

# **FAQ's**

## **Front Office Hours**

Front Office hours: Monday 7 a.m. to 2:30 p.m.  
Tuesday to Friday 7 a.m. to 3:30 p.m.

## **Office Deliveries**

- To protect classroom instructional time, we will no longer be able to deliver assignments, messages, lunches, etc. to your student during class.
- Attempts will be made to contact students during class breaks. Please encourage your student to check with the main office.
- The main office will not be responsible for any items that are not picked up. Academics are priorities at American Fork High School. With your help, we can help classroom time become more effective.

## **Visitors**

- All visitors to AFHS need to check in with the Front Office and receive a visitor's pass. Students visiting from other schools cannot attend classes with an AFHS student. This includes visitors from other states and countries.
- Parking areas for visitors are located in the south and west parking lots. Please do not park in staff or student parking.
- Due to city regulations, students and visitors are not permitted to park in the surrounding neighborhood.

## **Seminary Contact Information**

- If you need to excuse or check out a student from Seminary, please call 801-763-4530.

## **Parking Passes**

- Parking passes are available in the Textbook Depository. Students need to pay for the sticker at the Finance Office. Passes are \$5.
- Parking brochures are available on this website and at the Textbook Depository.
- Two vehicles can be listed on one parking pass as long as the students park in student parking and notify the office of the different vehicle on campus.
- For more parking information, please go to the *school info* link on the website.

## **Finance Office Hours**

- Office hours are: **Monday 7:30 a.m. to 1:45 p.m.**  
**Tuesday – Friday 7:30 a.m. to 2:45 p.m.**
- ***Please be aware that the Finance Office is closed daily for lunch hours during the following times:***  
**Monday 11 a.m. to 11:30 a.m. and Tuesday – Friday 11 a.m. to 12 p.m.**
- Payments may be made online for selected activities at [myschoolfees.com](http://myschoolfees.com) if available.
- Payment methods accepted: **cash, check, VISA, MC and Discover card**
- **\*Payments cannot be left at the front office desk or accepted over the phone.**

## **Skyward Information**

- Students may obtain their password from their teachers, in the Counseling Office, or the Front Office. Access passwords for parents/guardians will be available later in the school year.
- Due to the confidential information contained in Skyward, parents/guardians must come in person with ID to the Counseling Office or Front Office to obtain their student's password. Passwords will not be given over the phone.

## **Contacting Teachers**

- Please visit the department link for more information regarding how to contact a teacher by email or phone.
- Teacher's prep periods are listed with the teacher contact information located under the department's link on the website.

## Medication Information

- **ASD Tylenol Administration Policy:**
- Parental permission by telephone is required prior to the administration of acetaminophen (Tylenol – regular strength), 1-2 tablets from the Front Office.
- **Student Medication:**

When medications must be administered during the school day, please follow the guidelines established according to ASD policy.

  1. Complete the medication authorization form. **This pertains to prescription and over-the-counter medication.** Your attending physician **must** sign for over-the-counter medication.
  2. Provide the school with properly labeled containers. (Your pharmacist will usually provide an extra container if you request it.)
  3. Medications must be transported to and from school by a parent or guardian. The Front Office Receptionist will verify form and medication dosage.
  4. Medication will be administered according to the prescription at the Front Office by authorized office personnel.
- **The authorization for student medication is in effect for the school year. A new form must be signed by a medical provider for each school year.**

## Elevator Use

- Students that are recovering from an injury and are in need of accessing the second floor of the new building may request an elevator key from the Front Office.
- To check out an elevator key, students must provide a doctor's note requesting the use of the elevator. The Front Office will verify the student's class schedule. Students need to specify length of time for use. Students - Please be prompt when returning the key. *The fine for a missing elevator key is \$5.*

## New Student Registration

- To expedite the registration process, new student registration hours are:  
**8 a.m. to 1 p.m. Monday – Friday**
- Students are required to have a legal guardian with them at the time of registration. New student registration packets are available in the Front Office.
- New students must provide the following information at the time of registration: ***proof of residency (i.e. utility bill, rental or mortgage contract), immunization record, copy of birth certificate, and copy of custody papers if applicable.***
- Complete Information is found on the Counseling website under the *New Students* link OR under the *Policies and Procedures* link on the *Home* tab on the website.

## Out of Area Transfer Requests

- AFHS is an open boundary school. Out-of-area request forms are required to transfer to AFHS.
- Requests need to be signed by the resident principal prior to being submitted to AFHS.
- Forms are available in the Front Office and online at Alpine School District website:  
[www.alpine.k12.ut.us](http://www.alpine.k12.ut.us).

## Lost and Found Information

- Students may go to the Front Office to report a lost or stolen item. Items such as jackets or gloves left around campus are picked up by maintenance and are placed in the *Lost and Found* container located in the Front Office.
- At the end of each semester, any items left unclaimed are donated to charity. Valuable or personal items (wallets, cell phones) are logged into a report and kept in a secure location.
- The school is not responsible for lost or stolen items.

## Sports Information and Try Outs

- AFHS is a 5A school in Region 4. Try outs are scheduled by the Utah High School Activities Association for all schools. Website: [www.uhsaa.org](http://www.uhsaa.org)

- **Physical forms and try out checklists** are required to be completed **prior** to students trying out for a sport. Please use the forms provided on the website. Completed forms should be turned into the coach or Front Office.
- For more information, please go to the student activities link on the website or contact the coach.
- School addresses with directions for schools in Region 4 are located under student activities section on the website.

### Senior Activities

- Seniors will have an assembly in the spring where they will receive a calendar with the upcoming senior activities and due dates for:
  - Purchasing cords
  - Tickets for the Senior Dinner Dance and Aspen Grove Field Day
  - Ordering cap/gowns
  - Senior Graduation Night Activity – Boondocks
  - East Shore credit and grade deadlines
- This information will also be posted online when it is available.
- Senior Dinner and Dance: Friday, May 6, 2011 at 6 p.m. at AFHS
- Aspen Grove Activity Day: Friday, May 20, 2011

### Senior Pictures

- Senior pictures for the yearbook are usually during the summer prior to the student's senior year. Cory Adams is our school photographer.
- If students choose to use a different photographer, they still need to have a picture taken by Cory Adams for their school ID and yearbook photo.
- **Only Cory Adams photos can be used in the yearbook.**

### Graduation Information

- Graduation will be held *Friday, June 3, 2010 - 7:30 p.m. at the Marriott Center at Brigham Young University*. The address of the Marriot Center is 500 East University Parkway, Provo.
- Tickets are not required.

### Cap and Gown Information

- Representatives from Jostens will be at the school throughout the year to assist students with ordering caps and gowns for graduation.
- Orders will be distributed to students prior to graduation on Thursday, June 2, 2011.

### Graduation Cords

- **Gold cord eligibility:** Cumulative GPA of 3.8 – 4.0
- **Silver cord eligibility:** Cumulative GPA of 3.6 – 3.79
- If you qualify, cords will be available to purchase in the Financial Office.
- Cost is \$10.

### ACT Prep Class Information

- Prep classes are offered several times per year. Please contact the Counseling Office for more information regarding class dates.
- **ACT Prep classes:** The AFHS Counseling Center has obtained the services of three excellent instructors to help students prepare for the upcoming ACT test. To sign up for classes, payment must be made at the Financial Office. Classes are taught Tuesday –Thursday, one week per subject.
- **Classes:** English, Science and Math
- **Time:** 2:30 p.m. – 4 p.m.
- **Cost:** \$10 per subject **or** \$30 for all three subjects. Student must bring a receipt of payment to the first day of class.

### Registration for the ACT Test

- You can register to take the ACT test on the ACT website: [www.act.org](http://www.act.org). **The test code for AFHS is: 450-005.**

- After your registration is confirmed, you MUST print your admissions ticket from your ACT student web account when prompted. You will not receive a ticket in the mail.
- Please be sure to bring your admissions ticket to the testing site on test day. It contains information that must be copied exactly onto your answer document or your scores will be delayed.
- Make sure to print out the receipt as well as the “ticket” for your student to take to the testing site. Students should bring a photo ID, calculator and plan on arriving early to check in. ACT.org will contact student by e-mail regarding test scores.

### **Student Body Officers**

- To contact the student body organization, please contact the advisor, Leilani Sheen, at 801-756-8547, or e-mail at: [sheel704@alpine.k12.ut.us](mailto:sheel704@alpine.k12.ut.us).

### **A/B Calendar:**

- School calendar for 2010-2011 is available at ASD website. It contains information regarding holidays, school breaks, and if it is an “A” or “B” day. This information is also on the school calendar.

### **School Newspaper**

- The *Forkaster* is our student newspaper. It is published several times per year. The newspaper advisor is Kira Ludwig-Shelton.
- To contact Mrs. Ludwig-Shelton by e-mail: [kludwig-shelton@alpine.k12.ut.us](mailto:kludwig-shelton@alpine.k12.ut.us) To contact her by phone: 801-756-8547

### **Region 4 Ticket Prices**

- Region 4 ticket prices for 2010-2011 apply to Football, Boys’ and Girls’ Basketball, and Volleyball home games at AFHS.
  - Adults: \$5
  - AFHS Students w/ ID card: FREE
  - Non AFHS Students: \$4
  - AFHS students without ID: \$4
  - Family Passes: \$20