

Churchill High School

STUDENT HANDBOOK

2019–2020



Excellence every day for every Lancer.

Greg Borgerding, Principal

1850 Bailey Hill Road
Eugene, Oregon 97405
541.790.5100

This handbook belongs to: _____

The material covered within this handbook is intended as a method of communicating to students and their parents or guardians regarding general Churchill information, rules, and regulations and is not intended to either enlarge or diminish any Eugene School District 4J Board policy or administrative regulation. Material contained herein may therefore be superseded by such Board policy, administrative regulation, or changes in state or federal law. Students and parents or guardians should use this handbook as a supplement to the Eugene School District 4J Student Rights and Responsibilities Handbook, which is available in the Administrative office or at 4j.lane.edu/superintendent/srrh.

Any information contained in this handbook is subject to unilateral revision or elimination at any time without notice. Information in this handbook is accurate as of the date of printing.

Eugene School District 4J School Board Policies are posted at 4j.lane.edu/board/policies.

The most current version of this handbook and other commonly used materials are available on the Churchill website at chs.4j.lane.edu.

Vision

Excellence Every Day for Every Lancer

Mission

Churchill High School will build a community of excellence by

- cultivating an environment of equity,
- fostering a diverse culture of lifelong learners,
- recognizing the individual strengths of each student, and
- expanding knowledge and developing skills through multiple pathways and programs.



Lancers strive for excellence through PRIDE.

PERSEVERANCE | RESPECT | INTEGRITY | DETERMINATION | EXCELLENCE

- We show our PERSEVERANCE by staying positive, continuing to try, and learning from our mistakes.
- We demonstrate RESPECT by treating others the way we want to be treated and by caring for the environment and ourselves.
- We display INTEGRITY when we are honest, set good examples that make others proud, do our own work, and always stand up for what is right.
- We exhibit DETERMINATION when we attend class, work hard every day, are responsible, and do what needs to be done.
- We illustrate EXCELLENCE when we do our personal best, always try to improve, and lead by example.

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Departments and Phone Numbers

Churchill staff contact information is posted at chs.4j.lane.edu/staff-directory/.

Contact information for district personnel is available on the 4J website at 4j.lane.edu.

Churchill Phone Numbers (Números de teléfono)

MAIN OFFICE: 541-790-5100 | FAX: 541-790-5110

Greg Borgerding, Principal (Director)	541-790-5100
Casandra Kamens, Assistant Principal (9 th & 10 th grades) (Subdirectora)	541-790-5105
Misael Flores Gutierrez, Assistant Principal (11 th & 12 th grades) (Subdirector)	541-790-5104
Administrative Office (Oficina Administrativa)	541-790-5100
Athletic Director (Director Atlético)	541-790-5119
Athletic Trainer (Entrenador Atlético)	541-790-5140
Attendance (Asistencia)	541-790-5102
Asistencia en Español	541-790-5151
Cafeteria (Cafetería)	541-790-5134
Campus Monitor (Supervisor de la Escuela)	541-790-5219
College and Career Center (Centro Profesional)	541-790-5115
Counseling Offices (Oficina de Accesoria Académica):	
9 th grade	541-790-5136
10 th -12 th grades, A-G	541-790-5113
10 th -12 th grades, H-Q	541-790-5118
10 th -12 th grades, R-Z	541-790-5116
Custodian (Conserje)	541-790-5135
Engineering Academy (Academia de Ingeniería)	541-790-5268
Enlace de Familias Latinas / LatinX Family Liaison	541-790-5151
Eugene Police School Resource Officer (Oficial Escolar. Servicio del Dpto. Policiaco de Eugene)	541-790-5149
Finance Office (Oficina de Finanzas)	541-790-5107
Graphic Design Academy (Academia de Diseño Gráfico)	541-790-5146
Health Clinic (Clínica de Salud)	541-790-5227
Health Occupations Academy (Academia Ocupacional de Salud)	541-790-5144
International High School (Instituto Internacional)	541-790-5225
Library (Biblioteca)	541-790-5138
Nurse (Enfermera)	541-790-5237
Physical Education (Educación Física)	541-790-5163
Special Education (Educación Especial)	541-790-5154
Rachel Carson Academy (Academia Rachel Carson)	541-790-5264
Registrar (Registros)	541-790-5108
School-To-Career Coordinator (Coordinadora de Escuela hacia la carrera profesional)	541-790-5262
Volunteer Coordinator (Coordinador de Voluntarios)	541-790-5112
West End Creative and Performing Arts Academy (Academia de Arte Creativa y Escénicas West End)	541-790-5100
West End Digital Media Production Academy (Academia de Producción de Medios Digitales West End)	541-790-5109

Bell Schedules

chs.4j.lane.edu/bell-schedules

0 Period schedules vary. Please ask your teacher or check your course syllabus for correct times.

Regular Schedule

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:13 AM–8:25 AM	7:25 AM–8:25 AM
1st Period	8:30 AM–9:42 AM	8:30 AM–9:30 AM
2nd Period	9:47 AM–10:59 AM	9:35 AM–10:35 AM
3rd Period	11:06 AM–12:21 PM	10:42 AM–11:45 AM
Lunch	12:26 PM–12:56 PM	11:50 AM–12:20 PM
4th Period	1:01 PM–2:13 PM	12:25 PM–1:25 PM
5th Period	2:18 PM–3:30 PM	1:30 PM–2:30 PM

Advisory

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:23 AM–8:25 AM	7:35 AM–8:25 AM
1st Period	8:30 AM–9:32 AM	8:30 AM–9:20 AM
2nd Period	9:37 AM–10:39 AM	9:25 AM–10:15 AM
Advisory	10:46 AM–11:31 AM	10:22 AM–11:07 AM
3rd Period	11:36 AM–12:41 PM	11:12 AM–12:05 PM
Lunch	12:46 PM–1:16 PM	12:10 PM–12:40 PM
4th Period	1:21 PM–2:23 PM	12:45 PM–1:35 PM
5th Period	2:28 PM–3:30 PM	1:40 PM–2:30 PM

All-School Assembly

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:20 AM–8:25 AM	7:32 AM–8:25 AM
1st Period	8:30 AM–9:35 AM	8:30 AM–9:23 AM
Assembly	9:40 AM–10:10 AM	9:28 AM–9:58 AM
2nd Period	10:15 AM–11:20 AM	10:03 AM–10:56 AM
3rd Period	11:27 AM–12:35 PM	11:03 AM–11:59 AM
Lunch	12:40 PM–1:10 PM	12:04 PM–12:34 PM
4th Period	1:15 PM–2:20 PM	12:39 PM–1:32 PM
5th Period	2:25 PM–3:30 PM	1:37 PM–2:30 PM

Double Assembly (45-min.)

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:24 AM–8:25 AM	7:36 AM–8:25 AM
1st Period	8:30 AM–9:31 AM	8:30 AM–9:19 AM
2nd Period/ Assembly	9:36 AM–11:32 AM	9:24 AM–11:08 AM
3rd Period	11:39 AM–12:43 PM	11:15 AM–12:07 PM
Lunch	12:48 PM–1:18 PM	12:12 PM–12:42 PM
4th Period	1:23 PM–2:24 PM	12:47 PM–1:36 PM
5th Period	2:29 PM–3:30 PM	1:41 PM–2:30 PM

Assembly and Long Lunch

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:24 AM–8:25 AM	7:36 AM–8:25 AM
1st Period	8:30 AM–9:31 AM	8:30 AM–9:19 AM
Assembly	9:36 AM–10:16 AM	9:24 AM–10:04 AM
2nd Period	10:21 AM–11:22 AM	10:09 AM–10:58 AM
3rd Period	11:29 AM–12:33 PM	11:05 AM–11:57 AM
Lunch	12:38 PM–1:18 PM	12:02 PM–12:42 PM
4th Period	1:23 PM–2:24 PM	12:47 PM–1:36 PM
5th Period	2:29 PM–3:30 PM	1:41 PM–2:30 PM

Double Assembly (30-min.)

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	7:21 AM–8:25 AM	7:33 AM–8:25 AM
1st Period	8:30 AM–9:34 AM	8:30 AM–9:22 AM
2nd Period/ Assembly	9:39 AM–11:23 AM	9:27 AM–10:59 AM
3rd Period	11:30 AM–12:37 PM	11:06 AM–12:01 PM
Lunch	12:42 PM–1:12 PM	12:06 PM–12:36 PM
4th Period	1:17 PM–2:21 PM	12:41 PM–1:33 PM
5th Period	2:26 PM–3:30 PM	1:38 PM–2:30 PM

2-Hour Delay (hazardous weather)

<i>Monday–Thursday</i>		<i>Friday</i>
0 Period	canceled	canceled
1st Period	10:30 AM–11:18 AM	10:30 AM–11:06 AM
2nd Period	11:23 AM–12:11 PM	11:11 AM–11:47 AM
Lunch	12:16 PM–12:46 PM	11:52 AM–12:22 PM
3rd Period	12:51 PM–1:42 PM	12:27 PM–1:06 PM
4th Period	1:49 PM–2:37 PM	1:13 PM–1:49 PM
5th Period	2:42 PM–3:30 PM	1:54 PM–2:30 PM

Administration

The organized structure of the school district includes the school board, the superintendent of schools, district program directors and supervisors, and individual building administrators.

CHS administration includes:

Principal, Greg Borgerding

Assistant Principal, Casandra Kamens (9th and 10th grades)

Assistant Principal, Misael Flores Gutierrez (11th and 12th grades)

Where to Go and What to Do

Address/Contact Change: Changes of address, phone, email, etc. are to be reported to the Registrar's Office. For proof of residency two original documents must be provided. Contact the Registrar for more details.

Announcements: Announcements for the daily announcements must be cleared by an advisor then submitted to the front desk at least one day before the announcement will be published.

ASB, Associated Student Body: The governing body for students. Students may purchase ASB membership at Registration or at the Finance Office. An ASB seal will be printed on the student's ID card to indicate they have purchased an ASB membership. Talk to your class representative to learn more.

ASB Membership Card:

1. Admits the student to the school home athletic contests, dances, etc. at a reduced rate.
2. Entitles the student to student prices at away games. All students participating in athletics and student government must purchase an ASB card.

Students wishing to run for student government office should contact the Leadership teacher.

Athletic Events: Information about athletic event schedules and admission fees is at www.osaa.org.

Athletic Participation: Athletic Registration information is posted on our athletic webpage at chs.4j.lane.edu/athletics. All parents with students hoping to participate in sports or clubs MUST REGISTER prior to practices at the beginning of the season. Students are ineligible to register for a current sport/club until all outstanding fees are paid in full.

Athletic Registration Requirements:

1. Complete the athletic registration process at chs.4j.lane.edu/athletics.
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 school nurse to check if the 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.
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/Club Fee Reduction, STUDENTS MUST PRESENT YEARLY DOCUMENTATION VERIFYING THEIR FREE and REDUCED MEAL STATUS ("Eligibility Notification" Form). ***If there is no Eligibility Notification form, students are required to pay in full.***
 - * **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>.
 - * **APPLY BY MAIL:** Pick up a form at the Finance Office... **It takes up to ten days to apply by mail** for Free and Reduced Meal status for documentation to be mailed home. Don't delay!

Attendance: To excuse an absence, parents/guardians should leave a detailed message at 541-790-5102, email chs_attendance@4j.lane.edu or bring a note from home to the Attendance Office. Parents must contact the attendance office or students must bring a note to the front office prior to or **within 48 hours after the absence** for any absence to be excused.

Please see the Attendance section for more details.

Clubs: To join or start a club visit our club page at chs.4j.lane.edu/clubs to learn more.

College, Awards and Scholarships: College, scholarships, and awards information may be accessed through the student's Naviance account and in the College and Career Center. Students can access their Naviance account at <https://student.naviance.com/chs>. Students should always keep their email address current in Naviance. To change the username, please contact the College and Career Center Advisor.

Communication with Students: To minimize interruptions to instruction, Churchill does not deliver parent messages to students in class except in case of emergency. Parents are encouraged to have a daily communication plan with their student (please read our [Cell Phone Policy](#) in the [Behavioral Guidelines](#)). There is a telephone for student use in the College and Career Center.

Community Service: Opportunities for community service are posted in the College and Career Center.

Conflicts: If conflicts arise, students should see a staff member, teacher, or administrator as soon as possible.

Courses/Schedule: Course and schedule options are accessible through your counselor, ParentVUE at <https://pv.4j.lane.edu>, or StudentVUE at <https://sv.4j.lane.edu>. The current school-year course catalog is posted at <chs.4j.lane.edu/scheduling>.

Drugs/Alcohol: Reports of drug or alcohol problems should be made to the Administrator, School Resource Officer, Academic Counselor, Campus Monitor, or any staff member.

Emergency Contacts: Emergency Contacts should be updated regularly through the Registrar. Only persons listed in a student's database file as emergency contacts may sign the student out of school.

Employment: Students should contact the School-To-Career Coordinator to inquire about job possibilities and see the Job Opportunities board in the College and Career Center.

Grade Check (StudentVUE/ParentVUE): Students can check grades online via StudentVUE at <https://sv.4j.lane.edu>. Parents can check grades online via ParentVUE at <https://pv.4j.lane.edu>. Contact the Registrar for initial access. **Choose "Go Paperless!" on ParentVUE to receive your student's report card via email as soon as it is posted.**

Illness/Injury: Students who become ill or injured should secure a note from a teacher and report to the school nurse.

Insurance: Information about purchasing student insurance is available in the Health Center.

Jobs: See "Employment"

Lockers: See the Front Office for information or to request a locker. (See "Lockers" in the [Student Rights and Responsibilities](#) section.) All 9th grade students are assigned a locker in the freshman locker area.

Lost and Found: Lost and Found is located in the front office and in the gym. Students are expected to turn in found items at the front office.

Lunch: Full course meals are served in our cafeteria. A la carte meals and snack bar items are also available. Students are expected to pick up after themselves, recycle their waste, and leave the area where they eat in neat condition.

Meal Tickets

Meal tickets may be purchased in the Cafeteria or online at www.mymealtime.com.

Free/Reduced Lunch

To apply for free and reduced lunch benefits, students should see the Finance Office, or apply online at 4j.lane.edu/nutrition/freelunch.

Parking: ALL CHURCHILL PARKING IS RESERVED. All motor vehicles parked on campus must display a current CHS parking tag. Student Parking Contracts are available in the front office. Visitors must park in Northeast Visitor lot in designated visitor parking spaces. Violators will be fined. **Fees for parking tickets must be paid at the Finance Office.**

Posters: Administrator or school secretary approval is needed for all posters or flyers posted at Churchill.

Proof of Enrollment (DMV): Proof of Enrollment Forms are no longer required by the DMV.

Safety: Safety concerns should be reported to a staff member immediately or report anytime at safeoregon.com.

Student Government: See "ASB"

Student Pick Up: Parents are encouraged to make clear prior arrangements with their student about any pick-up during the school day. On the day of the pickup, students should bring a note to the Front Office with the time they need to be excused, and how long they will be gone. Parents must call or students must bring a note to the front office prior to, or within 48 hours after the absence for any absence to be excused. **Parents who need to pick up students from class without prior arrangements may be delayed due to staff availability.**

Supplies/Fees: Students needing help with supplies or fees for school or activities should see the Finance Clerk or any staff member.

Teacher Office Hours: Teachers will supply office hours on the course syllabus at the beginning of the term. Contact the teacher via email if you need to schedule a time outside of his or her regular office hours.

Students should talk to their teachers to arrange extra help. Students may also schedule a time with their counselor. Counselors' office hours are posted on their doors.

Theft: Thefts should be reported to an administrator or the School Resource Officer.

Transcripts (Official and Unofficial): Students needing an official transcript to be sent to a college or university should request it through their Naviance account at <https://student.naviance.com/chs>. For a paper copy and/or unofficial copy, contact the Registrar. Please allow 1–2 business days to process.

Voter Registration: When a student reaches the age of 18, he or she may obtain forms from the office to register to vote.

Work Permit: Students wanting to apply for a work permit should see the School-to-Career Coordinator. In Oregon, work permits are not required for children 14 years of age and older.

Academics

Parents, students and school staff are partners in education. Our staff invites and encourages your total involvement in our excellent school programs. Committed to success for every student, Churchill High School provides academic preparation, career readiness, and co-curricular activities that honor diversity, community responsibility and continuing personal growth. We take pride in our academic and co-curricular programs at Churchill. Our goal is to help each of you achieve the best possible education.

Grades

Grading Policy: During the first week of a course, each Churchill teacher will distribute a written statement explaining in detail the grading policies and practices for that class. Each student should be encouraged to study these policies and discuss them with their parents. The course syllabus is a contract between the teacher and the student for the entire length of the course. Any questions about the policies of grading or the options available should be discussed with the teacher immediately. Please refer to the course syllabus for the teacher's office hours.

Credit and Noncredit Classes: Credit toward graduation will be granted for A, B, C, D and P grades. The standard credit will be .5 trimester hours for a course meeting for 12 weeks. Non-credit grades include I (Incomplete), F (Failing), NP (No Pass), NG (No Grade) and NB (No Basis).

Grade Point Average (GPA): In computing student grade point averages, the following point system is utilized: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points.

The "P" grade is not included in computing the GPA, but is included in compiling term hours toward graduation. The "I" is not included in figuring the student's GPA. The "NP" "NG" and "NB" do not give credit nor are they included in figuring GPA.

Incomplete Grades (from Board Policy IHGA-AR): An incomplete (I) 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 should be filed in a student's CUM file. If the student has not completed the required work resulting in the teacher changing the Incomplete to a final grade, the registrar will change the incomplete grade to a failing grade of F after two school trimesters. This section does not apply to students who have received the incomplete due to medical issues.

If the student receiving an Incomplete is a senior, and if the goal is to participate in commencement exercises, follow the "Participation in District High School Commencement Exercises" rules in the Diploma and Certificate Options-Administrative Rules (IKF/IKFA-AR). Unresolved incompletes will change to an F.

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

The incomplete grade will be changed to a failing grade by the end of the grading day of the end of the school year if the student has not completed the required work resulting in the teacher changing the incomplete to a passing grade.

Partial Credit

Partial credit is only used for students who transfer in from or to another school during the course of the term based on days enrolled in the course.

Grading Options for Dropping a Class

First 15 days of the trimester

During the first 15 days of the trimester 11th and 12th grade students can drop a class without penalty if it does not impact their ability to graduate on time. 9th and 10th grade students will only be allowed to drop a class with administrator approval and the ability to add a class and maintain 5 classes on their schedule.

After day 15 of the trimester

All classes will be reflected on the student's transcript. Students dropping a class will receive one of two grades on their transcript:

- *WF - Withdraw Fail*: grade of F (affects transcript, GPA), used for students who are dropping the class and are currently failing the class.
- *WD - Withdraw*: no penalty/no credit (no affect GPA), used for student who are dropping a class and are currently passing the class.

Grading Options for all courses:

- *A, B, C, D, F* - Grade designated by teacher based on grading policy on course syllabus.
- *NG - No Grade*: (no effect on GPA) Used only by registrars to indicate the class is repeated after petition process completed.
- *NB - No Basis for Grade*: (no effect on GPA). Student has not been enrolled the minimum amount of time to earn a grade/credit
- *NP - No Pass* (no effect on GPA) The option of P/NP will be communicated on the syllabus at the beginning of the course and the decision to award a P/NP must be determined by mid-trimester.
- *P - Pass* (no effect on GPA) The option of P/NP will be communicated on the syllabus at the beginning of the course and the decision to award a P/NP must be determined by mid-trimester.
- *I - Incomplete* (no effect on GPA) Student has unfinished classwork, to be completed prior to district deadline to earn a regular grade/credit. Otherwise the grade defaults to an F.

Cheating and Plagiarism Policy

Cheating and plagiarism are unacceptable. Churchill teachers have a wide array of disciplinary options available for dealing with cheating and plagiarism, including notifying the parents, loss of credit for an assignment or test, lowering the student's term grade, failing the student for the term, or referring the matter to school administrators for disciplinary action. Teachers will convey their individual policies regarding this issue in the course syllabus.

ParentVUE

ParentVUE gives parents online access to student grades and attendance records.

Using ParentVUE to check your student's grades:

1. Contact the registrar for initial access.
2. Enroll at the ParentVUE icon on the CHS website, <https://pv.4j.lane.edu>.
3. Go to the home page in "ParentVUE."
4. Click on the "My Account" tab to check your information for accuracy. Contact the registrar to update information.
5. **Choose "Go Paperless!" to receive your student's report card via email as soon as it is posted.**

StudentVUE: Students may access grades and attendance records through StudentVUE at <https://sv.4j.lane.edu> with their 4J username and password.

Report Cards: The school year is divided into three twelve-week trimesters. During the trimester, progress reports will be sent at the six-week period. Trimester report cards will be sent at the end of the twelve-week grading period. Only trimester grades carry academic credit and are recorded on the student's permanent record. **Choose "Go Paperless!" in ParentVUE to receive your student's report card via email as soon as it is posted.**

Official Transcripts: Request official transcripts through Naviance at <https://student.naviance.com/chs> or contact the Registrar. Parents and students may access the student's course history through ParentVUE or StudentVUE.

Talented and Gifted (TAG) at CHS

TAG plans for students at the high school level are only written at the request of a parent for a specific class or classes. Students at high school have a variety of options for core content classes and electives and often a student's TAG needs are met by placement in more advanced classes. You may request a TAG plan from a specific teacher or teachers. Download the [Instructional Plan Request](#) Grades 6-12 ([español](#)) form and return it to the TAG Coordinator for Churchill High School. The TAG Coordinator will contact you to set up a meeting with the teacher(s) to discuss the plan.

Honors and Awards

Graduation Honors

Churchill High School recognizes the excellence of our students in the classroom as well as in extra-curricular activities. Criteria for these honors are set by the 4J School District, program coordinators, or club advisers. Students who qualify for these honors will receive a token of that honor to wear at the graduation ceremony.

- General Academics and CTE Pathways — Cord
- 4-year programs (IHS, AVID) — Medal
- Student Unions — Stole
- Clubs — Pin

National Honor Society

The National Honor Society, a nationwide organization, is open by invitation only to high school juniors and seniors who have maintained a 3.60 grade point average for at least two consecutive terms and fulfilled other NHS requirements.

Eugene 4J Honors Diploma

To be considered for the Honors Diploma, students must complete the Honors Diploma application with the required signatures and submit it with verification of all applicable community service hours. IHS students must verify their service hours by submitting a copy of their Manageback account or completing community service logs.

Applications are available in April in the College and Career Center. Students are notified of their eligibility via email in mid May.

Academic Requirements:

1. 25 credits earned
2. 3.5 (rounded to the nearest 10th) and above cumulative GPA after Term 2 of the senior year and
3. 120 hours of community service

Community Service requirements:

1. At least 60 out of the 120 hours must be served in the community outside of the school.
2. An adult in a supervisory position must verify community service hours by signing the log sheets. Parents, friends and relatives may not verify community service hours.
3. Community service hours may not be used for school credit.
4. There can be no financial payment for community service.
5. Class time may not be used for community service; however, use of unscheduled school time is permitted.
6. Volunteering to work for a family business is not acceptable as community service.
7. Athletic participation is not acceptable as community service.
8. Pep band and orchestra performances are not acceptable community service.
9. Babysitting without pay is not acceptable as community service.
10. IHS community service hours may be used toward a 4J Honors Diploma but must be verified.
11. For overnight or full-day experiences such as volunteering at Camp Harlow or mission trips to Mexico, students may count only the hours used in service to others (not eating, sleeping, traveling, or recreation) a maximum of 16 hours per day will be accepted.
12. Service club meetings and conferences (e.g., Key Club or Lancer Pageant) will not count toward community service; only the service itself will be counted.
13. Unverified community service hours will not be counted.
14. If there are any questions about whether the community service meets the required guidelines, the student should get approval from the counselor or College and Career Center Advisor well in advance of the deadline to turn in the application.
15. Students are expected to report community service accurately and honestly. Every community service log will be checked for accuracy and compliance with requirements. Community service hours will be verified randomly with the agency where the community service hours were earned. Any students who misrepresent hours or signatures will forfeit this honor.

Principal's Honor Roll

This award recognizes the top 1% (or 4.0 students) of each graduating class. No application is necessary. Honorees will receive a letter of recognition and their names will be engraved on a plaque to be displayed at the school.

Class Scheduling and School Hours

Schedule Corrections: Schedule corrections may only be made during the first three school days of the term and only when the change enhances the student's academic program. Students can drop a course with no record of a grade up to fifteen days into the term. Changes made after that time will result in the student receiving a WF or WD on their transcript. To make these changes make an appointment with your counselor and complete a "Petition to Withdrawal Form." (See "Grading Options for Drops" on page 7 for information on how drops may affect GPA.)

Course Catalog: A current version of the Churchill Course Catalog is available at, chs.4j.lane.edu/scheduling.

Teacher Office Hours: Teachers are available to help students during teacher office hours, which will be included in the course syllabus at the beginning of the term. Students who cannot attend during office hours should make appointments with teachers to meet with them before or after school.

Free Periods: 9th-, and 10th- graders are required to have a full class schedule with no free periods. Other students may have free periods that they are expected to use constructively. Students are advised to take full advantage of this time to take care of school-related personal business, complete classwork and homework assignments, seek help for academic problems, or access their counselors and/or the College and Career Center.

Students with a free period are expected to obtain a free period sticker on their ID card and have it with them at all times. Students who remain on campus during free periods must be respectful of the academic environment and remain in designated study areas such as the library. Sports fields are for use by the athletic program and are off limits except when permitted and supervised by a Churchill staff member.

Campus Supervised Hours: The Churchill campus provides supervision of students from 8:00 am to 4:00 pm. Doors are open before and after school, and during lunch. Doors are locked during class time, and access is only available through the Front Office.

The Courtyard and the Cafeteria are available to students beginning at 7:30 am. **During class time, students may use the library for quiet study.** The library opens at 7:45 am.

Sports fields and courts are for use by the athletic program and are off limits except when permitted and supervised by a Churchill staff member.

Attendance

Attendance Policies and Procedures

Absences may adversely affect a student's ability to make educational progress, receive credit for coursework, or participate in sports. The most successful students often maintain an attendance rate of 95% or more. Students whose attendance falls below 90% are often at risk. Excessive absences may result in lowered grades and/or loss of credit and ultimately affect on-time graduation. The school is eager to help if there are social, academic, or health issues that are affecting attendance. Information on Oregon state law regarding school attendance is available at arcweb.sos.state.or.us/pages/rules/oars_500/oar_581/581_023.html.

District Attendance Policy: Attendance shall be entered electronically within the first 10 minutes of each class period. A class without electronic access shall notify the school office of any absences or late arrivals within the first 10 minutes of the period.

Churchill Attendance Policy and Procedures: Regular attendance shall be required of all students in accordance with the regulations of this district and those specified in ORS 339.010 to 339.090. Student attendance records should not be made visible to the rest of the class. Students should not be released from class early unless they have permission from a parent or are participating in a school-authorized activity.

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.

Family and Student Requirements: Students and parents are responsible for school attendance. Oregon Revised Statute 339.020 states: "...every person having control of any child between the ages of 7 and 18 years who has not completed the 12th grade is required to send such child to and maintain such child in regular attendance at a public full-time school during the entire school term."

Excusing an Absence: Oregon Revised Statute 339.071 requires that parents notify the school of an absence either in person, by telephone or by email by 9:00 any day that a student is absent. If contact is not made, the absence will be considered unexcused until further notice and review of claim. Requests to excuse an absence must be within a 48 hour period or 2 school days.

When students are absent, parents or guardians are asked to call the Attendance line at 541-790-5102 or email the attendance clerk at chs_attendance@4j.lane.edu. Parents/guardians may not excuse absences for students who are at school and not in class. The school may request a parent meeting along with appropriate methods of support in effort to correct attendance problems. Students are strongly encouraged to attend classes as scheduled in order to maximize learning and to comply with school, district and state attendance law statutes.

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. Prearranged absence forms are available in the attendance office or online at chs.4j.lane.edu/forms. The form must be returned to the attendance office at least two days prior to the absence.

Arriving Late: If a student is late to class by ten minutes or more they are to report to the front office to receive a late slip in order for their absence to be changed to a late/very late.

Students who arrive within the first 10 minutes of class are recorded as late (excused or unexcused as appropriate) and appropriate interventions or consequences are provided. Students who arrive more than 10 minutes late are marked Very Late (excused or unexcused as appropriate). Students who arrive late to class repeatedly or who are excessively late are referred to school administration.

A late arrival to class will only be excused if the reason is considered acceptable for excused absences as listed below. Late arrival due to traffic, over-sleeping, carpool trouble or other personal reasons typically will not be excused. Students who arrive late to class unexcused will be marked as late (LT) or very late (VL), and appropriate interventions or consequences will be provided.

Make-up Work: If an absence is excused, the student will be permitted to make up missed assignments outside of class under reasonable conditions and time limits established by the teacher.

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

Errors: Errors to the attendance record will be corrected promptly. Parents or guardians should notify the attendance office at 541-790-5102 or chs_attendance@4j.lane.edu as soon as an error is found.

Attendance Definitions and Classifications

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

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

Determinations regarding excused and unexcused absences are made by trained attendance personnel and/or the school administration. ***The school principal (or designee) has the final authority to determine if an absence meets the criteria for an excused absence.***

Unexcused Absence: Any absence from school is unexcused unless it meets one of the criteria below for an excused absence.

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

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

The following are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program.
2. Illness, health condition, or medical appointment (including but not limited to medical, counseling, dental, or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview;
7. State-recognized search and rescue activities;
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member.
10. Absence resulting from a disciplinary or corrective action (e.g., short-term or long-term suspension, emergency expulsion); or
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity. **Vacations will not be considered an excused absence.**

Truancy

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

Student Fees

Fees must be paid in full at Registration each year or at enrollment if the student enrolls after Registration. Fees vary from year to year. The Fee Sheet for the current school year is posted at chs.4j.lane.edu/forms.

Student Fee Reduction Policy

In order to qualify for School Fee Reductions, **students must present yearly documentation verifying their free & reduced meal status** ("Eligibility Notification" form). If there is no Eligibility Notification form, students are required to pay in full.

1. **Apply for Free and Reduced Meals Online** (Faster process!): You may complete an online Free & Reduced Meal Application at: <https://district.ode.state.or.us/apps/frlapp/default.aspx>.
2. **Apply by Mail:** Print and complete the application documents at 4j.lane.edu. It takes UP TO TEN DAYS if applying by mail for Free & Reduced Meal status for documentation to be mailed home, so don't delay!

For students who qualify, some fees are reduced by 50%. **Note: ASB Fee, and Optional Fees ARE NOT ELIGIBLE FOR A REDUCED RATE.**

Library Media Center

The Churchill Library opens at 7:45 am and closes 15 minutes after the end of classes daily. Visit the library online anytime at http://blogs.4j.lane.edu/levy_d. Students may visit the library before school, during lunch, after school or during a free period to use resources, study, work on a group project, or participate in the MakerSpace. Students may also come as a class to use library resources. The library has over 15,000 volumes of fiction, nonfiction and reference books. In addition, the library is a portal to online databases, newspapers, eBooks and web resources specifically chosen for Churchill classes.

Library Book Circulation

Students may check out books for a 3-week period, with two renewals possible, barring holds on a title. To see all library and textbooks you have checked out and their due dates, click on the "Login" link in the upper right side of the Library Catalog page and enter your name and student ID.

Overdue books: All books must be returned or renewed by the due date. Once a book is overdue by 45 days, it is automatically marked as a lost. The student is responsible for paying the full replacement cost of each lost book.

Textbook Circulation

Textbooks and class set books circulate through the library. Students are responsible for every textbook and class set book they borrow. All texts should have the student's name on the inside front cover. Textbooks are very expensive (\$70+) and students should handle them carefully. Students will be billed for damaged textbooks and class set books, including all waterlogged, moldy, and broken books. Return textbooks and class set books directly to the library at the end of the trimester. Students will be charged a \$30 overdue textbook fine for each textbook and class set book that is not returned at the end of the school year. Lost library books and textbooks may also cause the withholding of senior activities.

Student Rights and Responsibilities

4J Student Rights and Responsibilities Handbook: This handbook sets forth the rights and responsibilities of students and the standards for student conduct as adopted by the Board of Directors of School District 4J. All students and parents should read and be aware of this material. Copies are available in the Administrative Office, or at 4j.lane.edu/superintendent/srrh.

Bicycles and Boards

Bicycles are to be parked in the area provided in the front of the building. Bicycles may not be ridden on campus. Students and visitors must walk bicycles while on campus. Bicycles must be secured appropriately. The school is not responsible for vandalism or theft.

Skateboards and scooters may NOT be ridden on campus at any time. Skateboards, longboards and scooters must be carried and placed immediately in lockers or locked up in the board racks upon arriving on campus. Skateboards and scooters are not allowed in classrooms. Students may use boards off campus during lunch. When leaving campus, boards must be carried until completely off campus. Skateboarding is permitted on the sidewalks adjacent to 18th Avenue and Bailey Hill Road.

Bullying, Harassment, and Discrimination

Incidents of bullying or harassment should be reported to the school principal or other staff member. A Student Safety Reporting form is available in the front office or online at chs.4j.lane.edu/forms.

Report bullying or safety concerns anytime at safeoregon.com.

Campus Boundaries and Open Campus

Churchill campus is bordered on the north by 18th Avenue and on the east by Bailey Hill Road and includes all athletic fields adjacent to the school on the south and west sides.

Grades 9-12: All students may leave campus during lunch or when they are not scheduled to be in class. The Churchill Park is considered school grounds during the school day. While on campus, students are expected to be in class or using their free time productively with respect for the school and the classes that are in session. The Library, College and Career Center, and Counselors' Offices are available to students during free periods.

Athletic fields are for use by the athletic program and are off limits except when permitted and supervised by a Churchill staff member.

Lockers

Lockers are assigned to 9th-grade students. All other students may request a locker at registration or at the front office anytime during the school year. Lockers belong to the school district and are assigned for the convenience of students. They are to be properly cared for by students and not used for the storage of illegal or dangerous items, items prohibited by this handbook, or evidence of an illegal act or a violation of a school rule. Inspections of individual lockers may be made when there is reasonable suspicion to believe that illegal or dangerous items or items that are evidence of a violation of the law or school rules are contained in them. See 4J Student Rights and Responsibilities Handbook, 4j.lane.edu/superintendent/srrh/.

Lost and Found

Lost and Found: Misplaced or lost items such as texts, notebooks, electronic devices, jewelry, money, wallets, or purses should be turned in to the Front Office. This is where they may be claimed after sufficient identification. The PE department handles the collection and claiming of lost PE items.

Student ID and ASB Cards

Student Identification: Students must identify themselves to staff members when asked by either giving the staff member an identification card or verbally giving his or her name. A student's refusal to give his or her name or correct name is considered a major offense and will result in disciplinary action.

Student ID Cards are required, and are issued at no charge to all students at the beginning of each year at registration, or as soon as possible after the student begins attending school. If you have lost your card, you may request a replacement at the front office. There is a \$5 replacement fee.

Associated Student Body (ASB) Membership is purchased at the beginning of each year at Registration or at enrollment if the student enrolls after Registration Day. An ASB seal will be printed on the student's ID card to indicate they have purchased an ASB membership.

ASB Membership Card:

1. Admits the student to the school home athletic contests, dances, etc. at a reduced rate. Drama presentations are not affected.
2. Entitles the student to student prices at away games. All students participating in athletics and student government must purchase an ASB card.

Petitions

Petitions are recognized as a method of student expression. However, in order that petitions do not infringe on the dignity of others, are not demeaning in nature and do not interfere with the functioning of the regular school program, the following policies apply:

1. An administrator must be notified before a petition is circulated.
2. The petition must not be distributed for signatures during class time.
3. A specific person or persons should not be the subject of a petition.
4. Petitions must be submitted through the proper channels, starting with the Principal.

Visitors

Churchill campus is closed to visitors while school is in session including before and after class times and during lunch. All visitors must be pre-approved, have an appointment scheduled, or have valid school business. Visitors must check in at the Front Office. They will be issued a visitor tag which must be on their person and visible when on campus. Parents will be asked to wait in the office when picking up students. All visitors, unless an approved volunteer, must be accompanied by a staff member. **Students are not allowed to bring guests to school.** Individuals not authorized to be on Churchill's campus will be asked to leave and may be cited for criminal trespass.

Behavior Expectations

In general, rules will require that students:

1. Attend school regularly, arrive to class promptly and prepared to study.
2. Participate actively and productively in classroom activities to the best of your ability.
3. Complete homework in a timely manner.
4. Follow the directions of staff, and maintain a positive, cooperative attitude.
5. Respect the dignity, rights, and property of fellow students and staff.
6. Become familiar with classroom rules and school policies, and make every effort to comply with them.
7. Accept responsibility for your own behavior, and for maintaining a safe and comfortable school climate.
8. Abide by the 4J dress code (see [Dress and Grooming](#)).

Behavioral Guidelines

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

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

Assembly Behavior

Assembly attendance is mandatory. Students must arrive on time and remain until the assembly is dismissed. Assemblies are intended to recognize students, to promote school activities, and for student education and enjoyment. Disruptive behavior at assemblies may result in loss of assembly privileges and may involve other disciplinary actions. Any group wishing to organize an assembly must present a request to the Operations Committee.

Athletic Fields

Sports fields are for use by the athletic program and are off limits except when permitted and supervised by a Churchill staff member.

Cell Phone Policy

Students are expected to be respectful of instructional time and wait to check messages and conduct personal business between classes or during lunch. Electronic devices should not be out or on during class unless the teacher has given explicit permission. If the electronic device is out, the teacher has the right to take 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 **including but not limited to the phone being prohibited on campus**.

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

Courtyard Expectations

Students are not to use the courtyard area for playing ball, throwing Frisbees, riding skateboards or longboards, etc. Safety considerations require that students wear shoes on campus including in the courtyard. Students are also expected to wear appropriate school clothing in accordance with the 4J dress code.

Dress and Grooming

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

The responsibility for dress and grooming of a student rests primarily with the student and his or her 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.

Harassment and Discrimination Procedures

(excerpted from the 4J *Student Rights and Responsibilities Handbook* at 4j.lane.edu/superintendent/srrh:

"School board policy JB prohibits harassment, intimidation, hazing, bullying, cyberbullying, teen dating violence and retaliation, as defined by school board policy, against students on or immediately adjacent to school grounds, at any school-sponsored activity, including athletic activities, on school-provided transportation or at any official school bus stop. Students may face disciplinary consequences for any off-campus behavior that would disrupt the educational process or the operation of the school or district."

More detailed information on the district policy and definitions of harassment, discrimination and bullying is available in the 4J *Student Rights and Responsibilities Handbook* at 4j.lane.edu/superintendent/srrh or in the complete 4J School Board Policies at www-dev.4j.lane.edu/board/policies.

No-Loitering Zone

Churchill High School has established a No-Loitering Zone in the residential neighborhoods adjacent to the Churchill campus. This action is necessary for the protection of our students and the community. This No Loitering Zone will help reduce disruptions to the school and neighborhood.

Students are prohibited from idly spending time or lingering in the two-block radius of the Churchill campus. This is in effect from the hours of 8:00 am to 3:30 pm during school days. Students in violation of this school rule will be subject to normal school disciplinary rules, which include, but are not limited to campus community service and suspension from school. Trespass and under-age smoking tickets will be issued by City Police as appropriate. Ordinary walking on sidewalks in this zone is not covered by this rule. The No-Loitering Zone for Churchill High School extends east past Quaker and Brittany streets, west past Harvard and Langton streets, south past Kennedy and Bailey Hill Road, and north to Plumtree.

School Dances

All school rules apply for dances with the additional guidelines defined below:

1. Students must show a current student ID or ASB card to be admitted.
2. Students or others not attending the dance will not be allowed to remain on school premises.
3. Guest passes must be prearranged one week before a dance, signed by an administrator, and are only available for specific events.
4. Behaviors that may be considered unsafe or inappropriate will not be allowed.
5. Students leaving after entering the dance will not be allowed to re-enter.
6. Students under the influence of alcohol or other drugs will be referred to the Eugene Police to be cited as well as receive school discipline in the form of suspension up to and including expulsion.
7. Students involved in disruptive dancing (pushing, shoving, pulling) will be asked to leave and will not be allowed to attend further dances for at least one trimester (12 weeks) and may result in other school consequences.

Students Representing the School in Co-curricular Activities

Athletes are responsible not only to the school rules but also to athletic program rules. Violations of any rule will be dealt with by the coach representing the program, the athletic director representing the school, or administrators. Violations may result in the loss of competition from an event to an entire season. Students must be in school the day of the event to be eligible to participate. Students must be academically "in good standing" to participate. Students will meet the behavioral standards adopted by the organization they represent, as well as those of the school.

Behavior Management

Due Process: When an alleged offense occurs, the procedure below will be followed:

1. The student will be informed of the conduct involved and the nature of the charge and will be given the opportunity to present his or her view of the occurrence.
2. If discipline is to follow, the student will be informed of the subsequent procedures to be followed.
3. When a student is suspended or when stronger discipline is contemplated, the student's parents will be notified as soon as possible.
4. In working through disagreements, a hearing may be requested. District procedure for the conduct of a hearing shall be followed if a hearing is held.

Definitions of Disciplinary Actions

Student Conference: Formal or informal conference between student and one or more school members

Community Service: Assignment of student to a supervised school day or after school classroom or clean-up project

Parent Contact: Contact will be made with legal guardian via email, mail, phone, or any combination of these.

Detention: Students may be assigned to spend time during lunch period or after school in detention. If after-school detention is assigned, parent(s)/guardian(s) will be notified for transportation arrangements.

Parent Conference: Meeting with student and parents or guardians, and a teacher, staff member, counselor, administrator, or any combination of these.

Suspension

In-School Suspension (ISS): Temporary removal of the privilege of attending classes, interacting with the student body, and from all school events, including evening activities. Student may spend the day studying in a room at school at the discretion of administration.

Out-of-School Suspension (OSS): Temporary removal of the privilege of attending school and from all school events, including evening activities. Student is to remain under the supervision of his or her guardian during school hours. Maximum suspension is 10 days.

Expulsion: The termination of the student's right to attend school and all school events, including evening activities on 4J property.

Administrative Options: It is recognized that not all disciplinary actions can be included or defined. The Administration reserves the right to determine certain disciplinary actions, which more accurately meet the needs of the student and school community. These options may include, but are not limited to, community service, individual contracting, agency referral, counseling, or other action.

Definitions and Consequences of Infractions

Consequences for the most common student behaviors that interfere with education are listed below. Actions taken will vary based on individual circumstances. **Note: Disciplinary action may extend beyond the following guidelines. If an infraction violates the law, the appropriate enforcement agency will be contacted.**

Absences: Not attending class

Minimum Action: Student Conference

Maximum Action: Truancy Citation

Absence - Unexcused: Absence not excused by the parent or guardian or the school

Minimum Action: Student Conference

Maximum Action: Truancy Citation

Affectionate Display: Inappropriate or excessive physical contact

Minimum Action: Student Conference

Maximum Action: Suspension

Alcohol/Drugs: No student shall possess, use, transmit, or be under the influence of any controlled substance or intoxicant of any kind on the activity, function, or event. Use of a drug authorized by a medical prescription from a registered physician for use during school hours shall not be considered a violation. Students who must take prescription medication at school are to follow district adopted procedures.

Minimum Action: 5-day Suspension

Maximum Action: Expulsion

Altering Teacher/School Records: Changing or falsifying teacher grades, attendance records, or student information in book/computer

Minimum Action: Suspension

Maximum Action: Expulsion

Arson: Intentionally or unintentionally starting a fire

Minimum Action: Suspension

Maximum Action: Expulsion

Assault/Fight: Physical attack, shoving, or pushing

Minimum Action: Suspension

Maximum Action: Expulsion and/or Legal Action

Bus Misconduct: Disregarding bus regulations

Minimum Action: Student Conference

Maximum Action: Suspension

Cell Phone Violation: Using a cell phone to call, text, game, or use the Internet function in violation of classroom policy is prohibited (see [Cell Phone Policy](#) in the [Behavioral Guidelines](#))

Minimum Action: Student Conference

Maximum Action: Suspension

Chronic Tardiness: Repeatedly late to class.

Minimum Action: Student Conference

Maximum Action: Truancy Referral

Class Rules Violation: Failure to comply with teacher's classroom rules

Minimum Action: Student Conference

Maximum Action: Suspension

Consequences Not Served: Failure to report for scheduled consequences, or being present on campus while suspended

Minimum Action: Reassign or Escalate Consequences

Maximum Action: Suspension

Computers/Technology Misuse: Violation of the Churchill High School or District technology policy

Minimum Action: Loss of Access

Maximum Action: Suspension

Defiance/Insubordination: Being disobedient or resistant to authority with open disregard

Minimum Action: Student Conference

Maximum Action: Expulsion

Disrespectful/Rude/Profane Remarks: The use/or display of profane and obscene language or clothing with profane or obscene references and comments is prohibited.

Minimum Action: Student Conference

Maximum Action: Suspension

Disruptions: Any conduct that substantially disrupts school activity, or is likely to, is forbidden. Willful disobedience, open defiance of a staff member's authority, threats of harm to persons or property, harassment, or discrimination prohibited by school rules, including racial and sexual harassment, or language that creates an immediate danger of disruption to the orderly operation of school or creates a clear and present danger of violation of the law or attendance regulations is prohibited.

Minimum Action: Student Conference

Maximum Action: Expulsion

Explosive Devices: Use, threatening use, possession or sale of device

Minimum Action: Suspension

Maximum Action: Expulsion and Legal Action

Failure to Identify Yourself: Refusal to tell staff member your name

Minimum Action: Student Conference

Maximum Action: Suspension

False Fire Alarm: Intentionally activating a false fire alarm

Minimum Action: Suspension and Legal Action

Maximum Action: Expulsion and Legal Action

Forging a Note/Pass: Producing false or misleading information, forging parent's or teacher's signature

Minimum Action: Student Conference

Maximum Action: Suspension

Gang-Related Behavior: Violating district policy related to gangs. Wearing of gang-related attire is prohibited. (See 4J *Student Rights & Responsibilities Handbook* at 4j.lane.edu/superintendent/srrh/)

Minimum Action: Student Conference

Maximum Action: Expulsion

Hall Violations: Running, yelling, profanity, throwing things, leaving a mess, blocking the hall, etc.

Minimum Action: Student Conference

Maximum Action: Suspension

Inappropriate Dress: Inappropriate, intentionally revealing, or disruptive attire (See 4J *Student Rights & Responsibilities Handbook* at 4j.lane.edu/superintendent/srrh/)

Minimum Action: Student Conference and Correction of Attire

Maximum Action: Suspension

Off-Campus Behavior: Students may face disciplinary consequences for conduct that occurs off the school premises at school-related activities, school experiences or supervised functions or at a school bus stop, including:

1. Behavior that occurs while traveling to and from school if the behavior has a threatening effect on student safety or physical or mental health or
2. Any off-campus behavior that would otherwise tend to disrupt the educational process or the operation of the school or district.

Minimum Action: Student Conference

Maximum Action: Expulsion

Parking Misuse: Parking on campus without a valid permit or in an unauthorized location or reserved spot not assigned to student

Minimum Action: Correct problem and fine

Maximum Action: Loss of parking privilege

Possession of Nuisance Materials: Items which are unsafe or disruptive

Minimum Action: Student Conference, Confiscate Items

Maximum Action: Suspension

Safety Violation: Acting in an unsafe manner. Students are not to use skateboards, longboards, skates, or bikes on Eugene Public School campuses. The schools are not responsible for items that may be stolen or damaged. Students choosing to use personal sports equipment must comply with helmet laws ORS 815.052, ORS 814.485. (More information about helmet laws in Eugene is available at <https://www.eugene-or.gov/index.aspx?NID=2312>.)

Minimum Action: Student Conference

Maximum Action: Suspension

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 his or her possession. Stealing means taking or withholding someone else's property without permission, or extorting or taking the property by deception. All thefts will be reported to Eugene Police.

Minimum Action: Suspension

Maximum Action: Expulsion

Threat/Harassment: Students shall refrain from any racial or sexual harassment or discrimination by words or actions, and shall comply with the district's anti-discrimination policy. No student will coerce, assault, menace intimidate, harass, or threaten to harm another person for any reason including forcing a person to act against their will.

Assault: intentionally, knowingly, or recklessly causing injury to another.

Menace: by words or conduct the student intentionally attempts to place another person in fear of imminent serious physical injury.

Racial harassment: harassment based on a person's race, subjecting a person to offensive physical contact, insulting a person by abusive words, actions, or gestures, or threatening to inflict serious physical injury on a person or any member of that person's family.

Sexual harassment: "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." Sexual harassment may include such actions as sex-oriented verbal kidding, teasing, joking, or sexting (sexual text messages); pressure for sexual activity or unwanted requests; physical contact such as patting, pinching, or brushing against another's body; demands for sexual favors; or sending sexual pictures via text or other electronic media services.

Minimum Action: Student Conference

Maximum Action: Expulsion

Tobacco/Vaping: Oregon Law prohibits the use, possession, or distribution of tobacco products on school property. There will be no smoking or use of tobacco allowed on any 4J campus or at school activities. Tobacco delivery devices such as pipes, e-cigarettes, and vapor pens fall under the 4J Tobacco Policy regardless of the presence of nicotine.

Minimum Action: Student Conference

Maximum Action: Suspension

Vandalism of Private Property: No student will cause or attempt to cause damage to private property either on the school grounds or during a school activity, function, or event off the school grounds.

Minimum Action: Student Conference

Maximum Action: Expulsion

Vandalism of Public Property: No student will vandalize or attempt to destroy school property. The district will attempt to recover (through legal action if necessary) from those students or their parents, the actual cost of repair or replacement of school property vandalized or intentionally or recklessly destroyed by students.

Minimum Action: Student Conference

Maximum Action: Expulsion

Vehicle Misuse/Reckless Driving: Inappropriate and/or unsafe use of a vehicle. Cars parked in restricted areas are subject to fines and/or towing. Students speeding on school grounds or driving recklessly may lose parking privileges and may be cited by Eugene Police.

Minimum Action: Student Conference

Maximum Action: Expulsion

Violations: No student shall violate federal, state, county, city laws while involved in school activities.

Minimum Action: Referral/Suspension

Maximum Action: Expulsion

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.

Minimum Action: Suspension and Expulsion Hearing

Maximum Action: Expulsion and/or Legal Action

Calendar

The district academic calendar is posted at: 4j.lane.edu/communications/calendars. The school calendar changes daily so please refer to it frequently for school events, holidays, alternate schedules, and other important information. For Churchill-specific information please visit chs.4j.lane.edu.

School Closure or Delayed Openings

In the event of inclement weather, where students cannot be transported or attend safely, the district will close schools for the day. School closures are announced between 6:00-7:30 am on local radio stations and district website. Please do not call the school for information; it will be closed. School opening may be delayed when weather conditions are uncertain. Delayed opening means school buses will run later than their normal schedules.

More Churchill student resources are posted at chs.4j.lane.edu.

Churchill High School Calendar Highlights 2019–20

Check chs.4j.lane.edu for the most current information and read all communications from the school for calendar updates.

First Trimester			(57 days)
Aug.	19	(M)	Fall Athletics Begin (<i>Cross Country, Football, Soccer, Volleyball</i>)
Sept.	3	(Tu)	Ninth Grade Orientation Day
Sept.	4	(W)	Classes Begin for Grades 9–12
Sept.	9	(M)	Picture Make-Up Day (<i>for students who missed Registration Day</i>)
Oct.	3	(Th)	Open House
Oct.	7	(M)	Picture Retake Day (<i>for students who do not have a current-school year picture or who are unhappy with their school picture</i>)
Oct.	10	(Th)	No School — Progress Reports/Professional Development
Oct.	11	(F)	No School — Statewide In-Service Day
Nov.	8	(F)	No School — Professional Development
Nov.	11	(M)	School Closed — Veterans Day
Nov.	18	(M)	Winter Athletics Begin (<i>Basketball, Swimming, Wrestling</i>)
Nov.	28–29	(Th–F)	School Closed — Thanksgiving Break
Dec.	2	(M)	No School — Grading Day
Second Trimester			(58 days)
Dec.	3	(Tu)	Second Trimester Begins
Dec.	23–Jan. 3	(M–F)	School Closed — Winter Break
Jan.	6	(M)	No School* — Planning/Professional Development (<i>possible hazardous weather makeup day</i>)
Jan.	17	(Fr)	Martin Luther King, Jr. Assembly
Jan.	20	(M)	School Closed — Martin Luther King Jr. Day
Jan.	31	(F)	No School* — Progress Reports/Professional Development (<i>possible hazardous weather makeup day</i>)
Feb.	17	(M)	School Closed* — Presidents Day (<i>possible hazardous weather makeup day</i>)
Mar.	2	(M)	Spring Athletics Begin (<i>Baseball, Golf, Softball, Tennis, Track & Field</i>)
Mar.	12	(Th)	No School* — Grading Day (<i>possible hazardous weather makeup day</i>)
Mar.	13	(F)	No School* — Planning/Professional Development (<i>possible hazardous weather makeup day</i>)
Third Trimester			(57 days)
Mar.	16	(M)	Third Trimester Begins
Mar.	23–27	(M–F)	School Closed — Spring Break
May	1	(F)	No School* — Progress Reports/Professional Development (<i>possible hazardous weather makeup day</i>)
May	25	(M)	School Closed — Memorial Day
May	29	(Fr)	Senior Assembly and Club Carnival
June	11	(Th)	Possible* Last Day for Students (Full Day) (<i>if no school closure makeup days are needed</i>)
June	12	(F)	Possible* Grading Day/Last Day for Teachers (<i>if no school closure makeup days are needed</i>)
June	15–19	(M–F)	*Possible School Closure Makeup Days
<p>*Snow Days: When schools are closed for reasons such as hazardous weather (“snow days”), makeup days will be scheduled during the school year or added to the end of the school year.</p>			