District Handbook

2020–21

every student connected & empowered

Eugene School District 4J
This handbook provides general information about Eugene School District 4J and the services we provide. This guide is not intended to include all the information on a given topic, but to provide an overview and tell you how to get more information.

The district’s website, 4j.lane.edu, is an excellent resource for information about many programs and topics.

If you have feedback or suggestions as to how future editions of this handbook could be more useful, please call 541-790-7734.
Information for families

Learning in the Time of COVID-19

2020–21 will be a different kind of school year, due to the coronavirus pandemic. School will start online for the first trimester, establishing a strong foundation in remote learning for teachers, students and parents. When public health conditions allow, students may return to school buildings for a hybrid of online and on-site learning with extensive health and safety measures in place. Families may choose 100% online learning if they prefer.

Please be sure your school has your current contact information, including email and mobile phone numbers, so that you can receive important updates.

Thank you for your partnership in navigating the challenges of returning to learning and supporting students’ success in the midst of an ongoing pandemic. We are actively planning and preparing for the day when we will be able to welcome all of our students safely back to school buildings. Visit 4j.lane.edu for more information about the 2020–21 school year.

Online or on-site, Eugene School District 4J will continue to provide the best education and care we can for all of our students.

Stay informed about 4J news

School communications: Be sure your school has your current, accurate and complete contact information to communicate with you about emergencies and school information.

4J school enews: tinyurl.com/4Jschoolnews Subscribe to receive updates about 4J schools and programs. You'll receive about one or two emails per month.

Facebook: facebook.com/4Jschools Twitter: twitter.com/4Jschools Instagram: instagram.com/4Jschools Keep up to date on district news, school events, fun photos and facts.
**2020–21 School Calendar**

**SEPTEMBER**
- 14 First day of school (online)

**OCTOBER**
- 9 No school — Statewide in-service day
- 16 No school — Professional development/planning (elementary); progress reports/professional development (middle & high)
- 29 Elementary & middle only: No school — Parent conferences
- 30 No school — Parent conferences (elementary); professional development (middle & high)

**NOVEMBER**
- 11 No school — Veterans Day
- 26–27 No school — Thanksgiving break

**DECEMBER**
- 4 Middle & high only: No school — Grading
- 7 Middle & high only: Second trimester begins
- 21–31 No school — Winter break

**JANUARY**
- 1 No school — Winter break
- 4 No school* — Professional development/planning
- 18 No school — Martin Luther King Jr. Day
- 29 No school — Grading (elementary); progress reports/professional development (middle & high)

**FEBRUARY**
- 15 No school* — Presidents Day

**MARCH**
- 18 Middle & high only: No school* — Grading
- 19 No school* — Professional development/planning
- 22–26 No school — Spring break
- 29 Middle & high only: Third trimester begins

**MAY**
- 7 Middle & high only: No school — Progress reports/professional development
- 31 No school — Memorial Day

**JUNE**
- 11 Elementary only: No school — Grading
- 17 Possible last day for students* (elementary: early release; middle & high: full day)
- 21–25 & beyond: Possible makeup days*

*Makeup days: Please be aware that this calendar may change. If schools are closed for reasons such as hazardous weather (“snow days”), makeup days may be scheduled during the school year or added to the end of the year.

For other calendar formats, please visit www.4j.lane.edu/calendars.
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<tr>
<th>Mes</th>
<th>Evento</th>
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<tr>
<td>SEPTIEMBRE</td>
<td>14 Primer día de clases (en línea)</td>
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<td>OCTUBRE</td>
<td>9 No hay clases — Día de capacitación estatal</td>
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<td>16 No hay clases — Desarrollo profesional y planificación (primaria); informes de progreso/desarrollo profesional (secundaria y preparatoria)</td>
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<td>29 Primaria y secundaria solamente: No hay clases — Conferencia con los padres de familia</td>
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<td>NOVIEMBRE</td>
<td>11 No hay clases — Día de los Veteranos</td>
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<td>26–27 No hay clases — Vacaciones por el Día de Acción de Gracias (Thanksgiving)</td>
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<td>DICIEMBRE</td>
<td>4 Secundaria y preparatoria solamente: No hay clases — Calificaciones</td>
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<td>7 Secundaria y preparatoria solamente: Inicio del segundo trimestre</td>
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<td>21–31 No hay clases — Vacaciones de invierno</td>
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<td>ENERO</td>
<td>1 No hay clases — Vacaciones de invierno</td>
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<td>4 No hay clases* — Desarrollo profesional y planificación</td>
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<td>18 No hay clases — Día de Martin Luther King Jr.</td>
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<td>29 No hay clases — Calificaciones (primaria); informes de progreso/ desarrollo profesional (secundaria y preparatoria)</td>
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<td>FEBRERO</td>
<td>15 No hay clases* — Día de los Presidentes</td>
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<td>MARZO</td>
<td>18 Secundaria y preparatoria solamente: No hay clases* — Calificaciones</td>
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<td>19 No hay clases* — Día de desarrollo profesional y planificación</td>
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<td>22–26 No hay clases — Vacaciones de primavera</td>
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<td>29 Secundaria y preparatoria solamente: Inicio del tercer trimestre</td>
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<td>Mayo</td>
<td>7 Secundaria y preparatoria solamente: No hay clases — Informes de progreso/desarrollo profesional</td>
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<td>31 No hay clases — Día de los Caídos (Memorial Day)</td>
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<td>JUNIO</td>
<td>11 Primaria solamente: No hay clases — Calificaciones</td>
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<td>17 Posible último día para los estudiantes* (primaria: salida temprana; secundaria y preparatoria: día completo)</td>
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<td>21–25 y después: Días potenciales para recuperar días perdidos*</td>
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*Recuperación de días perdidos: Tenga en cuenta que este calendario puede cambiar. Si las escuelas fuesen cerradas por razones tales como el tiempo inclemente (“días de nieve”), los días para recuperar pueden ser programados.

Para otros calendarios, por favor visite www.4j.lane.edu/calendars.
The Board of Directors sets policy for the school district and hires the superintendent. Board policies can be viewed at 4j.lane.edu/board/policies, the 4J Education Center or by calling 541-790-7706. School board members are elected from the district at large to serve four-year terms.

The school board meets in regular public sessions, usually on the first and third Wednesdays of each month at 7 p.m., with some exceptions, at the Education Center, 200 N. Monroe St., Eugene, or virtually. Special meetings and work sessions are scheduled as necessary. For meeting information, including agendas and minutes, visit 4j.lane.edu/board or call 541-790-7706. All regular board meetings are streamed live online at 4j.lane.edu/stream and broadcast on the district’s radio station, KRVM-AM 1280. Audio recordings are posted on the district’s website.

The school board encourages public input. Regular board meetings have time set aside for public comment. Comments also may be emailed to board@4j.lane.edu.

Alicia Hays  
Position #1  
Served since January 2007  
Term ends June 2023  
hays_a@4j.lane.edu

Judy Newman  
Board Vice Chair  
Position #3  
Served since July 2017  
Term ends June 2021  
newman_j@4j.lane.edu

Gordon Lafer  
Position #4  
Served since July 2019  
Term ends June 2023  
laper_g@4j.lane.edu

Martina Shabram  
Position #5  
Served since July 2019  
Term ends June 2023  
shabram_m@4j.lane.edu

Anne Marie Levis  
Position #2  
Served since July 2009  
Term ends June 2021  
alevis@4j.lane.edu

Jim Torrey  
Position #6  
Served since August 2019  
Term ends June 2021  
jtorrey@4j.lane.edu

Mary Walston  
Board Chair  
Position #7  
Served since September 2009  
Term ends June 2023  
mwalston@4j.lane.edu

4J Vision 20/20 is the district’s strategic plan for the future. Visit 4j.lane.edu/4vision2020 to learn more.

Vision: Every student connected to community and empowered to succeed

GOAL I: Educational excellence with equitable access and outcomes for every student

GOAL II: Multiple pathways to student success

GOAL III: Communication and connection with community

GOAL IV: Diverse world-class workforce

GOAL V: Stable, sustainable stewardship

Cydney Vandercar  
Interim Superintendent  
vandercar_c@4j.lane.edu  541-790-7706
Introduction

ABOUT 4J

Eugene School District 4J is proud of its history of excellence. That history is built on the work of outstanding students, creative teachers, dedicated staff members, involved parents and a supportive community, all working together to create a system of remarkable schools.

4J serves more than 16,000 students in 19 elementary schools, eight middle schools, four comprehensive high schools, alternative high school options and various special education programs. Information about schools and programs is available online at 4j.lane.edu/schools and in the 4J Schools Guide. Copies of the guide are available at schools, at the 4J Education Center and by calling 541-790-7707.

The district encompasses approximately 155 square miles in the southern Willamette Valley. About 85 percent of the city of Eugene lies inside 4J’s boundaries, as do the town of Coburg and a small part of Linn County to the north. The other 15 percent of Eugene, in the northwest area of the city, is in the Bethel School District.

The name “Eugene School District 4J” comes from the formation of the school district. The “4” means that it was the fourth school district incorporated in Lane County, in 1854. The “J” means that it is a joint district, because it also includes a small part of Linn County.

Public schools in Oregon are funded primarily through the state income tax and property taxes, with additional funds from the lottery fund and a small percentage from federal funding. For more information about 4J’s annual budget, please visit 4j.lane.edu/finance or call 541-790-7600.

4J’s administration building, called the “Education Center,” is located at 200 N. Monroe St., Eugene, OR 97402. For district departments and phone numbers, see page 27 or visit 4j.lane.edu/contact.

Educational Services

ADMISSION AND ENROLLMENT

541-790-7553

Eligibility: Children who are at least 5 years old by Sept. 1 of the school year are eligible to attend kindergarten. All children age 6 and older must attend school; those who are 6 years old by Sept. 1 of the school year may enroll in first grade. To learn more about eligibility, early enrollment and helping your child get ready for school, please visit 4j.lane.edu/kindergarten.

Find My School: To find your neighborhood school, confirm that your address is within the 4J boundary and learn more about enrolling your student, see 4j.lane.edu/enroll or call 541-790-7553.

District Residency: To enroll in a 4J school as a neighborhood resident or to participate in the school choice process as a district resident, a student must reside with a parent or guardian within the school or district boundary more than 50 percent of the time. At the time of registration, parents or guardians must present original documentation demonstrating their home address. For details, see 4j.lane.edu/instruction/enrollment/documents. All documents submitted must be acceptable to Eugene School District 4J. If, at any time, a student’s residence is in question, the district may require additional evidence to verify the residence. If submitted documents are found to have been falsified, the student will immediately be sent to the school that they should be attending.

Families who live outside of the district may request a transfer to 4J. If you do not live in 4J, or if you have moved from 4J to outside of the district boundary, your child must attend school in the district where you reside unless you receive a transfer. For more information about out-of-district transfers, visit 4j.lane.edu/instruction/enrollment/outofdistricttransfers.

Homeless Students: For school enrollment questions for students who are in shelters, vehicles, or temporary or transitional living situations due to economic hardship or similar reasons, please call the homeless student liaison at 541-790-4932.

Enrollment: For enrollment forms and to learn more about enrollment, visit 4j.lane.edu/enroll or contact your neighborhood school. To enroll your student, you will be asked to provide proof of your child’s age and address, immunization records, and a recent report card or school transcript if your child has attended school in a different district.

School Choice: The district’s school choice policy means that any student in the district may request to attend any 4J school. Families who live outside of the district may request a transfer to 4J.

Your student may transfer to one of the district’s alternative schools or a different neighborhood school, if you can provide transportation and the school has an opening that can meet your child’s needs. Regardless of which school you choose, your child will receive an excellent education.

We suggest you start by getting to know your neighborhood school and others you may be interested in through open houses, information nights and other events during the school visitation period in January. Information about each school and program is available online at 4j.lane.edu/schools and in the 4J Schools Guide, which also is available on the district website, at the 4J Education Center, or by calling 541-790-7707.
To request enrollment in a school other than your neighborhood school, you will need to submit an online application. Lotteries are held each year to determine the order in which transfer requests are granted for available openings, and the remaining students are placed on each school’s waiting list. The lotteries and post-lottery waitlist placement give priority to students who are returning to the school or district or will be co-enrolled with a sibling, and, in certain cases, to students who are neighborhood residents, heritage language speakers, or qualified to receive free or reduced-price school meals.

For more information about the school choice process and deadlines visit 4j.lane.edu/choice or contact the school choice coordinator at schoolchoice@4j.lane.edu or 541-790-7553.

**CURRICULUM AND INSTRUCTION**

541-790-7550

4j schools are recognized for student achievement, innovation and strong community support. We are committed to closing achievement gaps and increasing achievement for all students; providing multiple pathways and equitable opportunities for all students to succeed; and ensuring students graduate from high school prepared to be successful in careers, in college and in life.

All students should have the opportunities and support needed to reach their full potential. 4j’s instructional programs, kindergarten through grade 12, provide learning experiences to develop the knowledge, skills, appreciation, attitudes and behavioral characteristics that all students should possess. They also include special learning experiences designed to meet physical, mental, social and emotional disabilities or gifts.

**Inspection of Curriculum:** Parents and students who are at least 18 years of age have the right to inspect instructional material used as part of the education curriculum. Please contact your school administrator to make such a request.

**Human Sexuality Instruction:** The Oregon Department of Education and Eugene School District 4j believe that public schools have an important role in educating students with current, factual information focusing on human sexuality, HIV/STDs, hepatitis B/C and child sexual abuse prevention. In accordance with this belief and Oregon law, each elementary, middle and high school in the district will provide age-appropriate human sexuality education courses as an integral part of health education curriculum.

Depending on your student’s grade level, topics may include responsible decision-making, consent, reproduction, pregnancy prevention, avoiding the transmission of sexually transmitted diseases including but not limited to human immunodeficiency virus, and AIDS education. Notification will be sent to parents before any planned instructional unit on human sexuality or human immunodeficiency virus.

If you would like more information on the curriculum, or would like time to review the curriculum, please call your school office and set up an appointment with the principal. Parents have the option of excluding their child from such instruction. If you do not want your child to receive such instruction, please submit to your school the completed Notice of Human Sexuality Instruction form available at your school and on page 22 of this handbook.

In addition to the planned instructional program about human sexuality, parents should be aware that many related political, social, global and scientific issues are likely to be discussed in science, social studies and other classes, especially at the middle and high school levels. To respond to current events, recent scientific discoveries and student inquiries, these discussions will not be avoided. Such discussions will be handled in a manner consistent with the school district’s policies on controversial issues (see page 18).

**Testing and Standards:** Assessment is how student learning is measured, from quick teacher check-ins and quizzes, to final course exams and state tests. As required by state and federal law, Oregon schools test students in English language arts and math in grades 3–8 and 11, and in science in grades 5, 8 and once in high school, and report on student participation and performance. Some students with disabilities take the alternative Oregon Extended Assessment. These tests assess district, school and individual student progress toward meeting Oregon state standards.

ORS 329.479 permits parents to annually opt out of the statewide tests of math and English language arts for any reason by submitting a form to the school, and OAR 581-022-1910 provides a process to opt out of the statewide science test. The annual notice of statewide tests will be available at the start of the school year, and the opt-out form for the
present school year will be available at least 30 days prior to the start of testing. For these materials and more information about statewide testing, see 4j.lane.edu/statetesting.

Assessment results provide important information for students, parents, teachers, schools and the district. The Oregon Department of Education publishes school and districtwide report cards at oregon.gov/ode/schools-and-districts/reportcards and the district sends these to 4J families each year. For information about your student’s individual test results, contact your school. For more information about testing, see 4j.lane.edu/accountability or call the 4J Instruction Department at 541-790-7550.

Graduation Requirements: Oregon has rigorous requirements for students to receive a high school diploma. Students are required to complete at least 24 credits; take higher levels of English, math and science; complete a series of personalized learning requirements; and demonstrate proficiency in a set of essential skills. See 4j.lane.edu/graduation/requirements or call the 4J Instruction Department at 541-790-7550 for more information.

Alternative High School Programs: Several options are open to secondary school students who desire to complete their education through alternative means, including the ECCO (Early College & Career Options) high school program, Eugene Online Academy (grades K–12), a GED program and community-based alternative programs. Please see 4j.lane.edu/alternativeprograms or call 541-790-6850 to learn more.

Eugene Online Academy: Eugene School District 4J offers a K–12 online learning program that combines technology and in-person support from 4J teachers and staff for students interested in learning in a different way than a traditional classroom setting. Online academy students also may have the option of taking in-person classes and participating in extracurricular activities at their neighborhood school. To learn more, visit 4j.lane.edu/eugeneonline or call 541-790-6850.

For more information about curriculum and instruction in 4J schools, please visit 4j.lane.edu/instruction or call the 4J Instruction Department at 541-790-7550.

**SPECIAL SERVICES AND SUPPORTS FOR STUDENTS  541-790-7800**

4J provides programs and services for students with specific needs, including:

- **Students with disabilities**
  Special education or Section 504 eligibility/ accommodations ........................................ 541-790-7800

- **Students for whom English is a second language**
  English language development ............................. 541-790-6872

- **Pre-school children with speech, language, behavioral or academic challenges or developmental delays**
  Early childhood program .................................. 541-790-7800

- **Students who need academic assistance in reading and math**
  Title I program ............................................... 541-790-7578

- **Native American students who need academic assistance**
  NATIVES program ....................................... 541-790-5900

- **Talented and gifted students**
  TAG program ............................................... 541-790-7574

**Accommodations for Disabilities:** 4J schools provide a free and appropriate educational program to students with disabilities, in accordance with state and federal guidelines, including Section 504 of the Rehabilitation Act of 1973 and the Individuals with Disabilities Education Act. The district and its teaching staff will make reasonable accommodations and modifications for any student who has a disability. Students or their parents may contact their classroom teacher, a counselor, the school principal or the 4J Student Services Department if they believe accommodations or modifications need to be made.

4J’s Student Services Department partners with general education to provide high-quality instruction and access to the general education curriculum for students with disabilities. Some students with disabilities may participate fully in the regular educational program while others may require specialized settings.

The Oregon Department of Education issues an annual report indicating how the district has performed on targets set in the State Performance Plan (SPP) for Special Education. 4J’s special education report card is available on the district’s website at 4j.lane.edu/studentServices.

**Child Find:** Parents who think their child may have a disability and would benefit from support services, or who know of any other child who might need special education, should call the Student Services Department at 541-790-7800.
Student Health & Safety

PARENT NOTIFICATION

Rapid Notification System: Eugene School District 4J has a rapid notification system that can be used to notify parents and guardians by email, phone and text message about emergency and high-priority situations. The same notification system also is used to notify parents about student absences and general school information.

It is critical that parents provide their schools with accurate and complete contact information so that school messages will reach them. To receive important messages that are sent via text, designate a mobile phone in your student’s records.

Emergency Situations: The district and schools may use the rapid notification system to communicate to parents and emergency contact persons about urgent situations. Messages are not automatic or instantaneous, as the school must have time to send a message with clear and confirmed information. However, once sent, messages should reach recipients very quickly. Emergency-related information may also be posted on the district’s website, 4j.lane.edu, or on the district’s Facebook page, facebook.com/4Jschools, or Twitter account, twitter.com/4Jschools.

Please do not go to the school or call the school office during emergency situations. Staff will be focused on student safety and will not be able to assist you or answer the phone. Additionally, overwhelming incoming calls can disrupt the phone system and make internal communication difficult.

Second Parent Notification: Ordinarily, both custodial and non-custodial parents have the right to receive school information about their children and to examine their children’s student records unless there is a court order specifying that access to records is limited. Non-custodial and co-custodial parents’ contact information may be included in student records for emergency notification purposes.

The Eugene School District also is able to provide such parents a duplicate copy of labeled mailings, such as grade reports. Other items that may be sent home by means other than direct mail are not included. Please let the school office know if you would like a co-custodial or non-custodial parent to be added to the student’s enrollment information.

SCHOOL CLOSURES OR DELAYS DUE TO WEATHER, EMERGENCIES

School may occasionally be canceled or delayed due to inclement weather or other emergency conditions.

No News = No Change: If there is a change in the school schedule or bus routes due to inclement weather, Eugene School District 4J will announce the change by 6:30 a.m. No announcement is made when schools and buses are operating on their regular schedules.

School Closures and Delays: Weather-related closures and delays are announced to local media and posted on the district’s website, 4j.lane.edu, Facebook, facebook.com/4Jschools, and Twitter, twitter.com/4Jweather, by 6:30 a.m. that day. In addition, the information will be texted to families who have provided their mobile number to their student’s school. Local news media, including the school district’s radio station, KRVM-FM 91.9, provide regular updates on mornings that schools must be closed or delayed. Decisions about evening activities are made separately and are typically announced around noon on days when hazardous weather is an issue. For more information, see 4j.lane.edu/weather.

Snow Routes: On days when snowfall or ice threaten road conditions, but schools continue to operate, it may be announced that school buses will operate on “snow routes.” Families whose children ride 4J buses are informed early in the school year if their bus has an alternate snow route. For more information, see 4j.lane.edu/snowroutes or call the 4J Transportation Department at 541-790-7474.

Other Emergencies: Other emergency closures, such as those caused by power or heating outages, will be communicated to parents using the rapid notification system, and may also be announced to the broadcast media and posted on the district’s website and social media accounts.

What Should Parents Do? On days when ice or snow are present, parents should check the district’s website, twitter.com/4Jweather, facebook.com/4Jschools, or local media; any decision to close or delay schools or use snow routes is normally announced via all of these channels before 6:30 a.m. On any day when inclement weather is a concern and school is in session, families are encouraged to consider road conditions in their area and make their own decisions based on safety. Parents also should ensure that current phone numbers and email addresses are on file at the school: mobile, home, work, and alternate persons to contact in case of an emergency.

It is impossible to guarantee text message delivery 100% of the time, so if you are concerned about the weather and have not received a text by 6:30 a.m., check the 4J website, social media or local news media for information about closures, delays or snow routes. To learn more, see 4j.lane.edu/weather.

SCHOOL SAFETY 541-790-7685

Emergency Procedures: The school district takes the safety of students very seriously. 4J follows the Standard Response Protocol and ALICE (Alert, Lockdown, Inform, Counter, Evacuate) protocols to respond to any threat to a school or in the community. Schools routinely practice fire evacuation, building lockdown/lockout and earthquake drills. 4J has developed a districtwide emergency manual, including guidelines for how to deal with serious injury, a hazardous material spill, or dangerous intruders. Each school also has developed its own procedures to respond quickly and appropriately to emergency situations. The district
operates a rapid notification system to provide information to parents during emergencies.

**Tell Someone:** All students and community members are encouraged to immediately report to a school staff member or law enforcement officer any rumors or threats of school violence or other illegal behavior. The district is participating in SafeOregon, a 24/7 tip line dedicated to alerting schools of potential risks so the district and police can take appropriate preventive action. There are several ways to report a concern using SafeOregon: visit [safeoregon.com](http://safeoregon.com), email tip@safeoregon.com, call or text 1-844-4-SAFE-OR or download the app on your mobile device. You are encouraged to report anything you see or hear about bullying, violence, drugs, or actual or potential harm to a student or school. Tips can be reported anonymously.

**Security Cameras:** To enhance student safety and school security both during the school day and after hours, bond funds were approved by voters to install video cameras at every 4J school in multiple indoor (hallways, cafeterias and gyms) and exterior locations. There are no cameras in classrooms, bathrooms or locker rooms. Cameras are in operation 24 hours a day, but are not continuously monitored live. Learn more at [4j.lane.edu/bond/cameras](http://4j.lane.edu/bond/cameras).

**Law Enforcement:** School officials have a dual responsibility. They safeguard the rights of students and also must cooperate with law enforcement officers in the legitimate pursuit of their duties. For more information about the district’s cooperation with law enforcement agencies, see school board policy KN “Cooperation with Law Enforcement Agencies” and the Student Rights and Responsibilities Handbook. Both are available on the district website, by calling 541-790-7707, and at the 4J Education Center. A copy of the handbook also is available at your student’s school.

**School Supervision:** Parents should be aware that schools provide supervision of buildings or grounds only during school hours, during official school-sponsored events and programs that occur before and after school, and during other times that may be specified by the school. Contact your school for hours of school supervision.

**SCHOOL FOOD 541-790-7656**

Children and adolescents need healthy food to grow, learn and thrive. School meals are available for all students, regardless of ability to pay. 4J’s school food service is a self-operating program to better serve students and more closely align food sourcing and menu options with local priorities. Our goal is to provide scratch-based meals, with minimally processed and local ingredients while working on sustainable program options such as limiting single-use packaging and composting food waste in kitchens and cafeterias. For updates on how to access meals during distance learning, visit [4j.lane.edu/nutrition](http://4j.lane.edu/nutrition). Contact Nutrition Services at 4jmeals@4j.lane.edu or 541-790-7656 for more information.

**School Breakfast and Lunch:** 4J schools provide tasty, nutritious meals that offer a variety of fresh produce and whole grains, include daily vegetarian options, and, when feasible, integrate locally sourced foods into meals. Unlimited fruits and vegetables are offered with every
regular school meal. Menus are carefully planned to meet or exceed nutrition guidelines set by federal standards and the district’s wellness policy. School meals are affordably priced and are free or discounted for families who qualify. To learn more about school meals and to view menus, visit 4j.lane.edu/nutrition.

Free Breakfast at All Elementary Schools: Every 4J elementary student can eat breakfast at school every day for free. No application or registration is required.

Free Meals and Other Ways to Save: Students can qualify for free or reduced-price school meals if their household income is at or below the federal poverty guidelines or the Oregon Extended Income Guidelines, or if they receive SNAP (food stamps), TANF, or FDPIR—even if the family’s financial situation is short-term, such as a temporary layoff. Students who qualify for free or reduced-price school meals also may qualify for reduced athletic and activity fees, reduced prices for enrichment activities and summer camps, low-cost high-speed internet access and other savings.

How to Apply: To learn more and apply for the discounted school meal program and other cost savings, visit 4j.lane.edu/freelunch. The program is confidential. A new application must be completed each school year. Students attending CEP (Community Eligibility Program) schools do not need to submit an application as all kids at these schools eat free. See 4j.lane.edu/meal-prices.

Healthy Snacks and Parties: As part of its comprehensive wellness policy, the district has established guidelines for healthy school parties and healthy snacks for sale. Before providing snacks for a classroom, please review the guidelines at 4j.lane.edu/healthysnacksguidelines. Families who send lunch or snacks to school with their children also are encouraged to select healthy options.

HEALTH REQUIREMENTS 541-790-8036

Examination: A medical exam by a health care practitioner is recommended for all students entering 4J schools for the first time. The exam should include vision and dental screenings for children aged 5–7 years. If such an exam is a financial hardship, please contact the school nurse or a school-based health center (see below) for an appointment.

Parents (and students at least 18 years old) have the right to opt their student out of non-emergency, invasive physical examinations or screenings required as a condition of attendance, administered by the district or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing or vision, or any physical exam or screening permitted or required under state law. Eugene School District 4J does not require any physical examinations that are not authorized by state law, so an opt-out form is not provided.

Immunization: State immunization laws require that before a child starts school, the parent or guardian must complete, sign and submit an Oregon Certificate of Immunization Status, showing compliance with state requirements for polio, measles, mumps, rubella, diphtheria, tetanus, pertussis, hepatitis A and hepatitis B immunization for all students; varicella (chicken pox) immunization or date of disease for all students; and Tdap immunization for students entering grades 7–12. The number of doses required varies depending on the student’s age and grade level. Students who have incomplete or insufficient immunizations will be subject to exclusion from school beginning on the annual state-designated Exclusion Day (the third Wednesday in February).

Visitors/Home-Schoolers: Children visiting for more than five days or attending part time (including home-schoole) must comply with all immunization requirements.

Where to Get Immunized: Vaccines are available at many health care providers’ offices, many pharmacies, Lane County Public Health (541-682-4041), and the school-based health centers at Churchill (541-790-5227) and North Eugene (541-790-4445) high schools. Call for information or to schedule an appointment.

Immunization Rates: Each 4J school’s immunization and exemption rates are available on the district website at 4j.lane.edu/instruction/immunization.

Exemptions: If there is a medical reason for the student not to have immunizations, the parent must provide a signed letter from a licensed physician documenting the medical exemption or immunity, along with the completed Certificate of Immunization Status (see the certificate for more detailed requirements). If a parent seeks a non-medical exemption from one or more required immunizations, the parent must provide a completed Vaccine Education Certificate from a health care practitioner or from the online vaccine education module at healthoregon.org/vaccineexemption, along with the completed Certificate of Immunization Status. Students with incomplete or insufficient immunizations, including students with exemptions, may be excluded from school in the case of a communicable disease outbreak.
Special Health Issues: Parents or guardians of students with health issues who may require health care during the school day (e.g. diabetes, asthma, seizures or severe allergies) should contact the school nurse and complete a health assessment form. Please do this at least two weeks prior to the child attending school to allow adequate preparation time.

Medications at School: Some health issues may require medication while at school. School personnel may assist a student with medication only with written permission. Please contact your school for information.

SCHOOL–BASED HEALTH CENTERS
CHURCHILL  541-790-5227
NORTH EUGENE  541-790-4445

4J has two school-based health centers operated by PeaceHealth, located at Churchill and North Eugene high schools, to serve the district’s elementary, middle and high school students. The health centers are open nearly full time during the school year and most of the summer.

Each health center is staffed with a nurse practitioner, a health assistant and a mental health therapist. The health centers handle most health issues, including illnesses, injuries, ongoing health problems, well-child and sports physicals and immunizations. The centers also provide mental health counseling with therapists from Lane County Behavioral Health for depression, anxiety, anger management, attention and focusing challenges, family stress and change, and can facilitate referrals for substance abuse.

The health centers can bill private insurance and the Oregon Health Plan, and also can provide treatment for those unable to afford medical care on a sliding-scale fee basis. Please call the clinics for hours of service or to schedule an appointment.

HEALTHY SCHOOL FACILITIES

Asbestos: To ensure that asbestos-containing materials are maintained in good condition, they are inspected regularly. A complete reinspection of all 4J buildings is conducted every three years and periodic surveillance of asbestos-containing materials is performed every six months. The next complete reinspection will be performed in summer 2021. When asbestos-containing materials are removed due to maintenance and renovation activities, asbestos-certified workers exercise safety precautions and record where such work has taken place. For more information about asbestos, the district’s asbestos management plan, and where asbestos-containing materials have been removed recently, visit 4j.lane.edu/facilities/asbestos or call 541-790-7432.

Integrated Pest Management: Eugene School District 4J is committed to using nonchemical means of dealing with pests and weeds in district buildings and landscapes whenever possible, and has been implementing Integrated Pest Management (IPM) principles since 1984. Pesticide use is considered only after nonchemical methods have proven ineffective and the District IPM Coordinator and Facilities Manager agree it is appropriate and safe to proceed. If chemical means are warranted, only low-impact products approved for use in Oregon schools are selected. Pesticides are applied only when and where students are not present and staff are not at risk of exposure. Applications may only be made by a licensed applicator; and only after appropriate notifications are provided, except for emergencies that pose an immediate risk to students and staff. For more information and to review the district’s IPM plan, visit 4j.lane.edu/facilities/integrated-pest-management or call the IPM coordinator, 541-790-7433.

Water Quality: The school district has taken voluntary, proactive steps to ensure safe water supplies. All water taps in the district were tested for lead in 2016, and, in accordance with the Oregon Healthy and Safe Schools Plan adopted in 2018, will be tested every six years after July 1, 2020. For more information and a comprehensive list of test results and repairs, visit 4j.lane.edu/facilities/water or call 541-790-7400.

Radon Testing: To continue providing safe, healthy school facilities where students learn, grow and play, all 4J schools were tested for elevated levels of radon gas during the 2018–19 school year, in advance of new state requirements that all districts in Oregon test school buildings for radon before January 1, 2021. In accordance with the Oregon Healthy and Safe Schools Plan, all 4J sites will be tested for radon every 10 years. For more information about radon and all radon test results, see 4j.lane.edu/facilities/radon or call 541-790-7400.
Additional Programs & Services

TRANSPORTATION 541-790-7474

Neighborhood Elementary and Middle Schools: Elementary school students who live 1 mile or farther from school and middle school students who live 1.5 miles or farther from school may ride 4J buses to and from their neighborhood school. Exceptions are granted for students who live closer than the 1- or 1.5-mile limits and reside within a hazardous walk area as defined by state guidelines, and for students who are assigned school bus transportation as part of their special education plan.

Students eligible to ride 4J buses will receive information at the beginning of the school year explaining district and state school bus rules and regulations. Students will be assigned bus stops based on where they live. Students may use only their assigned stops, unless they have written permission from a parent or guardian to use another.

High Schools: Students at 4J high schools are encouraged to walk, bike or ride public transportation to school. The district provides school bus services only for those high school students who live more than 1.5 miles from a Lane Transit District LTD bus stop and attend their neighborhood school, and for students who are assigned school bus services as part of their special education plan.

Public Transportation: Lane Transit District LTD provides free bus service to all K–12 students in Lane County. Schools will issue bus passes to students when registering in the fall. Bus passes are valid from September 1 of the current school year to September 30 of the following year. For more information, visit ltd.org or call 541-687-5555.

School Choice: In most cases 4J bus service is provided only to students attending their neighborhood school. Bus routes travel only within a school’s attendance boundary. School choice and transfer students may use existing bus services if space is available; otherwise families must provide their own transportation.

For information about school bus transportation, eligibility, safety training and more, visit 4j.lane.edu/transportation or call 541-790-7474. For information about Lane Transit District bus routes and schedules, visit ltd.org or call 541-687-5555.

ATHLETICS 541-790-5119

Students at 4J high schools have the option to participate in a variety of sports. Many are sanctioned for interscholastic competition by the Oregon School Activities Association (OSAA), and others are community-sponsored activities that may be associated with a school as club sports. At the middle school level, 4J sponsors only track and field. 4J does not sponsor elementary school athletics, but private organizations offer a variety of sports activities for children. For information about school athletics, contact your school’s athletic director or contact the district athletic director at 541-790-5119 or bokn_k@4j.lane.edu.

Participation fees are charged for athletics and activities. These fees help make it possible for 4J schools to continue offering a wide array of activities. The district wants all students to be able to participate. If the participation fee is a hardship, families can obtain a fee reduction by qualifying for the free and reduced-price school meal program and providing the approval letter at registration.

Students who play interscholastic sports must be examined by a physician before participating and must be re-examined every two years. Sports physicals are available from your health care provider or at 4J’s school-based health centers, see page 13. Athletes in specified sports may be required to participate in the ImPACT concussion testing program. Athletes must be covered by accident insurance.

All fees, proof of physical exam and insurance coverage must be in place by the start of the sport’s season. High school athletic directors are responsible for interpreting athletic eligibility rules and for providing information to parents and students.

Federal Title IX law prohibits discrimination on the basis of gender in education programs, including athletics. For complaints regarding Title IX compliance, please complete a complaint form available at your school or online at 4j.lane.edu/complaints, or contact the district Title IX coordinator at 541-790-7558 or titleixcoordinator@4j.lane.edu.

VOLUNTARY STUDENT ACCIDENT INSURANCE 800-827-4695

4J offers access to a voluntary fee-based student accident insurance program for students. Enrollment is handled directly with the insurance company, not as part of student registration at school. The program is underwritten by ACE American Insurance Company and is available through Myers-Stevens & Toohey & Co., Inc. You can obtain a brochure and application at your school. For more information, please call the company at 949-348-0656 or visit myers-stevens.com.

BUILDING RENTAL AND USE 541-790-7406

4J school buildings and grounds are available for use by the community. For information about rental rates, policies and guidelines or to request the use of a facility, visit 4j.lane.edu/facilityuse or call 541-790-7406.

KRVM 91.9 FM / 1280 AM 541-790-6686

KRVM, 4J’s radio network, provides opportunities for high school students to learn about all aspects of radio production. Students broadcast from the studio at Sheldon High School and have the opportunity to announce songs, operate equipment and take on other critical jobs. Sheldon High School offers radio classes, but any interested 4J student can get involved by making arrangements with KRVM’s program director and operations manager.

On KRVM-FM 91.9, volunteers and students air a blend of contemporary adult music and specialized music programs. KRVM-AM 1280 features a news and information format, including live broadcasts of school board meetings. KRVM receives 100% of its funding from listener donations, business underwriting and grants. For more information about KRVM, call 541-790-6686 or visit krvm.org.
Students enrolled in Eugene School District 4J schools have rights, responsibilities and standards for conduct. A few important policies are listed in this section. School board policies are available in their entirety at the 4J Education Center and online at 4j.lane.edu/board/policies.

The district also publishes a Student Rights & Responsibilities Handbook, which more extensively outlines conduct standards and student rights. The handbook is on the district’s website, 4j.lane.edu/srrh. Copies are available at schools, the 4J Education Center or by calling 541-790-7707.

Topics covered in the Student Rights & Responsibilities Handbook include freedom of expression, freedom of religion, assembly of students, dress and grooming, admission and attendance, discrimination and harassment, child abuse reporting, search and seizure, cooperation with law enforcement agencies, tobacco, intoxicants and controlled substances, trespassing, offensive language, threats, weapons, other serious misconduct, off-campus misconduct, and disciplinary procedures including due process procedures for suspensions and expulsions.

NONDISCRIMINATION 541-790-7706

Eugene School District 4J provides equal educational opportunity and treatment for all students. District programs, activities, and practices shall be free from discrimination and harassment based on race, color, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, marital status, age, mental or physical disability or perceived disability, pregnancy, familial status, economic status, military or veterans’ status, or any other factor prohibited by law.

The district complies with all applicable state and federal laws and regulations, including but not limited to: Title IX of the Education Amendments of 1972; Title VI of the Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008; and Oregon laws prohibiting discrimination. The district’s compliance includes all district programs, courses and activities, including extracurricular activities, services and access to facilities.

Questions about discrimination or access to district programs, facilities and/or services may be directed to the superintendent’s office at 541-790-7706 or email titleixcoordinator@4j.lane.edu. For questions about disability/Section 504 accommodations, call the Student Services Department at 541-790-7800. The superintendent’s office has overall responsibility for nondiscrimination and equal opportunity policies.

Complaints of discrimination and harassment may be filed with any district administrator or supervisor, including the superintendent’s office. Please refer to the complaint procedures on the district website, 4j.lane.edu/complaints.

HARASSMENT, INTIMIDATION, BULLYING, CYBERBULLYING, HAZING, TEEN DATING VIOLENCE AND DOMESTIC VIOLENCE 541-790-7550

School Board Policy JFCF: The district is committed to providing a safe, positive and productive educational environment for all students. Harassment, intimidation, bullying, cyberbullying or hazing of students, by students, staff and third parties is prohibited. Teen dating violence is unacceptable behavior and prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Students may also be referred to law enforcement officials.

Scope: This policy applies to student behavior on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, in all instances that student discipline applies as provided in the code of conduct. The policy also applies to off campus conduct that causes or threatens to cause a substantial and material disruption at school or other district property, or interferes with the rights of students or employees to be free from a hostile educational or employment environment taking into consideration the totality of the circumstances. This policy also applies to adult behavior when a student is the victim.

Definitions:

• “Harassment, intimidation or bullying” means any act that substantially interferes with a student’s educational benefits, opportunities or performance and has the effect of physically harming a student or endangering a student’s property; knowingly placing a student in reasonable fear of physical harm to the student or damage to the student’s property; or creating a hostile educational environment, including interfering with the psychological well-being of a student. It may be based on, but is not limited to, the protected class status of a person.

• “Protected class” means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, gender identity or expression, national origin, marital status, familial status, source of income or disability.
• “Cyberbullying” means the use of any electronic communication device to harass, intimidate or bully.

• “Hazing” means intentionally taking action or creating a situation that inflicts physical harm, psychological harm or distress on a student regardless of the consent of the participants. Hazing occurs when the action or situation has the purpose or effect of demeaning or humiliating a student or group of students. Hazing is typically but not exclusively committed as a form of initiation, discipline or rite of passage for a particular club, team or activity, and almost always includes new members showing subservience to existing members. In considering a hazing case, it is not a defense that the student subjected to hazing consented to or acquiesced in the hazing activity.

• “Teen dating violence” means: 1. A pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or 2. Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age.

• “Domestic violence” means abuse between family and household members, as those terms are described in ORS 107.705.

• “Retaliation” means any form of reprisal, harassment, intimidation or bullying, cyberbullying, hazing, or teen dating violence against a person in response to a student for actually or apparently reporting or participating in the investigation of conduct prohibited by this policy.

• “District” includes district facilities, district premises and nondistrict property if the student is at any district-sponsored, district-approved or district-related activity or function, such as field trips or athletic events where students are under the control of the district.

• “Third parties” include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in district business, such as employees of businesses or organizations participating in cooperative work programs with the district and others not directly subject to district control at other district-sponsored programs and activities.

Staff’s Responsibility: Every staff member, including student teachers and practicum students, who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the school administrator. If the administrator is believed to be involved or to have a conflict of interest, the report may be made to the superintendent’s office.

The school administrator has overall responsibility for compliance with this policy and investigations of alleged violations at the school level.

Staff members are expected to comply with this policy. Violations of this policy, including failure to report an act of harassment, intimidation or bullying, cyberbullying, hazing, or teen dating violence may be subject to remedial action, up to and including dismissal.

Employees are responsible for informing volunteers and other adults working in schools and with extracurricular programs of this policy and for supervising their activities. Volunteers and third parties working in schools and with district programs are encouraged to report concerns as outlined in this policy.

Student Responsibility: Students are expected to follow the standards for student behavior outlined in school board policy and the district’s Student Rights and Responsibilities Handbook, which includes the requirement that they refrain from harassment, intimidation or bullying, cyberbullying, hazing, teen dating violence, and retaliation and comply with this policy.
Students are expected to hold their peers and other students to the standards established by this policy and are encouraged to bring violations to the attention of a teacher, counselor or administrator. These reports may be made anonymously.

Students who violate this rule are subject to discipline, suspension or expulsion following the rules established in the Student Rights and Responsibilities Handbook.

**Training**: The district shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, hazing and cyberbullying. The district shall incorporate age-appropriate education about teen dating violence and domestic violence into new or existing training programs for students in grades 7 through 12.

The district shall incorporate into existing training programs for staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation, bullying, hazing, cyberbullying, teen dating violence and domestic violence. This policy and implementing regulations will be reviewed annually, in the fall, with each building and department staff.

**Reporting and Complaint Procedures**: A student, parent or guardian of a student, or a volunteer who believes that the student is the recipient of harassment, intimidation, bullying, cyberbullying, hazing or teen dating violence is encouraged to report the incident to the administrator or assistant administrator, teacher, counselor or other staff member. Information may be presented anonymously. An optional Student Safety Reporting Form is available from the school and on the district website.

Teachers and other staff who observe students engaging in acts in violation of this policy are responsible for taking action to deal with the behavior. Every school employee is responsible for reporting suspected violations of this policy to the school administrator.

Complaints about the school administrator may be reported to the superintendent’s office. Complaints about the superintendent shall be reported to the chair of the board of directors.

Upon a report, or knowledge of, an incident, the school administrator or designee shall assess the allegation and conduct an appropriate investigation. The administrator or designee shall promptly take interim action deemed necessary to maintain a safe learning environment. The principal or person assigned shall work with the complainant and other parties to resolve the issue, which may include corrective and remedial measures designed to prevent the recurrence of the behavior. Parents will be notified of the outcome of the investigation and, as appropriate, that remedial action has been taken.

Students, parents and guardians are encouraged to attempt to resolve concerns through discussions with school staff at the school level. If the student, parent or guardian is unable to resolve the complaint after working with school staff or if they choose to initiate their complaint at the district level, they may file a formal complaint with the superintendent’s office, using the district complaint form available on the district website, and from the superintendent’s office. In such a case, the complaint procedures in administrative regulation KL-AR will apply.

**SEXUAL HARASSMENT  541-790-7706**

The district strictly prohibits sexual harassment of students, staff members, and others. Sexual harassment includes, but is not limited to unwelcome sexual advances, requests for sexual favors and other verbal, nonverbal or physical conduct of a sexual nature when: (1) the conduct or communication has the purpose or effect of demanding sexual favors in exchange for benefits; (2) submission to or rejection of the conduct or communication is used as a factor in decisions affecting the student’s education; or (3) the conduct or communication is so severe, persistent or pervasive that it has the purpose or effect of unreasonably interfering with a student’s educational performance, or creates an intimidating, offensive or hostile educational environment.

Any student who feels they are a victim of sexual harassment is encouraged to report concerns immediately to the school administrator. A student may also report concerns to any teacher, counselor or school nurse, who will promptly notify the appropriate district official. Students may also report sexual harassment to the superintendent’s office at 541-790-7706, or by emailing titleixcoordinator@4j.lane.edu. The district complaint form is available online at 4j.lane.edu/complaints, in school offices and from the superintendent’s office. For more information, review the district’s sexual harassment policy (JBA/GBN) and complaint procedure policy (JBA/GBN-AR) available at 4j.lane.edu/policies and at your school.

**COMMENDATIONS AND COMPLAINTS  541-790-7550**

The district encourages open communication with community members and welcomes commendations and constructive criticism.

The district’s informal and formal complaint procedures allow complaints to be considered quickly and fairly. Parents, students and other patrons are encouraged to discuss a complaint directly with the staff member who is involved in the matter. If the complainant is not satisfied with the outcome of this conversation, the complainant is encouraged to talk with the staff member’s principal or supervisor, and if necessary, to notify the administrator’s supervisor. Most concerns are resolved using this informal, problem-solving process.

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*be kind whenever possible. it is always possible.*  
— Dalai Lama
Use of the informal process is optional, and a formal written complaint may be filed at any time by filing a completed complaint form with the superintendent’s office. A copy of the complaint form and detailed description of complaint procedures are available on the district’s website at 4j.lane.edu/complaints and by calling the superintendent’s office, 541-790-7706.

CONTROVERSIAL ISSUES 541-790-7550

The presentation and discussion of controversial issues will be informative. Gaining the ability to meet issues without prejudice and to withhold judgment while facts are being collected, assembled, and weighed and to see relationships before drawing inferences or conclusions are among the most valuable outcomes of a free educational system. Students have the right of freedom of expression. Honest differences of opinion may occur in classes where students are encouraged to seek understanding of facts and form opinions. It is not the intent of the district to force upon any student a set of values.

The teacher’s role in these instances becomes that of a guide, aiding students in the process of objective inquiry and maintaining an atmosphere free from bias and prejudice. Students shall have an opportunity to collect and interpret factual material, and to reconsider assumptions and reach their own conclusions. Persons with concerns about the manner in which controversial issues are taught are encouraged to address the concern with the school administration. The district’s informal and formal complaint procedure and form are available on the district website and at the superintendent’s office.

Students may be excused from a state-required program or learning activity to accommodate students’ disabilities or religious beliefs. An alternative program for credit may be provided.

Objections to instructional materials shall be made to the school principal. If the matter is not resolved in an informal manner, the person with an objection to instructional material may follow the process detailed in the “Instructional Materials Selection” policy (IIA-AR) available at 4j.lane.edu/board/policies and at your school.

For more information, refer to school board policies, such as INB “Studying Controversial Issues” and IIA “Instructional Resources/Instructional Materials,” available at 4j.lane.edu/board/policies or by calling 541-790-7550.

TECHNOLOGY, EMAIL AND THE INTERNET 541-790-7770

The district believes that technology is a tool for lifelong learning and a resource that promotes educational and organizational excellence, as long as it is used in a responsible, efficient, ethical and legal manner.

Appropriate Use: The purpose of district-owned technology resources, including email and internet access, is to enhance the educational experience of students, support teacher delivery of instruction and to increase the operational efficiency of staff. Practices that attempt to achieve this purpose in a safe, legal manner are acceptable, while practices that do not attempt to achieve this purpose, or are unsafe or detrimental, are not acceptable.

While the district has deployed an internet filtering system and students are supervised when they use the internet in school, it is possible that students will access inappropriate information. Students should report access of inappropriate material to a teacher, staff member, or their parents or guardians. Parents and guardians are encouraged to discuss responsible use of the internet with their children at home and how this responsibility extends to using the internet appropriately at school.

Prohibited Uses: The use of 4J’s network and other technology is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Staff and student users of the 4J network must be aware that information accessed, created, sent, received or stored on 4J servers is not private. It is subject to review by network system administrators who may investigate complaints regarding inappropriate or illegal material. The inappropriate use of 4J’s network and technology is not tolerated and may result in loss of access, as well as other disciplinary or legal action, including suspension, expulsion from school or loss of employment.

Users assume responsibility for understanding district policies and guidelines as a condition of using the 4J network and equipment. Prohibited uses include, but are not limited to, accessing another person’s account or sharing one’s password with another person; using the network for financial gain, commercial activity, political activity, or illegal activity (e.g. hacking or copyright violations); bypassing the district filter to access inappropriate websites; knowingly accessing or sharing inappropriate materials; using profanity, obscenity, or vulgar images; engaging in intimidation, bullying, harassment, discrimination, hazing or retaliation; and installing of unlicensed or unapproved software, apps or hardware.

Student Privacy: The district has an obligation to protect student safety and to balance this with the need for open communications when using the internet. Student privacy guidelines have been established at each level: elementary, middle and high school.

For complete guidelines on appropriate use and student safety and privacy, call 541-790-7770 or visit 4j.lane.edu/technology/appropriateuse.

Student Email: The district uses G Suite for Education and provides students with a 4J-issued email account. Students will use their G Suite accounts to complete assignments, communicate with their teachers, sign into devices and applications, and learn 21st-century digital citizenship skills. More information and an opt-out form is available at your school.
FEES AND DEPOSITS  541-790-7550

Oregon law allows schools to charge fees and deposits under certain circumstances, such as for equipment rentals or security deposits, courses that are not a part of the regular school program, and optional items such as school meals, student body cards, field trips and extracurricular activities. A parent or guardian who believes payment of any fee is a hardship may request that the school waive payment in whole or in part. The decision will be guided by school board policy JN “Student Fees, Fines and Charges,” available on the district’s website at 4j.lane.edu/board/policies.

RELIGION IN SCHOOLS  541-790-7550

The constitutions of the United States and the State of Oregon require public schools to take a neutral position regarding religion. Public schools cannot aid one religion or all religions or prefer believers to non-believers. However, schools may and do provide instructional activities relating to historical and cultural aspects of religion. Students have a number of rights to practice their individual freedoms, which are outlined in the district’s Student Rights and Responsibilities Handbook, school board policy and district administrative rules. Some of these rights are summarized below.

Religious Holidays: Students may be excused from school for absences due to religious reasons.

Release Time for Religious Instruction: Oregon law allows children, with the permission of their parents, to be released from school for religious instruction. Elementary students may be excused for up to two hours a week and secondary students up to five hours a week.

Student Religious Meetings: Schools that permit other noncurricular student meetings on school premises during noninstructional time will also allow voluntary student-initiated religious meetings during noninstructional time. A faculty monitor may attend meetings to provide general supervision, but may not participate or advise students about their activities. Nonschool persons may not direct, conduct, control or regularly attend such meetings. Nonstudents are prohibited from meeting with students on school premises for any type of religious activity, except as provided in the board policy regarding the leasing of school facilities by religious groups outside of regular school hours.

STUDENT RECORDS  541-790-7550

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents and students who are 18 years of age or older (“eligible students”) certain rights with respect to the student’s education records.

These rights are:

1. The right to inspect and review the student’s education records within 45 days after the day Eugene School District 4J (“the district”) receives a request for access. Parents or eligible students who wish to inspect their child’s or their education records should submit to the school principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. Parents or eligible students who wish to request an amendment of their child’s or their education record should write to the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the parent may request a hearing on the matter by contacting the superintendent’s office. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to the disclosure of personally identifiable information from the student’s education records, unless federal or state law authorizes disclosure without consent. The district releases student records without parental consent only when permitted by law and district policy.

Consent is not required for disclosure to school officials within the district who have legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, teacher or support staff member (including health or medical staff) or a person serving as a school board member. Contractors, consultants, volunteers or other parties to whom the district has outsourced an institutional service or function (such as an attorney, auditor, or therapist) may be considered a school official provided the person performs an institutional service or function for which the district would otherwise use its own employees, is under the direct control of the district with respect to the use and maintenance of personally identifiable information from education records, and is subject to district policies concerning the disclosure of personally identifiable information. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. The name and address of the office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington, DC 20202. For additional information, you may call 800-USA-LEARN (800-872-5327)

5. The right to limit the release of directory information. The district may release directory information, defined as those items of personally identifiable information contained in an education record, which would not generally be considered harmful or an invasion of privacy if released. The district has designated the following categories as directory information, which may be released to the public through appropriate procedures:

   - Student name
   - Parent name, email, and telephone number
   - Student telephone number (if the student is an adult) and email
   - Photograph
   - Age
   - Major field of study
   - Participation in officially recognized sports and activities
   - Weight and height of athletic team members
• Dates of attendance
• Grade level
• Degrees or awards received
• Previous schools or programs attended
• A student identification number (when it cannot
  be used to gain access to student records)

Student home addresses may be released only to a local public safety
agency, when consistent with the interest of health, safety and welfare
of a district student or students.

Please carefully consider the implications before restricting
disclosure of directory information. Directory information is routine
information not considered to be harmful to disclose. District policy
provides it is to be released only with administrative direction.

Examples of when directory information may be released include:
• Yearbooks
• Team rosters
• Music, drama and sports program materials
• Graduation programs
• Class lists supplied to the PTA
• Photographs and videos at athletic events
• Classroom, team and club photographs

Parents or students 18 or older may annually instruct the district that it
may not disclose directory information without prior written consent by
returning a completed “Objection to Release of Directory Information”
form by September 20 each year. The form is available on page 21 of this
handbook and at schools. The objection is valid for the school year in
which the form is submitted.

Commercial Use of Student Information: Eugene School District 4J
does not sell student information or disclose it to others for marketing
purposes. Should this practice change, the district will provide you with
notice.

Military and College Recruiters (High School Only): Federal law
requires the district to provide names, addresses and telephone
numbers of high school students to military recruiters and colleges that
request this information, except where the parent notifies the district in
writing that they do not consent to release this information. By policy,
recruiters request this information only on juniors and seniors. When a
high school student has reached 18 years of age, the right to opt out
transfers from the parent to the student.

If you object to the disclosure of your child’s name, telephone number
and address to military recruiters and/or colleges, you must fill out the
“Notice of Information to Military or College Recruiters” form and return
it to your child’s school by September 20. If you do not return the form
by this date and the district has no opt-out record on file, your child’s
information will be released upon request. If you choose to return the
form at a later date, the request for nondisclosure will be honored after
that point. The form is available on page 22 of this handbook and at
every 4J high school.

Withholding of Education Records for Nonpayment of Fees, Fines
or Damages: The district may withhold grade reports, diplomas or
other records of students or former students who owe fees, fines or
damages. Records requested by another district, private school, or day
or residential treatment program, and records required by law to be
released for use in civil or criminal proceedings in an Oregon court, will
not be withheld. For more information, see school board policy JN and
the Student Rights and Responsibilities Handbook. Both are available
on the district website (4j.lane.edu/board/policies), at the 4J Education
Center, and by calling 541-790-7707.

How to Access School Board Policies: Eugene School District 4J school
board policies, including those pertaining to student records, directory
information and personally identifiable information, are available for
review online at 4j.lane.edu/board/policies, by calling 541-790-7706, at
each school and at the 4J Education Center.

SURVEYS 541-790-7550

On occasion, surveys may be administered to students. Parents (and
students at least 18 years of age) have established rights regarding
student surveys:

Consent: You have the right to affirmative, written consent before
your student is required to participate in a federally funded survey that
concerns political affiliations or beliefs of the student or student’s parent;
mental or psychological problems of the student or student’s family; sex
behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning
behavior; critical appraisals of others with whom respondents have close
family relationships; legally recognized privileged relationships, such as
with lawyers, doctors, or ministers; religious practices, affiliations, or
beliefs of the student or student’s parent; or income, other than when
required by law to determine program eligibility.

Notice, Inspection and Opt Out: You have the right to notice about
and to inspect a district or third party survey asking questions about
any of the topics listed above, regardless of funding. You also have the
right to request that the district excuse your student from participating
in the survey.

TITLE I SCHOOLS: RIGHT TO KNOW
541-790-7578

A parent or student at least 18 years of age may request from a school
receiving Title I funds information regarding whether your student’s
teacher has met state licensure requirements for the grade level and
subject area in which they are currently teaching; whether the teacher
is teaching under emergency or provisional status through which state
licensing criteria have been waived; the baccalaureate degree major
of the teacher, any other graduate certification or degree held by the
teacher, and the field of discipline of the certification or degree; and
whether the child is provided services by a paraprofessional, and if so,
their qualifications.

WEAPONS IN SCHOOLS 541-790-7685

No person shall possess, handle or transmit any object that is reasonably
considered a weapon on school district property or at a school-
sponsored activity, function or event that occurs off school property,
with the exception of law enforcement officers or those authorized by
the superintendent. Replicas of weapons, fireworks and pocket knives
are also prohibited.

Definition: A weapon includes the following: (1) “Firearm” which means
(a) any weapon (including a starter gun) which will or is designed to
or may readily be converted to expel a projectile by the action of an
explosive; (b) the frame or receiver of any such weapon; or (c) any firearm
muffler silencer or any destructive device; (2) “Dangerous weapon”
means any weapon, device, instrument, material or substance 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; (3) “Deadly weapon” means any instrument, article, or
substance specifically designed for and presently capable of causing
death or serious physical injury; (4) “Destructive device” means any
device with an explosive, incendiary or poison gas component or any
continued on page 23
OBJECTION TO RELEASE OF DIRECTORY INFORMATION—2020–21

Complete only if you wish to restrict the disclosure of directory information. This form is valid for the present school year only.

Directory information is personally identifiable information in an education record which generally would not be considered harmful or an invasion of privacy if released. Examples include parent name, email and telephone number; student name, email and photograph. For more information, see p. 19-20 of the 4J Handbook or school board policy JOA.

OPTIONS

No Restriction

The district may release directory information. You do not need to complete this form.

Limited Restriction

The district may release directory information, EXCEPT (check all that apply):

☐ No School Directory / School-Related Organizations – I do not want my name, my student’s name or any family contact information released to school-related organizations such as the PTO and booster clubs. I understand that this means my student will not be included in a school directory.

☐ No Yearbook / Class Photos Use – I do not want my student’s photograph or name to appear in the yearbook or in official class photos.

☐ No Publicity – I do not want my student’s photograph, video or name to be used on the school or district website or in any district publication produced by and made available to the public by the district. To the extent that the district controls access by news media reporting on school programs and topics during school hours, I do not want the news media to identify by name, interview, photograph or video my student.

Complete Restriction

☐ No Information – The district may not release any directory information about my child. I understand that this means that information about and pictures of my child will not appear in any school publications that are made public such as yearbooks, official class photos, athletics, music, drama or graduation programs, and honor lists. It also means that my name and contact information, and my child’s name, will not be provided to the school PTO or other parent group, which may publish a student directory. It also means that my student’s image and voice will not appear on the school website, a teacher website or in any publication produced by and made available to the public by the district.

This is the most restrictive option. Selecting this option restricts the school and district from releasing any personally identifiable directory information about a student, including basic details like their name or photo.

DO NOT select this option if you wish your student to be in the yearbook or class photo, identified in a music or drama program or listed in a team roster. Instead, check one or more of the limited opt-out options above.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE BY SEPTEMBER 20 ONLY IF YOU CHOOSE TO OPT OUT

Print Student Name (First and Last): ____________________________________________

Date of Birth: ____________________________ Student ID (if known): ______________________

Print Parent Name (or Student 18 years or older): ______________________________________

Signature of Parent (or Student 18 years or older): ______________________________________ Date: __________________________

Office: Record in Synergy and file in student’s cumulative file
NOTICE OF HUMAN SEXUALITY INSTRUCTION—2020–21

Complete only if you wish to excuse student from human sexuality instruction. This form is valid for the present school year only.

Oregon law requires all school districts to provide age-appropriate human sexuality education courses as an integral part of elementary and secondary health education instruction and curriculum. Depending on your student’s grade level, topics may include responsible decision-making, reproduction, pregnancy prevention, AIDS education, and the prevention of sexually transmitted diseases including but not limited to human immunodeficiency virus (HIV). Parents will be notified before any planned instructional unit on human sexuality or HIV/AIDS.

If you would like more information on the curriculum, would like time to review the curriculum, or have any questions or concerns, please talk with your teacher or principal.

Parents have the option of excluding their child from such instruction. If you do not want your child to receive such instruction, please indicate below and return this form to the school. Students excused from human sexuality instruction will be provided an alternate activity. If you have no objection, you should not return this form.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE ONLY IF YOU CHOOSE TO OPT OUT

Print Student Name (First and Last):
___________________________________________________________________________________________

Date of Birth: ___________________________________ Student ID (if known): ______________________

Print Parent Name (or Student 18 years or older): ______________________________________________

Signature of Parent (or Student 18 years or older): _____________________________________________ Date: ____________________

Office: Record in Synergy and file in student’s cumulative file

NOTICE OF INFORMATION TO MILITARY OR COLLEGE RECRUITERS—2020–21

Notice for parents of high school students and for students 18 and older, regarding disclosure of information to military or college recruiters and option to opt out.

Federal law requires the district to provide names, addresses, and telephone numbers of high school students to military recruiters and colleges that request this information, except where the parent notifies the district in writing that they do not consent to release this information. By policy, recruiters request this information only on juniors and seniors. When a high school student has reached 18 years of age, the right to opt out transfers from the parent/guardian to the student.

If you object to the disclosure of your child’s name, telephone number and address to military recruiters and/or colleges, you must fill out the opt-out form below and return it to your child’s school by September 20. If you do not return the form by this date and there is no opt-out record on file, the district will release your child’s information upon request. If you choose to return the form at a later date, the request for non-disclosure will be honored after that point.

If you have no objection to sharing information with military recruiters and colleges that request it, you do not need to complete or return this form. The form is only for parents who wish to opt out.

PLEASE FILL OUT, SIGN AND RETURN TO SCHOOL OFFICE BY SEPTEMBER 20 ONLY IF YOU CHOOSE TO OPT OUT

By checking the box(es) below, I am requesting that my child’s name, address, and telephone number:

☐ Not be shared with military recruiters ☐ Not be shared with colleges

Print Student Name (First and Last):
___________________________________________________________________________________________

Date of Birth: ___________________________ Student ID (if known): ______________________________

Print Parent Name (or Student 18 years or older):
_____________________________________________________________________________________

Signature of Parent (or Student 18 years or older): ___________________________ Date: ____________

Office: Record in Synergy and file in student’s cumulative file
continued from page 20
combination of parts either designed or intended for use in converting any device into any destructive device or from which a destructive device may be readily assembled. A destructive device does not include any device that is designed primarily or redesigned primarily for use as a signaling, pyrotechnic, line throwing, safety or similar device. Weapons may also include, but are not limited to, knives, metal knuckles, straight razors, noxious or irritating gases, poisons, unlawful drugs or other items fashioned with the intent to use, sell, harm, threaten or harass students, staff members, parents and patrons. Replicas of weapons, fireworks and pocket knives are also prohibited by board policy.

Violation of Policy: Any student who violates this policy shall be expelled for not less than one calendar year, unless a specific exception is made by the superintendent or the superintendent’s designee on a case-by-case basis. Special education students shall be disciplined in accordance with the law and district policy. Any employee who violates this policy shall be disciplined up to and including dismissal. The complete school board policy on weapons in the schools (JFCJ) is available at 4j.lane.edu/board/policies or by calling 541-790-7707.

Referral to Law Enforcement Agency: When there is reasonable cause to believe a violation of this policy has occurred, the appropriate law enforcement agency will be promptly informed. Parents will be notified of all conduct by their student that violates this policy.

Get Involved

PUBLIC MEETINGS 541-790-7706

The district’s board of directors, budget committee and equity committee all hold open meetings. Meeting times and agendas can be viewed at tinyurl.com/4jboardbook. All regular board meetings are streamed live online at 4j.lane.edu/stream and broadcast on the district’s radio station, KRVM-AM 1280. Audio recordings are posted on the district’s website.

The board and committees encourage public participation and allow time at each regular meeting for public testimony.

School Board: 4J’s board of directors (see page 6) usually meets in regular public sessions on the first and third Wednesdays of each month at 7 p.m., with some exceptions, at the 4J Education Center, 200 N. Monroe St., in Eugene. Special meetings and work sessions are scheduled as necessary. For more information, see 4j.lane.edu/board or call 541-790-7706.

Budget Committee: Community members are involved in almost every step of the 4J budget process. The 14-member budget committee is composed of the seven members of the school board and seven other community members appointed by the board. The committee encourages public participation at meetings and allows time at each meeting for public testimony. Meetings are usually scheduled between December and May and are held at the 4J Education Center, 200 N. Monroe St. For more information, see 4j.lane.edu/budgetcommittee or call 541-790-7629.

Equity Committee: The mission of the district’s community-based equity committee is to advise the superintendent on how to systematically address equity and access issues. Achieving equity is a shared responsibility between the community and the district, and it can only be achieved through close collaboration. The committee meets each month, but the schedule may vary. Meetings are held at the 4J Education Center, 200 N. Monroe St., and are open to the public. For more information, see 4j.lane.edu/equity or call 541-790-7737.

SITE COUNCILS 541-790-7550

Each 4J school has a site council made up of administrators, licensed and classified staff, parents and, when appropriate, students and/or community members. The site council is responsible for making many decisions about the school. Parents should contact their school if they are interested in being considered for the site council. Length of commitment and meeting schedules vary from school to school. Site council meetings are open to the public and announced in advance.

VOLUNTEER OPPORTUNITIES 541-790-7669

4J welcomes the enthusiasm and assistance of volunteers in schools. Volunteer opportunities in 4J include tutoring students in reading and math, mentoring middle school students, reading with children in early grades, helping in school libraries and much more. For specific opportunities and more information, see 4j.lane.edu/volunteers or contact the school directly.

All volunteers must have a current criminal background check on file with the district, and are required to complete an online volunteer orientation each school year before they can volunteer. For more information on how to obtain a criminal background check, please visit 4j.lane.edu/volunteers or email volunteersupport@4j.lane.edu.

EUGENE EDUCATION FOUNDATION (EEF) 541-790-7744

The Eugene Education Foundation’s mission is to promote excellence and opportunities for all students in 4J schools. EEF solicits and manages contributions from the community for school-based and districtwide programs to offer enrichment and to create broader access for all students. EEF also partners with schools and parent groups across the district to support their efforts to fundraise for specific needs for their schools. Through EEF, donors may choose to designate a gift to any 4J school or district-level program. EEF’s board of directors is composed of dynamic community leaders who want to make a difference in public education. To donate or get involved, visit www.eeflane.org.
Información en Español

Acerca de 4J

El Distrito Escolar de Eugene 4J tiene un historial de excelencia. 4J sirve a más de 16 mil estudiantes en más de 30 escuelas primarias, secundarias y preparatorias.

El edificio administrativo de 4J, llamado Ed Center, está ubicado en 200 North Monroe Street, Eugene, OR 97402, donde hay personal bilingüe. El sitio web del distrito, 4j.lane.edu, es un excelente recurso para obtener información sobre muchos programas y temas. El sitio web puede ser traducido a cualquier idioma cambiando la opción de idioma de Google (Google language) que se encuentra en la esquina superior derecha del sitio web, junto al cuadro de búsqueda (“search”).

En el verano, el personal de las oficinas de las escuelas preparatorias trabaja en un horario limitado durante julio y agosto. Las operaciones de las escuelas primarias y secundarias están cerradas durante el verano. Las escuelas secundarias reanudan sus operaciones a mediados de agosto y las escuelas primarias a finales de agosto.

TODAS LAS FAMILIAS SON BIENVENIDAS

Todos los estudiantes están seguros y son bienvenidos en las escuelas públicas de Eugene. Todos los niños, sin importar el idioma o situación migratoria, tienen el derecho legal a la igualdad de acceso a la educación pública. Para más información, visite www.4j.lane.edu/situacionesmigratorias.

RESPONSABILIDADES Y DERECHOS DE LOS ESTUDIANTES

El Distrito Escolar de Eugene 4J tiene un código de conducta y un manual que detalla los derechos y responsabilidades de los estudiantes y sus familias. El manual se llama Guía de los Derechos y Responsabilidades de los Estudiantes.

NOTIFICACIONES/COMUNICACIÓN CON LOS PADRES DE FAMILIA

El distrito escolar tiene un sistema de comunicación con los padres de familia en caso de emergencia. Este sistema puede enviar mensajes por correo electrónico, teléfono o texto a los padres y a las personas de contacto de emergencia sobre situaciones de urgencias. La información relacionada con emergencias también puede ser publicada en el sitio web www.4j.lane.edu, o en la página de Facebook, facebook.com/4jschools.

Es muy importante que usted mantenga su información actualizada: números de teléfono de casa y celular y direcciones de correo electrónico. Si desea recibir mensajes importantes a través de mensaje de texto, proporcione un número de teléfono celular en el formulario de inscripción de su estudiante y asegúrese de que este designado como un teléfono celular. Si usted desea recibir estos mensajes en español, indíque el español como su idioma principal en los formularios de inscripción de su estudiante o póngase en contacto con la escuela de su estudiante para cambiar el idioma principal si ya se ha inscrito.

Para obtener información sobre el cierre o el retraso de la escuela en los días en que hay nieve o hielo, visite el sitio web, www.4j.lane.edu, Twitter feed, twitter.com/4jweather, o la página de Facebook, facebook.com/4jschools, o llame a la línea de información de emergencia en español, 541-790-7738, donde tendremos información actualizada antes de las 7:00 a.m.

SERVICIOS DE COMIDA

Las escuelas proporcionan comidas nutritivas a los estudiantes. Todos los estudiantes de las escuelas primarias reciben un desayuno gratuito. Otras comidas son gratuitas para los estudiantes que califican y para los estudiantes que asisten una escuela designada para comidas gratuitas. Para solicitar comidas gratuitas y saber qué escuelas ofrecen comidas gratuitas para todos los estudiantes, visite www.4j.lane.edu/nutrition/freelunch.

CENTROS DE SALUD

El distrito escolar tiene dos centros de salud ubicados en las escuelas preparatorias de Churchill y North Eugene, estos son operados por PeaceHealth. Están abiertos durante el año escolar y en verano en forma limitada. Ambos proporcionan servicios médicos a los estudiantes de las escuelas primarias, secundarias y preparatorias.

Los centros de salud cuentan con los servicios de una enfermera certificada, un asistente de salud y un terapeuta de salud mental que tratan la mayoría de los problemas de salud, incluyendo enfermedades, lesiones, y problemas de salud persistentes, además de exámenes físicos y vacunas. Los centros también ofrecen asesoramiento sobre salud mental o facilitan referencias a agencias externas para la depresión, la ansiedad, el manejo de la ira, los problemas de concentración y atención, el estrés y cambio familiar, y el abuso de sustancias.

Además de brindar atención médica a quienes no pueden pagarla, los centros de salud pueden enviar la factura a un seguro privado y al Plan de Salud de Oregon (Oregon Health Plan). Por favor, llame a la clínica para obtener más información y para hacer una cita, 541-790-5227.

TRANSPORTEACIÓN

Si necesita hacer arreglos del transporte / autobús escolar, comuníquese con la escuela de su estudiante. Para las escuelas primarias y secundarias si distrito se proveerá transporte a los estudiantes que vivan a cierta distancia de la escuela. El sistema de transporte público (LTD por sus siglas en inglés), proporciona servicio de autobús gratuito a todos los estudiantes de 4J. Los estudiantes recibirán un pase de autobús LTD cuando se inscriban en la escuela en el otoño.
## Cómo Llamar a Su Escuela

### ESCUELAS PRIMARIAS

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<thead>
<tr>
<th>Escuela</th>
<th>Persona que Habla Español</th>
<th>Teléfono</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Teresa Martindale</td>
<td>541-790-7707</td>
</tr>
<tr>
<td>Awbrey Park</td>
<td>Michael Riplinger</td>
<td>541-790-4050</td>
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<tr>
<td>Buena Vista</td>
<td>Melissa Ibarra</td>
<td>541-790-6500</td>
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<td>Camas Ridge</td>
<td>Kevin Gordon</td>
<td>541-790-7707</td>
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<td>Charlemagne</td>
<td>Garrett Bridgens</td>
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<tr>
<td>Chávez</td>
<td>Deirdre Pearson</td>
<td>541-790-5300</td>
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<tr>
<td>Chinese Immersion</td>
<td>Jennifer Hebard</td>
<td>541-790-7707</td>
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<tr>
<td>Edgewood</td>
<td>Jim Moore</td>
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<td>Edison</td>
<td>Scott Marsh</td>
<td>541-790-7707</td>
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<td>Jennifer Hebard</td>
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<td>Gilham</td>
<td>Lavinia Page</td>
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<td>Holt</td>
<td>Allan Chinn</td>
<td>541-790-7707</td>
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<tr>
<td>Howard</td>
<td>Erin Gaston</td>
<td>541-790-7707</td>
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<tr>
<td>McCornack</td>
<td>Dana Brummet</td>
<td>541-790-5800</td>
</tr>
<tr>
<td>River Road/El Camino del Río</td>
<td>Karen Ramirez Gutierrez</td>
<td>541-790-7200</td>
</tr>
<tr>
<td>Spring Creek</td>
<td>Sebastian Bolden</td>
<td>541-790-7707</td>
</tr>
<tr>
<td>Twin Oaks</td>
<td>Denisa Taylor</td>
<td>541-790-7707</td>
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<tr>
<td>Willagillespie</td>
<td>Sheila Minney</td>
<td>541-790-7707</td>
</tr>
<tr>
<td>Yujin Gakuen</td>
<td>Tom Piowaty</td>
<td>541-790-7707</td>
</tr>
</tbody>
</table>

### Otros Recursos en la Comunidad

- Asistencia para Servicios de Electricidad para Personas de Bajos Ingresos: 541-682-3378
- Ayuda Legal del Condado de Lane: 541-485-1017
- Biblioteca Pública de Eugene: 541-682-5450
- Centro LatinoAmericano: 541-687-2667
- Centro para Menores y Familias: 541-346-4805
- Centro Serbu, Departamento de Servicios para Menores: 541-682-4700
- Community Health Centers of Lane County—Servicios de Salud: 541-682-3550
- Departamento de Derechos Humanos de la Ciudad de Eugene: 541-682-5177
- Grupo Latino de Acción Directa de Lane County (GLAD): 541-505-7953
- Iglesia First Christian: 541-344-1425
- Alianza Nacional para la Enfermedad Mental (NAMI) Lane County: 541-701-4630
- Parenting Now!: 541-484-5316
- Programas Educativos para Inmigrantes: 541-686-8483
- Red de Apoyo para las Familias de Oregon: 541-342-2876
- Servicios de la Iglesia Católica para la Comunidad: 541-747-0221
- Servicios de Recreación de la Ciudad de Eugene: 541-682-6891
- United Way del Condado de Lane: 541-741-6000
- WIC—Programa de Educación y Nutrición: 541-682-4202

## PREPARATORIAS (HIGH SCHOOLS)

<table>
<thead>
<tr>
<th>Escuela</th>
<th>Persona que Habla Español</th>
<th>Teléfono</th>
</tr>
</thead>
<tbody>
<tr>
<td>Churchill</td>
<td>Greg Borgerding</td>
<td>541-790-5100</td>
</tr>
<tr>
<td>North Eugene</td>
<td>Trinity Welch-Radbaugh</td>
<td>541-790-4500</td>
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<tr>
<td>Sheldon</td>
<td>Mike Ingman</td>
<td>541-790-7707</td>
</tr>
<tr>
<td>South Eugene</td>
<td>Carey Killen</td>
<td>541-790-7707</td>
</tr>
<tr>
<td>ECCO</td>
<td>Paula Nolan</td>
<td>541-790-7707</td>
</tr>
</tbody>
</table>

### Cómo Llamar al Distrito Escolar

- Estudiantes de inglés como segundo idioma (ELD): 541-790-6872
- Servicios especiales para apoyo de los estudiantes: 541-790-7800
- Programa de comida gratis o a precio reducido: 541-790-7707
- Expulsiones y departamento del superintendente: 541-790-7707
- Quejas/actos de discriminación o hostigamiento: 541-790-7707
- Administrador de la equidad, instrucción y colaboración: 541-790-7714
- Coordinadora de traducciones e intérpretes: 541-790-7717
DISTRICT OFFICE
4J, 4J Education Center
200 N. Monroe St., Eugene, OR 97402
541-790-7700 / 4j.lane.edu

Early College & Career Options (ECCO)
Principal Paula Nolan
541-790-6850 / ecco.4j.lane.edu

Eugene Online Academy
Administrator Paula Nolan
541-790-7789 / 4j.lane.edu/eugeneonline

A. NORTH EUGENE REGION
1. Awbrey Park Elementary School
   Principal Michael Riplinger
   158 Spring Creek Dr., Eugene, OR 97404
   541-790-4050 / awbreypark.4j.lane.edu

2. Madison Middle School
   Principal Peter Barsotti
   875 Wilkes Dr., Eugene, OR 97404
   541-790-4300 / madison.4j.lane.edu

3. Spring Creek Elementary School
   Principal Sebastian Bolden
   560 Irvington Dr., Eugene, OR 97404
   541-790-4870 / springcreek.4j.lane.edu

4. Kelly Middle School
   Principal John Wayland
   850 Howard Ave., Eugene, OR 97404
   541-790-4740 / kelly.4j.lane.edu

5. Yujin Gakuen Japanese Immersion Elementary School
   Principal Tom Piowaty
   850 Howard Ave., Eugene, OR 97404
   541-790-4606 / yujingakuen.4j.lane.edu

6. North Eugene High School
   Principal Trinity Welch-Radabaugh
   200 Silver Lane, Eugene, OR 97404
   541-790-4500 / nehs.4j.lane.edu

7. Howard Elementary School
   Principal Erin Gaston
   700 Howard Ave., Eugene, OR 97404
   541-790-4900 / howard.4j.lane.edu

8. River Road/El Camino del Río Elementary School
   Principal Karen Ramirez Gutierrez
   120 W. Hilliard Lane, Eugene, OR 97404
   541-790-7200 / riverroad.4j.lane.edu

B. SHELDON REGION
9. Gilham Elementary School
   Principal Lavinia Page
   3307 Honeywood St., Eugene, OR 97408
   541-790-6200 / gilham.4j.lane.edu
10. Cal Young Middle School  
Principal Chris Mitchell  
2555 Gilham Rd., Eugene, OR 97408  
541-790-6400 / calyoung.4j.lane.edu

11. Sheldon High School  
Principal Mike Ingman  
2455 Willakenzie Rd., Eugene, OR 97401  
541-790-6600 / shs.4j.lane.edu  
International High School at Sheldon  
541-790-6636 / ihs.4j.lane.edu

12. Buena Vista Spanish Immersion  
Elementary School  
Principal Melissa Ibara  
1500 Queens Way, Eugene, OR 97401  
541-790-6500 / buenavista.4j.lane.edu

13. Monroe Middle School  
Principal Sun Saeutern  
2800 Bailey Lane, Eugene, OR 97401  
541-790-6300 / monroe.4j.lane.edu

14. Holt Elementary School  
Principal Allan Chinn  
770 Calvin St., Eugene, OR 97401  
541-790-6100 / holt.4j.lane.edu

15. Willagillespie Elementary School  
Principal Sheila Minney  
1125 Willagillespie Rd., Eugene, OR 97401  
541-790-7100 / willagillespie.4j.lane.edu

C. SOUTH EUGENE REGION

16. South Eugene High School  
Principal Carey Killen  
400 E. 19th Ave., Eugene, OR 97401  
541-790-8000 / seh.4j.lane.edu  
International High School at South  
541-790-8030 / ihs.4j.lane.edu

17. Roosevelt Middle School  
Principal Courtney Leonard  
500 E. 24th Ave., Eugene, OR 97405  
541-790-8500 / roosevelt.4j.lane.edu

18. Edison Elementary School  
Principal Scott Marsh  
2855 Lincoln St., Eugene, OR 97405  
541-790-8900 / edison.4j.lane.edu

20. Camas Ridge Community Elementary School  
Principal Kevin Gordon  
1150 E. 29th Ave., Eugene, OR 97403  
541-790-8800 / camasridge.4j.lane.edu

21. Charlemagne French Immersion Elementary School  
Principal Garrett Bridgens  
3875 Kincaid St., Eugene, OR 97405  
541-790-7080 / charlemagne.4j.lane.edu

22. Edgewood Community Elementary School  
Principal Jim Moore  
577 E. 46th Ave., Eugene, OR 97405  
541-790-8700 / edgedwood.4j.lane.edu

23. Spencer Butte Middle School  
Principal Peter Tromba  
500 E. 43rd Ave., Eugene, OR 97405  
541-790-8300 / spencerbutte.4j.lane.edu

25. Adams Elementary School  
Principal Teresa Martinale  
950 W. 22nd Ave., Eugene, OR 97405  
541-790-5000 / adams.4j.lane.edu

D. CHURCHILL REGION

24. Chinese Immersion Elementary School  
Principal Jennifer Hebard  
1155 Crest Drive, Eugene, OR 97405  
541-790-3700 / chinese-immersion.4j.lane.edu

24. Family School  
Principal Jennifer Hebard  
1155 Crest Dr., Eugene, OR 97405  
541-790-3700 / family.4j.lane.edu

25. Adams Elementary School  
Principal Teresa Martinale  
950 W. 22nd Ave., Eugene, OR 97405  
541-790-5000 / adams.4j.lane.edu

26. Arts & Technology Academy  
Principal Larry Williams  
1650 W. 22nd Ave., Eugene, OR 97405  
541-790-5700 / ata.4j.lane.edu

27. Chávez Elementary School  
Principal Deirdre Pearson  
1510 W. 14th Ave., Eugene, OR 97402  
541-790-5300 / chavez.4j.lane.edu

28. McCormack Elementary School  
Principal Dana Brummett  
1968 Brittany St., Eugene, OR 97405  
541-790-5800 / mccormack.4j.lane.edu

29. Churchill High School  
Principal Greg Borgerding  
1850 Bailey Hill Rd., Eugene, OR 97405  
541-790-5100 / chs.4j.lane.edu  
International High School at Churchill  
541-790-5225 / ihs.4j.lane.edu

30. Kennedy Middle School  
Principal Morgan Christensen  
2200 Bailey Hill Rd., Eugene, OR 97405  
541-790-5500 / kennedy.4j.lane.edu

31. Twin Oaks Elementary School  
Principal Denisa Taylor  
85916 Bailey Hill Rd., Eugene, OR 97405  
541-790-3417 / twinoaks.4j.lane.edu

District Phone Numbers

Cyndey Vandercar, Interim Superintendent  
Eugene School District 4J  
200 North Monroe Street, Eugene, OR 97402  
www.4j.lane.edu

Main District Line ............... 541-790-7700
Alternative Education Options 541-463-3930
Athletics/Activities ............. 541-790-7877
Boundaries (Attendance Area) 541-790-7553
Building Rental and Use ........ 541-790-7406
Communications ................. 541-790-7734
Job Opportunities ............... 541-790-7660
English Language Develop. (ELD) 541-790-6872
Eugene Education Foundation 541-790-7744
Facilities Management ........... 541-790-7400
Financial Services .............. 541-790-7600
Food and Nutrition Services ... 541-790-7656
Health Services ................. 541-790-7216
Homeless Student Services .... 541-790-4932
Human Resources (Personnel) 541-790-7660
Instructional Services .......... 541-790-7550
International Students ........ 541-790-7553
KRVM Radio ..................... 541-790-6686
NATIVES Program .............. 541-790-5900
Records/Transcripts ............ 541-790-7809
Registrar ...................... 541-790-7712
School Board Information ..... 541-790-7706
School Choice ................. 541-790-7553
Schools, General Information 541-790-7550
Special Education .............. 541-790-7800
Speech and Language Program 541-790-4950
Superintendent’s Office ........ 541-790-7706
Talented and Gifted (TAG) ...... 541-790-7574
Technology .................... 541-790-7770
Title I Programs ................. 541-790-7578
Transfers and Exchanges ...... 541-790-7553
Transportation/Bus Routes ...... 541-790-7474
Volunteer Information ........ 541-790-7669
What’s inside:
2020–21 school calendar, contact information and other important information for students and families.

Información en español: Favor de ver las páginas 5, 24 y 25.

NEW!
Eugene Library cards now FREE for all 4J students. Application form inside.