



Trojan Chat:

Things to do know about AHS

August 2009

Andover High School

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Dates To Remember!

- August 10-14** AHS Band Camp
- August 10** Enrollment– ONLY students NEW to the District
- August 11-12** Returning Students Schedule Changes
(refer to counselor letter)
- August 12** Returning Students Enrollment & Fees DUE
- August 17** First day of Fall Sports Practice
- August 20** First day for incoming Freshman/Students
NEW to the district/Foreign Exchange Students
- August 20** “Meet Your Teacher Night” at AHS 5:30-7:30 p.m.
- August 21** First day of school for ALL Students (7:50 a.m.)
- August 26** Fall Sports Pictures
- August 26** Big Blue Review (Booster Club meal at 6:00; the
Review starts at 7:00)
- August 28** Senior Lock-in 8:00 p.m.—4:00 a.m.
- September 7** NO SCHOOL—observance of LABOR DAY

The Trojan Chat– not just for
Parents and Guardians.
STUDENTS: this is for you too!!

Andover High School Main Office: 218-4600

Option 1: Attendance, Athletics, Activities,
or to leave a message for a student
Option 2: Counselor/Registrar Office
Option 3: Administrator / or to leave a
message for a teacher
Option 4: Nurse
Option 5: Library
**Counselor/Registrar Direct Line:
218-4203**
District Central Office: 218-4660
Food Service: 218-4603
Bus Barn/Transportation: 218-4621

COMMUNICATION CONNECTION by Darla Steinert, Registrar

This issue of the Trojan Chat is important for both returning students and parents and those families NEW to the district. If you caught the title, it is simply “Things to Know About AHS.” This issue is FILLED with information regarding your 2009-2010 enrollment as well as reminders of our office policies, college release, athletics and activities. Our supplemental departments, such as the library, nurses, and food service also have valuable information for you as we begin this new school year.



THURSDAY, AUGUST 20: AHS MEET YOUR TEACHER NIGHT!!

- 5:30 to 7:30 p.m. Visit with teachers
- 5:30 p.m. Commons Student Club Enrollment
- 5:45 p.m. Auditorium Booster Club Welcome Meeting
- 6:00 p.m. Auditorium Freshman/New Students Parent/Guardian Meeting
- 6:30 p.m. Auditorium Senior Parent/Guardian Meeting
- 7:00 p.m. Auditorium Trojan Night Parent/Guardian Meeting

District busing
information can be found
on the home page of the
district web page at:

<http://www.usd385.org>

2009-2010 ENROLLMENT PACKETS

**Mail in your completed enrollment packet to Andover High School or bring it the front office at AHS
ENROLLMENT FORMS and FEES TO RETURN BY AUGUST 12**

REQUIRED:

Student Enrollment Information (2-page form) completed with updates
Parent/Guardians Permissions
Race and Ethnicity form
District Transportation Information
District Food Service Information

High School Fee Schedule:

Enrollment/Class fees: verify any past obligations, add in extras and total; **plus required signature(s)**
District Athletic Passes (*separate form must be completed*)*
Andover Bluestreak Newspaper Form (*separate subscription form for home delivery*)
Trojan Epic Yearbook—a **great keepsake to remember the experiences at AHS!**

Separate Fees:

Trojan Family Booster Club (*completed form and separate check*)
Lunch Account Envelope (*provide child's name and grade level with a separate check payable to "USD385 Food Service"*)

OTHER REQUIRED ITEMS:

Student Health History & Over the Counter Medications form (*see page 10 for information on additional medical forms and immunizations*)
Doctor notes to report immunization updates
Dental Care Card (*required annually*)
Copy of Birth Certificate (*only if you received a letter request from the Registrar*)

***Please note that when you purchase your District Athletic Pass through Andover High School on your enrollment fee sheet the funds collected stay at AHS and are used for our athletic programs.**

A note about student class schedules:

1. Please read the counselor office hours letter if you need to discuss your schedule with a counselor prior to the start of school (8/11 and 8/12).
2. Once school starts on Friday, 8/21, per school policy, students have 5 days to make a schedule change. A colored copy of the your schedule (*issued on Friday, 8/21*) must be presented to make your schedule change. Repeated schedule change requests are not allowed.
3. Jazz Band begins Monday, 8/24 and a roster will be built and added to schedules after Mr. Findley submits the class roster .
4. Any class dropped (high school or college) after the 5th week (*requires principal approval*) & will result in a "F" posted on your historical grades.
5. Students are required to carry 7 classes in the fall semester. See your counselor if you have a gap.

Taking a Butler Community College Class?

1. If you have "College Release" on your schedule you must submit the required paperwork and proof of enrollment (*your Butler Sched/Bill and proof of payment*) to the AHS Registrar by Friday, August 14.
2. Butler classes for College Release hours begin Monday, August 17 (*yes, before AHS starts!*).
3. Seniors taking the morning Dual Credit US Government should take note on their schedules as to whether they were assigned to the M/W or T/Th class. Class time is 7:10-8:40 a.m. and starts either Monday, 8/17 or Tuesday, 8/18.
4. Per State Audit requirements, students taking a College release class (campus or on-line class) or Dual Credit US Government must complete a Class Attendance Log from the start of their college class through October 4. These forms will be handed out at the 8/21 assembly.

THINGS TO KNOW ABOUT POWERSCHOOL

PowerSchool is our tool to compile your student/family demographics and to communicate student grade performance. At the bottom of the Principal welcome letter included in your enrollment packet you will find your PowerSchool IDs and passwords so you can log on and make your changes.

If you are NEW to the district this year special PowerSchool information is in your enrollment packet.

GRADES– Dates to know

The week of September 14 will mark the midpoint (*5th week*) of the first quarter for grading purposes.

1. The high school does not mail a “5th week” progress reports. Please check your child’s grades on PowerSchool and communicate with your child, teachers, and/or counselor if you have questions.
2. The end of Quarter 1 is Thursday, October 15.
3. Parent/Teacher Conferences will be held at the high school on Tuesday 10/22 AND Wednesday, 10/23, from 5:00 –8:00 p.m. QTR 1 Progress Reports will not be mailed but will be available for parents on both evenings. You can also check your child’s grades on PowerSchool.
4. Semester 1 Final Exams will be held Wednesday-Friday, December 16-18 (with an early dismiss time of 1:00 p.m. on Friday, December 18). As you make your holiday travel plans, please keep these dates in mind. A full exam schedule will be mailed to you December. *Contact our Principal, Mr. Baier if you have questions.*
5. Semester 1 grades will continue to be mailed the first full week of January, 2010.

DEMOGRAPHIC INFORMATION

Changing an address, telephone numbers, emergency contacts, etc. is easy on PowerSchool.

Families are encouraged to use PowerSchool to update their demographic information. The process to make changes to your family information is available throughout the school year.

- For Returning Andover High Students and Pre-enrolled NEW to the district students -

- Step 1:** Log on to PowerSchool using your PowerSchool user ID and password
- Step 2:** Under the “Additional Menu” line select “Demographics Changes”
- Step 3:** Make your changes on the right hand side of the available fields.
- Step 4:** At the bottom you must click on the “submit” button to complete your transaction.

Updating email addresses: Unfortunately, we are not able to change/update/add and email address on the “Demographic Changes” page. For enrollment purposes be sure to write your changes on the “Student Enrollment Information” pages in your enrollment packet.

If your email changes during the school year please email Darla Steinert, our AHS Registrar, to make those changes.

AHS TEACHERS AND SCHOOL ADMINISTRATORS TO USE WIKI STAY CONNECTED WITH YOUR SCHOOL and YOUR CHILD’S ACHIEVEMENTS

- A. Stay in contact with their teachers through PowerSchool. You can view grades, assignments, and email teachers with your concerns and questions. Our counseling staff is always available to visit with you.
- B. NEW for 2009-2010: The Andover High School Faculty as well as our administrators will be using wiki pages to communicate information about their classes and the school. When things are up and running we will send out another communication.**

WIKI (a Hawaiian word for “fast”) is a website that uses wiki software, allowing the easy creation and editing of any number of interlinked web pages. Wikis are often used to create collaborative websites, sharing of school community information and in our case, sharing of classroom information.

Andover High School Fall Sports and Activities

FALL SPORTS PRACTICES BEGIN MONDAY, AUGUST 17 HAVE YOU TURNED IN YOUR SPORTS PHYSICAL FROM?

- ⇒ Students participating in athletics, cheerleading and the dance team must have a medical physical on file before participating in practice which begins August 17. Completed physical forms (***better known as the PPE***) **MUST be turned in to Debbie Bollig** at the AHS front office **prior to the start of practice.**
- ⇒ **Access the sports physical form through the district web site.** At the district home page (www.usd385.org) select "Andover High" and scroll down to "Student Athlete Physical Form" and click on the "KSHSAA Physical Form". Print and complete all 4 pages, noting that page 2 is for a physician to complete. Physicals are valid each year from May 1 thru April 30 of the following year.
- ⇒ Take advantage of the sports physical sponsored by Preferred Medical Associates in Andover located at 308 E. Central. On **Thursday, August 6, PMA will offer sports physical for a cost of \$20.00 from 6:00-8:00 p.m. The Andover school district receives a portion of the cost back** to benefit our school athletic programs.

WEDNESDAY, AUGUST 26– BIG BLUE REVIEW

- ⇒ Each Fall AHS invites our Trojan families to come out and give their support of the students and coaches involved in fall sports and activities. We call this evening the "Big Blue Review." This evening of introductions is an opportunity for parents, students and the community to get a preview of the upcoming fall sports and activities season. The schedule of events is:

3:00 p.m. Student Fall Sport Pictures
 6:00 p.m. meal sponsored by the Trojan Family Booster Club
A "free will donation" will be accepted at the meal
 7:00 p.m. Big Blue Review Introductions at the district stadium

WHERE TO FIND AN AHS SPORT OR ACTIVITY

- ⇒ A comprehensive school sports and activity calendar is easily accessible through the Online District Calendar found on the home page of the district web page.
 1. At the home page click on the box "Online District Calendar" located on the right hand side of the home page.
 2. At the "featured calendars" select "AHS" if you just want to view what is happening at AHS.
 3. You can navigate day by day by selecting the "next" button or you have an option to display the information as a monthly calendar.

THINGS TO KNOW ABOUT THE NCAA

Students considering a future option to play Division I or Division II college athletics need to register with the NCAA Eligibility Clearinghouse. Once school is underway please come by and talk to counselor, Mrs. Sue Coffman about the registration process and the associated academic requirements.

Important things to know about the NCAA registration process:

- ⇒ The NCAA has rules that pertain the CORE high school courses that must be taken, SAT and/or ACT test scores and Grade-Point Average.
- ⇒ The NCAA Clearinghouse no longer accepts paper applications. The only way to register is on-line and there is a fee. Go online to www.ncaa.org. Select "Academics and Athletes," "NCAA Eligibility Center," "Prospective Student-Athletes," and finally, "US Students Register Here."
- ⇒ Complete the Student Release Form paying attention to: 1) Student Information, especially the need for an email address; 2) Select a PIN number and be sure to write it down; 3) Select e-mail as your output option; and 4) pay your fee.
- ⇒ Print a copy of your completed registration form and **both** transcript release forms. They are titled "Release Copy: 1" and Release Copy: 2." Both forms should be must be signed and submitted together to our Registrar, Darla Steinert, for processing.

Release Copy 1: Initial transcript to be sent. Please note NCAA will only accept transcripts for those students who have six semesters of high school (or the end of your junior year).

Release Copy 2: To be kept on file with your high school Registrar. After graduation, this copy along with your final high school transcript will be sent to the NCAA confirming your graduation.

- ⇒ A student's ACT/SAT test scores from the high school will no longer be accepted by the Clearinghouse as "official". The Clearinghouse will only accept test scores sent directly from ACT/SAT. When registering for tests, when you select colleges to have your scores automatically sent, be sure to select NCAA (code 9999). *Please note that the high school Registrar will still send the full transcript from AHS as normal.*

ACT: 1-319-337-1313 or www.actstudent.org. SAT: 1-866-756-7346 or www.collegeboard.com

- ⇒ Students must be certified as an amateur through the NCAA Clearinghouse. This process is conducted through online registration only.

"Character is much easier kept than recovered."



"The road to knowledge begins with the turn of a page."

"Millions saw the apple fall, but Newton asked why."



Evolve: "If you only tackle what you know you'll never grow."

IMPORTANT THINGS TO KNOW FROM THE AHS OFFICE!

2009-2010 AHS POLICIES and Student HANDBOOK AVAILABLE ON THE WEB!

Log on to the district web site at www.usd385.org. Click on the "Andover High" tab. Scroll down and look for "Student Enrollment Information." Select "2009-2010 Student Handbook."

ATTENDANCE

If your child is absent, parents need to call the high school (218-4600; option 1 for Attendance) as early as possible on the day of the absence. The daytime phone lines are in operation beginning at 7:30 a.m. If parents leave a message prior to 7:30 a.m. it will be picked up on our evening voice mail. Parents who do not contact the school by phone need to send a written excuse with the student when he/she returns to school. Students have two school days from the time of an absence to clear up any unexcused absences. AHS uses School Messenger to send an automated telephone message each day regarding any undocumented absences.

SIGN IN/SIGN OUT

STUDENT APPOINTMENTS DURING THE DAY

Parents and/or Legal Guardians ONLY: you need to call **IN ADVANCE** or send a note in the morning if your child needs to leave school for an appointment. High school students are allowed **and are expected** to sign themselves in and out of the front office before leaving the school premises during the school day. If your child is late arriving to school, they must sign in at the front office and receive a pass to get to class.

APPOINTMENTS DURING 5TH HOUR

Your child needs to bring back a doctor's note showing proof of appointment AND sign in at the front office.

PARENTS TAKING THEIR CHILD TO LUNCH

The parent/guardian will need to call the office and we will deliver a pass to your child. **Note: THIS IS THE ONLY TIME WHEN YOU HAVE TO COME IN AND SIGN THEM OUT.** A parent/guardian may sign out/take their child only; no additional friends.

OPEN LUNCH POLICY CHANGE

Effective with the 09-10 school year, open lunch privileges are available to juniors and seniors that are in good standing (*passing all classes and no detention*). Privileges may be revoked for academic or behavioral issues. **Students must have a parental release form on file in the office (availability of form to be announced once school begins).** This new policy will be discussed with the junior and senior class at the first day assembly on Friday, August 21.

HOMEWORK

Parents: view a teachers' wiki notes if your child is absent due to illness. If the assignments are not available please contact Debbie Bollig first thing in the morning so we are able to retrieve information from the teachers during their plan period. Homework will be ready for pick up from 3:00 –3:30 p.m. For vacation or personal days, a note needs to be given to the office and a pink homework sheet will be given to your student to take around to the teachers.

STUDENTS THAT GET SICK AT SCHOOL

If a student gets sick at school they will be directed to see the nurse. If a student is sent home due to illness they need to **SIGN OUT** through the nurse **FIRST**. The nurse will contact the parent(s) or guardian(s) to make arrangements for you to pick them up and/or let your child drive home. Once released by the nurse to go home, students still need to sign out in the front office before leaving the school grounds.

ELECTRONIC DEVICES

Electronic devices, including cell phones, that cause a disruption to the educational setting (e.g. text messaging) are not acceptable and will be confiscated from students and returned only when a parent or guardian comes to the school to claim the item. **Cell phones and other electronic entertainment devices are not to be used in the school building during school hours (7:50 a.m.-2:50 p.m.).** We have phones in every office and classroom that your child may ask permission to call you. The use of cell phones can also fall under restrictions against harassment, intimidation, bullying and academic dishonesty.

IDEAS TO BE SUCCESSFUL IN HIGH SCHOOL

Take
Responsibility
For
Your
Grades!

“**Ability** is what you’re capable of doing.
Motivation determines what you do.
Attitude determines how well you do it.”
 - Lou Holtz

Getting your rest and
eating right help you to be
physically and mentally
alert

Linda O’Brien offers several ideas on being successful in her booklet “How to Get Good Grades in Ten Easy Steps.” As your child balances the business of their academics, activities, social development typical of all teenagers, try out these suggestions. The four years of high school go by very fast and we encourage students and parents to enjoy this special time while they work hard on their education. And remember, you have a great support system at Andover– from your teachers, our counselors and our school staff– stay in touch!

- | | |
|--|--|
| Step One: Believe in Yourself | Recognize the abilities and talents you possess
Set academic goals for your grades |
| Step Two: Be Organized | Use your planner to track assignments, due dates and project progress
Use different color folders for each class
Keep old notes, quizzes and tests for future study
Get organized the night before for the next school day |
| Step Three: Manage your Time Well | When given the time in class or study hall start and/or do your homework
Create a plan of action to complete all of your responsibilities |
| Step Four: Be Successful in Class | Be in school, on time, every day
Learn to adapt to each teachers’ personality and style of teaching
Ask questions (9 times out of 10 someone else has the same question)
Be prepared, participate and be respectful |
| Step Five: Take Good Notes | Pay attention; recognize <i>important</i> information (key words, change in teacher inflexion, verbal cues (“ <i>the most important...</i> ”))
Go over notes to keep information fresh in your mind |
| Step Six: How to Read a Textbook | Scan (quick overview), Read (read with purpose), and Review (scan material to check your understanding of main ideas/vocabulary, do you understand the how and the why) |
| Step Seven: Study Smart | Find a good place to study and then actually get started
Know your learning style (do you learn best by visual, hearing or hands-on?)
Preparing for test (Essay– big picture, key points and facts; Multiple choice require more detailed information)
Review often and out loud
Have a lot to memorize? Spread it out over time and practice with flash cards |
| Step Eight: Use Test-taking Strategies | Scan the test; come back to tough questions
Show your work if possible
Essay questions– brainstorm, make a quick outline of your thoughts
Read questions carefully |
| Step Nine: Reduce Test Anxiety | Start studying early
Get a good night’s sleep |
| Step Ten: Get Help When You Need It | Ask for help when you need it– check with your teacher about their before and/or after school help times. Our counselors are also available. |

JUST FOR PARENTS– THINGS TO KNOW HOW YOU CAN HELP

Below are some helpful tips for home if your child gets behind in his or her schoolwork:

1. Know the teachers' policy on accepting late work.
2. Encourage them to make a list of all overdue assignments and the order in which they need to be completed.
3. Focus first on preparing for upcoming tests,
4. Ask the teacher for some extra help.
5. Make a study plan and set aside a specific time for homework every day.
6. Do daily work first, then overdue assignments.
7. Get rid of diversions until all overdue assignments are turned in.

If procrastination has become a habit of your child this can create stress and the energy to complete a project or assignment can weaken. Help foster positive ways to stay focused, celebrate their achievements and stay on-track:

- A. **List the benefits and drawbacks of not completing (or in some cases not starting) the work.** For example, "I get to do other fun things if I finish" or "I worry the whole time about unfinished work."
- B. **Develop Positive Self-Talk.** Suggest to your child to say things to themselves such as "The sooner I get started, the sooner it will be done." "I'll be proud of myself for doing the right thing."
- C. **Help your child get organized.** Kids who procrastinate often have a hard time planning. For example if they can say "I can break this project down into manageable pieces and not try to work on all of it at one time" that is good first step. Make a to-do list that they can check off completed tasks. Take breaks (e.g. a short walk or stretching) to re-charge.

WAYS PARENTS CAN HELP:

The Kansas National Education Association suggests that shared RESPONSIBILITY and mutual RESPECT will together produce RESULTS that will help students succeed in the future.

- ◆ Be interested and let teenagers know you care- consistent sincerity is vital
- ◆ Make sure school is a top priority
- ◆ Make sure teens are responsible and accountable for their own actions
- ◆ Discuss classes, pick appropriate classes and set reasonable goals
- ◆ Be available for help and recognize the impact of peer pressure
- ◆ Be a good listener when you talk with your child about what's happening in school
- ◆ Encourage school involvement in activities
- ◆ Monitor activities (*e.g. Internet, cell phone use, television*) and Jobs
- ◆ Be sure your child has solid attendance at school
- ◆ Understand the school's discipline codes and policies in the Student Handbook
- ◆ Attend Parent-Teacher conferences and work with teachers
- ◆ If you need information or advice, talk to your school counselors

THOUGHTS FOR STUDENTS - HIGH SCHOOL TO-DO's

SENIORS—Deadline, Details & Decisions

Talk to a counselor early about your goals and make sure you are on track to graduate!

Pay attention to deadline dates: college applications, scholarships, housing, financial aid, “receive by” vs. “postmark by” dates, etc. Many colleges, for freshman scholarship consideration, have application priority dates. As you look at schools find those dates. For example, the big 3 Kansas schools are: KU (December 1), K-State (November 1) and WSU (November 1; and for those qualifying for the WSU Distinguished Scholarship Invitational the application deadline is October 1).

Pay attention to details: follow college admission forms and scholarship applications carefully. Don't run the risk of disqualifying yourself because you completed them incorrectly. Make sure your work is neatly prepared.

Visit the Seniors Information Board outside the counselor's office to find information. The board includes information on scholarships, college visit days and college events.

Need a transcript sent? Come to the counselor's office and complete the release from with the Registrar. Please exercise courtesy and allow 5 days to process your request. Do NOT wait until the day the transcript must be received or postmarked. Those deadlines are difficult to meet.

Need a recommendation from a teacher? Ask early. Tell them your deadline. Give them the details of what you are applying for and why. Your high school resume is a helpful guide. Can you politely follow up with them? Certainly!

Take the ACT or SAT: check with the colleges you are interested in to see what tests they require.

'Senioritis': Stay focused until you graduate. Avoid coasting. Colleges DO review your senior records.

DECISIONS: WHAT COLLEGE IS RIGHT FOR YOU?



Start by deciding what's necessary for you:

Academics, Size, Location, Distance from home, Reputation, Sports, Extracurricular Opportunities, Affordability and Scholarships, and YOU. Listen to your heart. Pick a college that fits YOU.

Talking with your parents and counselors is a vital piece of the puzzle. Taking college visits and walking on campuses (*especially on a day when college classes are in session*) gives you a sense of its environment and personality and how it matches yours.

SOPHOMORES

Continue to take challenging classes
 Get involved in school activities
 Start thinking about careers— pay attention to what interests you
 Interested in AP classes as a Junior or Senior?- talk with your counselor about your options

JUNIORS

Typically the hardest year in high school— hang in there and continue to challenge yourself
 Register for and take exams for college admission (ACT is most common; some may need the SAT)
 Keep working on the resume
 Watch college posters-many have junior days for college visits
 Tune in and talk to college reps visiting our school in spring
 Seek out leadership opportunities

HIGH SCHOOL BASICS FOR FRESHMAN

Remember, it all matters now - keep your grades up!
 Start building your high school resume!
 Map out a four -year high school course plan with your counselor
 Talk about your interests and goals for your post-high school life
 What colleges are looking for: GPA/Class Rank, ACT/SAT score, Extracurricular Activities, Volunteering, and Teacher/Counselor recommendations
 Take challenging courses and courses that interest you
 Keep your options open!

“Success consists in the climb.”
 - Elbert Hubbard

“Whatever you do, do it with purpose; do it thoroughly, not superficially.”
 - Lord Chesterfield

THINGS TO KNOW ABOUT THE LIBRARY & YOUR TEXTBOOKS



IMPORTANT PARENT & STUDENT INFORMATION

Textbooks are a very important and sometimes costly part of daily high school life. Parents, guardians, and students below you will find a few guidelines that we have found useful and can help avoid the extra cost students will incur due to a lost or damaged book.

- This may be an obvious tip: **DO NOT WRITE ON YOUR TEXTBOOKS.**
- **DO** write your name on the inside front cover. This is the best way to prevent book mix-ups.
- **Liquids and textbooks don't mix!** Liquids cause mold which can make you sick. Take care of your books during rainy days and avoid storing drinks in backpacks. **Expect to pay** for your textbook if it has severe water damage, smells bad or is showing any signs of mold.
- **DO NOT STORE YOUR TEXTBOOKS IN CLASSROOMS!** You will still be responsible for any damages or lost books.
- Don't share your books with friends. You will be responsible for all damages or losses.
- Each textbook has a unique barcode. When you return a book to the library, the book must have the same barcode label and number as on your library account and record. (There will be a fine for a missing or damaged barcode.)
- Remember, if your book is stolen, you are still responsible for it. So keep your textbooks safe.

INFORMATION FROM THE SCHOOL NURSE

How to contact your AHS nursing office: 316.218.4600 extension 31302

Your enrollment packet contained a variety of health forms that needs to be on file for your child each school year.
Please complete and return with your enrollment papers.

IMMUNIZATIONS: your enrollment packet included a Kansas Immunization Requirements informational sheet. Please review this information to ensure your child is up-to-date with the required immunizations. There are some changes for the 2009-2010 and 2010-2011 school years. Please provide written proof from your family doctor if your child has had any recent booster inoculations. The nursing staff reviews each student file and you may receive a letter from the nursing office indicating an immunization is required and the time frame to provide proof of inoculation.

MEDICATION ADMINISTRATIVE RELEASE FORM: If your child requires medicine to be administered during school hours you will need this obtain this form. Have it completed by your family doctor and turn in to the AHS school office at enrollment or directly to the nurse when you bring in the medicine.

MEDICATION SELF-ADMINISTRATION RELEASE FORM: This form is required to be on file for students who have asthma and use an inhaler. Obtain the from the school office or nurse, have it completed by your doctor and return to the school nurse.

District nursing information is available at the district home page select the tab "District Info." At the left hand blue margin select "Nurses Corner." Information and forms are available for you.

USD385 FOOD SERVICE HIGHLIGHTS

Several convenient ways to make a payment and manage your child's meal account:

PAYMENT METHODS:

1. Return a payment (check or cash) in the envelope included in your enrollment packet. On the envelope be sure to include your child's name, grade level and family account number. Attach to the food services form and submit with your enrollment papers.
2. Payments may be given to the cafeteria staff or office staff.
3. Payments may be charged to a valid credit card by calling the Food Service office at 218-4603.
4. Payments may be made at the District web page, www.usd385.org and selecting the Online Fee Payment link.
5. Payments may also be mailed to the Food Services office, 202 W. Market, Andover, KS 67002.
6. Of course, cash is always accepted for purchases in the lunchroom.

For all students with an email address on file *and* with account balances at +\$50.00 and below, account summaries are sent to you via email every Thursday. Your weekly email also lists your family name and family ID.

If you need to give your email address to the Food Service staff so you receive the account balance invoice or if you have questions regarding your account balance please contact Bonnie Scarth at 218-4603.



Viewing your account information:

All families may view account information anytime via the internet, even if they cannot receive personal emails. Log on to the internet and type in www.usd385.org to access our district web site. Select the "Andover High" school tab. On the right side of the web page select "Lunch Account Info" which links to the WordWare home page. At that screen, enter your family ID and PIN. Your PIN is the last four digits of the phone number on your PowerSchool record. This could be a home phone or cell phone number. You will then see account information for the child(-ren) in your family account. *Contact Food Service if you do not know your family ID number.*

If you are NEW to the district for the 09-10 school year:

In addition to the four or five-digit student number code assigned to your child (entered via keypad at the lunch checkout, WordWare uses family accounts for tracking student transactions. Please know that Food Service will set up your family account upon receipt of the food services form and initial monetary deposit submitted by the Registrar at the time of your enrollment.

To view monthly menus, pricing and current information:

Log on to the District web site (www.usd385.org) and select "District Info". On the left side of the web page under the heading "Support Services" select "Food Services". At that page, you will see current food service information. Please call the Andover Food Services office at 218-4603 with any questions you may have.

Special Dietary Needs Forms: If your child has a special dietary need or has a particular food allergy special forms are needed to be on file. Forms are available from the AHS front office or Food Service.



Matters of the mind and the heart:

"One must care about a world one will never see." - Bertrand Russell

BELL SCHEDULE FOR FIRST DAYS OF SCHOOL

THURSDAY, AUGUST 20

7:50 a.m.—2:50 p.m.

You will receive a special bell schedule in the mail at the end of July

Orientation day for:

All incoming freshman (8th graders who promoted up from the middle school)
 Students who are *NEW* to the district
 Foreign Exchange Students

FRIDAY, AUGUST 21

2009-2010 First Day of School for ALL STUDENTS

NOTE 1: We will **NOT** hold “ZERO” hour on Friday, August 21. (Jazz Band begins Monday, August 24 at 7:00 a.m.)

NOTE 2: *Students with College Release and/or Dual Credit Government 1st or 2nd hour MUST be in the high school and in attendance for the ALL school assembly that begins at 8:25.*

1 st Hour	7:50 – 8:20 (30 Minutes)
ALL SCHOOL ASSEMBLY	8:25 – 9:20 An announcement will be made to dismiss students by grade level to <u>Gym A (9th and 10th)</u> and to the <u>Auditorium (11th and 12th)</u> SENIORS will have a short meeting after... JUNIORS with college classes will stay as well
2 nd Hour	9:25 – 9:55 (30 Minutes)
3 rd Hour	10:00 – 10:30 (30 Minutes)
Advisory	10:35 – 11:05 (30 Minutes)
4 th Hour	11:10 – 11:40 (30 Minutes)
5 th Hour	11:45 – 1:04 A Lunch – 11:40 – 12:10 B Lunch – 12:11 – 12:41 C Lunch – 12:39 – 1:04
6 th Hour	1:09 – 1:37 (28 Minutes)
7 th Hour	1:42 – 2:10 (28 Minutes)
TROJAN NITE CLASS MEETINGS	2:10 – 2:50 Class of 2013 (Freshman) – Auditorium with Ms. Swayne and Mrs. Anderson Class of 2012 – Gym B with Mr. Merritt Class of 2011 – Commons with Mr. Baier Class of 2010 – Gym A with Mrs. Coffman

****** REGULAR BELL SCHEDULE BEGINS ON MONDAY, AUGUST 24 ******