North Eugene High School

Parent-Student Handbook
2013-2014

PERSEVERANCE  REPSECT  INTEGRITY  DISCIPLINE  EXCELLENCE

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Habla Español? Se puede obtener esta guía en español. Favor de llamar at North Eugene High School (541) 790-4555 para más información.
INTRODUCTION
Welcome to North Eugene High School, home of the Highlanders!

The purpose of this handbook is to communicate information about student, parent/guardian and staff rights and responsibilities, and to provide guidelines and expectations to help you and your student have a successful year at North Eugene High School.

Because high school is an opportunity for the individual, social, and intellectual growth of all students, our goal is to support a culture of learning, academic achievement, and individual responsibility for each student. This can best be accomplished in a setting free from distractions, conflicts, and intimidation. The orderly operation of our school requires the respectful cooperation of all stakeholders, and we recognize the importance of including parents and guardians, community members, and staff in the shared responsibility of contributing to a positive educational climate.

Essential in maintaining an atmosphere of academic achievement is knowing and following school policies and procedures. Genuine learning and academic success depends on maintaining a safe environment for people and property, as well as promoting personal integrity. Students in particular, have the right and responsibility to actively participate in their learning, to behave appropriately, and to respect the rights of others.

The rights and responsibilities described in this handbook focus on school-sponsored activities. These activities include:
• Any activity on schools grounds and school facilities—this includes traveling to and from school;
• Any activity financed or supervised by the school or school district on or off school grounds;
• Any activity that is the direct result of an in-school program; and,
• Any activity requiring the use of district transportation.

This handbook is intended to be a guideline for the purpose of ensuring an environment conducive for optimal student learning. It is only a partial representation of the laws, rules, and regulations governing the behavior of students; you may also refer to District 4J policies at http://www.4j.lane.edu/superintendent/srrh/. Periodically, the contents of this handbook will be revised to reflect changes and new information. If you have questions or concerns not addressed in the handbook, we encourage you to contact us at the school.

We strive to be a learning-oriented school that provides opportunities for all students to attain the knowledge, skills, and attitudes necessary to become lifelong learners in a rapidly changing, complex world. We look forward to the year ahead, and working with you and your student for an outstanding North Eugene experience!

Sincerely yours,
Administrative Staff at North Eugene High School
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RIGHTS AND RESPONSIBILITIES
Each stakeholder in the school community has an important and unique role to serve to ensure a safe and supportive school environment. North Eugene High School is committed to reasonable and effective means for supporting students, and to resolving issues at the lowest and most accessible level. We encourage students to work with their teachers prior to bringing concerns or issues to counselors or administrators. Our ultimate goal is to serve the educational welfare of all students.

STUDENTS
Every student enrolled at North Eugene High School has the right to an education free from discrimination or harassment on the grounds of race, color, sex, religion, national origin, age or disability. Students also have the ability to use school equipment and supplies for their intended educational purpose, and may always appeal any disciplinary decision of staff and administration.

Every student enrolled at North Eugene High School has the responsibility to know and understand school and district policies. Students are expected to follow staff directions and to comply specifically with requests from staff members. It is each student’s responsibility to promote a safe school environment by protecting their own rights and the rights of others.

PARENTS/GUARDIANS
Parents and guardians of North Eugene High School students have the ultimate responsibility for their student’s welfare. A parent’s role is to help their student learn, gain perspective, and develop socially acceptable standards of behavior. Parents have the ability to set an example for their student and can instill in students respect for hard work and an interest in exploring various subject areas.

We ask parents to review and understand the policies which govern student activities and the consequences for violating those policies. We also urge parents to learn more about North Eugene through school activities — for example, by attending Curriculum Night, sporting events, or Parent Group, and by volunteering in the offices, library, or Career Center. We also encourage you to visit the , but require you to pre-arrange your meetings with teachers so as to minimize impact during the school day. **We expect all visitors to sign in at the main office and obtain a visitor’s pass upon entering the building.**

Above all, it is the responsibility of parents and guardians to ensure that a student attends school regularly. Parents must inform the school within two school days by telephone, email, or in writing of their student’s absence, listing the date(s) and reason.
STAFF
Staff members have the responsibility to guide students’ educational and behavioral experience while they are involved in school activities, and will do so in a mutually respectful manner. Staff members’ conduct and guidance is an example by which students are encouraged to grow, learn, and pursue academic success. Staff members are committed to helping every student fulfill his/her potential and to working cooperatively with parents. Staff members have an obligation to inform students of their responsibilities, and to take appropriate action when necessary. Staff members will be fair, firm, and consistent in active enforcement of school regulations within the educational arena—classrooms, hallways, restrooms, cafeteria, library, computer labs, etc.—not only during the school day but at all school-sponsored activities, both on and off campus.

All staff members share in the responsibility of maintaining a safe and orderly educational environment.

ADMINISTRATORS
The administrators have the responsibility of providing leadership to create the best possible educational environment for students and staff. Administrators are responsible for carrying out school district policies and procedures, and making them known to staff, students, and parents. Administrators will be fair, firm and consistent, maintain open lines of communication, and demonstrate respect in decisions affecting students. In regard to disciplinary actions, administrators will confer with teachers, counselors and students, and provide learning opportunities for students.

Administrators will follow processes as outlined by District 4J policy and inform parents or guardians of actions and related policies involving their student.
PRIDE and Positive Behavior Support (PBS)
North Eugene High School uses Positive Behavior Support (PBS) to create and maintain a respectful and safe school environment where civility and achievement are emphasized and encouraged. We make every effort to recognize appropriate and correct behaviors prior to discipline occurring. Good behaviors are described in the PRIDE acronym: Perseverance, Respect, Integrity, Discipline, and Excellence.

Students can earn PRIDE Bucks from staff when they exhibit PRIDE behaviors throughout the school day, and during school-sponsored events. Students can enter their PRIDE Bucks into a weekly drawing for prizes which include t-shirts, gift cards and technology.

When students do not demonstrate PRIDE behaviors, staff provides corrective feedback to students. If the inappropriate behavior is chronic or unsafe, student may receive an Office Discipline Referral. Consequences for receiving a referral could include a phone call to parent/guardian, conferencing with an administrator, a behavior contract, letters of apology, facilitated dialogue, time in the office, campus clean-up, in-school or out-of-school suspension, or possible expulsion.

Examples of exhibiting PRIDE behaviors include:
• **Perseverance**—Holding to a course of action despite obstacles
  o Speaking positively, avoiding negative talk
  o Setting academic and social goals
  o Learning from past experience

• **Respect**—Showing consideration, appreciation, and acceptance
  o Making smart choices
  o Supporting others
  o Using appropriate language and behaviors

• **Integrity**—Adhering to an agreed upon code of behavior
  o Acting responsibly
  o Completing assigned work
  o Being trustworthy and trusting others

• **Discipline**—Managing self to achieve goals and meet expectations
  o Striving for consistently excellent outcomes
  o Cultivating good work habits
  o Meeting deadlines and communicating with teachers

• **Excellence**—Modeling outstanding and quality behaviors
  o Pursuing your personal best
  o Going beyond minimal expectations
  o Inspiring excellence in others

By using a PBS model, North Eugene is supporting a school-wide culture that is predictable, consistent, positive, and safe. Investing in the social behavior of students is central to achieving academic gains.
Academics
The primary purpose of public education is the education of the youth of the community. Students have the right to an appropriate education, and the responsibility to be actively involved in the learning process.

Specific academic behaviors determine student success. Students should carefully monitor their own academic performance and expect teachers to inform them of their progress and changes in grades in a timely manner. Students should also take full advantage of Open Academic Time (OAT) after 5th period on Mondays, Tuesdays, and Thursdays. More Successful students participate in class, arrange meetings with teachers and complete assigned work promptly and to the best of their ability. They also behave in a manner that promotes a positive academic environment and they demonstrate academic integrity, refraining from plagiarism or cheating. To support their success, students can expect to be informed of teacher expectations, assessment policies, and evaluation criteria in each class.

Educational Options
North Eugene High School is an International Baccalaureate (IB) World School, offering the option for certificate testing and pursuit of the full IB diploma. Advanced Placement and College Now courses are also offered. Specialized services and classes are available for all students including those with individualized learning needs. For specific information on these programs, please refer to the North Eugene High School Curriculum Guide.

Monitoring Academic Progress and Attendance
The Eugene 4J School District is offering a new student information system this year that will allow parents and students to monitor academic progress and attendance much more easily than in previous years. When more information is available, we will communicate with our school community.

Report cards are mailed home regularly, based on the trimester schedule. These reports cards serve as the legal notification of a student’s academic progress; grades and credit are awarded based on certain criteria, as outlined in teachers’ course syllabi. In addition, most teachers post grades electronically throughout the school year.

If students or parents are unable to access grades online, parents may contact teachers via e-mail or telephone.

Earning a Diploma and Graduation
In order to earn a high school diploma in the state of Oregon, students must meet competency requirements. This includes passing state exams in reading, writing, and math, and accumulating a minimum of 24 credits in grades 9-12.

Please contact the counseling department for additional information on credit requirements in content areas, and refer to the Curriculum Guide for more information.
**Grading System and Policies**

North Eugene uses a 4.0 scale to compute grade point averages:

- A grade—4.0
- B grade—3.0
- C grade—2.0
- D grade—1.0
- F grade—0.0 (no credit awarded)
- P (Pass)—0.0
- NB (No Basis for a grade)—0.0
- I (Incomplete)—0.0
- NP (No Pass)—0.0

**Incompletes and F Grades**

- Incompletes will be used for students with several excused absences who need time to make up missed work. A plan to complete missing work should be developed in conjunction with the teacher, student, counselor, and parent.
- F grades will be used for students not passing the class based on poor performance and/or attendance.
- In every case, if a student is in danger of not passing a class, we encourage students and parents to meet with the teacher to develop a plan to complete coursework for credit.

**Pass/No Pass**

In some classes, a Pass/No Pass option is available. Within the first ten days of class, a Pass/No Pass Permission slip should be submitted to the Registrar’s office before the option goes into effect. This is the student’s responsibility, and you should be aware some colleges may not accept courses graded on a Pass/No Pass basis.

**Withdraw/Fails**

Careful academic planning is essential to a successful high school experience. New graduation requirements and full-year scheduling require students to commit to a program of study.

- Dropping a class without an F grade penalty will be permitted only during the first five school days of each twelve-week term.
- Dropping a class after the five-day deadline requires the completion of a “Petition to Class Withdrawal” form. To officially drop a class, the form requires teacher, parent, counselor, and administrator approval. Dropping a class after the deadline may result in a Withdraw/Fail (WF) grade.
- In special circumstances, these policies can be appealed; however, very few exceptions are made to a WF grade.

**Partial Credit**

A student may receive partial credit for a variety of reasons. Each decision for giving partial credit may be made jointly by teacher, counselor, and administrator in consultation with students and parents.
Academic Honesty

Genuine learning and academic success depend on hard work and honest effort. Cheating on tests, quizzes, or other schoolwork is dishonest. North 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 include copying an assignment or test, allowing others to copy an assignment or test, giving or receiving test information, working on or completing an individual assignment collaboratively without teacher authorization, or copying a portion of a document from an author or that is composed by another person, and presenting it as original work without 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.

The consequences for academic dishonesty include losing credit for an assignment or class, an office referral, a phone call home, and a report to an administrator who may review the incident and take additional, progressive disciplinary action as needed.
Attendance and Enrollment
Regular, daily class attendance benefits students immensely and is essential for student success at North Eugene. With regular attendance, students acquire knowledge and skills, develop positive attitudes and behaviors, progress toward graduation, and increase post-high school opportunities. Each student has the responsibility to attend all scheduled classes, arrive on time, and check with individual teachers for make-up work. This responsibility is supported by parents and guardians at home, and by teachers, counselors and administrators at school.

Specific legal requirements are embedded into our school attendance policy:
- “Oregon Law requires that all children and young people between the ages of seven and eighteen years of age attend regularly a full time public school if they have not completed the 12th grade. The law further requires persons have control of any such minor to send him/her to school.” (ORS 330.010)
- "An absence may be excused by a principal or teacher if the absence is caused by the student's sickness, by the sickness of some member of the student's family, or by an emergency. A principal or teacher may also excuse absences for other reasons where satisfactory arrangements are made in advance of the absence." (ORS 339.065)
- Absences may be excused for the following reasons only: personal illness, family emergencies, school-sponsored activities, or pre-arranged absences as approved through a local process.” (ORS 339.010)

• Exceptions to attendance requirements may be granted as provided for in Oregon Statutes. When possible, counseling and home teaching will be provided for students with prolonged disabilities.

Excused absences
A parent or guardian must provide a note, or e-mail or call the North Eugene Attendance Office in order to excuse a student.
- An absence for a medical or dental appointment should be prearranged when possible. A note from the doctor’s office stating the appointment time is appreciated. These types of appointments should be scheduled to miss as little class time as possible as make-up work cannot duplicate classroom learning.
- Staff advisors will excuse absences for school-sponsored activities.
- All absences must be cleared by parents within two school days after returning to school or they will remain unexcused.
- Students 18 years or older who still reside with their parents still need parents/guardians to excuse absences.
- No student will be allowed to excuse themselves from class. In special circumstances, an administrator may approve a student to self-excuse.
Unexcused absences
A student who is absent from school or from any class without permission will be considered unexcused and will be subject to disciplinary action including detention, in-school or out-of-school suspension, and/or other possible interventions, including referral to truancy.

• With unexcused absences, students lose the right to earn credit for any of the work that was due or assigned on the date of the absence. In some cases, arrangements may be made for a student to be granted an opportunity to earn partial or full credit for work missed during an unexcused absence.

• Students are ineligible to participate or practice in athletics or activities on the day the unexcused absence occurs or on the day it is discovered by school officials.

Truancy
If a student exhibits a pattern of on-going unexcused absences, the school may request a parent conference or the student may be referred to a truancy officer.

• The consequences for unexcused absences from a class may be a reduction in credit, a lower grade, or a complete loss of credit.

• If a student is found to be truant or is not attending all classes on a regular basis, the student may lose the privilege of attending North Eugene activities, i.e. dances, sporting events, etc., until he/she begins to attend classes regularly.

• If a student accumulates the equivalent of five days of unexcused absences in a four-week period, a letter will be sent home, informing parents. It will include a copy of the attendance law, and will request parents meet with an administrator to set up a support plan for the student to return to regular attendance.

• If the student continues to accumulate unexcused absences after the letter, they may be referred to the 4J School District Truancy team. Truancy hearings, court appearances, and fines may ensue.

Prearranged Absences
Absences will be excused for other legitimate family matters if they are pre-arranged by a parent note or phone call. Some examples of pre-arranged absences include funerals and marriages, family vacations, court appearances, and college visits. For any anticipated absence that will be more than one day, students are expected to pick up a Pre-arranged Absence Form from the attendance office to take around to their teachers. Upon completion, the form must be returned to the attendance office at least two days prior to the absence. Failure to pre-arrange these anticipated absences may result in the student being counted as unexcused.

Partial Day Absences
When students are absent for part of the school day, the parent may only excuse an absence if the student has a valid reason and checks in and/or out at the attendance office. A reasonable effort will be made to notify a parent to verify they approve the absence. Oversleeping, missing the bus, car problems, or being unprepared for class are not excusable reasons for an absence.

Skip Days
The 4J School District does not condone “skip days.” If students participate in such activities, the regular consequences
outlined in the attendance policy for unexcused absences will be in effect. Student insurance is not in effect if the student has skipped school.

**Homework Requests and Make-Up Policy**

Upon request and with a legitimate excuse, the following procedure applies:

- When a student is or will be absent for three or more consecutive school days, the attendance office will work with teachers to provide assignments and/or make-up work for the days missed upon your request. Please contact the attendance office to make such a request. The office staff and teachers will need 24 hours to process these requests. When completed, the homework can be picked up in the Front Office during school hours.
- Collecting work for short-term excused absences (1-2 days) or pre-arranged absences is the responsibility of the students who should contact teachers directly.
- The teacher is responsible for providing, upon request, what the teacher considers to be an appropriate review of the work missed.
- The course expectation sheet shall include the system for participation or performance points gained by class attendance.
- The teacher shall determine whether the student should make up an appropriate amount of time as well as assignments for the absence.
- The teacher, counselor, and administrator will determine what a fair amount of make-up time is for students with extended illnesses/absences.

When a student falls below 90% attendance, he/she is considered at-risk for earning credit towards graduation. The school will make every effort to notify parents/guardians when a student’s attendance is irregular; regular attendance is primarily the responsibility of the student. An automated attendance notification system is in place to call and email parents twice daily when a student is tardy or absent from class. Parents should notify the school when there are changes in contact information to ensure they continue to receive notification in a timely manner.

**Enrollment**

Generally, a student must live with his or her custodial parent/guardian in the North Eugene region or have an approved transfer to attend North. Any student who has not attended school for ten consecutive days must, by law, be withdrawn from North.

**Transfer Students**

Students attending North Eugene on a transfer, exchange, or tuition waiver must maintain good attendance, grades, and behavior. Failure to do so may result in a revocation of the transfer.
Student Records
Students and their parents have the right to inspect and review the student’s records and to receive a copy of these records. They can also request the records be amended to ensure they are not inaccurate, misleading, or in violation of the student’s privacy or other rights. With some exceptions, students may request certain personally identifiable information not be shared. A 4J School District student records policy is available from the Superintendent’s Office, and schools must comply with federal law governing educational records.

Current students and parents have the right to make a specific written request to administration to inspect any of the student’s education records. Educational records will be forwarded within ten days of receiving the request. **OAR 581-21-250**

Directory Information/Military recruitment
North Eugene will release directory information unless the parent or eligible student requests otherwise. Directory information is defined as: student’s name, address, photograph and listed telephone number; participation in recognized sports and activities; weight and height of athletic team members; dates of attendance; degrees or awards; most recent previous school of attendance; and illness or accident information necessary for dealing with emergencies. **OAR 581-21-220 (2).**

Federal law requires North to release name and address information to military recruiters. The parent—or student if 18 years of age—not wishing to have this information published, including on any school district website, must notify the appropriate school in writing. The appropriate form can be obtained from the Registrar’s Office, or on the North Eugene website.

Providing a student’s social security number is voluntary. An amendment to a student's education record may be made to ensure that they are not inaccurate, misleading, or otherwise in violation of a student’s rights.

The administrative staff may withhold the grade reports, diploma, or records of any student who owes fees or who has lost or willfully damaged District property, until the student or parent has paid the amount owed (ORS 339.260). Students or parents will receive written notice at least 10 days in advance of withholding, stating the school's intent to withhold records. The notice will include an itemization of fees, fines, or damage reparations owed, and will notify parents of their right to request a hearing. The district may choose to waive fees, fines, and charges if the students or parents cannot pay.
School Environment
Every student has the right to attend school in a safe environment, free of harassment, intimidation, or threat to personal safety—physical or emotional, fighting or physical violence. They also have the right to attend a school that is clean and well-maintained and is an environment free of tobacco, alcohol, drugs, or controlled substances as defined by Oregon law.

To this end, students have the responsibility to respect the rights of others, seek help when they have knowledge of a wrongful act, harassment or potentially unsafe situation, and also to seek help to resolve personal disputes in a peaceful, responsible manner. Students must seek safe alternatives to fighting and physical violence in settling all disputes; respect the property of others including staff, school district, and community and to take reasonable precautions to protect personal property. In addition, students are responsible to assist in keeping a clean school, refraining from littering and damaging property, and to report to school authorities when vandalism is observed.

Students must also report to school authorities when they have knowledge of weapons in a student(s) possession or on school grounds. Students must not possess or use alcohol, inhalants, unlawful drugs, paraphernalia, or other illegal substances intended to alter mood-not taken at the direction of a physician—while under school jurisdiction; within 1000 feet of school district property; going to or from school; on or off school property during the school day; or attending school-sponsored activities.

Use of non-prescription anabolic steroids to enhance athletic performance is also prohibited. Students are not to use or carry tobacco products in any form, either smoking or chewing. ORS 167.000

Violation of these guidelines will result in disciplinary action and/or referral to law enforcement officials.

Student Discipline
At North Eugene High School, we believe the best discipline solutions present students with meaningful learning experiences. Although consequences for violating school rules may result in significant hardships to students, the administration will work diligently with students and their families to develop student outcomes that help students learn alternative ways to successfully comply with school rules. Our goal is to promote positive character based on the PRIDE principles of perseverance, respect, integrity, discipline, and excellence. Repeated minor violations or a single serious violation of school rules may result in a range of consequences, including parent conferences, detention, suspension—one to ten days—or expulsion from school. Examples of serious violations include: insubordination to school personnel, fighting, harassment, vandalism, possession of drugs or alcohol, and theft. If a student’s actions can reasonably be anticipated to substantially disrupt or interfere with the operation of the school or intrude upon the rights of other students, consequences will ensue.
### Bicycles, Skateboards, and Hacky Sacks
Bicycles and skateboards—long and short boards—may be used as transportation to and from school but not on school grounds. Long boards and skateboards must be stored in student lockers and bikes must be parked in bike racks at designated areas. Hacky sacks may be used calmly during non-instructional time in the gym and outside areas only. Hacky sacks will be confiscated if used during class, in the hallways, or library, or any other areas that impede normal school business.

### Drugs and Alcohol
North Eugene staff and administration recognizes that the abuse of drugs and alcohol pose extremely serious health risks. Administrators are responsible for assessing penalties to students who possess, distribute or attempt to distribute, or are-under the influence of alcohol or controlled substances on school premises, at any school-sponsored activity, or under any circumstances when the student’s conduct is subject to school district jurisdiction. A student will be suspended for up to ten school days for violation of the district’s rules regarding alcohol and controlled substances, with possible expulsion recommendation.

### Fighting/Disruptions
All students are entitled to attend school in an environment free of fighting or physical violence of any kind. Students who promote or become involved in such activities will be held responsible and disciplined for their actions in addition to the possibility of civil and legal action being taken against them and/or their families. Disciplinary action may include suspension and/or expulsion.

### Gang Activity/Non-sanctioned groups
Membership or affiliation in gangs or non-sanctioned groups is prohibited at North Eugene High School. These group affiliations, which initiate, advocate, or promote activities that threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment, are harmful to the educational process. The use of hand signals, graffiti, or the presence of any apparel, jewelry, accessories, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute which indicates or implies membership or affiliation with such a group, presents a clear and present danger to the school environment and educational objectives of the community and are forbidden.

Incidents involving initiations, hazing, intimidation and/or related activities of such group affiliations, which are likely to cause bodily danger, physical harm or personal degradation or disgrace resulting in physical or mental harm to students are prohibited. Any student wearing, carrying or displaying gang paraphernalia or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be subject to disciplinary action including suspension and expulsion.

### Harassment
All students are entitled to attend school without harassment or menacing. Harassment includes intentionally annoying another either verbally or by physical contact, and menacing includes attempting to place another person in fear of injury.
The creation of a hostile or uncomfortable environment due to uninvited, unwelcomed, personally offensive attention is also considered harassment.

If you are the victim of any type of harassment or menacing, inform your parent(s) and immediately report the incident to a counselor or an administrator. School officials will attempt to protect the anonymity of any student who reports or comes forward with information regarding violations of this handbook or other school rules, but complete anonymity may not be possible in all circumstances.

**Inappropriate Language**
Teaching students to be successful beyond the walls of the school is one of our primary missions. We know that inappropriate language is often the precursor to objectionable behavior. The use of vulgar and plainly offensive language will not be tolerated. Initially, students will be reminded of what is appropriate. Continued use of objectionable language will lead to further disciplinary action.

**Medications**
In accordance with district policy, students in grades 9-12 may carry and self-administer one day’s dose of non-controlled prescription drugs (including inhalers) or one day’s dose of a controlled medication in the original container with written parental consent.

**Off Limit Areas**
In order to better supervise students and maintain an orderly learning environment, the following areas are off limits or restricted to all students:

1) Halls, cafeteria, the glass lounge and other common areas during class time, unless students have a valid free period sticker or a pass from a staff member; 2) locker rooms, unless permission has been granted by the P.E. teacher, coach, or an administrator; 3) Garden area, tennis courts, or fields, unless supervised by a staff member; and 4) Any other unrestricted area as designated by an adult or otherwise identified.

**Open Campus**
Having an open campus allows our students the freedom to come and go as their schedules permit. However, we must be aware of our obligation to be good neighbors in the surrounding community. Students should not loitering or trespassing within a 3-block area surrounding campus. Avoid stopping, standing, or blocking crosswalks in the area. We strongly encourage students in lower grades to stay on campus during lunch and free periods.

**Theft**
Theft constitutes criminal conduct under the laws of the State of Oregon. Disciplinary action will be taken by the school regardless of consequences or sanctions imposed by law enforcement. Restitution shall be provided and suspension or expulsion may result. Proper law enforcement agencies will be notified at the discretion of the school administrators.

**Tobacco**
No student may possess, use, sell, or distribute tobacco in any form on any school grounds, at school-sponsored activities, in school-provided transportation, or in student vehicles on campus. Our campus is tobacco free for all staff, students, visitors, and community members.
**Visitor Policy**

No person has a right to enter a school building or grounds unless he/she is a student in good standing, or has bona fide school business to conduct. All visitors, including parents, must report directly to the main office and must wear appropriate visitor identification throughout the entirety of their campus visit. Students attending another school will not be permitted on campus during the school day. In some instances, visitors with a clear educational purpose may be allowed on campus, but only with prior administrative approval. Because of safety issues involved, the district reserves the right to trespass individuals or press charges against individuals who violate the state statutes on loitering and trespassing.

**Weapons**

Violation of school rules regarding weapons or explosive materials will result in suspension and expulsion for a period of one year as permitted by ORS 330.240.6. The Superintendent may, on a case-by-case basis, modify this expulsion requirement. Disciplinary action may include suspension, expulsion, and or involvement of civil or legal authorities.

**Search and Seizure**

Students have the right to be present, whenever reasonable, when his or her property is being searched. There may be occasions, however, when school officials believe it is in the best interest of the safety of the students or the general welfare of the school to conduct a search in a student’s absence.

Students have the responsibility to cooperate with school staff during all searches and should not bring dangerous weapons—or look-alikes, unlawful drugs or other prohibited substances, or items which could constitute a potential threat to the health or safety of any person.

**Authority to Search**

If school officials have reasonable suspicion of illicit behavior in violation of state or federal laws or school rules, searches may be conducted under the general authority of the 4J School District. In some cases, Individual students, their backpacks, lockers and automobiles on campus are subject to search.

If a student refuses a search—including blowing into a breathalyzer, a 10-day suspension for insubordination may result, police will be contacted, and an expulsion hearing will be considered.

Where it appears that criminal activity is present, the police may be summoned for assistance. As appropriate, an effort will be made to notify the parent of the situation.
Parents are advised that in suspected cases of child abuse, the Children's Services Division and/or enforcement officials may exclude district personnel from the investigation procedures, and may prohibit district personnel from contacting parents.

**Exclusion from School and Due Process Rights**

Students have a right to be presented with a verbal or written statement of the policies or rules violated. They have a right to be heard and to respectfully present their view of the situation. Students have a right to due processes as outlined in the school district's procedures for suspension and/or expulsion.

Students have the responsibility to comply with school rules and regulations at school and all school-related activities, and to obey all federal, state and local laws. They should respond appropriately to requests made by school personnel and conduct themselves individually and collectively in an orderly fashion.

**Suspension**

Suspension temporarily removes the privilege and duty of a student to attend school or school activities for a period of time determined by the administration. The administration may suspend students, and in issuing the suspension will take into account the severity of the act and the previous behavior of the student. Suspension periods are not to exceed ten consecutive school days. Temporary suspension may be necessary while officials review evidence and possibly take further action.

In the case of a suspension, the student is informed of the suspension charges by the administration and asked to explain his/her view of the event.

When the decision to suspend is made, parents are notified and a procedure for reinstatement is explained. When a student with an IEP is being considered for suspension or expulsion from school, all procedures mandated by IDEA will be addressed. A conference may be required for the student and/or the student's parents before reinstatement takes place. Any reinstatement requirements other than simply returning to class shall be presented in written form.

Students have the right to make up all daily work missed (or its equivalent) during the time of a suspension.

**Expulsion**

Expulsion means that a student is removed from school and all school-related activities for an extended period of time. Expulsions are recommended by a school administrator to the district Superintendent. Expulsion is used in cases of extreme severity or for repeated serious violation of school rules or District regulations.

District procedure provides for written notification to the student's parents, identification of alternate education options, the right to a hearing, all rights guaranteed by due process, and rights unique to students with identified education programs.
Due Process Rights
In all disciplinary cases, students have due process rights, which will, at a minimum, guarantee them a right to hear the charges, respond to the charges, and request a hearing to appeal an administrator's decision. Appeals must first be made to the building principal, then to the superintendent or his designee.

For cases of expulsion, the due process rights are fully explained in the district's expulsion policy. A copy of this policy will be given to students for whom a recommendation for expulsion is a possibility.

Disciplinary Options
Disciplinary options at the secondary level include using one or more of the following interventions: counseling by teachers, counselors or administrators; restitution or its equivalent; detention; in-school or out-of-school suspension; expulsion; and assignment to an alternative education program. In some cases, other possibilities may also be considered.

Appropriate interventions depend on the nature and circumstances of the offense.

Because the behavior problems of students vary in the degree of seriousness, the corrective actions to be taken must be determined by the professional judgment of an administrator. Although mitigating circumstances may dictate more severe or more lenient consequences than usual in a particular case, the guidelines displayed in chart form in the next pages do apply. These and other school rules apply to all students, not only at school, but at any school-sponsored function.

Our purpose in working with students is to help them develop behavioral patterns that reflect the values reflective of PRIDE. We assign natural, logical, and restorative consequences in response to student behaviors incongruent with these values, and seek to guide students to more appropriate behavior choices in the future.

Grievance Procedure
The Eugene 4J School District does not discriminate on the basis of race, creed, age, sex, color, national origin, disability with regard to admission, access to services, treatment, or employment in its programs or activities. Any alleged discriminatory practices within the scope of Title VII of the Civil Rights Act of 1964, the Age Discrimination and Employment Act, The Civil Rights Acts of 1871 and 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act, or the Americans with Disabilities Act should be addressed through the grievance procedure which follows.

Informal Procedure:
• The person who believes he/she has a valid basis for complaint regarding discrimination shall discuss the concern with the building principal, within thirty (30) days of when the person becomes aware of the alleged discrimination.

• The building principal shall reply to the complainant in writing within ten (10) days. If this reply is not acceptable, formal procedures may be initiated.
Formal Procedure:

- A written statement of grievance shall be prepared and signed. The complainant shall present it to the appropriate administrator within five (5) business days of receipt of the written reply to the informal complaint. The administrator shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) business days by certified mail.

- If the complainant wishes to appeal the decision of the administrator, he/she may submit a signed statement of appeal to the District within five (5) business days after receipt of the administrator’s response to the grievance. A district representative shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) business days by certified mail.

- If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the superintendent within five (5) business days of receipt of the District’s response. In an attempt to resolve the grievance the district shall obtain an independent arbitrator who is an individual, not an employee of the district, and who is knowledgeable of the aforementioned anti-discrimination statutes.

- The parent and student may take part in the hearing and have an attorney represent them at their own expense. Counsel may also represent the district. The decision shall be given in writing to the superintendent and the parents.
**Freedom of Expression**
Students have the right to express themselves verbally, in writing or by assembly as long as they are not violating the rights of other individuals or groups. Students have the right to attend school in an atmosphere free of verbal assaults, privacy invasion, profanities, obscenities, ridicule, or threats of physical or mental harm. Students have the right to express affection for friends and staff in an appropriate manner and to dress and groom according to their choice, within the guidelines of what is school-appropriate. Students have the responsibility to respect others’ privacy and to understand the effects of their expressions on other individuals and groups. Students have the responsibility to refrain from public displays of affection and to dress and groom in a manner that is modest, neat, and clean, and to dress and groom in keeping with a positive school climate.

**Speech**
Students are entitled to verbally express their personal opinions, provided they do not disrupt the learning environment, undermine the authority of staff members, or infringe on the rights of other students. The use of verbal assaults, harassment, profanities, obscenities, or ridicule may result in disciplinary action.

**School Publications, Displays & Productions**
All aspects of school-sponsored publications, including newspapers and/or yearbooks, are completely under the supervision of the teacher and administrators. Students may be required to submit such publications to the administration for prior approval. Written materials, flyers, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated or distributed on district property by a student or a non-student without the approval of the administration. Materials outside the editorial control of the district must be submitted to the principal or his designee for review and approval before distribution. Materials shall be reviewed based on legitimate educational concerns.

**Assembly of Students**
North Eugene High School recognizes the constitutional right of students to assemble. Student assembly should be related to the school program, must not disrupt classes or the learning environment, and must not cause a hazard to persons or property. Requests for student assembly shall be made in advance to the principal. Students will be notified of the decision and conditions governing the assembly within a reasonable time.

**Dress and Grooming**
Each student's appearance must be neat, clean, and appropriate for school. Dress and appearance which cause disruption of the educational process or present immediate health or safety problems shall not be permitted. Attire that shows words, pictures, or symbols which make reference to illegal substances—drugs, alcohol, tobacco, etc.—is prohibited.

Clothing that is sexually suggestive shall not be allowed at school. Clothing that promotes negative concepts, profanity, or support for anarchical behavior and/or gang affiliation is prohibited. Students will be asked to change clothes, accept a temporary clothing change from the office, or will be sent home to locate appropriate clothing. Continued violation of inappropriate dress may result in disciplinary action.
**Technology/Communication**

Students will have access to the district network for educational purposes including academic research, professional or career development, and limited high-quality exploration of appropriate personal interests.

Students must use computer labs for school-related and academic purposes only, logging off properly every time. Students must comply with expectations with respect to illegal activity, system security, inappropriate conduct, privacy, plagiarism, copyright infringement, inappropriate access of material, and other restrictions of computer use. Activities such as playing video games or accessing Facebook, Instagram, Twitter, etc., are prohibited. Students should report to administration or staff if they suspect someone is using their account.

**Communication Devices**

Students have the responsibility to ensure that their electronic devices (Mp3’s, iPods, cell phones, etc.) do not disrupt the learning environment. Electronic devices that disrupt or are used inappropriately may be confiscated and returned only to the parent or guardian.

Furthermore, students must assume full responsibility in the event that their devices are lost or misplaced. In the unfortunate event that one of these electronic items are lost or stolen, the school does not assume responsibility.

If a teacher sees or hears a cell phone in class or during instructional time, the consequences are as follows:

- A warning will be given to turn it off and put it away.
- If a second infraction occurs, the phone will be confiscated and may be picked up in the school office at the end of the day.
- If a third infraction occurs, the phone will be confiscated again and a meeting scheduled with the parent, student, and administrator.
- If students are in their scheduled classes, they can be reached in case of an emergency by calling the Main Office at 541-790-4500.

**Messages to students**

North Eugene does not deliver messages/notes to students from parents in order to minimize disruptions to the educational day.
Transportation
Students may arrive and depart from school on foot, bike or board, or by city or district bus, or may be dropped off by friends and family. The 4J School District provides LTD bus passes for high school students who qualify for free and reduced meals and qualify for Transportation Services as defined by the State of Oregon pupil transportation law for those students living more than 1.5 miles from school.

Students may drive a licensed and registered motor vehicle to school, subject to availability of parking and payment of the parking fee. Reckless driving will not be tolerated. Students may have their parking permit revoked without a refund for violating this rule. Parking is a privilege and parking permits may be revoked, without refund. Please drive slowly and with caution. Students are required to watch a bus safety video each year.

Visitor Parking
During school hours, visitors may park on the east side of the school—the side nearest River Road—or in one of the angled slots in the front of the school. Parents may wait to pick up their students in the east parking lot after school.

Getting to School by Bus
Students are expected to have respectful and responsible behavior on the bus and at the transfer station and at bus stops. If students are unable to meet these expectations, they will be given a warning. If the behavior continues, they may be trespassed from the transfer station and/or lose bus privileges.

DMV Policy
Any high school student under 18 years of age, who wants to get their driver’s license or permit, must submit a “proof of enrollment” form verifying that they are currently enrolled in school. Students can obtain this certificate from the attendance secretary. Students must be in good standing—90% attendance rate or higher—be currently passing all their classes, in order to be eligible for the form.

The secretary needs a minimum of one day’s notice to process the enrollment form. See your school secretary to ask for the DMV Statement of Enrollment form.

Student Parking
Parking at North is limited to juniors and seniors who purchase a $40 parking permit. Those purchasing a permit will be allowed to park in non-restricted areas—the west parking lot and the angled spaces in front of the building on a first-come, first-served basis. Students are reminded that most neighborhood parking is restricted to residents only during school hours. All seniors and juniors are eligible to purchase permits. If a student violates parking policies, they will first be warned, then fined with a parent contact, and finally, their car will be booted or towed.
Athletics and Activities
Extracurricular and co-curricular activities in high school are extremely important for learning the many intangible skills and qualities necessary for success in life. Students who are active in school clubs and sports are often more likely to be successful academically as well.

School activities also provide opportunities for students to build friendships and to experience the kind of challenges and successes that are essential to building self-confidence, self-reliance, and self-esteem. Students who do not participate in this important part of life are not taking full advantage of the educational opportunities provided. Therefore, students are encouraged to get involved!

Citizenship
Perseverance, respect, integrity, discipline, and excellence are standards of character for all students, but especially for those involved in extra-curricular activities representing North Eugene High School. Athletes, for example, are recognized on and off the playing field and are expected to represent their school, community, teammates, and coaches in the most positive ways possible.

Sportsmanship
Both participants and spectators represent the school and community at extracurricular and sporting events. North Eugene High School students and parents are expected to uphold the traditional high standard of good conduct and attitude that is expected of them at extracurricular events, both at home and away.

Students representing North Eugene High School at school-sponsored events as participants or spectators, are subject to the rules of the school discipline code. The district reserves the right to limit spectator participation due to inappropriate conduct.

Fees and Requirements
Before students are allowed to participate in the athletic program, they must meet both state and school eligibility requirements and have a physical examination every two years. Student athletes and cheerleaders at North must meet the Oregon School Activities Association (OSAA) eligibility standards as well as an individual standard set by North Eugene in order to compete in athletics during the school year. These standards include but are not limited to:

- Enrolled in and passing 2.0 credits during the season.
- Successfully completed 2.0 credits the trimester prior to the season opening.

For more information about athletics requirements speak to Corey Nicholsen, Athletic Director.

For more information about athletic fees which vary by sport, speak with Cheryl Storms in the Finance Office.

Registration for winter and spring sports will take place in November and February. In order to register, students must have a current physical less than two years old, an insurance form, and an athletic training rules form.
North Eugene offers the following sports activities during the school year:

**FALL**
- Team: Cheerleaders, Coed*
- Cross Country*
- Dance Team, Coed*
- Football, Boys*
- Soccer, Boys*
- Soccer, Girls*
- Volleyball, Girls*
- Water Polo, Boys*
- Water Polo, Girls*

**WINTER**
- Team: Archery, Coed
- Basketball, Boys*
- Basketball, Girls*
- Bowling, Coed
- Cheerleaders, Coed*
- Dance Team, Coed*
- Equestrian, Coed
- Nordic Ski, Coed
- Swimming, Boys*
- Swimming, Girls*
- Wrestling, Coed*

**SPRING**
- Team: Baseball, Boys*
- Golf, Boys*
- Golf, Girls*
- Lacrosse, Boys
- Softball, Girls*
- Tennis, Boys*
- Tennis, Girls*
- Track, Coed*

*OSAA (Oregon School Athletics Association) sanctioned sports and activities.

**Dances and School Functions**
School dances start at 8:00 pm and end at 11:00 pm. Dances are sponsored by various classes and student clubs. The adult advisors are responsible for coordinating and supervising, while the class members or club members are responsible for recruiting chaperones, decorating, and cleaning up. At least eight staff chaperones are required for each dance. Chaperones and all other preparations for the dance must be in place by the Tuesday prior to the dance.
- Students should have their ASB cards for admission to dances and other functions.
- Students are not permitted to re-enter a dance or event once they have left.
- North Eugene students may bring a guest if they properly completed the dance guest form at least two days prior to the dance. Guests must be 20 or younger, attend high school, and are subject to administrative approval. The North Eugene host student is responsible for the behavior choices of his/her guest and must make the guest aware of applicable school rules.

- Students who have been suspended, expelled, or otherwise barred from the campus are not permitted to attend dances or other school functions.

**Student Body Cards**
A student body card allows students to attend all North athletic contests involving 4J teams and other North events (dances and plays) at a reduced cost. Student body card receipts are used to fund school activities as determined by the Associated Student Body (ASB) organization. Students are not required to buy the card. However, without a card students pay regular student prices for activities.
Student Leadership

• **Associated Student Body**: ASB is the group of students, elected by their peers, who put on assemblies and activities. These students work directly with an administrator to address student issues and provide a strong student voice for the school administrative team.

If a club or group at North is interested in being in an assembly, ASB is the group to contact. Students interested in becoming ASB members should contact an administrator or the ASB advisor.

• **Link Crew**: Link Crew members serve as peer-mentors and guides for incoming students. Link Crew is a national program for high schools, and focuses on school community and capacity-building within the student population. Link Crew students organize and run the new student orientation day in September. Students must be recommended by their teachers in order to participate.

• **Student Clubs**: Listed below are clubs that are either functioning now, or that have been part of NEHS in the past. If you are interested in joining a club, reviving a club, or forming a new club, please contact an ASB officer, or the ASB advisor. You will have to have enough student interest and a staff advisor in order to be approved.
  - Art Club
  - Astronomy Club
  - Bike Club
  - Blues Club
  - Book Chat
  - Environmental Club
  - Gay/Straight Alliance
  - Hip-Hop Club
  - Japanese Club
  - Key Club
  - Latino Club
  - Newspaper
  - North Eugene Natives
  - Pep Band
  - Philosophy Club
  - Robotics Club
  - Shakespeare Club
  - Spanish Club
  - Speech and Debate
  - Thespian Club (Drama)
  - Random Acts of Kindness Club
Student Support

Counseling, Guidance, & Career Center
Our goal at North Eugene is to provide all students with the tools necessary to make healthy and successful choices in their lives. The counseling and career center staff work to assist student growth in four key areas: personal and social development, career development, academic development, and community involvement.

Our school provides a comprehensive program of services and activities to all students during high school. Our counseling program follows the Oregon Framework for Comprehensive Guidance and Counseling, and includes three guidance counselors, a career center coordinator, a school-to-career coordinator, a part-time substance abuse counselor, and a Family Resource Center coordinator.

Additional support services include comprehensive health services through our school-based health clinic, mental health services through our school-based therapist, and English Language Learner assistance with a Spanish-speaking specialist.

We strive to provide all students with the information and experiences they need to grow, acknowledging that these are all lifelong processes. Some of the activities include:

- Student advocacy
- Academic advising/scheduling
- 4-year planning
- Tracking credits for graduation
- Assistance with career-related graduation requirements
- Assistance with IEP and 504 plans
- Grade-level guidance curriculum
- Advisory program coordination
- College advising and planning
- Naviance web-based guidance system
- Evening meetings for families
- College entrance, IB, and AP testing
- Financial aid and scholarship advising
- Mental health services and referrals
- Substance abuse prevention/intervention

Additional Support Services
- English Language Learner assistance: Beto Montes (541-790-4555)
- Mental health consultations, therapy, and referrals: Mark Oldham (541-790-4463)
Counselors/Career Center
Counselors are available to assist students and parents on a drop-in basis and by appointment. Our counselors are: Ana Flores, Kelly McGhehey, and Aura Solomon. Kelly McGhehey also runs our Family Resource Center. Our School-to-Work Coordinator is Liz Rommel.

ASPIRE
Administered by the Oregon Student Assistance Commission, ASPIRE (Access to Student assistance Programs in Reach of Everyone) is Oregon’s official mentoring program to help students access education and training beyond high school. Students receive information about college options, admission, and financial aid from trained and supportive ASPIRE volunteer mentors who work one-on-one with them throughout the year.

After North Meetings
Evening information sessions about post-high school options and planning occur throughout the school year; anyone can attend. Schedules are available on the web site.

Class Meetings
Class meetings are held during the school day throughout the year to remind students of specific deadlines and to provide general planning information.

Visits by College Representatives
Throughout the year, college representatives visit our North campus. Talk with your counselor and watch the NEHS Web site for details.

Community Service Opportunities
If you are seeking community-service hours for IB, or resume-building or club activities, listen to the daily announcements, check with teachers, check with the School-to-Career Coordinator, Liz Rommel, or go to www.nehs.lane.edu.

Work-Based Opportunities
There are a variety of work-based learning opportunities for students as they prepare for future careers and education.

• Lunch ‘n’ Learns: Lunchtime chats with members of the local business community are held periodically in the College and Career Center.
• Cooperative Work Experience: Paid work positions within the 4J School District.
• Students Mentoring Students: Credit working as a teacher assistant at elementary/middle schools.
• Opportunity Knocks: Listings of local volunteer and work opportunities for high school students.
• Work Experience Credit: Students can receive credit for work activities.
• **NEMCO Manufacturing:** NEMCO works with local companies to manufacture metal and wood products. This includes completing bids, working with blueprints, using AutoCAD, purchasing, production, and accounting. They also manufacture and market their own product line. For more information contact John Piltz, piltz_j@4j.lane.edu or go to www.nehs.lane.edu.

• **North Eugene Preschool:** North students and staff operate a morning preschool on the school grounds. Students are involved in a series of classes and they interact with preschoolers, planning and carrying out activities with children under the supervision of adult staff. For more information please contact Kelly Hindrichs at 541-790-4564.

• **Northside Catering:** Students learn to plan, prepare, and serve food by operating a catering business. Students are trained in food preparation, food safety, and sanitation. Each student has passed the Oregon Food Handlers’ test. Catering services are available during the academic school year. For more information call Miho Hosaka at 541-790-4565 or hosaka@4j.lane.edu.

**Library**
The NEHS Library gives students access to a wide range of resources including an incredible array of online research tools. Go to http://nehs.4j.lane.edu to find out more about both of these resources.

**Homework Help/Tutoring**
Teachers will be available during OAT (2:45-3:30 Tues, Thurs, & Fri) to meet with students. In addition, teachers may be available during their prep period or lunch to help students. Students can also schedule appointments before or after school. University of Oregon students will also be available to assist students after school, two days a week, beginning in September.

**North Eugene Health Clinic**
The Health Clinic based at NEHS strives to improve the overall physical and emotional health of teenagers by promoting healthy lifestyles. For more information, please call or visit the health care professionals at the clinic at (541) 790-4445

**Crisis Triage Team**
The team is for an emergency response to students in crisis. Members of the team include school nurses, counselors, administrators, and other specially trained staff members.
Parent Involvement
We encourage parents to get involved early and often in their student’s high school career!

Parent Group
The North Eugene Parent Group’s role is to advocate for all students to the North Eugene staff, School District 4J, and to the community. This group provides representation in the school’s Site Council, and will sponsor forums on topics of parental interest. All Parent Group meetings will be held on the fourth Tuesday of each month, beginning September 24, 2013. Monthly meetings begin at 7:00 p.m. in the library and are open to all parents. Group members will be notified in advance of any changes in scheduled meeting times.

Site Council
All interested parents are invited to visit or join Site Council. Site Council is a decision-making body made up of teachers, staff, administrators, students, and parents. Site Council is the keeper of our school’s mission and vision. Site Council meets from 3:45-5:15pm in the library, on the 2nd Tuesday of each month, beginning on September 10, 2013. Group members will be notified in advance of any changes in scheduled meeting times.

Booster Club
This energetic group supports North Eugene athletic programs and activities throughout the year. The Boosters also award two scholarships each year to graduating seniors whose parents are members of the Booster Club. Membership is $10 per person annually. Meetings are monthly—please check the website for information, as well as dates and times.

College Advisory Assistants
This volunteer group works with our School-to-Career classified staff. Its purpose is to work on a one-to-one basis with students to help with college or career plans including planning workshops, arranging college visitations, assisting parents in filling out required forms, and keeping college folders on students. Please check the website for information, dates, and times.

Other Volunteer Opportunities
For more information, call our front office or contact a teacher, counselor, or administrator at 541-790-4500.

• Classroom Panels: Serve with other parents and community members to give feedback to students on their presentations and projects.
• Classroom Tutor/Helper: Assist teachers in classroom where needed.
• Computer Lab: Assist students with assignments and projects. Training is provided.
• Dances: Chaperone students during dances (8-11p).
• Eugene Education Fund Coordinator: Organize efforts to raise funds for North.
• Library: Support ongoing needs with texts, technology, and organization.
• Office Coverage: Answer phones and help out in one of the school offices.
• Performing Arts: Assist with box office staffing, set building, costumes, etc.
• School-to-Career: Help connect students to internships and other work experiences.
• Special Events: Once-a-year events like the Prom and the Mr. North Pageant.
• Sports Events: Assist with time and score keeping at sporting events.
• Anything else you can think of: If you have any particular skills or interests you would like to share with the school, please let us know.
## CAMPUS INFORMATION

### Campus Hours
The school provides supervision in the buildings and on the grounds between the hours of 7:30 a.m. and 4:00 p.m., and during official school events and programs that occur before and after school.

### Bell Schedules

#### DAILY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:00 – 9:10</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:15 – 10:25</td>
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<tr>
<td>Period 3</td>
<td>10:35 – 11:45</td>
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<tr>
<td>Lunch</td>
<td>11:45 – 12:15</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:20 – 1:30</td>
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<tr>
<td>Period 5</td>
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<tr>
<td>OAT (M, Tu, Th)</td>
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#### ASSEMBLY SCHEDULE

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<tbody>
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<td>Period 2</td>
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<td>Period 3</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Period 4</td>
<td>12:33 – 1:36</td>
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<tr>
<td>Period 5</td>
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<tr>
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#### DAY 3 SCHEDULE*

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<tr>
<td>Period 1B</td>
<td>8:36 – 9:10</td>
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<tr>
<td>Period 2A</td>
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<tr>
<td>Period 2B</td>
<td>9:51 – 10:25</td>
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<tr>
<td>Period 3A</td>
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<tr>
<td>Period 3B</td>
<td>11:11 – 11:45</td>
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<tr>
<td>Lunch</td>
<td>11:45 – 12:15</td>
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<tr>
<td>Period 4A</td>
<td>12:20 – 12:54</td>
</tr>
<tr>
<td>Period 4B</td>
<td>12:56 – 1:30</td>
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<tr>
<td>Period 5A</td>
<td>1:35 – 2:09</td>
</tr>
<tr>
<td>Period 5B</td>
<td>2:11 – 2:45</td>
</tr>
<tr>
<td>OAT (M, Tu, Th)</td>
<td>2:45 – 3:30</td>
</tr>
</tbody>
</table>

#### OPEN ACADEMIC TIME

*Day 3 Schedule: 9th, 10th & 11th Grade Language Arts and Social Studies classes operate on an alternating day schedule (Day 1-A, Day 2-B) on Fridays both classes are taught with a split during the period.

#### DAY 3 ASSEMBLY SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1A</td>
<td>8:00 – 8:30</td>
</tr>
<tr>
<td>Period 1B</td>
<td>8:33 – 9:03</td>
</tr>
<tr>
<td>Period 2A</td>
<td>9:08 – 9:38</td>
</tr>
<tr>
<td>Period 2B</td>
<td>9:41 – 10:11</td>
</tr>
<tr>
<td>Assembly</td>
<td>10:15 – 10:50</td>
</tr>
<tr>
<td>Period 3A</td>
<td>10:55 – 11:25</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:58 – 12:28</td>
</tr>
<tr>
<td>Period 4A</td>
<td>12:33 – 1:03</td>
</tr>
<tr>
<td>Period 4B</td>
<td>1:06 – 1:36</td>
</tr>
<tr>
<td>Period 5A</td>
<td>1:41 – 2:11</td>
</tr>
<tr>
<td>Period 5B</td>
<td>2:14 – 2:45</td>
</tr>
<tr>
<td>OAT (M, Tu, Th)</td>
<td>2:45 – 3:30</td>
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</table>

#### EARLY RELEASE

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
<tr>
<td>Period 1</td>
<td>8:00 – 8:40</td>
</tr>
<tr>
<td>Period 2</td>
<td>8:45 – 9:25</td>
</tr>
<tr>
<td>Period 3</td>
<td>9:30 – 10:10</td>
</tr>
<tr>
<td>Break</td>
<td>10:10 – 10:20</td>
</tr>
<tr>
<td>Period 4</td>
<td>10:20 – 11:00</td>
</tr>
<tr>
<td>Period 5</td>
<td>11:05 – 11:45</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:45 – 12:15</td>
</tr>
</tbody>
</table>

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*Open Academic Time

2:45 – 3:30 Mon, Tues, Thurs

All teachers will be available for additional help and support.
### ACADEMIC CALENDAR

#### First Trimester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 27</td>
<td>Tu</td>
<td>Registration Day</td>
</tr>
<tr>
<td>Sept. 2</td>
<td>M</td>
<td>No School — Labor Day</td>
</tr>
<tr>
<td>Sept. 3–9</td>
<td>M–W</td>
<td>No School — School Improvement/Planning Days</td>
</tr>
<tr>
<td>Sept. 10</td>
<td>Tu</td>
<td>Ninth-Grade Orientation</td>
</tr>
<tr>
<td>Sept. 11</td>
<td>W</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Oct. 11</td>
<td>F</td>
<td>No School — State In-Service Day</td>
</tr>
<tr>
<td>Oct. 25</td>
<td>F</td>
<td>Early Release — Mid-Trimester Progress Report</td>
</tr>
<tr>
<td>Nov. 11</td>
<td>M</td>
<td>No School — Veterans Day</td>
</tr>
<tr>
<td>Nov. 25–27</td>
<td>M–W</td>
<td>No School — Budget Reduction/Unpaid Furlough Days</td>
</tr>
<tr>
<td>Nov. 28–29</td>
<td>Th–F</td>
<td>No School — Thanksgiving Break</td>
</tr>
<tr>
<td>Dec. 5</td>
<td>Th</td>
<td>No School — Professional Development/Planning Day</td>
</tr>
<tr>
<td>Dec. 6</td>
<td>F</td>
<td>No School — Trimester Grading</td>
</tr>
</tbody>
</table>

#### Second Trimester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec. 9</td>
<td>M</td>
<td>Second Trimester Begins</td>
</tr>
<tr>
<td>Dec. 23–Jan. 3</td>
<td>M–F</td>
<td>No School — Winter Break</td>
</tr>
<tr>
<td>Jan. 6</td>
<td>M</td>
<td>No School — Budget Reduction/Unpaid Furlough Day</td>
</tr>
<tr>
<td>Jan. 7</td>
<td>Tu</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>Jan. 20</td>
<td>M</td>
<td>No School — Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>Feb. 7</td>
<td>F</td>
<td>Early Release — Mid-Trimester Progress Report</td>
</tr>
<tr>
<td>Feb. 17</td>
<td>M</td>
<td>No School — Presidents Day</td>
</tr>
<tr>
<td>Mar. 13</td>
<td>Th</td>
<td>No School — Professional Development/Planning Day</td>
</tr>
<tr>
<td>Mar. 14</td>
<td>F</td>
<td>No School — Trimester Grading</td>
</tr>
</tbody>
</table>

#### Third Trimester

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar. 17</td>
<td>M</td>
<td>Third Trimester Begins</td>
</tr>
<tr>
<td>Mar. 24–28</td>
<td>M–F</td>
<td>No School — Spring Break</td>
</tr>
<tr>
<td>Mar. 31</td>
<td>M</td>
<td>No School — Budget Reduction/Unpaid Furlough Day</td>
</tr>
<tr>
<td>April 1</td>
<td>Tu</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 17–18</td>
<td>Th–F</td>
<td>No School — Budget Reduction/Unpaid Furlough Day</td>
</tr>
<tr>
<td>May 9</td>
<td>F</td>
<td>Early Release — Mid-Trimester Progress Report</td>
</tr>
<tr>
<td>May 23</td>
<td>F</td>
<td>No School — Budget Reduction/Unpaid Furlough Day</td>
</tr>
<tr>
<td>May 26</td>
<td>M</td>
<td>No School — Memorial Day</td>
</tr>
<tr>
<td>June 17</td>
<td>Tu</td>
<td>Possible Last Day for Students (Early Release)</td>
</tr>
<tr>
<td>June 18</td>
<td>W</td>
<td>Possible Grading/Conference Day (No School)</td>
</tr>
<tr>
<td>June 19</td>
<td>Th</td>
<td>Budget Reduction/Unpaid Furlough Day</td>
</tr>
<tr>
<td>June 19–23</td>
<td>Th–M</td>
<td>Possible Hazardous Weather Makeup Days</td>
</tr>
</tbody>
</table>