



South Eugene High School

Strive for Excellence

Dr. Carey Killen, Principal
Garrett Bridgens, Assistant Principal
Joel Lavin, Assistant Principal

Dear Friends and Families of South Eugene High School,

On behalf of all our South Eugene staff, I am pleased to welcome families and students to the 2019-20 school year. Preparations to welcome students back to school have been ongoing throughout the summer, and we will be excited to have students join us in a few weeks.

You may have noticed that the installation of energy-efficient windows continues for the second summer at South, with new windows going in across much of the north side of the school and in the main office. The Purple Pit has a refurbished gym floor and our custodial staff are hard at work preparing classrooms and hallways for the return of students and staff.

Summer is often a busy one for staff as they attend AP and IB conferences and AVID trainings, complete graduate coursework, attend professional development in their subject areas, and engage in district trainings in order to expand their skills and refine their practice. We are committed to offering students excellence in instruction and enriching learning opportunities in the year ahead.

Below is some important information for families and students about the start of the year. If you have questions, please feel free to contact the main office at 541-790-8000.

Student schedules

Please see the enclosed document entitled SEHS Student Schedule Information. Schedules will be available through StudentVUE/ParentVUE by August 15. If you have difficulty accessing your schedule through StudentVUE/ParentVUE, please call the Registrar's office at 541-790-8015. If you need an account, please contact the SEHS Registrar, Elsa Andrew, at andrew_e@4j.lane.edu

Back to Business Day for grades 10-12 will be Friday, August 23.

All students in grades 10-12 are expected to attend Back to Business on August 23. Fines and fees can be paid. Additionally, students will have their photos taken for ID cards and school pictures and register for various support services provided by the school and district as needed. Back to Business Day begins in the Cafeteria at 8:00 a.m. and will end at 2:00p.m. Please enter through the back of the building. Grade 9 students will be able to complete the steps indicated below during Ninth-grade Orientation on September 3, so they should not plan to come in on August 23.

Parking Passes can be picked up on Sept 3rd from 1:00pm-4:00pm at the Finance Window.

Fines and Missing Books

If you have received an email 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 August 23 (Grades 10-12). To save time, please try to pay before that date, as the line can be quite long.

Connect to ParentVUE to verify or update your contact information.

It is important that we are aware of any changes in your contact and emergency information. If you need a ParentVUE account or if you have any changes, please contact our Registrar at andrew_e@4j.lane.edu. Please note that if you have an address change, you bring proof of residency to the Registrar's office.

9th Grade Orientation Day will be Tuesday, Sept. 3 from 8:30 a.m. to 12:30 p.m.

We are excited to welcome our new cohort of ninth-grade students to our SEHS community! To help students get off to a great start, we have planned a fun and informative orientation event. Students will learn school policies specific to first-year students, receive information about a variety of school resources, and explore the many opportunities for engagement. Ninth-graders will also have the opportunity to meet teachers, talk with student leaders, and do a run-through of their schedules before all other grades are present. Each student will receive a planner and information packet. We encourage students to bring a backpack or bag and a pen or pencil. **Attendance is required.**

Because 9th Grade Orientation this year is designed to cover the steps included in Back to Business Day, ninth-grade students will not attend Back to Business Day on August 23.

9th GRADE ORIENTATION SCHEDULE for September 3

- 8:30 Arrival: name tag, schedule, and folder distribution (AUDITORIUM LAWN)
- 8:50 Faculty Gauntlet (LAWN into AUDITORIUM)
- 9:00 Welcome Axe: Overview of the day, ASB President introduction, and student panel (AUDITORIUM)
- 9:40 Group activities & tours with Peer Navigators in 20 minute rotations to include:
 - Building tours
 - Synergy / Club and mentor surveys
 - Photos & fees
 - Locker assignments & snacks
 - "Make your mark" activity
 - Planner distribution and set-up
- 11:25 Schedule run-thru and "Make Your Mark" tiles (BUILDING-WIDE)
- 12:20 Final welcome in the gym with South's 9th Grade Transition Coordinator and Administrative Team followed by Homecoming announcements
- 12:30 Departure

**The first day of school for ALL students will be Wednesday, Sept. 4.
We will be on a regular schedule (see the attached bell schedule for 2019-20).**

SEHS Parent Volunteer Opportunities

South Eugene relies extensively on the invaluable support of our volunteers. We have all kinds of opportunities available, and we hope you'll join us in supporting students and programs at South. We welcome your help regardless of your area of expertise. Please contact Kathy Ruggles, ruggles_k@4j.lane.edu for more information and to register as a volunteer if that is of interest to you.

Bell Schedule

South's schedule is the same as last year. Please refer to the enclosed South Eugene Bell Schedules. The Schedule will also be posted on our website at www.sehs.4j.lane.edu Fridays will be Early Release days. All special schedule days will be noted on the South website at sehs.lane.edu

Fall 2019 Sports Information Night

Students planning to participate in Fall sports at South Eugene should plan to attend Fall 2019 Sports Information Night coming up on August 13, 2019 at 6:00pm in the Cafeteria. Families are able to register their students online through Family ID at www.familyid.com

We're so glad to have you as part of our South Eugene community this year! We're looking forward to engaging all students in excellent learning opportunities in 2019-20 and helping them prepare for their future.

Kind regards,



Carey A. Killen, D. Ed.
Principal
South Eugene High School

SEHS STUDENT SCHEDULE INFORMATION

Student Class Schedule Release and Correction Process for the 2019-20 School Year

A new class schedule is one of the exciting hallmarks of a new school year. A student's schedule is the 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 review the following information about the release of the 2019-20 student class schedules carefully and the guidelines and process for corrections.

Student Schedule Release Dates:

Students' *initial schedules* will be available on August 15, and can be found online through Student VUE/Parent VUE. 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. We anticipate *final schedules* with teacher names and classrooms will be released on Friday, August 30 at 5:00pm. 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 was full, that the class is no longer offered or that a conflict exists between classes in the master schedule. Student and parents should review the schedule to ensure the assigned courses meet requirements for both graduation and special individual pursuits. For specific information regarding graduation requirements, please access the SEHS Curriculum Guide on our school website at www.sehs.4j.lane.edu.

Schedule Correction Arenas:

Thursday, August 22 from 1:00pm-3:00pm in the SEHS Library

Friday, August 23 from 8:30am-11:30am in the SEHS Library

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 applies:

1. Academic misplacement, as determined and indicated 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 schedule correction as defined by one of the six criteria listed above, corrections will be made during one of the Schedule Correction Arenas (see above). 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, in the main office, or in the counseling office. The form must be submitted at the Correction Arena.

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 requests meet one of the six criteria above. Students may come to the library from 8:00a.m.-2:30p.m. on the first day of school, Wednesday, Sept. 4, 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 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 of the trimester will appear on a student's transcript with a WD (if passing at the time of drop) or WF (if not passing at the time of drop).

Grades 9 & 10:

All 9th and 10th grade students 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 9th and 10th grade students may automatically be assigned to courses that they may not have originally requested in order to fill their schedule. Schedules for 9th grade students are determined primarily through Middle School recommendations. For that reason, very few scheduling change requests will be considered for 9th graders.

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 27. 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 Joel Lavin (lavin@4j.lane.edu) for schedule change requests.

Requests for "free period":

Ninth-grade and tenth-grade students are required to schedule a full day of class. Eleventh-grade and twelfth-grade students are highly encouraged to schedule a full day of classes to take full advantage of their high school years. 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, and the "Authorization for Student to Maintain Open Period" form must be completed and turned in prior to an adjustment to courses.

Core and Elective Classes:

Math, Science, English, Social Studies, and World Language courses will not be changed 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 one or more core classes with a trimester break 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 every period the course is offered. For this reason, the counselor or administrator will have the final say about which period and what teacher the student shall be assigned to if a new course is added.

Counselors and Their Assigned Students:

Please contact your student's counselor at any time you feel your student needs academic guidance or if you have questions about the academic progress of your student. Counselor appointments can be set through the Counseling Department page listed in the Resources tab on the SEHS website.

Counselor	Students	Contact
Shirley Madathil	All 9th grade	madathil_s@4j.lane.edu
Juli McGlinsky	10 th -12 th grade Last name A--F	mcglinsky@4j.lane.edu
Michael Leahy	10 th -12 th grade Last name G--N	leahy_m@4j.lane.edu
Shantel Buss	10 th -12 th grade Last name O--Z	buss_s@4j.lane.edu

SOUTH EUGENE - Bell Schedules

Monday-Thursday

Regular Schedule		
period	begin	end
0	7:13	8:25
1	8:30	9:42
2	9:47	11:02
3	11:07	12:19
LUNCH	12:19	12:56
4	1:01	2:13
5	2:18	3:30

Friday

Early Release		
period	begin	end
0	7:25	8:25
1	8:30	9:30
2	9:35	10:38
3	10:43	11:43
LUNCH	11:43	12:20
4	12:25	1:25
5	1:30	2:30

Friday-Advisory

Early Release - Advisory		
period	begin	end
0	7:31	8:25
1	8:30	9:24
2	9:29	10:23
Advisory	10:23	10:53
3	10:58	11:52
lunch	11:52	12:32
4	12:37	1:31
5	1:36	2:30

