



# Sprague High School

## TAKING CARE OF BUSINESS DAY

For students currently enrolled. If you are not enrolled, please contact the office at 503-399-3261.

### August 15, 2017

Welcome to the kick-off for our 2017-2018 school year. We are excited to have this day to get the year off to a great start. By attending our Taking Care of Business Day, you can take care of registration, fees, school portraits, ID cards, sign-up for a locker, Associated Student Body (ASB) cards, parking permits and order your yearbook all in one day.

You can find additional information and forms about our Taking Care of Business Day on the Sprague website - <http://spraguehs.com/>.

Please take the time to review the enclosed Student Verification Form (formerly called the Pre-Registration Form) and make corrections that may be needed. **Students are required to turn in their Student Verification Form (with parent signature) in order to participate in Taking Care of Business Day.**

**Tuesday, August 15<sup>th</sup>:**

**7:30 a.m. – 9:00 a.m. Freshmen**  
**9:00 a.m. – 11:00 a.m. All Grades**  
**12:00 p.m. – 3:30 p.m. All Grades**  
**4:30 p.m. – 6:30 p.m. All Grades**

### **TAKING CARE OF BUSINESS STATIONS**

#### **1. REGISTRATION – STUDENT VERIFICATION FORM (REQUIRED)**

This form contains contact information that must be reviewed and updated each year. Students will not be permitted to participate in Taking Care of Business Day without turning in this completed form signed by a parent. ***District Photo Restriction and School Directory “Opt Out” requests need to be submitted in writing to the Registrar. Also, if you’d prefer, please remember to check the box at the bottom of the Student Verification Form for Military “Opt Out”.***

#### **2. YEARBOOK**

Pick up information regarding your 2017-18 yearbook.

#### **3. BOOKKEEPER**

School fees are listed in the following table and can be paid at Taking Care of Business. Make checks payable to *Sprague High School* or bring cash. We also take credit cards. There is a 2.75% transaction fee for credit card purchases. ***The purchase of an ASB card, Parking Permit, and other fees are optional.***

FEE	COST
Past-due fines and fees	<i>* If Applicable</i>
Parking Permit	\$20.00 (see requirements below)
ASB Card	\$40.00
2017-18 Yearbook	\$60.00 (\$65.00 if purchased after Dec. 15, 2017)
Athletic Participation for <b><u>Fall Sports only</u></b>	\$175 per sport \$70 w/ reduced lunch \$35 w/ free lunch (\$350 max cost per athlete or \$700 max cost per family)

*\*Students who owe past due fines and fees may not be allowed to attend Homecoming, Prom, and/or participate in any graduation activities including the Commencement Ceremony. Past due accounts may also be sent for collections. Please make arrangements to pay your fines and fees.*

#### 4. **FALL SPORTS**

Turn in or pick up an athletic packet for participation. The \$175 participation fee must be paid separately at the Bookkeeper station.

#### 5. **PARKING PERMITS**

Applications for parking permits will be processed at our Taking Care of Business Day. If needed after that date, they will be available through the Bookkeeper.

Requirements for purchasing a permit:

1. Pay all past-due fines and fees.
2. Pay the non-refundable \$20 permit registration fee.
3. Complete the Sprague Vehicle Registration Form (found on the Sprague website).
4. You must bring your valid Oregon Driver's License, your current vehicle insurance card, and your valid vehicle registration.

#### 6. **FOOD SERVICE / SODEXO**

Pre-pay for lunches. Payments are made separately from other fines and fees so please write separate checks. All deposits will go into the student account. If paying with cash, please bring exact change as Sodexo will not be able to make change.

Applications for Free/Reduced lunch will be available. New forms must be filled out each year.

#### 7. **SCHOOL PHOTO AND ID / ASB CARD PHOTO**

- **ID Card Photo** – Every student is required to have an ID photo taken. There is no fee.
- **ASB Card Photo** - ASB Card is \$40.00 (paid at the Bookkeeper station).
- **School Portrait Photos** - School photo purchase is optional.

You should receive your Dorian School Photo order form in the mail prior to Taking Care of Business. Bring the completed order form and payment with you. The school photo is used for your School ID/ASB card, in the yearbook, and reproduced for your personal photo order. **Every student must have an ID picture taken** even if you decide not to purchase a picture packet or you forget your money. ID cards are free. The expectation is for you to carry this ID at all times during the school day starting with the first day of school. You will need your ID to check out books in the library, check in or out of school, buy school lunch, and to attend all Sprague events

and dances. Because the school photo is used for identification purposes, you may not wear hats, non-prescription eyewear or anything that obstructs or alters your appearance.

If you miss getting your picture taken at Taking Care of Business, picture make up is scheduled for Wednesday, September 6<sup>th</sup>. Picture Retakes will be on Monday, October 23<sup>rd</sup>.

**8. LOCKER SIGN-UPS**

Students interested in having a locker, will have the opportunity to sign up and receive the locker number and combination that day. If you have a predetermined locker partner, please be prepared to share the name of your locker partner when you sign up.

**9. PARENTVUE / STUDENTVUE**

Assistance will be provided with setting up new accounts, and supporting parents and students who are unable to access their existing account. Please note, for ALL parents and students, including incoming freshmen or students transferring within the district, your login information will remain the same as last year.

**10. DRAFT SCHEDULE VIEWING**

Your draft class schedule will be viewable through your ParentVue/StudentVue account as of August 7<sup>th</sup>. Should you have questions or concerns about your draft schedule there will be instructions available at the ParentVue/StudentVue Station.

**11. PARENT VOLUNTEERING**

Parent Volunteer Forms will be available to pick up. After Taking Care of Business Day they can be picked up in the Main Office. Background check forms are available on the Salem Keizer School District website at <http://www.salemkeizer.org/content/human-resources/volunteer> and must be completed and cleared before you will be allowed to volunteer. We appreciate everyone who is available to give their time to enhance the academic and extra-curricular opportunities at Sprague High School.

**Freshmen and new students!**

Please join us for New Oly Day on Tuesday, September 5<sup>th</sup>. Only freshmen and new students will be in the building on this special day. This will be a day for orientation, and a chance to meet your new classmates as well as staff members.

**Student-Parent Handbook**

The 2017-18 Sprague Student/Parent Handbook will be emailed to all families the week before school starts. If you do not have an email address available, a handbook will be available in the main office.