



Springville High School
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(801) 489-2870
(801) 489-2806 Fax
<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 23rd 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). If you don't have access to the internet, SHS will have the computer lab next to the counseling office open July 31st – August 11th 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 <http://www.nebo.edu/parents/sis>.

ONLINE REGISTRATION

Nebo School District has moved to an **online-only** registration system this 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, proof of custody, immunization record etc.) is *required* for first-time students 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 July 31 through August 11, 2017.

PARKING PASSES

One parking pass is available for each student; the cost is \$5.00. 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 21st, or students may purchase a parking pass during regular school hours beginning August 23rd.

CLASS CHANGES FOR 2017-2018

Once you've completed online registration and paid class fees and outstanding fines at 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 under the "parent" or "student" tab. All class changes need to be completed online. The scheduling button will be open on SIS from August 4th at 3:00 p.m. through August 21st 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 23rd. Students must attend all classes as they appear on their schedule. The FINAL day to make any class changes will be August 26th.



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 7 to assist students needing help, or to enroll in Mountainland Applied Technology College (MATC), 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 21ST, 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 21st. 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, 2, 4, 7, 8, AND 9, 2017

Administrators will be available to review fee waiver applications on August 1st, 2nd, 4th, 7th, 8th, and 9th from 8:00 a.m. to 3:00 p.m. (**Administrators will NOT be available for fee waivers on August 3rd and 10th**). 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:

- 2016 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 31st and September 1st. Picture packets will be handed out in English classes. There will also be packets available in the front 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 16th; voting will take place August 21st – August 25th 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 8th – 21st from 8:00 a.m. to 3:00 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, midribs (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 2017-18 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. The grand prize winner for our school will be eligible to win a vehicle donated by Ken Garff.

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

