehs.4j.lane.edu/scheduling/)

### 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 with a WD (withdrawal).

### Grades 9 & 10

All 9<sup>th</sup> and 10<sup>th</sup> grade students are required to have a full schedule of courses 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. In 2022-23, all ninth-grade students participate in a 9th grade Humanities block that includes ELA, SS, and Health.

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

**Grading**

During 2022-2023, high school courses will be graded A, B, C, D, NP. Grades of F will not be issued. Students who are passing a course have the option of choosing to be graded with a Pass if they notify their teacher before the end of the last day of the term. Students should consult with their counselor before choosing a grade of Pass since it can affect their post-high school planning and athletic eligibility.

All teachers will provide the opportunity ***within each unit of study*** to redo, make up, try again to complete, or attempt to complete work without penalty. Once a unit of study is complete, it is not guaranteed that late work from that unit will be accepted nor factored into a student's grade. The intent of this provision is to ensure students who have not demonstrated proficiency such that they are on track to earn credit as determined by tests, quizzes, homework and work assigned have every opportunity to do so within each unit of study throughout a course. The intent is **NOT** to ensure students who are on track to earn credit are afforded repeated opportunities to earn higher grades.

Some teachers may have specific guidelines around grading in their courses and when retakes may be completed, but practices should align with the 4J Grading information above.

**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 cumulative file. If the student has not completed the required work and earned a final grade within the 4J-specified time limit (currently two trimesters), the registrar will change the incomplete grade to a failing grade with no credit. This section does not apply to students who have received the Incomplete due to significant medical issues.

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

If the student receiving an Incomplete withdraws from a 4J school, the Incomplete will change to a non-passing grade 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 timeline has expired.

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



**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. When a student withdraws from a class on school day 16 through the end of the final grading period when unenrolling from school, a grade will be recorded on their transcript.

Withdrawal grades for students withdrawing (unenrolling) from South Eugene 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 the course, or standards met.

During 2022-2023, students who withdraw from a course after Day 16, but remain enrolled at South Eugene will receive a WD (Withdrawal) on their transcript. Students may withdraw from a course up to the final two weeks of the term.

**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. 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 families must contact the attendance office to excuse the absence.

**Personal Property**

Students are discouraged from bringing large sums of money and valuable items including personal electronic devices. The district is not responsible for personal property loss. Classrooms are NOT secure storage areas. To increase student safety at extracurricular 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).

**Announcements**

Announcements should be cleared by a club advisor or administrator then submitted via Google form. 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 four video announcement screens (main entrance, 100 hall, cafeteria, 500 hall) that provide the most up-to-date information for students and should be used for referencing special schedules, events, activities and general information.

**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 through FamilyID by visiting South Eugene's Athletics website at [seathletics.com](http://seathletics.com) and clicking on Registration
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: [hanson\\_m@4j.lane.edu](mailto:hanson_m@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 (to the Finance Clerk office) 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 USING A PAPER FORM:** 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.

### **Affinity Groups at South**

South Eugene has a number of Affinity Groups that foster student unity, student voice, student leadership, student and community awareness of current and historic issues, and the co-creation of positive climate and culture within school and beyond. Each year, students can see a list of Affinity Groups along with Advisors and meeting times & locations under the Activities tab on our SEHS website. We encourage students to get involved!

**Asian and Pacific Islander Student Union (APISU)**

**Black Student Union (BSU)**

**Gender Sexuality Alliance (GSA)**

**Jewish Student Union (JSU)**

**Latinx Student Union (LSU)**

**Native American Student Union (NASU)**

### **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 find an advisor and have the advisor complete a Club application form. Watch for the dates and deadlines in September. Don't hesitate...GET INVOLVED. Students are

encouraged to attend club meetings at any time during the year even if they determine they would like to participate midyear. We encourage you to get connected!

### **Information for Parents and Family**

#### **Parent Council**

All parents are automatically members of Parent Council and welcome to attend regular monthly meetings at South. 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 contact Carey Killen at [killen\\_c@4j.lane.edu](mailto:killen_c@4j.lane.edu). Parent Council convenes monthly, and is anticipated to meet the **third Monday**, at 6:00p.m. in the library and is open to all parents and guardians.

#### **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. Students can contact Lori Sauter at [sauter\\_l@4j.lane.edu](mailto:sauter_l@4j.lane.edu) regarding College and Career Center resources.

#### **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 classes in which students can explore careers, apply specific knowledge and skills in the workplace, or gain work experience through part-time employment. Students can contact Kathy Ruggles at [ruggles\\_k@4j.lane.edu](mailto:ruggles_k@4j.lane.edu) for more information.

#### **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. FOS supports 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

## Staying Safe in Lane County

We include the following information because we care about everyone's well being. Taking steps to avoid risks that are present across the nation and within our own county is an important part of being well and staying safe.

### Transportation Safety:

- Never use a handheld device while driving. It's illegal, and distraction can be deadly,.
- Observe the speed limit. The speed limit is 5 mph in our SEHS parking lot.
- Adhere to graduated license rules that limit young drivers from having passengers.
- Always wear a seatbelt and ensure passengers are wearing theirs
- Never drive under the influence of drugs or alcohol.
- Always wear a helmet when biking, skateboarding, roller blading, etc.

**Fentanyl Poisoning:** 'One pill can kill'. Fentanyl is a synthetic drug that has become a significant concern nationally, including right here in Lane County.

- Never take any prescription drug that has not been specifically prescribed to you by a medical practitioner.
- Realize that pills that look like prescription drugs may be fake and contain lethal doses of other substances. It is sometimes not possible to tell if they contain lethal amounts of fentanyl even if someone tests them.

### Human-Trafficking Prevention:

- Recognize that human-trafficking/sex-trafficking is not an issue that affects communities near and far. It is an issue in Lane County, particularly the I-5 corridor.
- Do not share your personal information with people online or arrange to meet alone with strangers you have met online.
- If you are concerned that someone may be subjected to human trafficking/sex trafficking, report it.

### Mental Health Support

- Mental Health is just as important as physical health. Know that supports are available if you want to talk with someone or are concerned about a friend.  
<https://www.4j.lane.edu/safety/mental-health-resources/>
- Students may speak with an SEHS Counselor in the Counseling Center. South counselors can assist students in connecting with mental health support.

- HOOTS (Helping Out Our Teens in Schools) is available Monday 8:30am-12:00pm and Wednesday mornings 8:00am-12:00pm.
- Families can get assistance locating a mental health professional through Care Solace at [caresolace.org](http://caresolace.org)





