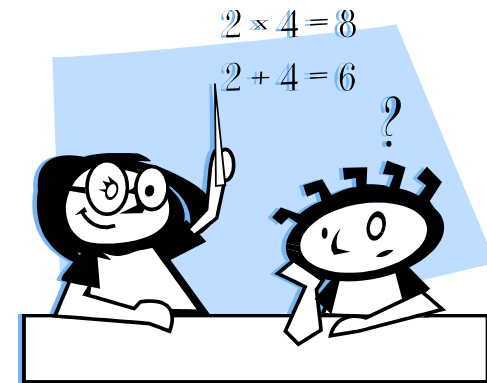


Academic Support Services

2015-16
School Year



Treasure Mountain
Junior High

SCHOOL CONTACT INFORMATION

TMJH Website: <http://tmjh.pcschools.us>
Phone: 435-645-5640
Fax: 435-645-5649
Office Hours: 7:00am - 3:30pm

All administrators, teachers, and school staff have an email account: *first initial last name @pcschools.us*
(example: jsmith@pcschools.us)

ADMINISTRATION & OFFICE SUPPORT

Emily Sutherland	Principal
Amy Jenkins	Assistant Principal
Bev Pacal	Office/Finance Secretary
Vicki Sime	Attendance Secretary
Ali Gallagher	Technology Department
Jamie Sheetz	Athletic Director (PCHS)

TEACHER OFFICE HOURS

Every teacher is available outside of classroom time to meet with students and parents. Some teachers offer specific times before and after school to assist students. Contact the teacher directly to set up an appointment. Teachers can be contacted via email or by voice mail (call the office at 645-5640).

PARENT-TEACHER CONFERENCES

2015-16 conferences will be held on October 1 and March 3. Appointments will be available from 3:00-5:00pm, and teachers are available in open forum from 5:30-7:00pm. Online appointment scheduling opens one week prior to each conference. Information will be posted on our website, <http://tmjh.pcschools.us>. If you do not have internet access, contact the front office at 645-5640 for assistance.

POWERSCHOOL

PowerSchool is the internet-based student information system used by the Park City School District. It gives parents and students any-time access to assignments, grades, attendance information, progress reports, and teacher email addresses.

There are links to PowerSchool on the TMJH website (<http://tmjh.pcschools.us>) at the top of the main page, in the Students menu, and on the District's website (<http://www.pcschools.us>).

Students are assigned confidential login IDs and passwords at the beginning of each school year. Students get their logins when they pick up their laptops. Parent Account information will be mailed home shortly after school begins. If you need another copy, contact Bev Pacal in the Main Office or Jennifer Frink in the Counseling Office. The information can be mailed home, picked up in person, or emailed to the address we have on file (we cannot give out logins by phone or fax).

CANVAS

Canvas is the internet-based learning management system used by the Park City School District. The program gives parents and students access to class information any time, including assignments, homework, online resources, and learning tools.

Parent observer logins are mailed home shortly after school begins. Links to Canvas are located on the TMJH and PCSD websites.

LAPTOPS AND INTERNET ACCESS

Each student at Treasure Mountain is issued a district-owned laptop for academic use on and off campus. Laptop computers are intended for school-related use, including assignment completion, research, curriculum enhancement, communications and other instructional purposes.

Laptops include filtered and monitored internet access and student email. Internet access is provided on the TMJH campus, but access anywhere else is subject to availability. If internet access is not available at home, the Park City and Summit County public libraries offer free Wi-Fi.

Parents and students must agree to a PCSD Acceptable Use Policy and a PCSD Electronic Device User Agreement in order to gain full technology access. These agreements are included in the online registration you do in the fall. The agreements are available for review

anytime on the TMJH website in the online Student Handbook: <http://tmjh.pcschools.us> > Students.

Questions regarding laptops and technology access should be addressed to the TMJH Tech Center. The Tech Center is open from 7:10am to 2:45pm when school is in session. Students may stop by with technical issues during that time.

LIBRARY AND MEDIA CENTER

The TMJH Library/Media Center has a wide array of books, CD's, videos, newspapers, magazines and journals for student use and checkout.

The Library's web page and Canvas page include links to web resources, research tips, book lists and library procedures.

Library hours are posted by the Library doors. If you have questions, Mrs. Matthews is our librarian.

GUIDANCE COUNSELING DEPARTMENT

Website: <http://tmjh.pcschools.us> > Counseling
Counseling Office Phone: 435-645-5641
Counseling Office Fax: 435-645-5648

Guidance Counselors are assigned by last name:

Nikolai Jensen - student last names A-K, 8th L
Mary Klismith - student last names M-Z, 9th L

Contact our Registrar/Counseling Secretary, Jennifer Frink, for student records, transcripts, corrections/changes to student records, and school withdrawal forms.

Class changes must be initiated with the student's guidance counselor. The change must be approved by a parent, all teachers involved, and possibly an administrator. Class change forms must be signed and returned to the counseling office *before* the change will take place.

MAKE-UP CREDIT (REMEDIATION)

Attention 9th Graders! Your credits count for high school graduation. Students who receive F's (0 credit) in any of their 9th grade core classes (English, Math, Science, Social Studies, Comp Tech, and PE) must make up those failed quarter grades in order to graduate. Students

must meet with their guidance counselor for remediation options.

FREE HOMEWORK HELP

After School Homework Lab:

Monday-Thursday, after school until 3:50pm

Math Lab:

FREE math tutoring before and after school.
6:30-7:30am, Monday-Friday, in room 25
2:30-3:30pm, Tuesday-Friday, in room 29

English Lab:

Get extra help on English class assignments.
Thursdays, 2:30-3:30, in room 15 (Ms. Henry)

Spanish Tutoring (hora de español):

Wednesdays, 2:30-3:50pm, room rotates between Spanish classrooms 7, 11, 13, 14

AFTER-SCHOOL ACTIVITY BUS

The After-School Activity Bus is available to eligible students who participate in school-sponsored after-school programs. TMJH and PCHS students are eligible if they live two miles or more from the school.

The bus picks up TMJH students at 3:50pm first, then it proceeds to PCHS for pick up there.

You will need to present the bus driver with an Activity Bus Pass. You get the Pass from the adult who is sponsoring the after-school activity. Direct questions to the bus driver, or call the Transportation Department at 645-5660.

PCHS SENIOR TUTORING SERVICE

A list of PCHS Junior/Senior Tutors is available in the TMJH and PCHS Counseling offices. Contact the student tutor directly to schedule meeting times. There is no charge for this service.

PRIVATE TUTORS & LOCAL BUSINESSES

A list of district-approved private tutors is available in the front office, the Counseling office, and at the District Office. Contact the tutors directly for information and cost. Park City also has some local tutoring businesses. Contact the businesses directly for information.