

**SOPHOMORE  
PACKET  
2017 - 2018**



## Campo Verde High School 2017-2018



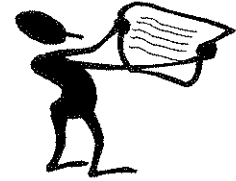
Dear parents and students:

CVHS utilizes an online process that will allow you to pay fees or purchase optional items such as yearbooks, activity cards, device protection plans or parking permits (parking permits are for 11<sup>th</sup> & 12<sup>th</sup> grade students on a first come first served basis until sold out). Payments can be made ONLINE using the InTouch link that is accessed via Infinite Campus portal (Detailed instructions are included in this mailing).

*Please read this instructional information carefully and in its entirety before contacting the school with questions.*

### **STEP 1 – STUDENT SCHEDULES & CHANGES**

You may view your student's schedule in Infinite Campus (IC). It is possible that alternative classes were scheduled due to one or more of the following reasons:



- student did not meet course prerequisite
- course availability restrictions (course was at capacity, or course was cut due to inadequate enrollment)
- conflict(s) in the student's schedule

*If you DO NOT require a schedule change, go on to **Step 2!***

If you are requesting a **schedule change**, answer these questions:

- Is my schedule missing a period during the day?
- Am I missing a prerequisite course for my grade level (please check the course description book)?
- Am I missing a course I need for graduation?
- Did I attend summer school or take an on-line course and the course I took is listed on my schedule?

### **Schedule Change Instructions**

Follow these steps for schedule changes:

1. Use the link for schedule change requests. (included in email or found of CVHS website-Academics Page)
2. Review the reasons for changes.
3. Fill out the form completely.
4. **DO NOT** request teacher or lunch changes – these will not be made.

## STEP 2 – FEE PAYMENT



Fee payments may be made **ONLINE!**

### **Credit/Debit Card Payments, online only:**

Credit Card payments must be made through the Infinite Campus Parent Portal-online grading system, using the InTouch Link. **DETAILED DIRECTIONS ARE INCLUDED IN THIS MAILING.**

### **Cash\*, Check, or Money Order:**

Using the Fee Payment form enclosed, total the class fees and additional charges such as yearbook, parking permit, etc. Check or money orders are accepted via mail. Please do not send cash. **\*If you choose to pay by cash, please walk your payment in to the Campo Verde H.S. Reception Desk or Bookstore.**

## STEP 3 – PARKING PERMIT



Due to limited availability, parking permits are issued to **JUNIORS AND SENIORS ONLY** On a first come, first served basis.

*Any Sophomores caught parking on campus will lose their ability to obtain a parking permit until the 2<sup>nd</sup> semester of their Junior year.*

Students requesting a parking permit must complete and return the attached **Information and Rules Form** when they pick up their permit. Please read, sign and return with payment or receipt to CVHS.

Permits **will not** be distributed without a completed Information and Rules Form.

***Prepaid parking permits will be distributed 10 am to 2 pm in the CVHS Lobby, July 31 & August 1.***



## **ID Cards**

ID cards will be issued after school begins in August. Students who have release time, EVIT and/or students with seminary will be able to show security their class schedule to be released from campus until their ID card is made.

## **Activity Cards**

**All Students** will need to purchase an Activity Card to gain free admittance to regular season home sporting events. Student-athletes will no longer be granted free admission to in-season sporting events.

## SUMMARY

- Schedule Change – *if necessary* (STEP 1)
- Fee Payment Form with credit card online, check or money order (STEP 2)
- Parking Permit Information and Rules Form (STEP 3)

### Mailing Address:

CVHS  
3870 S. Quartz St.  
Gilbert, AZ 85297

Drop Off:  
Monday – Thursday  
7:00 am – 4:00 pm

## UPCOMING DATES and NOTES

### First Day of School:

Wednesday, August 2<sup>nd</sup>

### Open House:

Monday, August 7<sup>th</sup> @ 6 – 7:30 PM.

### Locks & PE Clothes:

See attachment regarding bookstore hours. (**payment by cash or check only**)

### Official Schedules:

All students must pick up a blue schedule in the courtyard on the first day of school. Signs will be posted directing students to the appropriate grade level and alpha split pick up locations. Schedules will be available prior to A and 1<sup>st</sup> hours. Students arriving after the start of 1<sup>st</sup> hour will pick up their schedules in the attendance office.

### Athletics:

**Gilbert Public Schools is on an online system** of maintaining and tracking physicals and eligibility. You will register your athlete online at [registermyathlete.com](http://registermyathlete.com) only once and then update as needed for the next school year or changing to another sport. Please mark down your login information. The only papers that you have to turn in to the office are the actual physical forms, birth certificate and brainbook. The completed forms can also be uploaded on the site and you can keep the originals. Fall season will begin Monday, August 7<sup>th</sup>, except for football which will begin July 24<sup>th</sup>. Winter sports will begin Monday, October 30<sup>th</sup>. Spring sports will begin Monday, February 5<sup>th</sup>. Please note that to be cleared, student must have a physical on the proper AIA forms.





**2017-2018 Campo Verde HS Fee Payment Form**  
**Online Fee Payment Should be Made Using the Parent Portal**



Total of Classes from Above:	\$ _____
<b>Additional Purchases:</b>	
_____ 2017-2018 PARKING PERMIT \$60 - Optional (Parking Permit Application must be filled out and on file). (Parking Permits will be issued to Juniors and Seniors only, on a first come, first served basis).	\$ _____
_____ YEARBOOK \$65 – Optional (Price will go up later in the year. Pre-order to ensure you get a copy.) \$ (Pre-sold Yearbooks, not picked up by Wednesday, May 24, 2018 - WILL be resold)	\$ _____
_____ ACTIVITY CARD \$45 - Optional (Entrance to regular season home sports & discounts for some Student Activities). (Student-athletes will no longer be granted free admission to in-season sporting events)	\$ _____
_____ TECHNOLOGY DEVICE PROTECTION PLAN \$25 (Please see DPP Explanation enclosed)	\$ _____
_____ ADDITIONAL COURSE FEE (extra class) \$ 160 per semester (Students scheduled with more than 6 credit bearing classes)	\$ _____
<b>GRAND TOTAL (Class fees and additional purchases)</b>	<b>\$ _____</b>

Parent Name: \_\_\_\_\_ Parent Phone: \_\_\_\_\_

Type of Payment (check one):

CASH                       Check (include Student ID, payable to CVHS                       MONEY ORDER

ONLINE: Payment through Infinite Campus Parent Portal. *PLEASE do not return this form if paying online.*

**SEE ENCLOSED INSTRUCTIONS TO PARENT PORTAL**

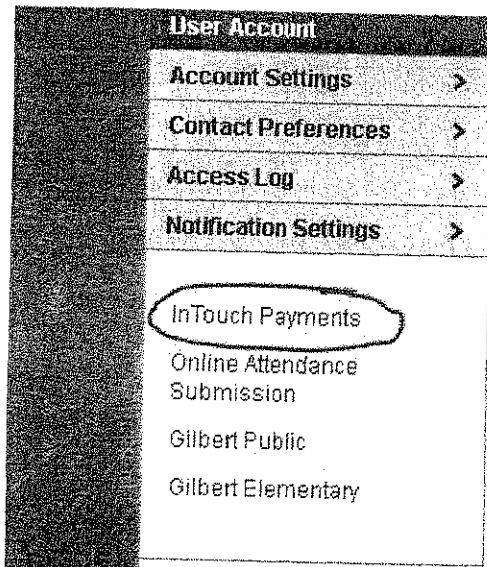
# How to access InTouch

Welcome to InTouch the new point of sale system for Gilbert Public Schools. Our goal is to provide our parents with a more user friendly experience by changing to InTouch for your on-line purchases. You will find that you may now pay for multiple students within your family all in the same transaction. This will make the fee payment process more convenient for you as a parent by saving you both time and money. If you have any questions you may contact your students' school for assistance.

## (For Parents)

-Log in to the Infinite Campus Portal here: <https://ic.gilbertschools.net/campus/portal/gilbert.jsp>

-Scroll down and click the InTouch Payments link on the bottom left



-You will automatically be taken to InTouch and be able to pay your student's fee's.

If you DO NOT have a Parent Portal Account, please create one here:

[http://gilbertschools.net/UserFiles/Servers/Server\\_63480/File/Infinite%20Campus%20Portal%20Instructions.pdf](http://gilbertschools.net/UserFiles/Servers/Server_63480/File/Infinite%20Campus%20Portal%20Instructions.pdf)

If you DO have a Parent Portal Account and are experiencing issues accessing InTouch, please contact the front office of your child's campus for assistance.

## Device Protection Plan (DPP)

As part of Gilbert Public School's 1:1 technology initiative, parents have the option to enroll in the Device Protection Plan (DPP). Enrollment in the plan will minimize the potential repair and/or replacement fees associated with the device.

By selecting this plan you agree to pay a **fee of \$25** to be enrolled in the DPP. If a device becomes damaged, your student will take it to the school's library and fill out the **Student Device Repair Form** (See Appendix B). The Technology Services repair department will repair the device. **If the device is lost, a fee of \$160 will be assessed.** If the device is stolen while at school, the incident must be reported by the student to their teacher, librarian, or front office within 24 hours. If the device is stolen outside of school, the parent/guardian must file a police report within 48 hours. A copy of the report must be turned into the school's front office.

Students who have purchased the DPP during the 2016-2017 school year, will have their fee rolled over to the 2017-2018 school year and their device will remain covered under the DPP. The yearly roll over of the original DPP purchase will remain in place until the student is no longer a GPS student or has a claim. Devices will be periodically inspected to ensure the device is in good working condition and a claim is not being avoided.

There will be no refunds given on the original DPP purchase if a student leaves GPS or upon graduation. Special circumstances will be evaluated by school administration in collaboration with Technology Services.

Enrollment in the DPP does not begin until the \$25 payment has been received and must be completed by September 6th, 2017. Students enrolling in Gilbert Public Schools after September 6th, 2017, will be given 2 weeks after their official GPS enrollment date to enroll in the Device Protection Plan.

### What is covered under the plan?

- Accidental damage, such as cracked screens or cases, broken keyboards, etc.
- Battery replacement (if it is determined that the battery is malfunctioning)
- Damage of original power cord. Any lost power cords will be assessed a fee of \$25.
- Replacement of stolen device. If the device is stolen, a police report must be filed within 48 hours. A copy of the report must be sent to the school's front office
- Hardware issues (video cable, broken ports, speakers)

**Intentional damage to the device is NOT covered under the plan.**



## Repair/Replacement Costs

Parents and students who choose NOT to purchase the **Device Protection Plan** are responsible for 100% of all repair and replacement costs for the device that is not related to a manufacturer issue.

The following prices are estimates, as exact costs for each repair will be made upon further inspection of the damaged device. Should the student's device become damaged, the student will be provided a loaner device, while their assigned device is being repaired. Once the assigned device is repaired, the loaner will be collected.

	With DPP	Without DPP
Device Replacement (lost)	\$160	\$160
Device Replacement (stolen)	\$0	\$160
AC Adapter	\$0	\$25
Battery	\$0	\$44
Base enclosure	\$0	\$26
Touchpad board	\$0	\$20
Power connector cable	\$0	\$13
Display panel (screen)	\$0	\$29
Display bezel (front cover)	\$0	\$15
Display back cover	\$0	\$30
Display Hinges	\$0	\$16
Display video cable	\$0	\$12
Keyboard / top cover	\$0	\$45
Wifi card	\$0	\$46
Speaker kit	\$0	\$8
Webcam	\$0	\$25

**NOTE: All repairs must be made or supervised by GPS certified technicians.**



# YEARBOOK! YEARBOOK!

Yearbooks may be pre-ordered at a reduced price of \$65 until Thanksgiving, Nov. 23, through the yearbook order center, <https://www.yearbookordercenter.com>, Infinite Campus, or the Bookstore. Please note that beginning this year, there is a fee of approximately \$2 for all transactions made through Infinite Campus – there is no fee for orders placed through the yearbook order center.

Yearbooks may **ONLY** be purchased in the CVHS bookstore after November 23. From November 24 until January 12, when yearbooks are ordered, the cost is \$70. Yearbooks ordered January 12 – March 1 are \$75. Yearbooks remaining from our order will be available WSL for \$80 in May. We sold out in May 2017, so pre-ordering is encouraged.

This year, for the first time, a **digital copy of the yearbook**, which can be downloaded to a phone, is being offered **AT NO ADDITIONAL COST** with yearbooks ordered by March 1st. This option will NOT be available for yearbooks purchased in May.

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**Seniors:** Senior portraits taken at the Lou Coopey Studio are the photos included in the yearbook for seniors– ID photos for seniors, taken on campus, are **NOT** included in the yearbook. It is important that seniors have their portraits taken at the Lou Coopey Studio (480-830-5667) in Mesa prior to the beginning of the school year for inclusion in the yearbook as these pages are submitted for printing during our September yearbook deadline.

**Juniors, Sophomores & Freshmen:** Photos taken by the Lou Coopey studio for the yearbook, student IDs, and for purchase will be on 8/17 & 8/18, and scheduled through students' English classes. English teachers will notify students which day their class is scheduled, and distribute packets for ordering prints prior to picture day. Retakes will be 9/28 during 4<sup>th</sup> & 5<sup>th</sup> hours. Note: Students who miss both days, and have an ID photo taken in the bookstore, are unable to be included in the yearbook.

Liz Bellgardt, Yearbook Adviser & English Teacher  
[lizbellgardt@gilbertschools.net](mailto:lizbellgardt@gilbertschools.net)



Just a few friendly reminders from the Health Office:

If you were told your student needs immunizations please turn updated records into the Health Office before school starts.

All medications must be checked into the Health Office. Students are not allowed to carry medication with them at school unless the use of the following medication is required: epi pens, inhalers and/or diabetic emergency medications. However, these items must **FIRST** be checked in and accompanied by the appropriate form at the Health Office.

Medications may only be brought to school by a parent/guardian or another adult over the age of 18. All medication must be in a properly labeled container from either the pharmacy for prescription medication or in the original container for over the counter medication. Make sure to check the expiration date. Narcotic pain medication will not be administered at school.

If a medication needs to be administered daily or is a prescription medication, a "Request for School Administration of Medication" form must be completed by both the parent/guardian and doctor (dated after 7/01/2017) before medication may be administered at school. This includes any over the counter medication that indicates it is not to be given to anyone under the age of 18, usually medication containing aspirin (example: Excedrin). This form is available on the GPS website or from the CVHS Health Office after 08/01/2017. Please contact the Health Office for any questions after 08/01/17. Thank you!

## **Campo Verde PE and Dance Clothes**

PE clothes for the 2017-2018 school year will be available in the Bookstore.

Bookstore is Open:  
7:10 a.m. to 9:30 a.m.  
10:30 a.m. to 12:30 p.m.  
1:30 p.m. to 2:40 p.m.

Cotton PE shirts are available in sizes SM, MD, LG, XL, 2XL and 3XL.  
Cost per piece is \$10.00

Dri-Fit PE shirts are available in sizes SM, MD, LG, XL.  
Cost per piece is \$15.00

PE shorts (long black mesh) are available in sizes SM, MD, LG, XL, 2XL and 3XL.  
Cost per piece is \$10.00

Sport Tek Girls (shorter) athletic shorts are available in sizes SM, MD, LG, XL.  
Cost per piece is \$20.00

Dance shirts are available in sizes SM, MD, and LG Cost is \$10.00 ea.

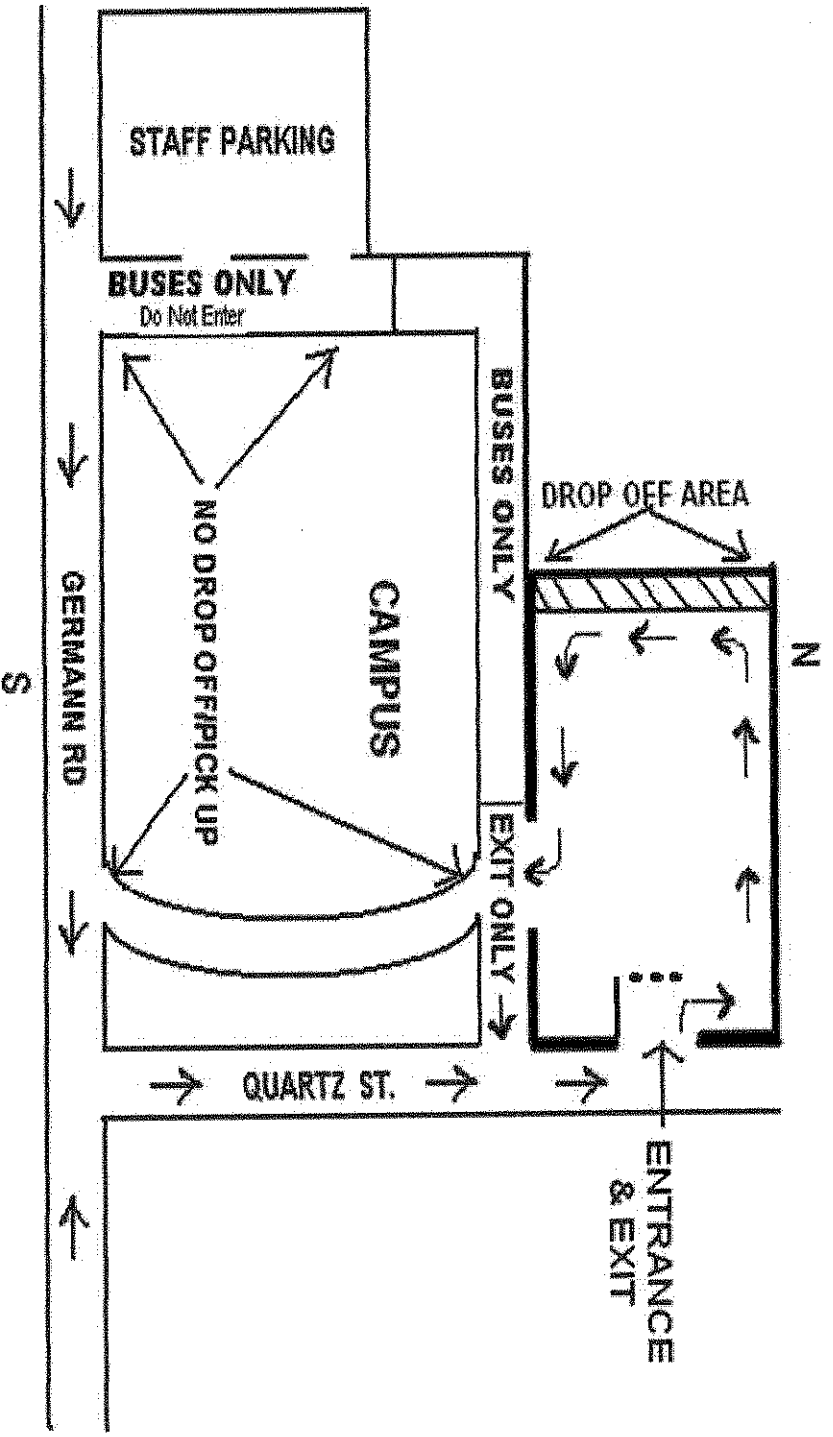
Dance capris (longer pants) are available in sizes SM, MD, and LG Cost is \$20.00 ea.

PE Locker Locks will also be available at \$5.00 ea.

**Purchase with cash or check only**

# CAMPO VERDE HIGH NORTH LOT TRAFFIC AM "DROP OFF" ROUTE

1. Do not drop off/pick up in front of the Administration Bldg.
2. Only Enter North Student Parking lot from Quartz Street.
3. Exit through South gates of the parking lot.
4. Park in designated parking spaces when:
  - a) unloading large items from your car.
  - b) changing drivers.
5. Do not drop off on Quartz Street **OR** in the Seminary parking lot.
6. Watch for students walking between cars.
7. **ONLY** "Toy Box" & "Special Needs" may drop off/pick up in front of the Admin Bldg.



# CAMPO VERDE HIGH WEST LOT TRAFFIC AM "DROP OFF" ROUTE

Follow the flow of traffic as outlined below. This is beneficial to getting ALL students to school on time. **DO NOT DROP OFF** students on the roadway or curb. This impedes traffic.

