

Sheldon High School
2455 Willakenzie Road, Eugene, OR 97401
www.shs.lane.edu

Contact information

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|-------------------------------------|---------------|-----------------------|--|
| Main Office | | (541) 790-6600 | Fax: (541) 790-6605 |
| Head Secretary | Sonja Casarez | (541) 790-6620 | casarez_s@4j.lane.edu |
| IHS Secretary | Peggy Farris | (541) 790-6636 | farris_p@4j.lane.edu |
| Finance Clerk | Julia Girod | (541) 790-6611 | girod_j@4j.lanbe.edu |
| Principal: | | Dr. Bob Bolden | bolden@4j.lane.edu |
| Assistant Principal (Grades 11-12): | | Mark Watson | watson@4j.lane.edu |
| Assistant Principal (Grades 9-10): | | Beth Richardson | richardson_b@4j.lane.edu |
| Academic Counselors: | | | |
| Student Last Name A-G | | Kendra Brott | brott_k@4j.lane.edu |
| Student Last Name H-N | | Carley Boyce | boyce_ca@4j.lane.edu |
| Student Last Name O-Z | | Michael Voss | voss@4j.lane.edu |

School Schedule:

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| Building Opens: | 7:30a.m. Breakfast available in the cafeteria from 8a.m. |
| 1st Period Begins: | M., T., Th., F. at 8:30a.m. Wed. at 9:30a.m. |
| Regular Dismissal: | 3:25p.m. |
| Library Hours: | M., T., Th., F. from 7:30a.m - 4p.m. Wed. from 9:30a.m. - 4p.m. |

Reporting an Absence:

Please contact the attendance office every day that the student is absent. For an absence to be excused, parents must contact the school within 48 hours.

- To send an email: Sheldon_attendance@4j.lane.edu
- To leave a voice message: 541-790-6606 (Available 24 hours)
- Attendance Secretary: Sondee Johnson, 541-790-6678

Academic Support Time:

Student access time with teachers: 7:45a.m. - 8:25a.m.

Parent View

Parent View is a very useful web-based tool for parents to keep track students attendance, assignments, and grades from any computer. Mobile apps are also available. To obtain the activation key for Parent View contact our school secretary Sonja Casarez, casarez_s@4j.lane.edu, 541-790-6620. https://pv.4j.lane.edu/Login_Parent_PXP.aspx

Registrar

To update parent/guardian contact information or obtain proof of enrollment or transcripts, contact Registrar, Mary Livermore, Livermore_m@4j.lane.edu, (541) 790-6607.

Sheldon Irish eNews

To receive weekly school information such as event schedule, news, and announcements, email sheldonirishenews@gmail.com. Put "Subscribe" in the Subject Line.

Attendance Frequently Asked Questions

1. How do I let the school know my student will be absent?

Email: dialshs@4j.lane.edu or call: 541-790-6606

2. Why do I still get an automated message even though I called the school this morning about today's absence?

Absences that are phoned or emailed in are entered as quickly as our staff can get them entered. Sometimes there is higher volume of emails and calls and although your entry is pending, it has not been made by the time the automated call goes out.

3. Does the school have a legal responsibility to alert me of my student's absence?

A phone call will go out at 12:30p.m. and 3:30p.m. each day to keep you up to date on your student's period absences. Oregon law (ORS 339.071) requires that schools notify parents/guardians of their child's unplanned absence. Parents can also get up to the minute information by having a ParentVue account.

4. What's the difference between an excused and an unexcused absence?

A parent calling, emailing or sending a note to our attendance office has approved an excused absence. Doctor's notes may be submitted for a medical appointment or span of time off school. Preplanned absences for family trips, etc. may be excused if arranged in advance and the student has otherwise maintained regular attendance. Multiple unexcused absences can lead to additional communication by a Sheldon staff member.

Examples of valid excused absences include participation in a district or school approved activity, illness, medical appointment, family emergency or absences resulting from disciplinary action.

5. My student was sick yesterday; can this still be an excused absence?

4J Attendance Policy states: Please report all absences within 48 hours of the student's absence. If you report an absence after this time period, it may not be excused.

6. My student has a medical appointment tomorrow; do I follow the same attendance procedure?

Yes. You may call/email ahead to excuse medical appointments if you know exact timing, otherwise email/call the attendance office within 48 hrs. of the appointment.

7. Can I request that the main office send a runner to deliver a note or collect my student from class?

Running notes to collect students should be reserved for emergencies only. Parents/guardians should pre-arrange a pick up with your student, sending a note with your student the morning of the planned absence. Please include all details of the absence (time, location of pickup, return time if appropriate and the reason for the absence).