



## Springville High School

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<http://shs.nebo.edu/>

Dear students and parents,

The summer is passing quickly, and we are ready to begin the registration process for the new school year. School will begin on August 21, 2018 at 7:55 am. We hope the following information will help you prepare for school. We encourage you to visit the website often ([shs.nebo.edu](http://shs.nebo.edu)). If you don't have access to the internet, SHS will have the computer lab next to the counseling office open August 1<sup>st</sup> – August 16<sup>th</sup> from 8:00 a.m. to 2:00 p.m.

We are using email as our primary means of communication with parents. *All* information is now emailed home and posted on our website. If you have not received emails in the past from the school, please be sure your email is correct in Aspire/SIS. If you are still not receiving emails from the school, please check your spam/junk email folder. You can access your Aspire/SIS account at <https://sisweb2.nebo.edu>.

### **ONLINE REGISTRATION**

Nebo School District has moved to an **online-only** registration system which began last school year. **Registration** is the process of providing or verifying your student's information and signing any documents required by the district or by legislation. This must now be done online. Registration information and instructions are available online at <http://shs.nebo.edu/registration>.

Additional documentation (proof of residency, birth certificate, immunization record, etc.) is **required** for students who are new to Nebo School District or if any of this information has changed for a returning student; these additional documents must be delivered to the school *after* online registration is completed.

Your student will only be **enrolled** into classes after the school verifies that the online registration process has been completed and that all required documentation has been provided to the school. If you do not have computer access at home or need assistance, a computer lab will be open at SHS from 8:00 a.m. to 2:00 p.m. from August 1<sup>st</sup> through August 16, 2018.

### **PARKING PASSES**

One parking pass is available for each student; the cost is \$10.00. In order to purchase a parking pass, the student must present a valid driver's license and complete the parking pass application (available online or in the front office). Students are encouraged to purchase their parking pass when paying class fees online. Parking passes will be available for pick up during the Open House on August 20<sup>th</sup>, or students may purchase a parking pass during regular school hours beginning August 21<sup>st</sup>.

### **CLASS CHANGES FOR 2018-2019**

Once you've completed online registration and paid class fees and outstanding fines at [myschoolfees.com](http://myschoolfees.com), you will have the opportunity to make changes to your own schedule. These changes can be made by logging into Aspire/SIS at [www.nebo.edu](http://www.nebo.edu) under the "parent" or "student" tab. All class changes need to be completed online. The scheduling button will be open on SIS from August 4<sup>th</sup> at 8:00 a.m. through August 20<sup>th</sup> at 3:00 p.m. The computer lab next to the counseling office will be open if you need internet access. Your schedule will become available for changes 24 hours after you pay your class fees.

TA classes cannot be completed online. There is a TA form in the counseling office to be filled out and signed by the teacher. Return this form to your counselor for the change to be applied to your schedule. All class changes need to be



taken care of before school begins on August 21<sup>st</sup>. Students must attend all classes as they appear on their schedule. The FINAL day to make any class changes will be August 24<sup>th</sup>.

### **COUNSELOR APPOINTMENTS**

It is expected that all class changes will be made online, by students and/or parents. However, the counselors will be available beginning August 6<sup>th</sup> to assist students needing help, or to enroll in Mountainland Applied Technology College (MTECH), Advanced Learning Center (ALC), Distant Learning Centers, and internships. There won't be appointment times, so please come in anytime between 8:00 a.m. and 2:00 p.m., and counselors will help you make your own class changes in computer lab C-29. Remember that your school fees must be paid before you can access the online class change program.

### **SHS OPEN HOUSE / SOPHOMORE ORIENTATION: AUGUST 20TH, 3:00 P.M. TO 6:00 P.M.**

All students and their parents are invited to an open house beginning at 3:00 p.m. on August 20<sup>th</sup>. This is a great opportunity for students and parents to visit the SHS campus. Our faculty and staff will be here to answer questions about classes and programs. All sophomores are encouraged to attend our orientation that evening at 5:00 p.m. If students have paid their fees, schedules and locker combinations will be available to pick up in the front foyer. (Locker combinations and partners are generated by the computer.)

### **FEE WAIVERS: AUGUST 1, 3, 6, 7, AND 8, 2018**

Administrators will be available to review fee waiver applications on August 1<sup>st</sup>, 3<sup>rd</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> from 8:00 a.m. to 2:00 p.m. (**Administrators will NOT be available for fee waivers on August 2<sup>nd</sup> and 9<sup>th</sup>**). It is necessary that each family be approved annually; *last year's application will not be valid*. Students may receive a fee waiver for one of the following reasons:

- Student is eligible based on income verification.
- Student receives Supplemental Security Income (qualified child with disabilities)
- Family receives TANF (currently qualified for financial assistance or food stamps)
- Student is in Foster Care (under Utah or local governmental supervision)
- Student is in State Custody

### **Application must be made in person, and one of the following must be provided for verification:**

- 2017 Income Tax Return
- Three most recent paystubs
- SSI: Current verification of receiving SSI payments
- TANF: Letter of decision covering the current period from Workforce Services
- State custody or foster care: Provide the Youth in Custody Required Intake Form and/or School Enrollment Letter provided by the case worker from DCFS or Juvenile Justice Department.

### **SCHOOL PICTURES**

School pictures are scheduled for August 30<sup>th</sup> and 31<sup>st</sup>. Picture packets will be handed out in English classes. There will also be packets available in the main office. All students need to have their picture taken for the yearbook and student ID's, regardless of whether or not they're purchasing a picture packet.

### **SCHOOL COMMUNITY COUNCIL**

We encourage parents to be involved and have a positive influence at Springville High School by serving on the School Community Council. Please check the registration tab on the school website for nomination forms. All nomination forms must be turned in by August 16<sup>th</sup>; voting will take place August 20<sup>th</sup> – August 24<sup>th</sup> in the main office at SHS.



## **FOOD SERVICES**

All food services are now provided online including the free and reduced lunch application. You can access the form at <https://paypams.com/OnlineApp.aspx>. If you have limited access to a computer or the internet, SHS will have the computer lab next to the counseling office open August 6<sup>th</sup> – 16<sup>th</sup> from 8:00 a.m. to 2:00 p.m.

## **LOCKER COMBINATIONS AND SCHEDULES**

Locker combinations and student schedules will be handed out during the Open House. Students who are credit deficient will need to meet with an administrator to make a graduation plan prior to getting their schedules. If students have paid their fees, schedules and locker combinations will be available to pick up in the front foyer. (Locker combinations and partners are generated by the computer.)

## **ATHLETICS**

All student athletes must have a *new* physical each school year and have completed the athletic packet. The packet is now located online at: <http://registermyathlete.com/schools/>. Please complete the packet prior to trying out or participating on an athletic team (this includes drill & cheer). For information on registermyathlete.com, please see our school website under “athletics.”

## **DRESS POLICY**

The Nebo School District Dress Policy states that students should not wear clothing with obscene or suggestive words or pictures, or those advertising any substance a student cannot legally possess or use. Shoulders, midriffs (stomach) and backs must be covered. Tank tops, halter tops, crop tops, short shirts, short dresses, short shorts and baggy pants are not acceptable. At SHS we require all shirts to have a sleeve. If SHS students wear shorts, skirts or dresses to school, more than half of the thigh must be covered.

## **EARLY OUT DAY**

Early out day for the 2018-19 school year will be every Monday. School will begin at 7:55 a.m. and end at 1:40 p.m. From 1:45 p.m. to 2:45 p.m. tutoring and other study help labs will be available to students. Teachers will not be available during this time; they will be meeting as departments to collaborate. Please be respectful of this time; it is very valuable for our teachers to discuss teaching strategies, student assessments, and student intervention.

## **ELECTRONIC DEVICES**

Electronic devices may be used during a class period or school activity when specifically approved by the teacher or a school administrator in conjunction with educationally appropriate objectives. A teacher or school administrator will only authorize the use of electronic devices during a class period or other school activities when it benefits and enhances the students’ education. Such matters may be addressed in a disclosure document provided by the teacher, outlining class rules, procedures, and expectations.

## **KEYS TO SUCCESS PROGRAM (Student Incentive Program)**

This program is an incentive for all of our students to strive for excellence. Criteria for winners will include: improved GPA, good attendance, teacher nominated excellence, and good citizenship, among other qualifications. Prizes include: free tickets to athletic events, concerts, free food, movie tickets, etc. Seniors who receive a Keys to Success card are eligible to apply for scholarships through the Keys to Success program.

We look forward to another great school year and the opportunity to work together to facilitate the success of your students. Feel free to call with any questions. Enjoy the remainder of your summer, and we will see you in August.

Sincerely,  
Dr. Everett Kelepolo

