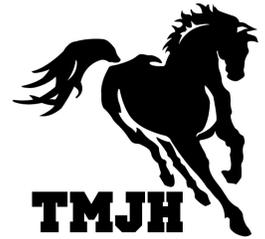


## Treasure Mountain Junior High

2530 Kearns Boulevard  
Park City, Utah 84060  
(435) 645-5640  
(435) 645-5649 fax

Emily Sutherland, Principal  
Amy Jenkins, Assistant Principal



**Welcome to Treasure Mountain Junior High!** The 2017-2018 school year looks to be an exciting year, as we implement iTime (intervention time) into our daily schedule! *Please read this letter for lots of great school info!*

- If your student will NOT be attending TMJH, please call 435-645-5640 and ask for the Registrar.
- Call the Main Office at 435-645-5640 if you have questions about registration.
- If you would like to volunteer to help with registration, call or email Bev at [bpacal@pcschoools.us](mailto:bpacal@pcschoools.us).

### **Back-to-School Registration (for parents)**

Back-to-School Registration begins on August 14 and must be complete by August 23. Registration hours are 8:30am–3:00pm (closed 12:00–1:00). Additional information and forms are available at the school, and on our website, <http://tmjh.pcschoools.us>.

**The following are required for ALL students**, including new students who pre-enrolled in the spring:

- Online Registration.** See the Returning Student Registration letter in this packet for your "snapcode." If you don't have internet access at home, computers are available at the school. You must complete ALL required parts of the registration process and click the final "Submit" button. *Si necesitan hacer esto en español hay personas que podrán asistirlos en la escuela.*
- Proof of Residency.** Complete the enclosed Proof of Residency Requirements Form, attach your proof of residency document, and submit it to the school. The district will ONLY accept the documents listed on the form as proof of residency.
- School Fees.** Complete the enclosed Fee Payment Form and submit your payment to the school. Use the enclosed Student's List of Classes to determine your fees. Payment options are listed on the form. School fee waivers are available to those who qualify—see the front office.
- Parent Electronic Device Orientation.** Parents are required to view the orientation *before* the student will receive a laptop. The orientation link will be posted on our website.

### **Picture Day and Ice Cream Social (for all students)**

On Thursday, **August 17**, students can come to the school anytime between 8:30am and 1:30pm (closed from 12:00–1:00) to do the following:

- School Pictures – ALL students must get their picture taken on either **August 17** (before school starts) or **September 26** (make-up and re-takes).
- Ice Cream Social – 1:00pm to 2:00pm in front of the school. School tours will be available.
- Locker Setup – Locker assignments are printed on the List of Classes that was mailed home. Students can come and get their lockers ready for the school year.

## First Day of School

**The first day of school is Wednesday, August 24.** It will be a modified day, with both Red and White day classes. The warning bell rings at 7:30am, and classes begin at 7:35am.

## Online Registration

See the enclosed Returning Student Registration page for instructions and your "snapcode." Internet access is required—if you don't have internet access at home, computers are available at the school. You must complete all required parts of the registration process and click the "Submit" button at the end. If you get a Submission Confirmation page, you're all done! As you complete your child's online registration, make sure your Primary Phone Number is the best number to receive emergency calls. Also, make a note of who you are listing as your child's emergency contacts. (Only one parent may complete the online registration—the snapcode is being mailed/mailed to the primary parent on the student's record.)

## Proof of Residency

Proof of residency is required *every year* at registration. See the enclosed Proof of Residency Requirements Form for a list of acceptable documents. ONLY those documents will be accepted. If you move during the school year, you must provide updated proof of residency when you change your address with the school.

## School Fee Payment Form

Please complete the enclosed Fee Payment Form *before* you arrive at the school to register. **Fees can be paid by cash, check payable to TMJH, or with a credit card or checking account (see next paragraph).** School fees are charged according to the Park City School District Fee Schedule, which is available at the district office. Mandatory fees are non-refundable; fees for individual classes become non-refundable three weeks after the class begins. Contact Park City High School for sports payments.

The Park City School District uses a secure online fee payment system called eFunds for Schools. With this system, you can pay your school fees *online* with a **credit card or checking account**. Families set up and maintain their own account logins, passwords, and payment preferences—the school will never have access to your banking information. You will have the flexibility of making payments any time from home, you will even have the option to make recurring payments or installments! The link to eFunds will be posted on the TMJH website. If you need help using eFunds, come to the school.

**Fee waivers** are available to those who qualify. If you would like to apply for a school fee waiver, please see our website for an application or pick one up at the school. Proof of need will be required—bring copies of your last 3 paychecks showing YTD earnings, or a copy of your last filed income tax return. A separate waiver is available for free or reduced breakfast/lunch.

## Student's List of Classes

A list of your student's classes has been mailed to you. **This is NOT the student's class schedule.** Students can pick up a paper copy of their schedule on the first day of school in the Forum beginning at 7:00 a.m. Students who pick up their laptop on August 17 will be able to log into PowerSchool to view their schedule. Schedules are subject to change, so students **MUST** confirm their schedule on the **FIRST DAY OF SCHOOL**.

## Schedule Change Policy

It is important to realize that the TMJH master schedule is based upon the student requests made in spring of the previous year. In order to be fiscally responsible, the number of course sections within each subject area are based on these projections. School Counselors spend a considerable amount of time in the spring ensuring students have the required core courses and their chosen electives or alternates, as requested. When a first choice elective or alternate selection is not able to fit in a student's schedule, the counselor meets directly with the student to find a solution. Once requests are scheduled, it is difficult to make a schedule change because many classes will be at or

near capacity. **Therefore we anticipate minimal options for schedule changes.** For our full Schedule Change Policy, see <http://tmjh.pcschools.us> > Handbook.

### **PTSO Form: School Directory, PTSO Membership, and Volunteer Opportunities**

*The link to the PTSO Membership Form is on our website, and at the end of the online registration (Infosnap).*

**School Directory:** If you do NOT want your student listed in the school directory, you may opt-out on the PTSO form. If you don't opt out, your student will be included in the directory (name and grade, parent/guardian names and email, home phone, and street address).

**PTSO Membership:** We invite you to become a member of the TMJH Parent-Teacher-Student Organization. The PTSO supports the teachers, staff and students by donating time and funds to enhance the students' overall educational experience. PTSO meetings are at 8:30 am at TMJH on the second Tuesday of every month (except December and if otherwise noted). All PTSO funds come from the \$30 annual PTSO membership dues (we don't do any other fund raising activities). Access to the DirectorySpot School Directory is *FREE* with your membership. If you have questions, contact the PTSO president through the school.

**Volunteer Opportunities:** Parent volunteers are so important to TMJH! If you are interested in volunteering, please mark your preferred activities on the PTSO form. You *do not* need to be a paid member of the PTSO to volunteer—all are welcome!

### **Medication Policy, Medical Forms**

The district's policy regarding student medications is available online and at the school. Your student may keep *one dose* of non-prescription medication in its original container, in their locker for an emergency. All other prescription and non-prescription medications **MUST** be left in the nurse's office with a current School Medications Form, completed and signed for the current school year. Asthma, Concussion, Diabetes, Epi-Pen, Seizure, and Allergy forms need to be updated annually by your Health Care Provider. If your student carries an asthma inhaler, also complete the Asthma Self-Administration Form for this current year. If your student has a medical concern and requires a health care plan, please contact our school nurse, Gina Agy, at [gagy@pcschools.us](mailto:gagy@pcschools.us).

### **Counseling Office**

The counseling office direct number is 435-645-5641. Guidance counselors are assigned by student last name.  
Students with last names A-G: Mr. Niko Jensen, [njensen@pcschools.us](mailto:njensen@pcschools.us), 435-645-5641 x3221  
Students with last names H-Pa: Mrs. Cassidy St. Clair, [cstclair@pcschools.us](mailto:cstclair@pcschools.us), 435-645-5641 x3226  
Students with last names Pe-Z: Mrs. Mary Klismith, [mklismith@pcschools.us](mailto:mklismith@pcschools.us), 435-645-5641 x3222

### **TMJH Website and Student Handbook**

We have tons of great information on the Treasure Mountain website: <http://tmjh.pcschools.us>. There you will find the school calendar, news about upcoming events, guidance counseling information, clubs and activities, PTSO information, school and district policies, and a lot more. We keep it up-to-date, so check it regularly for school news and information.

**Our Student Handbook is online.** The handbook includes school information, including our Attendance Policy, Behavior Expectations, Cell Phone and Dress Code policies, Technology Access, and more. Go to <http://tmjh.pcschools.us> and click on the Handbook menu.

### **Attendance Policy**

**IMPORTANT!** Read our full Attendance Policy at <http://tmjh.pcschools.us> > Handbook.

**NO phone excusals.** Excuse NOTES are accepted within 3 days of returning to school. The note must include the student's FULL name, the date(s) of absence, and be *written and signed by a parent*. Medical excuse notes must be

on official stationary and include the student's name and *specific* date(s) of absence.

Pre-Arranged Absences (3 days or more) must be approved by the attendance secretary *at least one week prior to departure*. Students who regularly participate in non-school-related athletic competitive activities may request an Attendance Contract. See the Attendance office for details.

When students are late for school, they must sign in at the attendance office. To excuse a tardy for the student's *first period of the day*, a parent *must be present* at the time of arrival to sign the student in. The first 15 minutes of class missed will be counted as tardy. After 15 minutes, the student will be marked absent.

### **Signing Students Out for Illness or Appointments**

During the school day, students can ONLY be signed-out by parents, emergency contacts, or authorized adults listed on the student's school record. **The parent/authorized person must come INTO the school to sign the student out.** Only then will the student be called out of class. Students not signed out by a parent/authorized person are considered truant and any resulting absences cannot be excused.

### **Student Laptops and Internet Access**

Each student is provided a district-owned laptop for academic use on and off campus. Parents are required to view a Parent Laptop Orientation AND agree to the PCSD Electronic Device User Agreement *before* the student will get their laptop. Student laptops are the property of the Park City School District, and therefore, there is no expectation of privacy. Laptops can be inspected by district personnel at any time, for any reason.

There is a \$100 minimum deductible for damage to or loss of equipment. Computer activity is filtered and monitored at all times, including, but not limited to, internet searches, games activity, email messages, and chat sessions. Internet access is provided on the TMJH campus, but access anywhere else is subject to availability. The Park City School District can provide home internet service to families who qualify. Questions regarding laptops and technology access should be addressed to the TMJH Technology Center.

### **PowerSchool and Canvas**

TMJH has many ways for you to stay on top of your student's progress. **PowerSchool** is the internet-based student information system used by the Park City School District. It gives parents and students unrestricted access to assignments, grades, attendance information, progress reports, and teacher email addresses. **Canvas** is an internet-based learning management system that gives parents and students access to class information any time, including assignments, homework, online resources, and learning tools. For security reasons, PowerSchool and Canvas logins are reset every summer. Parent logins will be mailed home shortly after school begins. Students will get their new logins when they receive their laptops. Per district policy, we cannot give out passwords by phone, fax, or email.

### **Electronic Report Cards**

In an effort to be more efficient in delivering your student's end-of-quarter grades, we will be providing report cards electronically. When the report cards are ready, they will be uploaded to the students' PowerSchool accounts. You will receive notification via email, then you can log in to PowerSchool to view and print the report as needed.

### **Visitors to the School**

ALL visitors to the school, including parents, must enter the school through the front doors and proceed directly to the Main Office or the Attendance Office. Visitors will be required to sign in and out on a Visitor's Log and a Visitor Badge will be required if you will be in the building longer than 5 minutes. Un-badged persons will be stopped and questioned. Student shadowing is not permitted.

### **Emergency Drills and Reunification**

Treasure Mountain conducts a number of state-mandated safety drills throughout the year: fire, earthquake, shelter in place, lock down, and Reunification. A Reunification occurs when there is a school closure or other

emergency where parents are notified to retrieve their student from a designated area. **Our Reunification Drill will take place sometime during 1st Quarter.** The purpose of this drill is to practice the school's response to an emergency, and also to prepare parents and students for their role in an emergency. More information will be mailed to parents shortly after the school year begins.

***IMPORTANT!*** As you complete your child's online registration, make sure your Primary Phone Number is the best number to receive automated emergency calls. Also, make a note of who you are listing as your child's emergency contacts. During a Reunification, students will **ONLY** be released to parents or emergency contacts who are listed on the student's school record *at the time of the Reunification*.

### **Parent/Teacher Meetings**

Our Parent Back-to-School night will be held **August 31** at 6:00pm. Also, mark your calendar with the dates of our parent/teacher conferences: **September 27** and **February 28**. Conferences take place from 3:00-5:00pm for 5-minute appointments. Appointments are scheduled online on our website, one week prior. We also have an open drop-in period from 5:45-7:00pm, where our teachers gather in the Forum to speak with parents individually. If you feel you need more time to speak with your student's teacher, please do not hesitate to contact them via school email and set up a convenient conference time. Watch our website for further information.

### **School Meal Accounts**

School breakfast and lunch accounts are operated through "PayPAMS" ([www.paypams.com](http://www.paypams.com)). Parents are provided with a convenient, easy and secure online payment service to deposit money into your child's school meal account at any time. This service also provides parents the ability to view your child's account balance. This payment is separate from the school fees. A staff member from the Child Nutrition Department will be available during registration to explain the program and accept your first meal payment. Your child may be eligible for free or reduced meals—ask the office for a free/reduced lunch application.

### **Lunch Times**

TMJH has two lunch times. "1st Lunch" is *before* 3rd period and "2nd Lunch" is *after* 3rd period. Students cannot choose their lunchtime, it is assigned based on their 3rd period teacher. Teacher lunch schedules will be posted on the first day of school. Since classes are different on Red and White days, the student's lunchtime could be different on Red and White days.

### **iTime**

iTime (intervention time) is a built-in, flexible-learning time we use to meet all students at their point of need. There are four main uses of iTime. First, teachers will request that students attend their iTime sessions if they need re-teaching or more time to master concepts; students are required to attend these sessions. Second, students may self-select to attend a teacher's session if they recognize they need more help in class or want a quiet, focused place to work. Third, if students are not requested for a session and they feel caught up in all of their classes, students may choose to attend one of the many extension activities we will offer, like Open Gym, Silent Reading, Small Engine Repair, Journalism, or Yogini/Meditation. Finally, some school clubs will take place during iTime, like NJHS and Leadership. iTime is an essential part of the school day and will take place for 30 minutes between third and fourth periods, Tuesday through Friday (no iTime on early-out Mondays).

### **Early-Out Mondays**

Students will be released at 1:45pm every Monday. Our teachers and staff use the early-out time for professional development. *Students need to leave the school by 2:00pm as there will be NO adult supervision.*

### **School Pictures**

ALL students must get their picture taken on either **August 17** (before school starts) or **September 26** (make-up and re-takes). Pictures may be purchased at <http://my.lifetouch.com> or via an order form that will be available at

registration. Please remember that these photos will be in the school yearbook—students should dress appropriately!

### **Bus Service and Bus Passes**

Bus passes are required to ride the school bus. You must live 2 miles from Treasure Mountain to be eligible to ride. You will pick up your bus pass from your bus driver. If you have questions, or are new to the district, contact the Transportation Department to obtain bus information (435-645-5660).

### **Locker Assignments**

Locker assignments are printed on the enclosed Student's List of Classes. *Locker changes must be requested through the front office.* Lockers should be kept locked and only the student to whom the locker is assigned should have the combination. Students may not attach anything to the locker that cannot be removed easily. TMJH Locker Policy: <http://tmjh.pcschools.us> > Handbook.

### **Cell Phone Policy**

Cell phones may NOT to be seen or used during class time or passing periods. **Cell phone use is ONLY authorized before and after school.** If students need to use a phone, they can come to the front office to use their cell phone *with permission* or they can use the student landline phone (but not during class time, unless there is an emergency). Cell phones will be confiscated if seen or used at unauthorized times. Repeat confiscations may result in disciplinary action. Parents, please speak to your children about RESPONSIBLE cell phone use. TMJH Cell Phone Policy: <http://tmjh.pcschools.us> > Handbook.

### **Dress Code**

TMJH is focused on student learning and achievement; therefore, **clothing must be school-appropriate, respectful, and allow a full range of motion without requiring a continuous need for readjustment** (sitting, bending, reaching, running, etc.). Some teachers may require students to remove hats and hoods during their classes. The following are unacceptable:

- Clothes that expose the torso or entire thigh
- Gang-affiliated clothing and accessories
- Clothing with vulgar, profane, or illegal messages
- Inadequate footwear

The administration shall be the final judge as to the appropriateness of the apparel. If it is deemed inappropriate, the student will be asked to contact their parent for a change of clothing, or the school will provide a change (PE uniform or scrubs). TMJH Dress Code Policy: <http://tmjh.pcschools.us> > Handbook.

### **TMJH Back-to-School Ice Cream Social**

Please join us for our annual Back-to-School Ice Cream Social on **Thursday, August 17** from **1:00pm to 2:00pm**. All TMJH students are invited. In addition to yummy ice cream, there will be school tours and the opportunity to meet with friends.

We hope we have answered any questions that you may have before your registration day. On behalf of our Treasure Mountain teachers and staff, we look forward to providing a wonderful learning experience for your student.

TMJH policies can be found on our web site: <http://tmjh.pcschools.us>  
Park City School District policies can be found on the District web site: <http://www.pcschools.us>