

Helpful Scheduling Guidelines

Student Course Schedules

(Please Read Front & Back)

Dear Sheldon Parent/Guardians:

Another exciting school year at Sheldon High School is quickly approaching and we know that families are beginning to plan for the return of their student. To help in your preparation, we have enclosed your student's course schedule for the 2016-2017 school year **based upon the classes requested by each student during forecasting**. Please take some time to review the following information about current scheduling processes, policies, and procedures for the upcoming school year.

Schedule Check/Credit Review:

Both the students and parents should review the enclosed 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 Sheldon High School website at www.shs.lane.edu or the Sheldon Curriculum Guide issued to all students during forecasting last spring. *Note: The names of the teachers will not be listed on the initial schedules.*

Back to School Registration (very important):

Students must pick up their final schedule at registration, which will have all classroom numbers and teacher names on the schedule.

Schedule Corrections:

The student schedule enclosed is based upon the courses requested during forecasting and availability of elective courses. **The schedule is final unless one of the following circumstances apply:**

1. Academic misplacement as determined and initiated by the teacher
2. A graduation requirement is needed
3. Failure in a prerequisite class
4. A technical error or an obvious mistake
5. A health issue, requiring documentation by a physician

If a student or parent discovers a scheduling error, counselors will be available on a first-come, first-serve basis in the Sheldon Library on the designated date and time outlined below:

Planned dates and times for correcting scheduling errors:
Incoming 9 th graders = Wednesday, August 24 th from 8:00am-11:00am
Incoming 12 th graders = Wednesday, August 24 th from 12:00pm-3:00pm
Incoming 11 th graders = Thursday, August 25 th from 8:00am-11:00am
Incoming 10 th graders = Thursday, August 25 th from 12:00pm-3:00pm

Requests for "free periods":

Special requests for certain periods off will not be considered because of the potential impact it creates on class sizes throughout the day. Requests may be processed with a counselor or case manager based on medical, 504, or IEP needs. *Note: Sheldon has over 900 students who participate in athletics and activities. While we recognize that having a certain period free may be beneficial to some individuals, our school must balance class sizes for all five periods in order to maintain reasonable student sizes. In addition, our staff understands that many students will miss class period(s) for school related events and teachers should be flexible. For those reasons, please do not ask for specific free periods due to school related athletic/activity concerns.*

Core 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 and to provide equity for both students and staff. The only exception will be in the event that a counselor/administrator deems the concern as valid and necessary.

Elective Classes (Non-Core):

Depending on availability, a student may adjust an elective class and/or add elective courses within the first three days of the beginning of the trimester or during scheduled counselor corrections times. Please note that we **cannot move a core class** to make space for an elective course (including TA's).

Seniors:

Any senior requesting to drop any (core or elective) course *must* see their counselor to verify that the course proposed to be dropped will not interfere with the student's path to gain the appropriate graduation requirements.

Freshmen:

Freshman will receive a full schedule with courses that provide an opportunity for **7.5 credits for the school year**. For that reason, some freshmen may be automatically assigned elective courses that they may not have originally requested in order to fill up their schedule. Sophomore, junior and senior students do not have the same guarantee, but every effort will be made to schedule the student into both the core classes and elective classes requested and appropriate for graduation requirements.

Balanced Classes:

When adding a student to a course, counselors must make every effort to maintain balance in the student count for each class period the course is offered. For that reason, the counselor 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 assigned school counselor any time you feel your student needs academic guidance or if you have questions about the academic progress of your student. All school guidance counselors will be returning on August 24th. Please note: Counselor interventions will be considered when there is prior documented evidence of an issue in the class that is being requested for a change.

Student Last Name Begins with:	Counselor Assigned	Counselor Email
A-G	Kendra Brott	brott_k@4j.lane.edu
H-N	Carley Boyce	boyce_ca@4j.lane.edu
O-Z	Michael Voss	voss@4j.lane.edu

IEP Students (Special Education):

Because of possible IEP specifications, Students on I.E.P. 's must meet with their case manager for ALL schedule changes. Case managers will not return to work until August 30, 2016. Please email the assigned case manager to schedule a meeting and/or request a schedule change.

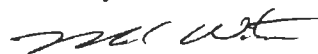
IEP Student Last Name Begins with:	Case Manager Assigned	Case Manager Email
A-D	Joe Renaud	renaud_j@4j.lane.edu
E-K	Kurt Goldenstein	goldenstein_k@4j.lane.edu
L-P	Travis Tubbs	tubbs_t@4j.lane.edu
Q-Z	Ashley Clark	clark_a@4j.lane.edu

Course Changes After School Year Begins:

The same criteria to change a class will carry through the entire school year. To ensure stability to the classroom, any course change requests must be made within the first three days of the new, or current, trimester unless there are extenuating circumstances. The specific extenuating circumstance must be communicated to and agreed upon by your counselor before a change can be made.

We are looking forward to another great school year and hope you have had a great summer. Go Irish!

Sincerely,



Mark Watson
Assistant Principal, Sheldon HS