

SOUTH EUGENE HIGH SCHOOL

STUDENT PARENT HANDBOOK

2017-2018

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Welcome to South

The purpose of this handbook is to communicate information about policies, guidelines and expectations that will help you and your student have a successful year at South. Some policies may be unique to our school, while others are District 4J policies and guidelines. During the school year it may become necessary to change or add to the guidelines. If this takes place, students will be notified.

It is the primary purpose of these rules and regulations to foster an atmosphere that leads to learning, increased student achievement and individual responsibility.

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

We are proud to work with a staff that provides challenging programs in a safe, respectful environment and look forward to a year filled with successes for all students.

Dr. J Andrew Dey, Principal
Heather Stein, Assistant Principal
Tia Holliday, Assistant Principal

Mission Statement

This community pledges to be an active participant with students as they grow and develop both as individuals and learners in an increasingly complex world. At South, we will:

- Provide a safe learning environment
- Provide a variety of teaching strategies and learning opportunities to better serve all students
- Provide a variety of assessment techniques to better evaluate students' work
- Relate areas of learning to each other and to practical applications in life
- Help students to develop their individual talents to the fullest potential
- Offer students choices in curriculum and teachers, resources permitting
- Help students to develop respect and appreciation for individuals in a diverse community
- Help students develop an awareness and appreciation of our multicultural world
- Help students to develop good decision making skills
- Teach students to access, analyze and use information from worldwide sources
- Invite the community to share the responsibility for educating their children

High school is an opportunity for the individual, social and intellectual growth of all students. Genuine learning and academic success depend on maintaining a safe environment for people and property, as well as promoting personal integrity. This can best be accomplished in a setting that is free from distractions, conflicts, and intimidation. Student cooperation in knowing and following school policies and procedures is essential to maintain an atmosphere in which learning can take place. We value parents as partners in education to develop socially responsible young people. Please discuss proper school conduct with your student.

Attendance

Regular school attendance enhances academic, social and vocational development. Students who regularly attend school achieve higher grades, enjoy school to a greater degree and are more successfully employed after graduation. No single factor will interfere with a student's progress more quickly than frequent tardiness or absences.

How Parents/Guardians Can Help

- ⇒ Call the Attendance Office, 541-790-8008, to excuse an absence. The Attendance Office does not accept notes.
- ⇒ Families are expected to contact the school within 24 hours when illness occurs. Absences may only be excused for student illness, family illness or emergencies.
- ⇒ Contact the Attendance Office regarding prearranged absences such as trips or vacations. South may excuse absences when satisfactory arrangements (See Pre-Arranged Absences.) are made in advance of an absence.
- ⇒ Refer to each course syllabus for more information regarding a specific teacher's attendance policies.
- ⇒ For circumstances that need special facilitation, please call Kim Ferguson, Attendance Clerk, 541-790-8008. Unusual circumstances should be directed to school administrators or counselors.

School or State-Sanctioned Absences

Certain activities requiring students to be out of class are not considered absences. For example:

- School athletic contests
- School field trips or contests
- Standardized testing
- Family religious observances
- Suspensions

Students are responsible for making arrangements with teachers prior to the absence to determine the work to be completed and due dates.

Excused Absences

For excused absences, students need to make up the work in a reasonable time frame to be determined by the individual teacher. It is important to keep attendance records accurate. Parents should call within 24 hours to excuse an absence for illness or family emergency. To avoid school-imposed consequences, it is vital that calls are received quickly. Requests to excuse an absence will not be honored after the 2nd school day following the absence.

Pre-Arranged Absences

In accordance with Oregon law and school district policy, absences for reasons other than illness, an emergency or an authorized religious holiday should be arranged at least 48 hours in advance with the teacher or principal in order to be considered excused. Please complete a "Request for Pre-Arranged Absence" form available in the Attendance Office. School-sponsored events and activities do not require this form.

In-school and Out-of-school Suspensions

Students serving suspensions are responsible for making arrangements with the teachers to find out what work they need to complete and when it is due. Students will have the right to make up comparable work in a reasonable time frame to be determined by the individual teacher. However, some in-class activities or experiences once missed cannot be replicated.

Unexcused Absences

Teachers may refuse to allow students to make up work for unexcused absences. Certain kinds of classroom activities once missed can never be recovered. Such experiences are irretrievably lost and the loss may be considered when the student's performance is evaluated at the end of the grading period. Additional consequences may be imposed as well as partial credit recorded on a transcript.

Tardies

- ⇒ Students who do not attend any portion of a class shall be marked Absent.
- ⇒ Students who attend, but arrive after the class period begins and within the first ten minutes of class shall be marked Late.
- ⇒ Students who attend, but do not arrive within the first ten minutes shall be marked Very Late.
- ⇒ Students who leave class early and do not return will be marked Early Departure.
- ⇒ If a student habitually arrives unexcused late or very late, teachers and/or administrators will intervene.
- ⇒ Students who are chronically tardy or absent without excuse will incur consequences. Progressive disciplinary actions will be taken.
- ⇒ Teachers may begin class with activities that require student attendance and that cannot be made up if students arrive tardy without a school pass.
- ⇒ Parents and students have the right to verify a teacher's record keeping, to check overall attendance records, and to appeal any consequence incurred.

Enrollment

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

School Rules Review

This list does not include every expectation and prohibition; but it can help you avoid trouble and help create a safe and welcoming learning environment here at South.

- Academic honesty is expected and required at all times.
- Respectful interactions between adults/students inside and outside the classroom are expected at all times.
- Trash should be placed in trashcans or recycled if appropriate.
- Skateboards, bicycles, etc, may only be used as transportation to and from school.
- Skateboards must be carried on campus at all times.
- Bicycles must be kept outside of the building and locked to bike racks/cages.
- Cellular phones must be turned off and out of sight during class or they may be confiscated by staff members and held until the end of the school day.
- Students should leave campus unless involved in or waiting for a supervised, school activity.

All for NOT

- Ø Sitting in the hallways or on any stair, during or between class periods, is NOT allowed.
- Ø Use of tobacco or smoking-related objects such as lighters on or near campus is NOT allowed. This includes vaporizers and e-cigarettes.
- Ø Trespassing on apartment grounds/private property is illegal and NOT allowed.
- Ø Clothing with any reference to illegal drugs, alcohol, tobacco, or obscene words or images is NOT allowed.
- Ø Possession/Use/Distribution of drugs/alcohol on or near campus is illegal and NOT allowed.
- Ø Being under the influence of drugs or alcohol at school or school-sponsored activities is illegal and NOT allowed.
- Ø Metal spikes exceeding 1/4 inch in length are NOT allowed.

Academic Integrity

Genuine learning and academic success depend on hard work and honest effort. Cheating on tests, quizzes or other schoolwork is dishonest. South Eugene High School expects all students to be responsible for their own learning and not to resort to cheating. Students who allow others to copy their homework or use their answers during a test are also cheating.

Examples of Academic Dishonesty

- Copying an assignment or test
- Allowing others to copy an assignment or test
- Giving or receiving test information
- Working on or completing an individual assignment collaboratively without teacher authorization
- Copying a portion of a document from an author or composed by another person, and presenting it as original work (no citation)

Incidents of suspected academic dishonesty shall be handled initially at the class and/or department level and, when appropriate, shall receive second-level review or action from an administrator.

Consequences for Academic Dishonesty

- Teacher will impose a classroom consequence that includes loss of credit for the assignment in question.
- Teacher will report the incident to an administrator.
- If requested by the teacher, an administrator will review the incident and take additional, progressive disciplinary actions as needed.
- A record documenting each incident will be kept on file.

Behavioral Expectations

Please note behavioral expectations apply to all school-related events. Students attending or participating in school-sponsored activities, on-campus or off-campus, shall be governed by school district rules and regulations and will be subject to the authority of school district personnel. These include sports, clubs, student government or any group representing SEHS.

Failure to obey rules and regulations and/or failure to obey reasonable instructions from school personnel may result in loss of eligibility for activities, loss of the right to attend school-sponsored events, or suspension. Failure to comply with district rules and regulations may also result in disciplinary action applicable under the regular school program.

When students display unacceptable behaviors, teachers, administrators, and other school personnel have the responsibility to address the behaviors. Consequences depend on the nature, frequency and circumstance of the incident and will be at the discretion of the school administration.

Serious Misconduct

District 4J's Student Rights and Responsibilities Handbook (available online, in the main office, or at any 4J school) explains student conduct policies. Violations determined to be serious misconduct, as described below, can lead to significantly restrictive consequences, up to and including expulsion from the school district. Law enforcement intervention may be necessary in some cases, if there is a violation of city, county, state or federal laws. Serious misconduct includes:

- Drugs, Narcotics, Alcohol Use/Possession/Distribution*
- Damage or Destruction of School/Private Properties
- Weapons, Dangerous Instruments**
- Tagging, Assault or Threats of Harm
- Persistent Defiance of Authority
- Harassment or Discrimination
- Use of Obscene Language
- Theft and Stolen Property

****Weapons:** District 4J must initiate an expulsion hearing for any student who brings a dangerous weapon to school or uses an implement in school as a weapon. Dangerous weapons include guns, knives, metal knuckles, straight razors, explosives, noxious gasses or chemicals, poisons, etc. Toy guns are also prohibited. Using any implement in a way that makes another student feel threatened violates school policy and may result in expulsion for up to one calendar year or suspension and/or police action.

***Drug and Alcohol Use/Possession/Distribution:** Substance abuse is a significant problem in the United States. Our goal at South is to provide an environment that is free from all substance abuse. We strongly support preventative education that begins at home and is reinforced at school. South considers the use, distribution, or sale of drugs, alcohol or any legally controlled substances on campus or at school-sponsored activities to be a very serious offense. If a student is in possession or under the influence of alcohol or drugs, the school will:

1. Contact the parent(s)/guardian(s).
2. Suspend or expel the student for up to one calendar year.
3. If cited for drugs, a student may lose school privileges as well as exculsion from school and district sponsored events.

*More information can be found in the 4J Student Rights and Responsibilities Handbook.

Discrimination and Harassment

Eugene School District 4J has policies and programs to prohibit and prevent discrimination, harassment, intimidation, bullying, cyber-bullying, hazing and retaliation. Discrimination is prohibited on the basis of disability, race, color, gender, national origin, ethnicity, sexual orientation, age, religion, marital status, socioeconomic status, cultural background, familial status, physical characteristic, or linguistic characteristic of a national origin group, in any instructional program, extracurricular activity, or in the provision of any other service or benefit.

Harassment, discrimination, bullying, cyber-bullying, hazing coercion, threats, or intimidation will not be tolerated at South. Students who violate this rule are liable for discipline, suspension or expulsion in accordance with district policy. Students who believe they are victims of harassment or discrimination are urged to report the incident to a teacher, counselor or administrator as soon as possible. We urge parents to discuss these types of behaviors with their students and to support the school's efforts to eliminate them.

Complaints of Discrimination

The district encourages students, parents and other patrons to share their concerns with district officials if they believe they have been the victim of or witness to acts of discrimination, harassment, intimidation, bullying, or retaliation. Any reprisal or adverse action directed at the complainant should be reported and will be treated as serious misconduct. The Complaint of Discrimination or Harassment form is available in South's main office, counseling center and classrooms and also at the 4J Education Center, 200 North Monroe Street, Eugene, 97402. For more information, contact South administrators or the superintendent's office at 541 790-7707.

Gang Activity or Association

Students may not use hand signals or graffiti while on campus; wear apparel, jewelry, and accessories; or in any way groom themselves in a manner that by virtue of color, markings, symbols or arrangement, or any attribute, indicates or implies membership or affiliation with a gang. Any student engaging in such behavior or who is involved in initiations, hazing, or other related activities of such group affiliation which has the effect of causing intimidation, harassment, physical harm to students or staff, or causing damage to school property or disruption to the educational process, shall be subject to suspension or expulsion.

Drug and Alcohol Use

Students who use drugs and alcohol are not only violating community laws and school rules, they are demonstrating behaviors that can have a lasting negative effect on personal health and individual success. The use of drugs or alcohol at school or any school sponsored activity shall be subject to suspension or expulsion. If you or someone you know uses drugs or alcohol it could be helpful to discuss the situation with an adult you trust. School counselors, school nurse or another adult could help you or a friend explore alternatives to these behaviors.

Dress Code

The responsibility of dress and grooming of a student rests primarily with the student and his or her parents or guardians. A student's dress should not affect participation in any educational program or activity. Students dress may not interfere with or disrupt the educational environment of the student or others. Examples of clothing likely to disrupt the educational environment includes clothing with language or symbols that are vulgar and plainly offensive, obscene or sexually explicit, racially divisive, drugs, alcohol or tobacco-related, or indicative of gang activity or affiliation. Students dress may not threaten the health or safety of the student or others. For example, students must wear shirts and shoes while on school property or during school-sponsored activities. Metal spikes more than 1/4" long are prohibited. Students may be directed to change dress when in violation of these rules.

Food and Beverages

Students may eat and drink in the cafeteria, outside in back of the school, in the science courtyard, or off campus. Food and drink are discouraged in the hallways. At a teacher's discretion, food and beverage may be allowed in the classroom. Please show respect for yourself, others and the environment by recycling, placing trash in trashcans, and keeping our school clean. In accordance with district policy, students in grades 9-12 may carry and self-administer one day's dose of non-controlled prescription drugs (including inhalers) or one day's dose of a controlled medication in the original container with written parental consent.

Personal Property

Cell phones are NOT to be used or visible in the classroom and may be held by the teacher. Students are discouraged from bringing large sums of money and valuable items including electronic devices. The district is not responsible for personal property loss. Classrooms, storage rooms, personal hallway lockers and the locker rooms are NOT secure storage areas. To increase student safety at extra-curricular events, student bags may be checked for inappropriate items upon entry. Lockers are the property of the district and may be searched in specific situations (4J Student Rights and Responsibilities Handbook).

Consequences

It is our desire to teach and to shape appropriate behaviors. Consequences will be progressive in nature. Possible consequences for inappropriate student behaviors include:

In-School Detention: AM/Lunch/PM

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

Suspension: Suspensions may be assigned for up to ten days. Suspended students may not be on any school district property or attend any district school or school-related activity for the duration of the suspension. Students will have the right to make up comparable missed work in a reasonable time frame to be determined by the individual teacher.

Expulsion: Students may be expelled for up to one calendar year for serious or repeated offenses. Expelled students may not be on any school district property or attend any district school or school-related activity for the duration of the expulsion.

*Students must be in ***good standing** to be eligible to participate in school and many 4j sponsored activities.*

*Good standing: Passing 3 out of 5 classes. No disciplinary infractions within one calendar year.

Grades

Repeating Courses for Higher Grade

Students cannot earn credit more than once for the same course. Exceptions are courses that grant applied fine arts (AF), other subjects (OS) or PE credit which may be taken multiple times for credit if listed as such in course catalogue.

A student who receives a grade of F, WF, NP or D may be permitted to re-take the identical course. Once the repeated course is completed and the final grade is posted, the original course will remain on the transcript, but it will be flagged so that it will not count toward credits earned, nor will it be calculated in the student's GPA.

Incomplete

An incomplete grade may be issued to a student who has unfinished coursework which needs to be completed in order to earn a final grade and credit. Incomplete grades are meant to be short term, with a student and teacher creating a specific plan for completion of the course as soon as possible. If the student has not completed the required work resulting in the teacher changing the Incomplete to a final grade, the registrar will change the incomplete grade to a failing grade of F after two school trimesters. This section does not apply to students who have receive the incomplete due to documented medical issues.

If the student receiving an Incomplete withdraws from school the Incomplete will change to an F unless they fulfill the requirements of the plan before they withdraw.

Students withdrawing from class

When a student chooses to withdraw from a class prior to school day 16, there will be no penalty for withdrawal and the course will not appear on the transcript. When a student withdraws from a class on school day 16 through the end of the trimester, all withdrawal grades, including failing grades will be included on the transcript. Withdrawal grades and credit are determined by the teacher at the time of the withdrawal.

Please visit our school website for links to more scheduling/class information including schedule change deadlines and processes for adding and dropping a class at the beginning of each trimester.

Open Campus

Having an open campus allows our students the freedom to come and go as their schedules permit. However, we must be aware of our obligation to be good neighbors in the surrounding community. The following are some guidelines to help you. No loitering or trespassing within a 3-block area surrounding campus. No stopping, standing or blocking the bike path west of campus near the gym. The hallways during class time, unsupervised classroom areas and the gym lobby are not open areas for students to gather.

Visitations

The infrequent visit by students from other high schools outside the area may be approved. Pick up a visit request form in the main office and submit it for approval at least one day before the requested visitation.

Transportation

We encourage students to walk, to take the bus, to carpool, or to ride a bicycle to school. While skateboarding is not allowed on the South campus, students using skateboards as transportation must carry their skateboards while on campus. Students who drive a car or motorcycle may only park on campus if they have a valid parking permit. (See Student Parking Zones for more information.)

Student Drop-Off & Pick-Up

To keep traffic moving and prevent accidents, please drop off and pick up students only in the **east, west and back parking lots**. The front lot is NOT for student drop off. Be sure not to park, sit in or stop your car in handicapped or reserved spots or a fire lane unless authorized to do so.

Parking

Visitor and Volunteer Parking

Only visitors and volunteers may park in the lot in front of the building near the flagpole (E. 19th). All visitors and volunteers must sign in at the main office upon arrival and receive a visitor identification badge to wear while on South's campus.

Parking Permits

Students who drive a car or motorcycle may park on campus only if they have a valid parking permit and display a valid permit on their vehicle's rear view mirror. Each parking permit costs \$50 for the year. A pro-rated amount is available for trimester 2 & 3. Funds generated by parking fees are used to maintain/improve the parking lots, as well as fund other school needs. Students who want to park on campus must Complete a parking application (available from the finance office), pay the \$50 fee, and submit the completed application signed by a parent along with a current driver's license to the finance office. Students may have their parking permit revoked without a refund for violating driving and parking rules. Drive slowly and with caution. (Speed limit is 5 MPH.)

Student Parking Zones

Drivers without parking permits may find parking on the streets near the school. A parking permit gives a driver access only to the student designated areas: East/West lots only.

Unauthorized Student Parking

It is very important that you do not park in reserved zones or ANY reserved parking space from 6:30 am to 3:30 pm on school days. This includes any of the YMCA-designated parking spaces in the East lot, the south Staff lot at the back of the school, and visitor parking spaces at the front of the school. Your car will be stickered, ticketed, or towed at your expense.

Bicycles

Bikes do not require permits and should be locked in designated places. Covered bike racks are located in the science courtyard, outside the gym, near the IHS door in the east lot and in back by the cafeteria. The 3 bike cages located near the gym, cafeteria and in the science courtyard Cages will be locked on Monday, Tuesday, Thursday and Friday from 9:00am – 2:30pm. Wednesdays cages will be locked from 9:30am - 2:30pm. Students who use the bike cages must lock bikes to the installed racks. Park bikes at your own risk.

Skateboards

Students who use skateboards as transportation to school must carry the skateboard at all times on the South Eugene High School campus. Please comply with the policy described below.

Skateboarding Policy

The following policy applies 24 hours a day, seven days a week at South Eugene High School.

Skateboards are to be used only as transportation to and from school property. Once on any part of school property, students are expected to carry their skateboards.

NO RIDING OF ANY WHEELED OBJECT ALLOWED inside these campus boundaries:

- **Inside the building**
- **North:** the sidewalk along 19th Avenue
- **South:** the south end of the football stadium/baseball field
- **East:** the sidewalk along Patterson Street
- **West:** on the bike path along the Amazon Slough

If student a student if found in violation of this policy, progressive disciplinary actions will be taken. These may include, but are not limited to, confiscation of the skateboard, parent contact, detention, and/or suspension.

Extracurricular Activities

Clubs

School organizations and clubs provide opportunities for students to meet people and get involved in school and community activities. If you want to join a club you will need to purchase a student body card. South has a number of excellent clubs that hold meetings and activities during the school year. Dave Hancock, athletic director, has information about this year's clubs.

Previous clubs have included the Black Student Union, Latino Student Union, Gay-Straight Alliance, Ping Pong, Drama, Mock Trial, Robotics, Alpine and Nordic Skiing, Harry Potter Club, Rowing, Math, Comedy, ACLU, French, Spanish, German, Model United Nations, Chess, and Debate.

Get involved—Join a club!

Dances

Dances are open to all South students. Students are entitled to submit a request to bring one outside student who is at least in grade 9 and less than 21 years old. Background checks for guests will be conducted for all school dances. A South student must accompany the guest. Picture identification for every South student and guest is required. Once students enter the dance, they may not leave and re-enter. Dances end at 11:00 pm and students are expected to leave promptly unless they are actively helping to clean up.

Sportsmanship

South has a tradition of outstanding sportsmanship, promoting a respectful environment for players, coaches, fans, and officials.

South discourages and will hold students accountable for:

- Personal attacks and/or slurs about a player's appearance
- Use of signs or gestures reflecting foul language
- Personal attacks, harassment, and/or violence
- Harassment or hazing of players or officials
- Use of foul, profane, or abusive language
- Use of or incitement to violence

Information for Parents and Family

Parent Council

The South Parent Council's mission is to advocate for all students to the South staff, School District 4J and the community. This group provides representation to the school's Site Council, raises funds for additional staffing, and sponsors forums on topics of parental interest. To be added to the Parent Council e-mail list, please send an e-mail request to sehsparentcouncil@comcast.net.

Parent Council convenes monthly meetings at 7:00 p.m. in the library and are open to all parents.

E-News

South e-News is provided as a service from Parent Council and helps families get weekly informational updates. Subscribe by sending a blank e-mail to sehs-subscribe@npogroups.org. Over 900 South families take advantage of this wonderful communication tool.

Support South through eScrip

eScrip is simple, secure and lucrative way for South families to financially support our school. After you've signed up, earning is easy - just shop at thousands of merchants both in-store and online. Please visit <http://www.escrip.com/howitworks/> to get more information on how it works. Sign up for eScrip at [escrip.com](http://www.escrip.com).

Free Breakfast and Lunch Information

Free breakfasts and lunches are available to qualified students. Oregon now subsidizes the entire cost of school meals for qualifying students. Students eligible for Free Breakfast and Lunch may also have their athletic and ASB fees waived if students complete and submit a confidential disclosure form. Forms are available in the main office or the school finance office.

College and Career Center 790-8011

Lori Sauter 790-8052

The College and Career Center provides students and parents with comprehensive information and resources to help plan for careers and education after high school. These plans can be in the area of four year colleges, two year colleges, certificate programs, vocational programs, foreign study or travel, military careers, volunteer positions and employment. The center also provides information on testing and test preparation; scholarships and financial aid; NCAA eligibility requirements; gap-year options and high school distance learning options. The CCC holds numerous events throughout year. Please see the school calendar and website for those dates and information.

School to Career Program

Kathy Ruggles 790-8012

The School to Career program gives students a chance to make the connection between academic instruction and work by gaining “real world” experience in a structured work environment. The School to Career program offers three classes in which students can explore careers, apply specific knowledge and skills in the workplace, or gain work experience through part-time employment.

Volunteers

Kathy Ruggles 790-8012

We welcome volunteers! South needs parents and community members who are interested in sharing their time and talents with students and staff. Once a month, once a week, once a year – Please Join Us!

SEHS Bell Schedules 2017-2018

REGULAR M/T/TH/F

Period 0	7:20 - 8:30am
Period 1	8:35 - 9:45am
Period 2	9:51 - 11:01am
Period 3	11:07 - 12:17pm
Lunch	12:17- 12:59pm
Period 4	1:04 - 2:14pm
Period 5	2:20 - 3:30pm

WEDNESDAY

Period 0	7:20 - 8:30am
Period 1	9:00 - 10:02am
Period 2	10:07 - 11:09am
Period 3	11:14 - 12:16pm
Lunch	12:18 - 12:48pm
Period 4	1:03 - 2:05pm
Period 5	2:10 - 3:12pm
Office hours	3:12 - 4:00pm

Administration, Campus Supervision, School Resource Officer	790-8000
ATHLETIC OFFICE	790-8019
David Hancock, Athletic Director	790-8019
Marlee Hanson, Athletic Trainer	790-8064
ATTENDANCE OFFICE	790-8008
Kim Ferguson	
A/V TEXTBOOKS	790-8053
Connie Summers	
CAREER CENTER	790-8011
Lori Sauter	
COUNSELING	790-8013
Melinda Shull, Secretary	
Juli McGlinsky, Counselor A-G	
Michael Leahy, Counselor H-N	
Shantel Buss, Counselor O-Z	
FINANCE	
Joni de Saint Phalle	790-8006
INTERNATIONAL HIGH SCHOOL	
Melanie Namkoong, Secretary	790-8030
KIDS DOWN SOUTH	
Mindy Rimbey, Preschool Coordinator	790-8069
LIBRARY	
Julie Vignoul	790-8050
MAIN OFFICE RECEPTIONIST	
Debra Banks	790-8000
SCHOOL NURSE	
Joy Maxwell	790-8024
OFFICE MANAGER	
Trista Neuman	790-8010
REGISTRAR	
Elsa Andrew	790-8015
SCHOOL TO CAREER COORDINATOR	
Kathy Ruggles	790-8012
VOLUNTEER COORDINATOR	
Kathy Ruggles	790-8012