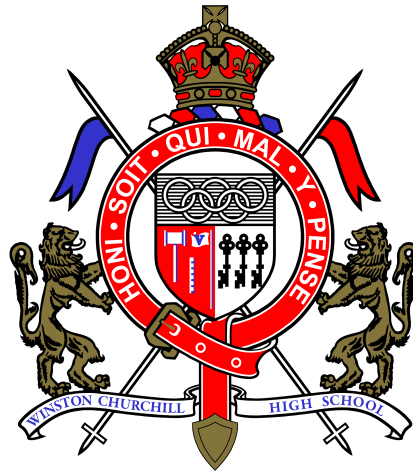


Churchill High School

STUDENT HANDBOOK

2026–2027



chs.4j.lane.edu

1850 Bailey Hill Road
Eugene, Oregon 97405
541-790-5100
churchill@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.

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 Material contained herein may, therefore, be superseded by such Board policy, administrative regulation, or changes in state or federal law.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/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

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The Eugene School District 4J Student Rights and Responsibilities Handbook is available in the Administrative office or at 4j.lane.edu/srrh.

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School Schedule and Calendar of Events

Bell Schedules

View a complete list of our current bell schedules at <https://chs.4j.lane.edu/bells>.

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 a.m. and 7:30 a.m. on local radio stations and the district website. Please do not call the school for information; it will be closed. School opening may be delayed when weather conditions are uncertain. A delayed opening means school buses will run later than their normal schedules.

Churchill Events Calendar

chs.4j.lane.edu

The school calendar changes as events are added or rescheduled. Please check the calendar frequently for new school events, holidays, alternate schedules, and other important information.

Please note: per Oregon Executive Order 25-09 and Eugene School District 4J policy, students must keep personal electronic devices, including cell phones, off and away throughout the entire instructional day. See the Cell Phone Policy section under Campus Life for full details.

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 student achieve the best possible education.

Academic Assistance

Students who would like help with a class outside of regular classroom time should contact their teacher to schedule a meeting. Peer tutoring may also be available for some courses. Check with your counselor to be connected with a peer tutor. Counselors' office hours are posted on their doors or visit chs.4j.lane.edu/counseling for contact and scheduling information.

Class Scheduling and Course Catalog

Course and schedule options are accessible through your academic counselor, or ParentVUE/StudentVUE at or-eug-psv.edupoint.com. The current school-year course catalog is posted at chs.4j.lane.edu/scheduling.

Course Catalog: The Churchill Course Catalog is available at chs.4j.lane.edu/scheduling.

Schedule Corrections: Schedule corrections may only be made during the first eight school days of the semester and **only when the change enhances the student's academic program.**

Students can drop a course with no penalty up to fifteen days into the semester. Changes made after that time will result in the student receiving a WD on their transcript. To make these changes, make an appointment with your counselor and complete a "Petition to Withdrawal Form."

Free Periods: 9th- and 10th-graders are required to have a full class schedule with no free periods. Other students may have free periods at the beginning and/or end of the school day 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 who remain on campus during free periods must be respectful of the academic environment and remain in the designated study area in the library. Students may not interrupt classes or loiter on campus. Sports fields are for use by the P.E. and athletic programs and are off-limits except when permitted and supervised by a Churchill staff member.

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 the building TAG Coordinator. Visit 4j.lane.edu/20945_3 for more information.

Grading Policies

Grading Policy

During the first week of a course, each Churchill teacher provides a course syllabus that will explain in detail the grading policies and practices for that class. Every student is 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.

Credit and Noncredit Classes

Credit toward graduation will be granted for A, B, C, D, and P grades. The standard credit will be .5 semester hours for a course meeting for 18 weeks. Non-credit grades include I (Incomplete), NP (No Pass), and NB (No Basis). An NB grade should only be used when a student has been enrolled for less than 22 days, for example, a student enrolls at the end of S1 with less than 22 days until the end of the semester. The course would be transcribed with an NB since they were not enrolled long enough to earn credit.

Grade Point Average (GPA)

Eugene School District 4J will report both a weighted and an unweighted GPA for all students on their transcripts. The unweighted GPA will be used in all cases where district decisions require a review of a student's standing. Weighted GPAs are reported so that students have them if required in their pursuit of post-secondary plans.

For the **Unweighted GPA**, all course grades are awarded points as follows: A = 4 points; B = 3 points; C = 2 points; D = 1 point; F = 0 points.

Weighted GPA calculation awards points to IB, AP, and College Now (CN) courses on the following scale: A = 5 points; B = 4 points; C = 3 points; D = 2 points; F = 0 points.

All non-AP, IB, and CN courses are awarded points, as is the case in the unweighted calculation.

The "P" grade is not included in computing the GPA but is included in compiling semester 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 (I) to a final grade, the registrar will change the incomplete grade to an "F" based on the timeline set by the school district. Students have 1 quarter to complete an incomplete. This section does not apply to students who have received an incomplete due to medical issues.

If the student receiving an Incomplete (I) 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 a "F" grade.

If the student receiving an incomplete grade withdraws from school, the incomplete grade 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 grade will remain in place until a records request is received or the Incomplete deadline has expired.

Students have one quarter to complete incomplete grades. If Incomplete grades are not completed by the following mid-semester grading period (1 quarter), the grade is changed to an F.

Partial Credit

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

Grading Options for Dropping a Class

First 10 days of the semester

Students enrolled at the beginning of the term may be granted permission to withdraw from class prior to day 10. There will be no penalty for withdrawal and the course will not appear on the student's transcript. If the class is dropped between day 1 and 10 the student may add a new class for full credit (0.5). Until progress reports any new class will earn full credit. After progress reports any new class added will earn partial credit only (0.25 credit).

After day 10 of the semester

Withdrawal on day 11 or later, the student will be given a grade of WD or WF, no credit is awarded and the course will appear on the transcript. If the student is failing the class at the time of withdrawal, a WF must be given and is counted towards the GPA. Otherwise the student will be given a WD which is not counted in the GPA. Students cannot withdraw from a class when there are less than 10 days left in the semester.

Grading Options for all courses

- **A, B, C, D, F, NP:** Grade designated by the teacher based on the grading policy in the course syllabus.
- **NB - No Basis for Grade:** (no effect on GPA) The student has not been enrolled for the minimum amount of time to earn a grade/credit.
- **NP - No Pass:** (no effect on GPA) As of Fall 2023, the mark of F will now be given if a student has not passed a class, unless they have entered into a P/NP grading agreement with their teacher. An F mark does impact GPA.
- **P - Pass:** (no effect on GPA) The option of P/NP will be for only certain classes. Please see the registrar for more information.
- **I - Incomplete:** (no effect on GPA) Student has unfinished classwork. Classwork must be completed prior to the district deadline to earn a regular grade/credit. Otherwise, the grade defaults to an F. An F mark does impact GPA.

Cheating and Plagiarism Policy

Every student must submit assignments that reflect their own independent thought and effort. In alignment with modern academic reporting standards across 4J, using unauthorized digital shortcuts or submitting AI-generated text as your own writing is restricted under the same umbrella as traditional plagiarism. Consequences for cheating and plagiarism may include notifying the parents, loss of credit for an assignment or test, lowering the student's semester grade, failing the student for the semester, or referring the matter to school administrators for disciplinary action. Teachers will convey their classroom policies regarding this issue in the course syllabus.

Student Records

Parents and students can access real-time grades and attendance records online through the Edupoint portal at or-eug-psv.edupoint.com.

- **Students:** Log in to **StudentVUE** using your standard 4J username and password.
- **Parents:** Use your unique **ParentVUE** login. If you need help with initial access or are experiencing technical issues, please contact the school registrar.

Report Cards

The school year is divided into two eighteen-week semesters. During the semester, progress reports will be sent at the nine-week period. Semester report cards will be sent at the end of the eighteen-week grading period. Only semester grades carry academic credit and are recorded on the student's permanent record.

Transcripts

Request official transcripts through your school counselor or contact the Registrar. Please allow 1–2 business days to process. Requests made during the summer will be delayed because staffing is reduced. Parents and students may access the student's course history through ParentVUE/StudentVUE at or-eug-psv.edupoint.com.

Address/Contact Change

Changes of address, phone, email, etc., are to be reported to the Registrar's Office. Two original documents must be provided for proof of residency. Contact the Registrar for more details.

Emergency Contacts

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

Honors and Awards

Graduation Honors

Churchill High School recognizes the excellence of our students in the classroom as well as in extracurricular activities. Criteria for these honors are set by the coordinator of each program. Students who qualify for these honors will receive a token of that honor to wear at the graduation ceremony. Eugene School District 4J may offer and recognize additional honors and participation awards.

- Academic Excellence and CTE Pathways — Cord
- 4-year programs (IHS, AVID) — Medal
- Student Affinity Groups — Stole (see your affinity group advisor)
- 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 grade point average of 3.5 for at least two consecutive semesters and fulfilled other NHS requirements. Students eligible for the Churchill chapter will receive an invitation from the NHS staff adviser. Students must maintain a grade point average of 3.5 through high school graduation to retain NHS membership.

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 the hours approved by their instructors.

Students with a 3.45 and above are invited to apply via email in mid-April. 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 the first semester of the senior year and
3. 120 hours of community service
 - a. If there are any questions about whether the community service meets the required guidelines, the student should get approval from the College and Career Center well in advance of the deadline to turn in the application.

- b. 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 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 at Churchill. 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.

Oregon Seal of Biliteracy

The Oregon Department of Education Seal of Biliteracy is awarded to students who demonstrate proficiency in two languages. Check with your academic counselor to learn more.

Post-High School Planning

Colleges, Awards, and Scholarships

Colleges, scholarships, and awards information may be accessed through the student's Xello account and in the College and Career Center. Students' access to their Xello account will be shared in September. Students should always keep their email address current in Xello. For more information, please contact the Program Coordinator for College and Career.

Community Service

Check with your counselor to see how many community service hours you may need to complete. We strongly encourage all students to complete as many community service hours as they are able. Community service opportunities for students are posted in the College and Career Center. Community service hours are required for the IB Diploma and Honors Diploma.

Job Opportunities for Students

Students should contact the School-To-Career Coordinator to inquire about job possibilities.

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 lower 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. The Oregon state law regarding school attendance is available to read at https://oregon.public.law/statutes/ors_339.005.

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 an automated phone call and/or email in the event of an absence. Attendance records are accessible to parents and guardians through ParentVUE at or-eug-psv.edupoint.com.

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."

Oregon Revised Statute 339.071 requires that parents notify the school of a student's absence either in person, with a written note, by telephone, or by email by 9:00 a.m. any day that a student is absent. If contact is not made, the absence will be considered unexcused until further notice and review of the parent/guardian's claim. Requests to excuse an absence must be made within 2 school days.

Arriving Late (Tardy)

Students who arrive within the first 10 minutes of class are recorded as Late (excused or unexcused as appropriate). 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 the school administration, and appropriate interventions or consequences are provided.

Late arrival to class will only be excused if the reason is considered acceptable for excused absences as listed below (Attendance Definitions and Classifications). Late arrival due to traffic, oversleeping, carpool trouble, or other personal reasons typically will not be excused. Students who arrive late to class for an unexcused reason will be marked as late (LT) or very late (VL).

Tardy Policy

5 or More per Week = Lunch Detention

2 or More per Day = Lunch Detention

In assigned seat, with materials, ready to learn = All good

Make-up Work

Students are responsible for communicating with their teachers about content and assignments missed during an absence. Teachers are not required to allow students to make up work missed during an unexcused absence.

Please refer to the 4J Student Rights & Responsibilities Handbook at 4j.lane.edu/srrh.

Absences for 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 failing grades, the student may not be able to participate in the school-sponsored activity. This decision will be determined by the administration.

Errors

Students who believe that their class attendance was marked incorrectly should work with their classroom teacher to correct the attendance record as soon as the error is found.

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 truancy officer.

Excusing an Absence

To excuse an absence, the attendance office must receive a note, email, or phone call from a parent/guardian **prior to or within 2 school days after the absence.**

- Call: 541-790-5102
- Email: chs_attendance@4j.lane.edu.
- Or, send a note with your child to bring to the front office as soon as they arrive at school.

Daily Absences

Parents/guardians may not excuse the absences of students who are at school and not in class.

The school may request a parent meeting along with appropriate methods of support to correct attendance problems. Students are expected to attend classes as scheduled to maximize learning and to comply with school, district, and state attendance law statutes. Failure to do so could result in disciplinary action.

Leaving Early

Parents are encouraged to make clear prior arrangements with their student about any pickup during the school day. On the day of the pickup, students should bring a note to the Front Office with the reason for the absence, the time they need to be excused, and the time they will return.

Cell phones are prohibited in the classroom. Texting your student does not excuse them from class. If you were unable to send a note with your student on the morning of the appointment, please call the front office as early as possible. The office will deliver a note to the classroom to excuse the student at the appropriate time.

Parents who pick up students from class without prior arrangements may be delayed due to staff availability.

P rearranged Absences (form)

Under Oregon law and District Policy, absences for reasons other than sickness, an emergency, or an authorized religious holiday must be arranged in advance if the absence will be 3 or more days in length. To do this, a Pre-arranged Absence Form must be submitted to the attendance office at least 2 days before the absence. A hard copy of this form can be obtained in our front office or online at chs.4j.lane.edu/forms.

10-Day Unenrollment

Per Oregon law, any student who misses 10 consecutive days of school must be unenrolled if they do not attend at least half of their classes on the 11th day. When a student is unenrolled, they lose access to StudentVUE and all other school accounts until they re-enroll with our registrar. Prior to re-enrollment, students must meet with an admin and a school counselor. Your student's progress in their classes is at risk of being lost when they are unenrolled unexpectedly in the course of a semester.

Absence Definitions and Classifications

Absence: missing a class altogether. Absences are 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, medical appointment, 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 the criteria established by state law.

Early Departure: Early Departure is used if the student leaves during class and does not return. Early departure may be excused if it meets the criteria established by state law.

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 late are marked Very Late. Late arrival to class will only be excused if it meets the criteria established by state law (i.e., illness, doctor's appointment, emergency). Late arrival due to traffic, oversleeping, 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)
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon the approved activity. **Vacations will not be considered an excused absence.**

Communication with Students during the School Day

Parents are encouraged to have a daily communication plan with their student(s) and try to avoid communicating with their student during class times. There is a telephone for student use in the College and Career Center.

To minimize interruptions to instruction, Churchill delivers parent messages to students in class as handwritten notes.

Oregon State Policy on Student Cell Phone Use

In July 2025, Oregon Governor Tina Kotek signed Executive Order 25-09, directing all Oregon K-12 public school districts to adopt a policy prohibiting student use of personal electronic devices—including cell phones, smartwatches, and other internet-connected devices—throughout the entire instructional day. The order allows limited exceptions for documented medical needs and for accommodations required under a student's Individualized Education Program (IEP) or 504 Plan.

In response, Eugene School District 4J adopted a districtwide Personal Electronic Device Policy, which took full effect on January 1, 2026. (https://4j.lane.edu/301612_2) Churchill's implementation of this policy, including device storage requirements and consequences for violations, is described in the Cell Phone Policy section under Behavior Expectations and Guidelines.

Campus Life

Campus Hours and Supervision

The Churchill campus provides supervision of students from 7:30 a.m. to 4:00 p.m. The Courtyard, Library, and Cafeteria are available to students beginning at 8:00 a.m. Certain doors are open before and after school. Doors are locked during class time, and access is only available through the Front Office.

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

Library Media Center

The Churchill Library is open 8:00 a.m.–2:45 p.m. on Wednesdays and 8:00 a.m.–3:45 p.m. on Mondays, Tuesdays, Thursdays, and Fridays. **During free periods, students may use the library for quiet study or creating in the MakerSpace.**

Students can access their library accounts online anytime at 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 use the MakerSpace. The library has over 10,000 fiction and nonfiction 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 books 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 4J email ID and password.

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 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 semester. 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.

Lockers

Lockers may be requested anytime during the school year at chs.4j.lane.edu or at the front office. Lockers belong to the school district and are assigned for the convenience of students. Locker sharing is not permitted. Only one student will be assigned per locker. Do not share your locker combination with anyone. Lockers 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/srrh/.

Lost and Found

If you find misplaced or lost items such as texts, notebooks, electronic devices, jewelry, money, wallets, or purses, please turn them in to the front office, library, gym, or the nearest staff member. Students are expected to report found items to a staff member or to the front office. Many teachers also keep lost and found items in their classrooms, so it's a good idea to check with them as well. If you are looking for a lost item, please inquire with a staff member in these locations. Unclaimed items are regularly donated or discarded.

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. Students must not park in designated staff or visitor parking spaces. Violators will be fined. Fees for parking tickets must be paid at the Finance Office.

Student ID Cards and ASB Membership

Student Identification: Students must identify themselves to staff members when asked by either giving the staff member an identification card or verbally giving their name. A student's refusal to give their 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, 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 given at no cost at the beginning of each year or at any time during the school year.

ASB Membership (Student ID Card):

1. Admits the student to the school's home athletic contests and some other events at a reduced rate.
2. Entitles the student to student prices at away games.
3. Is required for all students participating in athletics and student government.

Visitors

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 that 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 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.

Activities

Athletics

Information about athletic event schedules can be found at www.osaa.org or on our Athletic website at <https://chslancers.com>.

Athletic Participation

Athletic registration information is posted on our athletic website at chslancers.com. All parents with students hoping to participate in sports or clubs **MUST REGISTER BEFORE THE FIRST DAY OF PRACTICES** at the beginning of the season. Contact the Athletic Director for questions.

Athletic Registration Requirements:

1. Complete the athletic registration process at chslancers.com.
 - * Each student must be covered by insurance, with a group policy number noted. Students are NOT eligible for practice or tryouts until insurance is secured with a policy number. School insurance policies are available but may take up to two weeks to process. The application is available on the C-Hill Athletics page at chslancers.com.
2. Each student must have a current sports physical on file that is valid through the end of the sports season. Sports physicals must be submitted to the front office. **NO ELECTRONIC COPIES WILL BE ACCEPTED.** Contact the school nurse to check if the student's physical is up-to-date.
3. Each student must have passed at least 2.5 credits (5 classes) at the end of the prior semester, must be enrolled in and passing 2.5 credits (5 classes) currently, and be on track to graduate. Grades will be checked regularly. View the complete credit requirements at chslancers.com.
4. All fees must be paid before the first contest. Pay in the school finance office or online at SchoolPay.com.

Fee Reduction Policy: To qualify for the Sports/Club Fee Reduction, families must present yearly documentation verifying their eligibility for fee reductions.

If there is no Eligibility Notification form, students are required to pay in full.

To qualify for fee reductions, Churchill families should apply online at <https://forms.gle/TTZdEue8noWM3cjR8>.

Student Clubs

Current school clubs at Churchill are listed on our Clubs page at chs.4j.lane.edu/clubs. All students are welcome to join any club that interests them. To start a new club, visit chs.4j.lane.edu/clubs and look for the club formation guidelines.

Student Government: Associated Student Body (ASB)

The governing body for students. Students wishing to run for student government office should contact the Leadership teacher.

Students may purchase an ASB membership for the current school year at any time in 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.

Services

Meals and Cafeteria

Students are expected to pick up after themselves, recycle their waste, and leave the area where they eat in neat condition.

Breakfast & Lunch: All Churchill High School students are eligible to receive one free breakfast and one free lunch each school day. No meal application is required.

Breakfast is available before school and during the mid-morning break.

Additional purchases—including second meals, second entrées, extra milk, and à la carte items—will be charged to the student's meal account. Additional information about student meal accounts is available on the Nutrition Services website.

Information about meal accommodations, required forms, and the approval process is available on the Nutrition Services website or by contacting Nutrition Services.

Benefits Eligibility Statement: Because all students receive free school meals through the district's meal program, meal participation no longer determines eligibility for reduced school fees or other community benefits. Families who need documentation of income eligibility for fee reductions, scholarships, or other community programs should complete the district's Income-Based Eligibility Form. Additional information is available in the Student Fee Reduction Policy below.

Nutrition Services: 4j.lane.edu/nutrition | 541-790-7656 | nutrition@4j.lane.edu

Eugene School District 4J – Nutrition Services, 200 N. Monroe Street, Eugene, OR 97402

Student Fees

Fees must be paid in full each year at the start of the school year or upon enrollment if the student enrolls after the start of the school year.

Student Fee Reduction Policy

To qualify for school fee reductions, **students must present yearly documentation verifying their eligibility** (Free and Reduced Benefits Eligibility Certification). If there is no Eligibility Certification, students are required to pay in full. For students who qualify, some fees are reduced.

Note: Optional fees are not eligible for a reduced rate.

Families eligible for school fee reductions can access benefits in the community, including low-cost internet, driver education programs, and more. Check with local businesses and after-school programs to see if they offer these discounts.

To apply for fee reductions, Churchill families should **complete the Income-Based Eligibility Form** at chs.4j.lane.edu/forms.

Technology Policies

High school students are expected to understand the appropriate use of technology in school. This includes the use of school devices and equipment and the use of personal devices while at school. A copy of Eugene School District 4J's "Technology Appropriate Use Guidelines" can be downloaded at 4j.lane.edu/techguidelines.

Student Computers and Other Technology Devices

A school-owned computer or other technology device may be assigned to a student for educational use. It is the student's responsibility to maintain the device and keep it safe from damage or theft. These devices must be returned when the student stops attending Churchill, graduates, or transfers to another school. Lost or stolen devices must be reported to the school office immediately.

4J Username and Password

Students may access their student Google services, StudentVUE, and other 4J technology services using their 4J username and password. The student username is generated within one or two working days after a student is enrolled in a 4J school. Students who need a password reset should ask their classroom teacher or the front office for assistance.

Student Email

Churchill students are strongly encouraged to check their student email (<https://gmail.4j.lane.edu>) daily for information from their teachers and counselors. Student email has a limited storage capacity. Students should delete old emails often to avoid missing important new information.

Staff-to-Student Communication

For the protection of our students and staff members, 4J staff members are discouraged from using students' personal email addresses, phone numbers, or social media accounts for communication. Staff members may choose to use a 3rd-party service to communicate with students and families. These services allow staff, students, and families to send and receive announcements at a personal email address or phone number while keeping their personal contact information private.

Health and Safety

Health Services

The school nurse evaluates minor illnesses and injuries and works with students, families, and school staff to manage student health conditions while the student is at school or a school event.

Medication

Medications needed during the school day must be brought to the school by a parent/guardian for safe storage and administration by school staff. Students may carry and administer their own medication with written permission from a parent, administrator, and the school nurse. Please contact the school nurse for more information at roellig_k@4j.lane.edu or 541-790-5237.

School-Based Health Center

The Churchill Health Center provides medical and mental health services to students living in the 4J school district. It is staffed with a 4J health assistant, a PeaceHealth nurse practitioner and medical assistant, and therapists from Lane County Behavioral Health (LCBH). The health center takes insurance and the Oregon Health Plan, and will not turn away any student needing treatment.

Mental Health Services

Contact your school counselor or visit chs.4j.lane.edu/counseling for information or a referral to mental health resources.

Illness/Injury

Students who become ill or injured should secure a note from a teacher and report to the school nurse or front office. In case of a serious medical emergency, a staff member may call 911, and reasonable attempts will be made to contact the student's emergency contacts. A student may be transported by ambulance as recommended by Emergency Medical Responders.

Student Health Insurance

Information about purchasing student insurance is available in the Health Center and on the Churchill Athletics page at chslancers.com.

Bullying, Harassment, and Discrimination

Incidents of bullying or harassment should be reported to the school principal, assistant principal, or another staff member. Report bullying or safety concerns anytime at safeoregon.com or through our district's reporting form that has been uploaded to each student and staff district-issued computer.

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. Churchill Park is considered to be school grounds during the school day. While on campus, students are expected to be in class or using their free time productively and with respect for the school and the classes that are in session. The Library, College and Career Center, and Student Lounge are available to students during free periods.

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

Bicycles, Boards, and Skates

Bicycles are to be parked in the area provided at 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.

Skates may not be worn or used on campus at any time. Skates must be kept in a backpack/bag or locker while at school.

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/srrh.

Student Expression

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.

Posters

All posters and flyers must be approved by the principal prior to posting. Approved items will receive an official stamp. Any unstamped postings or items placed in unauthorized areas will be removed.

Behavior Expectations and Guidelines

In general, rules will require that students

1. Attend school regularly, and 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 on time.
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, and
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, promote school activities, and provide 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 Principal and or the Leadership Committee.

Athletic Fields

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

Cell Phone and Electronic Device Policy

Churchill High School enforces an "Off and Away All Day" policy in compliance with Oregon state law. Cell phones are not required or necessary for a successful academic experience or urgent family situations. Please call or visit the school office to relay urgent information to and from students.

Core Rules

- **Off and Away:** Phones and other personal electronic devices must remain powered off/silenced and completely out of sight during the entire school day, including class periods and breaks.
- **Earbuds & Headphones:** May only be used when connected directly to a school-issued laptop. Connecting wireless earbuds to a personal device is a policy violation.
- **Exceptions:** Permitted only if required for documented health/educational accommodations.

Consequences

- **Level 1:** Verbal warning and reminder about the policy and school expectations
- **Level 2 (Repeated or ongoing misuse):** Device will be confiscated and held in the office until the end of the school day.

- **Level 3 (Defiance, continued misuse, or disruptive misuse):** Device will be confiscated and held in the office until the end of the school day, a parent will be contacted. Students may need to check-in their devices at the office at the start of the school day for a set period of time to reinforce expectations.

Conflicts

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

Courtyard Expectations

Students are not to use the courtyard area for playing ball, throwing Frisbees, riding skateboards, skating, etc. Safety considerations require that students wear shoes on campus, including in the courtyard. Students are also expected to wear appropriate school clothing that follows 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.

Drugs/Alcohol

Drugs and alcohol are not allowed on campus. No student shall possess, use, transmit, or be under the influence of any controlled substance or intoxicant of any kind on school property or at an activity, function, or event. The 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. Contact the school nurse for assistance with prescription medications.

Report drug or alcohol problems to any staff member or anonymously at safeoregon.com.

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 <https://policy.osba.org/eugene/>.

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 a.m. to 3:30 p.m. 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 underage 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 or at an off-campus venue.
3. Guest passes must be prearranged one week before a dance, signed by an administrator, and are only available for specific events. Forms are available in the front office.
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 semester (18 weeks) and may receive other school consequences.

Students Representing the School in Co-curricular Activities

Students participating in co-curricular activities (athletics, music or academic contests, etc.) are responsible not only to the school rules but also to program rules. Violations of any rule will be dealt with by the staff member representing the program, the athletic director, or administrators. Violations may result in the loss of competition from an event to an entire season. Students must be in school on 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. You may request the code of conduct for your activity from the program director.

Disciplinary Actions

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: A formal or informal conference between a student and one or more school members

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

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

Detention: Students may be assigned to spend time during the 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 the 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 participating in all school events, including evening activities. The student may spend the day studying in a room at school at the discretion of the school administration.

Out-of-School Suspension (OSS): Temporary removal of the privilege of attending school and from all school events, including evening activities. The student is to remain under the supervision of his or her guardian during school hours. The 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 that 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 with Fine

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

Minimum Action: Student Conference

Maximum Action: Truancy Citation with Fine

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 school property or at an activity, function, or event. The 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. Contact the school nurse for assistance with prescription medications.

Minimum Action: ISS

Maximum Action: Expulsion

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

Minimum Action: Suspension

Maximum Action: Expulsion

Arson: Intentionally or unintentionally starting a fire

Minimum Action: OSS

Maximum Action: Expulsion and/or Legal Action

Assault/Fight: Physical attack, shoving, or pushing

Minimum Action: OSS

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 is prohibited during the school day, including breaks

Minimum Action: Student Conference

Maximum Action: Suspension

Chronic Tardiness: Repeatedly late to class.

Minimum Action: Student Conference / Lunch Detention

Maximum Action: Truancy Referral

Class Rules Violation: Failure to comply with a 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: Student Conference

Maximum Action: Suspension

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

Minimum Action: Student Conference

Maximum Action: Suspension

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 do so, 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 the 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

Classroom Disruptions: Willful disobedience, open defiance of a staff member's authority, use of profanity, or any conduct that substantially disrupts teacher instruction or classroom activities.

Minimum Action: Student Conference

Maximum Action: Suspension*

*If possible, the teacher will attempt to calm the situation in class. If the student fails to comply, the teacher has the right to contact the front office, campus monitors, or administration to allow for a discussion between the teacher/student or have the student removed.

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

Minimum Action: Suspension

Maximum Action: Expulsion and Legal Action

Failure to Identify Yourself: Refusal to tell a 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 a parent's or teacher's signature

Minimum Action: Student Conference

Maximum Action: Suspension

Gang-Related Behavior: Violating district policy related to gangs. Wearing 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, 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 the student

Minimum Action: Correct the problem and fine

Maximum Action: Loss of parking privilege

Possession of Nuisance Materials: Items that 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, and ORS 814.485. (More information about helmet laws in Eugene is available at <http://www.eugene-or.gov/DocumentCenter/View/17677>.)

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 person's body; demands for sexual favors; or sending sexual pictures via text or other electronic media services.

Minimum Action: In School Suspension

Maximum Action: Expulsion

Tobacco/Vaping: Oregon Law prohibits the use, possession, or distribution of tobacco products on school property. There will be no 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: In School Suspension

Maximum Action: Expulsion / Legal Action

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, or 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

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, Kevin Rodemack
- Assistant Principal, Justin Huntley
- Assistant Principal, Beth Kruziki
- Assistant Principal/Athletic Director, Erik Hoberg (student-athletes and coaches)

Departments and Phone Numbers

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

Contact information for 4J district departments 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

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
Counseling Offices (Oficina de Asesoría Académica):	
9 th grade	541-790-5113
9 th -grade transition coordinator	541-790-5111
10 th –12 th grades, A–L	541-790-5118
10 th –12 th grades, M–Z	541-790-5116
Finance Office (Oficina de Finanzas)	541-790-5107
Health Center (Centro de Salud)	541-790-5227
International High School (Instituto Internacional)	541-790-5225
Library (Biblioteca)	541-790-5138
Nurse (Enfermera)	541-790-5237
Special Education (Educación Especial)	541-790-5154
Registrar (Registros)	541-790-5108
Post-Graduate Program Coordinator (Coordinadora del Programa de Posgrado)	541-790-5262

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