

CHHS GENERAL INFORMATION AND ONLINE REGISTRATION INSTRUCTIONS FOR 2018-19

REGISTRATION FOR SCHOOL 2018-2019– Available beginning Wednesday, August 1, 2018.

Patrons without computer access may use any public library computer during their business hours, or use a computer at CHHS between August 1st and August 21st from 8:00 am to 3:00 pm in the Main Office.

Register online by going to copperhillshigh.org, go to Gradebook, Skyward, log in with your **parent login and password**, select “Registration for School,” and then select the student you are registering. **THIS IS YOUR CHANCE TO CHECK AND CORRECT YOUR STUDENT’S INFORMATION.** Please go through and proof OR complete each step. Each step must be opened and completed, along with the “complete” button marked before moving onto the next step. When all steps are completed (with a green check mark), you will receive a confirmation email. Payment or Fee Waiver papers are required at this time. See **FEES**.

ATTENDANCE SCHOOL – The cost for each Attendance School session is \$5.00. (Offered the last 3 weeks of each quarter.)

BUSING

Find your busing information by logging on to www.jordandistrict.org click on Parents & Students, Boundaries & Bus Stops, click School & Bus Stops for current year. Type in your address as it appears on a report card. Click on Copper Hills to view bus schedule.

CONCURRENT ENROLLMENT – Must be completed at the beginning of each school year.

If your student is taking a Concurrent Enrollment class during the 2018-19 school year, they will need to have a signed Concurrent Enrollment Parent Permission form on file with SLCC. This form is signed electronically. Here is a link to a 1 minute long video that shows how to sign the parent permission form: <https://youtu.be/F8TiozHuXUM>. Students taking Weber State, Snow College or Utah State University concurrent enrollment classes will complete this form during the application process in August. This form will need to be completed EACH school year for EACH institution your student will be taking classes through. **Not doing this could result in no credit being given for the class or classes.**

FEES – NO PERSONAL CHECKS WILL BE ACCEPTED THIS ENTIRE SCHOOL YEAR.

Class fees will be added two weeks after school starts. Fees can be paid online by credit card or debit card with NO service fees attached (See Step 11 during registration.) For your convenience, we encourage you to use this service. If you choose not to pay online, please bring Cash, Money Order or Credit Card to: CHHS, 5445 W New Bingham Hwy, West Jordan, UT 84081.

Required fee for school enrollment: \$105.00 (ALL students)

Optional fees (click “Add Charges” on Step 11):

- | | | |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------|
| <input type="checkbox"/> Yearbook (optional) | \$45.00 + options \$ | = \$ _____ |
| <input type="checkbox"/> P.T.S.A (optional) | \$6.00 per person | |
| <input type="checkbox"/> Parking Permit (11 th & 12 th grade ONLY) | \$20.00 – one permit per student & must return completed & signed registration | |

FEE WAIVERS - separate from Free and Reduced Meals Family Application

Forms to apply for fee waiver may be picked up in the main office (cannot be completed online and must be completed yearly.) *State required documentation (2017 tax return or 3 current pay stubs) must be provided annually with the completed application to the Main Office when applying for a fee waiver.*

FINES

Outstanding fines will carry over to the next year, and will remain on the student’s record until paid. Check the Fee Management screen on Skyward regularly for any outstanding fines. Payment may be paid online by debit card or credit card (NO service fee attached) through Skyward Fee Management with a **parent login and password**, or paid by cash or credit card in the Main Office. All school property may be returned to the Main Office (books, calculators, uniforms, etc.)

Unpaid fees will be submitted to a collection agency June 2019.

LOCKERS

Lockers will be randomly assigned by the computer. However, due to the number of lockers and the number of students in our school, some students may not receive a locker at this time. Once school has started, students may request a locker in the Main Office. Locker number and combination can be accessed through the **student** Skyward account with the **student** login and password on the “Student Info” tab.

LUNCH – separate from the Fee Waiver Application

Deposits can be made by credit card (NO service fee attached) through Skyward Fee Management with a parent login and password OR print a Lunch Deposit Slip when registering for school, complete the form, include a separate check to CHHS, and turn into the Main Office, OR complete the Free and Reduced Meals Family Application found online. All lunch balances must be in the positive (no money owing) to obtain a current parking permit.

PARKING – ALL FEES MUST BE PAID PRIOR TO OBTAINING A PARKING PERMIT

Juniors and seniors desiring to park on campus during school hours must purchase and display a 2018-2019 Copper Hills parking permit sticker. Parking permits may be purchased online with registration (print parking registration form and receipt) OR in the Main Office with \$20 cash or credit card. Requirements are as follows: receipt, completed vehicle parking registration, AND all outstanding parking fines and student fees AND lunch accounts MUST be paid in full. Driver license MUST be shown in Main Office to obtain permit sticker.

- Only one (1) parking permit per student is allowed. A temporary parking pass is available when needed.
- Driver’s Ed Range permits are available on a limited basis after a regular permit has been purchased. Submit request in the Main Office. **Cars must be removed by 2:45 pm or risk being towed at the owner’s expense and receive a \$50 ticket.**
- Free replacement permits are available ONLY if the 2018-19 permit is RETURNED TO THE SCHOOL. NO EXCEPTIONS. If not returned, a new permit will need to be purchased.

Sophomores are not permitted to park on campus during school hours and will be fined \$35 if ticketed for doing so. (See CHHS Policy and Procedure handbook.)

PICTURE DAY- DO NOT RETURN LIFETOUGH FORM OR MONEY TO CHHS PRIOR TO PICTURE DAY.

Pictures will be taken for the yearbook and activity card on **August 22nd and 23rd during your Language Arts class.** ID cards will be given immediately! If purchasing a picture packet bring the Lifetouch form (found online), and a check made payable to Lifetouch on picture day. School dress code standards apply.

PTSA

See letter in registration forms and documents.

SCHEDULES & Schedule Changes – Please read this very important information.

Counselors are not in during the summer, and Arena Scheduling is closed. For schedule changes, contact the Counseling Center **AFTER August 1st** 801/256-5320.

SOS – Sophomore Orientation

Sophomore Orientation at School is Monday, August 20th, from 8:00 – 11:00 am. This is a **student only** event where they will start in the auditorium for a short welcome assembly, then are dismissed to go through their full class schedule, finding classrooms and meeting each of their teachers. They will be able to locate and try their locker combination. (Obtain this in **advance** by accessing the **“Student Info”** tab through the **student** Skyward account with the **student** login and password – see previous page for this information). This is a great way to become familiar with the locations of the cafeteria, gyms, etc. We hope to see you there. Buses will NOT be available.

YEARBOOKS

Yearbooks may be purchased in one of two ways: (1) Through CHHS online with registration with no service fees. If purchasing personalization or icons , print a copy of the yearbook page, complete it and turn into the Main Office. (2) If not purchasing online with registration, bring payment and completed yearbook form to the Main Office. Yearbooks will be available for \$45.00 + additional options until February 15, 2019. After that date, only basic yearbooks (no personalization or icons) will be available for \$50.00 on a first come, first serve basis, until sold out.

ADMINISTRATION

Bryan Veazie, Principal
Kevin Barton, Assistant Principal (A – Co)
Rufine Einzinger, Assistant Principal (Cp – Hi)
Glen Varga, Assistant Principal (Hj – Mi)
Mark Halliday, Assistant Principal (Mj – Se)
Jim Groethe, Assistant Principal (Sf – Z)

COUNSELORS

TBA	(A – Br)	Derek Bennett (Le – M)
Wendy Brown	(Bu – Do)	TBA (N – Rh)
TBA	(Dr –Ha)	Chad Wilkes (Ri – St)
Norm Coughran	(He – La)	Theresa Benner (Su – Z)

WEBSITES

Copper Hills High School copperhillshigh.org
Jordan School District www.jordandistrict.org

When returning any paperwork to the Main Office, please put everything in one envelope with your student’s name and ID# printed clearly.

Questions? Please call the school at 801-256-5300. Summer hours are M – F 8:00 am – 3:00pm.