



# South Eugene High School

*Strive for Excellence*

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

Dear Friends and Families of South Eugene High School,

I hope this message finds you all well and enjoying the remaining weeks of summer. I am pleased to send this letter as a way of welcoming you to another great year at SEHS. On behalf of the entire faculty, staff and administration I would like to say it is an honor to be at South and work with families like yours.

Much has happened on campus over the summer and I would like to share a few of the highlights. First, we repainted the East and West parking lots in the hope that doing so will help clarify safe patterns for traffic flow and acceptable areas for student drop off and pick up. We are also constructing a new, and more secure, bicycle cage on the south end of campus close to the cafeteria. We believe this will result in greater cage visibility throughout the day with fewer instances of bike vandalism or theft. Additionally, we are in the final stages of moving and upgrading our strength and conditioning facilities, creating a new space for our wrestling squad and designing a dance studio with the goal of resurrecting a dance team at South. Your teachers have been quite busy this summer as well. Faculty members from SEHS will have, quite literally, logged thousands of hours of professional development at IB and AP conferences, AVID workshops, in graduate level coursework and in content specific professional development opportunities through the district prior to the first day of school. We are committed to ensuring the best possible experience in every way for your student while at South Eugene High School.

As the first of school approaches, I want to share some information that should make for a successful start of the year. As always, feel free to contact the main office if you have any questions.

**Ninth grade orientation is Tuesday, September 5<sup>th</sup> from 8:30am – 2:30pm.** Students will be treated to a barbeque lunch. We are excited to welcome our new ninth grade class to the SEHS community. Students should go to the auditorium when they arrive.

**The first day of school for ALL students is Wednesday, September 6<sup>th</sup>.** We will be on a late start schedule (see attached bell schedule).

**New Student Enrollment and New Student Counseling Appointments.** 10<sup>th</sup> – 12<sup>th</sup> grade students new to the SEHS attendance area or student who were admitted through the lottery who have yet to forecast their schedule need to enroll and meet with their counselor. If you have not already done this, please call the counseling office at 541-790-8013. 9<sup>th</sup> Grade students new to the district will come to the Counseling Office on the 29<sup>th</sup> at 10:00.

**Student schedules.** Please see the enclosed document entitled *SEHS Student Schedule Information*. Schedules will be available through Synergy beginning August 23<sup>rd</sup>. If you have difficulty accessing your schedule through Synergy, please contact the Registrar's

office at 541.790.8015. If you need a Synergy account please contact the SEHS registrar, Elsa Andrew, at [andrew\\_e@4j.lane.edu](mailto:andrew_e@4j.lane.edu).

**Fines and Missing Books.** If you have received a notice that you have an outstanding balance with the school, please call 541-790-8053 to make arrangements to return books or pay fines on the Back to Business day on the 25th.

**Back to Business / Registration day for all grades is August 25th.** All students are expected to attend. Fees and fines can be paid at registration. Additionally, students will have their photos taken for ID cards and school pictures, purchase parking passes, sign up for clubs and register for all support services provided by the school/district as needed. Registration begins at 8:00 and will end at 3:30.

**SEHS Parent Volunteer Opportunities.** South Eugene relies heavily on the efforts of our invaluable volunteers. There are all kinds of opportunities available, and we hope you will join the ranks. We need your help regardless of your interest or area of expertise. Please contact Kathy Ruggles, [ruggles\\_k@4j.lane.edu](mailto:ruggles_k@4j.lane.edu) for more information and to register as a volunteer.

**New Bell Schedule.** A reminder that there is a new bell schedule for the 2017-2018 school year. Please see the enclosed Regular and Late Start Bell Schedule document for details. The Schedule is also posted on the school's website.

**Connect to ParentVue to verify or update your contact information.** It is very important that we are aware of any changes in your contact and emergency information. If you need an account or if you have any changes, please email our registrar, Elsa, at [andrew\\_e@4j.lane.edu](mailto:andrew_e@4j.lane.edu). Please note that if you have an address change, you bring proof of residency to the registrar's office.

We do look forward to seeing you back on campus soon and again, please feel free to call if there is something we can do to be of assistance.

Kindest Regards,



Andy Dey, Ed. D.

Principal

South Eugene High School

*Follow me on twitter @DrDey*

## SEHS STUDENT SCHEDULE INFORMATION

### Student Class Schedule Release and Correction Process for the 2017-18 School Year

Dear South Eugene Parent/Guardian and Student:

A new class schedule is one of the exciting hallmarks of a new school year. A student's schedule is the final product of a process that started last January and remains in progress until late August. We take great care to create schedules that meet students' needs, reflect their forecasting choices, and balance class sizes. Please take time to carefully review the following information about the release of the 2017-18 student class schedules and the guidelines and process for corrections.

#### **Student Schedule Release Dates:**

Students' initial schedules will be available on August 23<sup>rd</sup> and can be found online through Parent/StudentVue. A printed copy can be obtained from the registrar's office. Please note the names of teachers will not be listed on the initial schedule. Final schedules with teacher names and classrooms will be released on September 1<sup>st</sup>. They will be available online and through the registrar's office.

#### **Schedule Check/Credit Review:**

If your student's schedule differs from what was originally requested, it is likely that either the class is full or that a conflict exists between classes in the master schedule. Student and parents should review the initial schedule to ensure the assigned courses meet requirements for both graduation and special individual academic pursuits. For specific information regarding graduation requirements, please access the SEHS Curriculum Guide on our school website at [www.sehs.4j.lane.edu](http://www.sehs.4j.lane.edu).

#### **Schedule Correction Arenas:**

The student class schedule is based on the courses requested during forecasting last spring and on the availability of elective courses. **Students' schedules are final unless one of the following circumstances apply:**

1. Academic misplacement, as determined and initiated by the teacher.
2. A necessary graduation requirement is missing.
3. Failure in a prerequisite class.
4. A technical error or an obvious mistake.
5. A health issue, requiring documentation by a physician.
6. An open period is required to access an off-campus class.

If there is a needed scheduling correction as defined by one of the six criteria listed above, corrections will be made during one of the Schedule Correction Arenas (see below). Corrections will be made on a first-come, first-served basis in the Library. To initiate a change, students should complete a Schedule Correction Form available on the SEHS website and in the registrar's office. The form must be submitted at the Correction Arena.

#### Schedule Correction Arena (Library)

Friday, August 25<sup>th</sup> from 8:00am – 12:00pm

Monday, August 28<sup>th</sup> from 12:00pm – 4:00pm

#### **Changes during the First Week of School**

We have a limited ability to add courses or change courses once the school year has begun and class size limits have been met. When possible, changes may be made if the request meets one of the six criteria listed above. Students may come to the library from 8am – 2:30pm on the first day of school, Wednesday, September 6 to request schedule changes. If students do not attend a scheduled class they will be marked absent.

**Course Changes after the First Week of a New Trimester:**

The criteria to change a class are the same throughout the school year. To ensure stability for the student, staff and classroom, any course change requests must be made within the first five days of the new trimester. Classes dropped after the first 15 days will appear on a student's transcript.

**Grades 9 & 10:**

All freshmen and sophomores are required to have a full schedule of courses that provide an opportunity for 7.5 credits for the school year. For that reason, some 9<sup>th</sup> and 10<sup>th</sup> grade students may automatically be assigned courses that they may not have originally requested in order to fill their schedule. Schedules for 9<sup>th</sup> grade students are determined primarily through Middle School recommendations. For that reason, very few scheduling change requests will be considered for freshmen.

**Students with IEPs (Special Education):**

All students with IEPs must meet with their case manager for schedule changes. Case managers will not return to work until August 29. Please email your student's case manager to schedule a meeting and/or request a schedule change.

**Students with 504s:**

Students with 504 Plans who require scheduling considerations based on their accommodations should contact Tia Holliday ([holliday@4j.lane.edu](mailto:holliday@4j.lane.edu)) for schedule change requests.

**Requests for "free periods":**

Special requests for specific free periods will not be considered because of the potential impact it creates on class size throughout the school day. Unique situations may be processed with a counselor, case manager, or administrator based on medical, 504, IEP, or an off-campus class.

**Core and Elective Classes:**

Math, Science, English, Social Studies, and World Language courses will not be modified at any time due to the necessity of ensuring balanced classes to provide equity for both students and staff. The only exception will be in the event that a counselor or administrator deems the concern as valid and necessary. *Please note that students are likely to have a core class with a break in between the first and second halves of the course. We cannot change core classes to be consecutive for a variety of reasons.*

**Balanced Classes:**

When adding a student to a course, schedulers must make every effort to maintain balance in class size for each period the course is offered. For this reason, the counselor or administrator will have the final say as to what period and what teacher the student shall be assigned if a new course is added.

**Counselors and their Assigned Students:**

Please contact your student's counselor any time you feel your students needs academic guidance or if you have questions about the academic progress of your student. All school guidance counselors will be available for non-schedule related conversations after the beginning of the school year. Online scheduling is available through the Counseling Department page listed in the Resources tab on the SEHS website.

<b>Student Last Name Begins with:</b>	<b>Counselor</b>	<b>Counselor Email</b>
<b>A-G</b>	Juli McGlinsky	<a href="mailto:mcglinsky@4j.lane.edu">mcglinsky@4j.lane.edu</a>
<b>H-N</b>	Michael Leahy	<a href="mailto:leahy_m@4j.lane.edu">leahy_m@4j.lane.edu</a>
<b>O-Z</b>	Shantel Buss	<a href="mailto:buss_s@4j.lane.edu">buss_s@4j.lane.edu</a>

**Responsible Use Policy Agreement  
Eugene School District 4J-Owned  
Student Technology**

All students utilizing technology in Eugene 4J schools are expected to observe the following acceptable use requirements.

As a student, I will...

- Never load unassigned software, apps, videos, or other items on any school-owned device.
- Never reconfigure (or sync) the school-owned device without school permission.
- Immediately report device malfunctions, damage, or loss to my teacher, principal, and/or building Technology Support Specialist.
- Use the Internet responsibly and refrain from searching or using inappropriate sites.
- Keep the school-owned device clean with no attached stickers or other items that might deface or damage the device's surface, screen, or other parts.
- Keep the school-owned device away from all liquids and food.
- Use school-owned devices for only school-related purposes.
- Adhere to expectations in the Students Rights and Responsibilities handbook as detailed on the reverse of this form regarding the use of all technology.
- Not engage in cyberbullying

*Board Policy JFCFA/GBNAA – Cyberbullying – “Cyberbullying” is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that violates Board Policy JB-Intimidation, Bullying, Harassment, Discrimination, Hazing, and Retaliation or which disrupts or prevents a safe and positive educational or working environment, or places a person in reasonable fear of physical harm or damage to their property. Any form of cyberbullying, by students or staff is prohibited and will not be tolerated in the Eugene School District 4J.*

I understand and will abide by the provisions and conditions of this agreement and acceptable use policy. I understand that any violations of the above provisions may result in the loss of my technology privileges and appropriate disciplinary action.

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Student Name (Print)

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Student Signature

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Date

As a parent of this student, I have read and agree to the provisions of this agreement and acceptable use policy. I understand that it is impossible for Eugene School District 4J to restrict access to all controversial or inappropriate materials, and I will not hold the Eugene School District 4J responsible for materials acquired on the Internet.

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Parent/Guardian Name (Print)

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Parent/Guardian Signature

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Date

## **Use of Technology and the Internet** (from the 4J Students Rights and Responsibilities Handbook 2012 version)

4JNet allows students access to email and the Internet. Teachers are expected to provide guidance and supervision of students who use 4JNet. Complete guidelines for the use of 4JNet are available at schools and on the district's website ([www.4j.lane.edu/cis/appropriate\\_use](http://www.4j.lane.edu/cis/appropriate_use)). Personal devices, such as cell phones, smart phones, tablets, digital cameras, MP3 players and laptops, may be used for instructional purposes in the classroom at the discretion of the teacher. District guidelines are summarized below.

### **Unacceptable Uses of 4JNet and Equipment:**

The following uses of 4JNet and the Internet are unacceptable and may result in disciplinary action, including suspension or revocation of network privileges and suspension or expulsion from school.

- Violation of school board policy, district administrative rules or any provision in this handbook;
- The use of or inviting the receipt of vulgar and plainly offensive, obscene or sexually explicit language or material in any form;
- Copying commercial software or other material in violation of federal copyright laws;
- Use of the network for financial gain, commercial activity, political activity or illegal activity (e.g. hacking).
- Accessing another person's individual account without prior consent, or accessing a restricted account without the prior consent of the responsible administrator or teacher;
- Sharing of inappropriate materials or their sources with other students or knowingly accessing inappropriate materials. Students should report any inappropriate material they access to a teacher, other staff person or their parents;
- Transmission of any material in violation of any local, state or federal law. This includes but is not limited to copyrighted materials, threatening or obscene material, or material protected by trade secret;
- Any form of vandalism, including but not limited to damaging hardware, computer systems or networks and/or disrupting the operation of the network;
- Use of the network to access pornographic or obscene material;
- Creating and/or placing a computer virus on the network;
- Posting information or images that could be a form of harassment, intimidation or bullying; could promote a hostile educational climate; or could disrupt the educational process;
- Activity with a malicious intent to disrupt the network;
- Installation of unapproved equipment (e.g. wireless access points, routers, switches, network cabling not provided or approved by the Computing and Information Services Department), installation of unapproved or unlicensed software, or changing of district settings; or
- Bypassing of district-specified filtered Internet websites on computers used by students.

### **Unacceptable Uses of Personal Devices:**

Unacceptable use of personal technology devices by students may result in suspension or revocation of personal device privileges. These include, but are not limited to:

- Use of a personal device that violates any of the unacceptable uses for district-owned technology listed above;
- Use of a personal device to gain or give an advantage in a testing situation;
- Use of personal devices during class that are not approved by the school or the individual teacher (e.g. cell phones, smart phones, tablets, digital cameras, MP3 players and laptops); or
- Downloading and installing district-licensed software on personal devices unless specifically allowed by the licensing agreement.

## SEHS Regular and Late Start Bell Schedule

### Regular Bell Schedule (M, T, H, F)

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

### Late Start Days (W)

- 0 7:20 - 8:22
- 1 9:00 - 10:02
- 2 10:07 - 11:09
- 3 11:14 - 12:16
- L 12:18 - 12:58 (40 minutes)
- 4 1:03 - 2:05
- 5 2:10 - 3:12

Office Hours - 3:12 - 4:00