

# Timpanogos High School

## *TIMBERWOLVES*

[www.ths.alpineschools.org](http://www.ths.alpineschools.org)

1450 North 200 East  
Orem, UT 84057

Main Office: 801-610-8175  
Attendance Office: 801-610-8177  
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Main Fax: 801-223-3134

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### REGION VII 4A SCHOOLS

Timpanogos Timberwolves .....	1450 North 200 East, Orem.....	801-610-8175
Mountain View Bruins.....	665 West Center, Orem .....	801-610-8160
Orem Tigers .....	175 South 400 East, Orem.....	801-610-8165
Corner Canyon Chargers.....	12973 South 700 East, Draper.....	801-826-6400
Alta Hawks.....	11055 South 1000 East, Sandy .....	801-826-5600
Provo Bulldogs .....	1125 North University Ave, Provo .....	801-373-6550
Timpview Thunderbirds.....	3570 North 650 East, Provo.....	801-221-9720

*Timpanogos High School offers opportunities to all students regardless of race, color, national origin, sex, or disability.*



Ms. Wanamaker, Mr. Barth, Dr. Jensen, Mr. Robinson

## **Welcome from the 2016-2017 Administrative Team**

We care deeply about your success individually and collectively. We *expect* you to succeed. When you entered 7<sup>th</sup> grade you were still children. You left Jr. High as young adults, and you will graduate high school as adults. It has been my privilege to be the principal of Orem Junior High for the past 7 years. Over half of the students at OJHS come to Timpanogos High School, so I have known many of you since 7<sup>th</sup> grade. I have the unique privilege of seeing many of you morph from children to adults.

When I attended the THS graduation in May and I realized that every graduate soon enters the real world whether he or she is prepared or not. It also hit me how important it is that we all work together as a team to make sure every one of you is “future ready.” Our commitment to you is that you will be prepared to go on to college, the military, a certification program, or the workplace. We expect *every* student at THS to plan for some kind of training/education after high school.

While the math, science, and language arts skills you learn here are important, there is *much more* that you will gain from Timpanogos high school. Learning how to cultivate and navigate relationships is important. You must know how to collaborate, communicate, and think deeply—no matter what you do in your future. Understanding how to manage life’s pressures and stress is a must. Being a good citizen in every sense of the word matters. The team of teachers and staff at THS is as good as there is anywhere in the world, and they are prepared to help you develop the knowledge, skills, and dispositions that will prepare you for life now and for life after high school.

Your time here is short. Get in and get involved. Fully engage in your academic classes. Join something extracurricular—leadership, athletics, clubs, or service organizations. Enjoy the social life in high school but be fully engaged in becoming “future ready.”

All fourteen years of my career as an administrator have been serving the students from our three feeder junior highs. I love this community and I’m thrilled to be able to continue to serve students and parents here. I’m also deeply grateful for the teachers and staff at THS. They are fully committed to your success. From the admin team to the custodial team, from secretaries to teachers, everyone here is advocating for your success. Your success is a result of your efforts, combined with the efforts of an amazing team of professionals that work every day to help you grow and progress. THS celebrates 20 years of educating students this year. As your new principal, I can honestly say “It’s a GREAT day to be a T-wolf!” Let’s make 2016-17 your best year yet.

Sincerely,

Dr. Jensen and Timpanogos High School Administrative Team

# **What It Means To Be A T-Wolf!**

As communicated by former Timpanogos High School student body presidents whose pictures now hang in the 100 hallway near the main office, expectations are high! We expect you to strive for EXCELLENCE in all aspects of your life! Let us be clear with regard to **“What It Means To Be A T-Wolf!”**

## **1.) Strive for EXCELLENCE**

I give my **best** by striving for EXCELLENCE in all aspects of my life.

## **2.) Create a Personal Vision**

I develop a personal vision. I pursue post-secondary education or specialized training. I start now! I understand that it is my personal vision of what “Can Be” that drives my daily attitude, decisions, and behavior.

## **3.) Develop Good Habits -- Learn How to Learn**

I learn how to learn. I concern myself with concept and skill acquisition and mastery. I develop good habits that will help me learn at a high level (i.e. – organizational skills (planner/binder), time management, homework completion, class time use, etc.).

## **4.) Problem-Solve**

I am a problem-solver. When I encounter a difficult or challenging situation, I maneuver around, over, through, or under, in an effort to solve the problem.

## **5.) Explore Resources**

I understand that learning is hard work. If I don’t understand or cannot find the answer, I look for alternatives until I find a solution. I am resourceful; I explore all options. I never give up!

## **6.) Learn to do “Hard Things”**

I challenge myself to do “hard things.” I am confident that I can find it within myself to finish, to achieve, and to succeed at whatever comes my way.

## **7.) See Endless Possibilities**

I see endless possibilities are in store for me if I believe in myself, develop a vision, and then pursue it relentlessly.

## **8.) Communicate Effectively**

I am aware that I must learn to effectively communicate with my peers, my teachers, and my parents. I take the initiative to communicate.

## **9.) Self-Govern**

I make good choices. I understand what it means to be a T-Wolf! I “get” that I have been entrusted to do the right thing, and to be where I am suppose to be at the right time.

## **10.) Embrace & Respect Differences**

I embrace and respect differences. I look for opportunities to get to know and learn from others. I don’t judge or make assumptions. I am sensitive and accept other’s unique individuality. I demonstrate a high level of respect toward my peers, my teachers, and my school. I take pride in the fact that my school represents EXCELLENCE!

We look forward to an outstanding school year. We welcome your input, ideas, resources, and critiques. Timpanogos is your school! We encourage you to get involved and make it better.

## *We are Timpanogos High School*

# *A Community of One Striving for Excellence*

**Mission:**

- To empower all students to become life-long learners and contributors to society.

**Motto:**

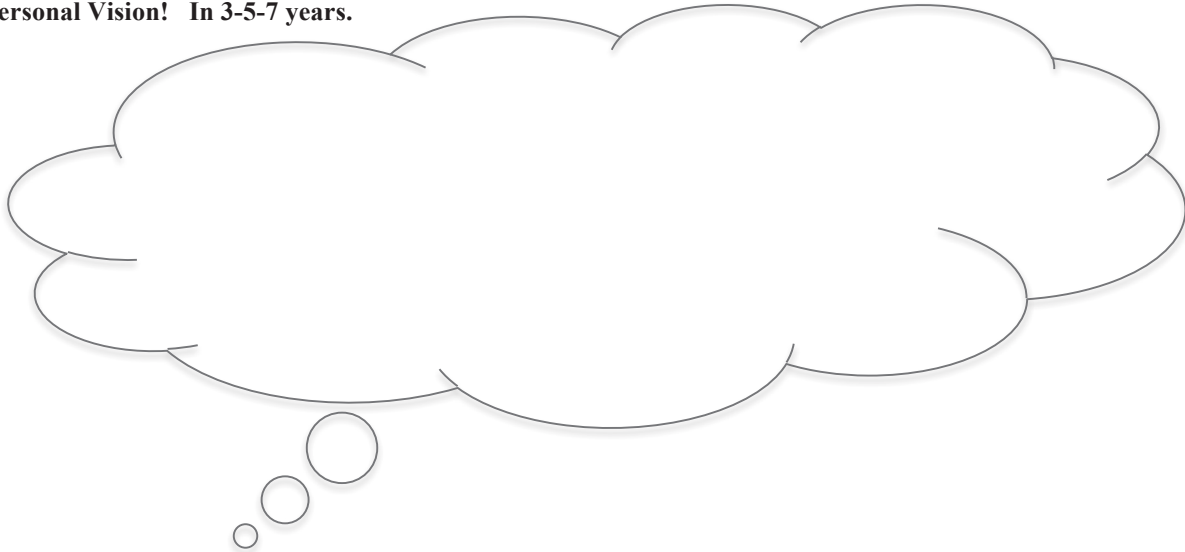
- “We learn, not for school, but for life!”

**Vision:** ALL students...

1. ... learn how to learn, and learn at high levels
2. ... develop an intrinsic love for learning
3. ... achieve competence in every area of their educational experience and move toward excellence
4. ... earn a high school diploma and plan for post-secondary education or specialized training (college and career readiness – 21<sup>st</sup> century skills)
5. ... value, respect, and accept others’ unique individuality and know that they too are valued, respected, and accepted for who they are
6. ... feel that every day is, “A Great Day to Be a T-wolf!”



**My Personal Vision! In 3-5-7 years.**



**My Commitments!**

I understand that my daily attitude, decisions, and behavior must align with my personal vision. Future opportunities depend on it! The following commitments will help me achieve my vision: Here are some examples: 1.) I will focus on learning concepts, not just earning a grade, 2.) I will be on time to my classes, 3.) I will stay organized by using a planner and binder, 4.) I will come to school rested, 5.) I will be prepared for school by completing my homework, 6.) I will give my best effort every day, 7.) I will embrace differences, and 8.) I will look for opportunities to meet others

- 1.)
- 2.)
- 3.)

# STUDENT LEADERS



Welcome back to school, T-Wolves!

It's my great privilege to welcome you to the best school in the world. This school has really helped me so much these last years, and it truly has grown for me, as I'm sure it will for you too, to be the greatest school on the planet. Timpanogos High School is the home to so many amazing students, and I am so very humbled and excited to serve each of you.

At THS we take pride in our culture. We are a school where all students are valued, accepted, and respected for who they are, and where every day is a great day to be a T-WOLF. That may sound cheesy or hard to believe, but I promise you it is true. Ask anyone, there is something different about THS. Yes we have our uniquenesses, our own stories and our different circumstances, but we strive for excellence together despite differences. We are a community of one striving for excellence. This idea, this concept, can only take place if you adopt it as your own, for the students truly are the reason this school reigns as one of the most fantastic in the state. Make sure you do your part to keep Timpanogos special.

My best advice to you as you look to the upcoming year? Get involved. There are countless ways to get involved here. Sports, Dancing, Music, and Art are all available as well as countless clubs where no previous experience is required. Participating and becoming part of the school and its many programs can provide many friendships, fun, and great high school experiences. Come to the dances, support the sports teams, come to the many performances, and scream at the spirit bowl. This school experience becomes the best when you make it a part of your life.

Most importantly, make class and good grades your ultimate goal. The staff here are wonderful, and are very willing to work with you, so long as you show a genuine interest and effort in their class. Don't procrastinate; I know we're all very guilty of this, but getting assignments done on time can prevent stress down the road. Our vision here, is to obtain not only a high school diploma, but also some kind of post secondary training. This should not only be the school's goal, but an expectation you have for yourself. This will require you to go to class, participate in discussions, study for tests, and do your homework, but I know it will be worth it.

You guys are going to love this next year. So many challenges await ahead as well as wonderful moments of success. Remember to breathe, and if you need help, just ask. Honest, I'd love to be there for you and I'm sure any student leader or our awesome counselors would love to help as well.

Work hard. Have fun. Say hi, and remember every day is a great day to be a T-WOLF

Josh Gardner  
2016-2017 Student Body President

# 2016-2017 Student Body Officers



Front Row: Sydnie Herrick, Bailey Gunnell, Josh Gardner, Emily Burrows, Enna Sorensen, Rylee Peterson  
Middle Row: Olivia Larsen, Maggie Scribner, Tim Haines, Tracy Evelyn, Jaxon Bretzing, Payton, Wintle, Isaac Guerrero, Aubrey Peck  
Back Row: Ethan Peterson, Brandon Ostler, Jesse Henderson, Loren Anderson, Mr. Park

## Senior Class Officers Class of 2017



Aiden Goble, Hannah Cox, Andrew Bickel, Kaimi Denny, Spencer Yeates

## Junior Class Officers Class of 2018



Anna Christensen, Taylor Spencer, McKay Manning, Emily Hakala, Savannah McGill

## Sophomore Class Officers



Abby Manning, Michael Christensen, Adam Peterson, Kase Haas, Paige Barney

# Esteem Team 2016-2017

# P.A.C.K.

PRIDE ◊ ACTION ◊ CULTURE ◊ KINSHIP

## P.A.C.K. Mission Statement 2016-2017

As members of PACK, we aspire to show our support in the school and in the community by respectfully recognizing teachers, administrators, peers, and community members by being kind and supportive of everyone. We aim to unify the Timpanogos community and to build T-Wolf pride. We will get others aware and involved by boosting activity attendance and by providing service opportunities. We will create meaningful service projects that will involve the whole school and get the students excited about service. We also promise to represent Timpanogos High School through being positive influences on the school.



## **PACK Members**

### **First Row:**

Crystal Black, Megan Cowley, Addison Hanse, Hailee Whitney, Jennifer Bringham, Carson Saunders, Taylor Karns, Lydia Day

### **Second Row:**

Bryce Herrick, Samantha Peterson, Becca Donakey, Tess Donaldson, Hanna Reynolds, Max Roberts

### **Third Row:**

Jordan Strong, Cole Pulver, Daniel Seaman, Carly Shepard, Ayan Giddins, Kesli Johnson, Taylor Beck

### **Fourth Row:**

Ethan Hougaard, Tanner Monney, Abraham Christiansen, Carlos Bermudez, Victora Lasike, Alex Jessop, Oaklee Gardner



# Latinos in Action

Part of THS's student leadership coalition, Latinos in Action is a key service and leadership organization. The mission of LIA is to inspire all students, through culture, service, leadership, and educational excellence, toward the goal of college graduation. LIA members serve as tutors and mentors in the elementary schools and throughout the community, and exemplify pride in their personal and cultural identity.



**Front Row L-R:**

Alex Estrada, Juliana Casas, Jaquelyn Lazos, Daniela Silva, Abish Rodriguez, Manuel Vega Torres, Chris Valenciano, Jennifer Narciso, Mr. Scoville

**Second/Middle Row L-R:**

Bryan Velasco, Oscar Terriquez, Yarina Tobango, Saira Cordova-Arroyo, Jose Castillo, Cynthia Catalan, Laura Tirado

**Third/Back Row L-R:**

Benjamin Tirado, Ishay Vazquez, Rodrigo Rodriguez, Daniela Luna, Karen Solis, Michael Jimenez, Isabella Travasos

# National Honor Society



**Front Row L-R:**

Lydia Day, Ansley Funes, Angelica Thomas, Gentry Gardner

**Back Row L-R:**

Jonathan Shipp, Mattea Shirley, Olivia Webb, Anissa Morrison, Tanner Frahm

**Not Pictured:**

Derek Bonney and Lindsey Gervais

## District & School Personnel

### ALPINE SCHOOL DISTRICT

#### Superintendent and Board Of Education

Dr. Sam Jarman, Superintendent  
Kimberly Bird, Adm. Asst. to Superintendent  
David Stephenson, Public Information  
Dr. John Patten, Asst. Superintendent Educational Services & Schools  
Rob Smith, Asst. Superintendent of Business Services  
John C. Burton, Board President  
JoDee C. Sundberg, Board Vice President  
Scott Carlson, Board Member  
Wendy K. Hart, Board Member  
Brian Halladay, Board Member  
Paula H. Hill, Board Member  
Debbie Taylor, Board Member

### TIMPANOGOS HIGH SCHOOL

#### Administration

Dr. Joe Jensen, Principal	Students R-Z, ELD
Diane S. Wanamaker, Assistant Principal	Students M-Q, Sp. Ed M-Z
Kyle Robinson, Assistant Principal	Students A-E, Sp. Ed A-L
Paul Barth, Assistant Principal	Students F-L, 504

#### Faculty & Assignments

GwendeLynn Adams	Math	Bret Goodwin	Building Construction
Sara Baldwin	Interior Design	Michael Graham	Technology
Ted Ballin	ED Unit	Kristin Greer	English
TJ Bertrand	Psychology	Chelsie Hamilton	English
Hope Blackburn	Ag	Cindy Hansen	English/ELD
Mike Boy	Welding	Emiliee Newell-Harmon	TDT
Frank Bramall	PE	Jeremiah Hartsock	Math
Tricia Bray	Social Studies	Arlene Herrick	Social Studies
Robyn Bretzing	PE	Josh Heward	AP Biology/Zoology/Biotech
DeeAnn Brewster	Special Education	Nalene Hilton	FACS
Dan Broadbent	Physics	Shelby Hooley	Cheer
Agnes Broberg	Drama	Sandy Hopkin	Adult Roles/Child Dev
Chloe Brogan	Math	Izzy Ingle	Health/Guided Studies
Steve Brown	Electronics	Dave Jackman	Computer Programming
Amy Bury	Web Design	Erik Jensen	ASL/Art
Kris Caldwell	Business/Financial Lit	Carl Johnson	Orchestra
Tyler Castaldo	Comp. Science AP	Cathy Keller	Media Specialist
Richard Collette	Applied Technology	Denise Kelley	Life Skills
Kori Crampton	English	Stephanie Lyon	Math
Brooke Davies	Social Studies	Michael Nagro	English
Anna Davis	Art	Chris Nelson	Instrumental Music
Benjamin Dietrich	Math	Kim Nelson	Med. Anatomy/Health
Marcus Draper	Spanish	Kristine Newsome	TDT/Dance
Steve Durtschi	Vocal Music	Doug Olsen	Social Studies
Devin Fisher	English	Greg Park	English
Karoline Fisher	East Shore	Denise Payne	English
Diane Gardner	School to Careers/English	Thomas Richards	Chemistry
Clint Goldman	Physics/Chemistry	Eliza Ringer	Math

Brian Saxton	English	Claire White	Art/Photo
Judy Scheurman	Pre-Engineering/Comp Science	Daniel Tervort	Guided Studies
Eric Schultz	Special Ed	Kristi Vander Wilt	Math
Caleb Scoville	Spanish	Vanessa White	Special Ed
Kelly Seale	Web Design	Tristan Wilkie	Math
Mike Sellars	Business	Holly Wood	Math
Janet Skinner	Reading	Nicole Wright	Sewing
Byron Tanner	Health/EMT	Glen Zobell	Biology

**Counselors**

Geoff Bury  
 Taunia Sloat  
 Carrie Whitney, Chair  
 Holly Dahle

**Students Last Name**

**A - E**  
**F - L, 504**  
**M – Q, Special Education**  
**R – Z, ELD & Foreign Exchange**

**Classified Staff & Assignment**

Carolyn Anderson	Administrative Secretary	Suzy Hansgen	Registrar
Cindy Ah Mu	Main Office Receptionist	Melissa Harrington	Lead Custodian
Susan Bawden	Lunchroom Manager	Freddi Johnson	Student Finance
Gina Breton	Student Advocate	Bryan Koyle	Lead Custodian
Georgian Borwegen	Lunchroom	Liz Lloyd	Financial
Dave Call	School Resource Officer	Annette Louder	ARC Speciatist
Barb Dawson	Attendance	Annette Merrell	Counseling Center Receptionist
Joan Gull	Copy Center		
Norley Hall	Lead Custodian		

**PTSA Board and Advisory Council 2016-2017**

**Parent || Teacher || Student || Association**

**Executive Committee**

Co-Pres  
 Legislative ..... Aftyn Morrison  
 Secretary ..... Jody Murphy  
 Treasurer ..... Michelle Sorenson  
 Teacher VP..... Taunia Sloat  
 Administrative VP. .... Joe Jenson



**Commissions (Chair, Committee Members)**

Homecoming Carnival/Harmon's ..... Miwako Farley  
 Homecoming Carnival/Harmon's ..... Laura Lee Pointer  
 Membership ..... Melanie Holdaway  
 Parades ..... Laura Lee Pointer  
 Membership ..... Kristi Lindstrom  
 Scholarships ..... Rochelle O'Brien  
 Strengthening Families Dinner ..... Rebecca Griffin  
 Student Appreciation ..... Michelle Brady  
 Teacher Appreciation..... Lori Glenn  
 Teacher Appreciation..... Renee Thomas  
 Technology/Website ..... Rebecca Pickett  
 Committee At Large ..... Karen Canfield, Rebecca Griffin, Lisa Lesser, Amber Saunders







## Student Assistance

Whatever you need, someone is available to help you! Here are some THS staff members you will want to know.




### Main Office

	Carolyn Anderson	Mr. Murphy's Secretary	All things related to Mr. Murphy go through Mrs. Anderson first.
	Cindy Ahmu	Main Office Receptionist	Requests to see your administrator; T-Wolf TV or Revel TV announcements; Directions to anywhere; Basic questions about anything!

### Attendance Office

	Freddi Johnson	Student Finances	Receives and receipts all fees from students and parents, including parking tickets and student fines; Cash boxes for student activities.
	Barb Dawson	Attendance	Checking in or out of school; Excused absences; Attendance record questions; Pre-excused absence forms; Locker questions; Parking passes.
	Annette Louder	ARC	ARC and NC questions.
	TBA	Student Advocate A-L	Works with students A-L and their parents to resolve academic, attendance, code of conduct, and other concerns, and make progress toward graduation; Hall supervision.
	Gina Breton	Student Advocate M-Z	Works with students M-Z and their parents to resolve academic, attendance, code of conduct, and other concerns, and make progress toward graduation; Hall supervision.
	Officer David Call	School Resource Officer	Any concerns that have law enforcement implications, such as theft, graffiti, bullying, harassment, etc.; School security; Parking issues.

### Counseling Center

	Suzy Hansgen	Registrar	Permanent student records; Enrollment questions.
	Annette Merrill	Counseling Receptionist	Transcript requests; Scheduling counselor appointments.
	Julie Shipp	Scholarship Advisor	Scholarship information; College and Career advisor; Career Center scheduler and supervisor; Honors night coordinator.

# 2016-2017 Bell Schedules

## Monday (Teacher Consultation / Early-Out)

<b>A1/B5</b> .....	<b>7:45 - 8:45</b> .....	<b>60 minutes</b>
<b>A2/B6</b> .....	<b>8:50 - 9:50</b> .....	<b>60 minutes</b>
<b>A3/B7</b> .....	<b>9:55 - 11:00</b> .....	<b>65 minutes (includes T-Wolf TV)</b>
<b>*Consultation Time</b> .....	<b>11:00 - 11:40</b> .....	<b>40 minutes</b>
Lunch and Passing.....	11:40 - 12:15.....	35 minutes
<b>A4/B8</b> .....	<b>12:15 - 1:15</b> .....	<b>60 minutes</b>
Teacher Collaboration.....	1:45 - 2:45.....	60 minutes

*\*Teachers are available in their classrooms during this time to consult with and assist individual students and/or parents.*

## Tuesday - Friday

<b>*A1/B5</b> .....	<b>7:45 - 9:10</b> .....	<b>85 minutes</b>
<b>*A2/B6</b> .....	<b>9:15 - 10:40</b> .....	<b>85 minutes</b>
<b>*A3/B7</b> .....	<b>10:45 - 12:15</b> .....	<b>90 minutes (includes T-Wolf TV)</b>
Lunch and Passing.....	12:15 - 12:50.....	35 minutes
<b>*A4/B8</b> .....	<b>12:50 - 2:15</b> .....	<b>85 minutes</b>

*\* In order to allow the teacher to work with a smaller group of students on mastering the learning objectives of the course, some other students may be released to the commons, media center, or cafeteria during the last 20 minutes of selected class periods. This Second Effort Time (SET) is an option available to teachers on Tuesday and Wednesday.*

# Special Schedules

## Pep Assembly

A1/B5.....	7:45 a.m. - 9:00 a.m. ....	75 minutes
A2/B6.....	9:06 a.m. - 10:21 a.m. ....	75 minutes
<b>Assembly</b> .....	<b>10:27 a.m. - 11:02 a.m.</b> .....	<b>35 minutes</b>
A3/B7.....	11:08 a.m. - 12:23 p.m. ....	75 minutes
Lunch and passing .....	12:23 p.m. – 1:00 p.m. ....	30 minutes
A4/B8.....	1:00 p.m. - 2:15 p.m. ....	75 minutes

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## 60 Minute Activity

A1/B5.....	7:45 a.m. - 8:53 a.m. ....	68 minutes
A2/B6.....	8:58 a.m. – 10:06 a.m. ....	68 minutes
<b>Activity</b> .....	<b>10:14 a.m. - 11:14 a.m.</b> .....	<b>60 minutes</b>
A3/B7.....	11:19 a.m. - 12:27 p.m. ....	68 minutes
Lunch and passing .....	12:27 p.m. – 1:02 p.m. ....	35 minutes
A4/B8.....	1:02 p.m. - 2:15 p.m. ....	68 minutes

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## Double Assembly

1<sup>st</sup> Period.....7:45 a.m. - 8:53 a.m.

Assembly

All students report for 2<sup>nd</sup> period roll at 8:58. 1<sup>st</sup> assembly students will return to their 2<sup>nd</sup> period class after the assembly. All class periods are approximately 67 minutes long.

**1<sup>st</sup> assembly**..... 9:06 a.m. - 10:06 a.m.      **2<sup>nd</sup> assembly**.....10:16 a.m. - 11:16 a.m.

2<sup>nd</sup> Period (those attending 2<sup>nd</sup> assembly).....8:58 a.m. - 10:06 a.m.

2<sup>nd</sup> Period (those attending 1<sup>st</sup> assembly)...10:11 a.m. - 11:16 a.m.

3<sup>rd</sup> Period.....11:21 a.m. - 12:29 p.m

Lunch & Passing.....12:29 p.m. - 1:04 p.m

4<sup>th</sup> Period (includes T-Wolf TV).....1:04 p.m. - 2:15 p.m

**FIRST ASSEMBLY** (9:06 a.m. - 10:06 a.m.) Includes all classes in the 200 and 300 halls and wings off of those halls including: Child Care, Foods, English, Art, FOT, Welding, Aircraft Pilot, Foreign Language, Science in the 200 hall, and Released Time classes.

**SECOND ASSEMBLY** (10:16 a.m. - 11:16 a.m.) Includes all classes in the 100 hall and off the 100 hall including: Business, Computers, Math, History, Science in the 100 hall, Special Ed., Counseling, Drama, Dance, Music, Men/Women PE classes.

**Alpine School District**  
**2016-2017**  
**High School Fee Schedule**  
**10<sup>th</sup>, 11<sup>th</sup>, & 12<sup>th</sup> Grade**  
*(Fees Not To Exceed Printed Amounts)*

**Fees For All Students**

Activity Fee	\$30.00
Textbook Rental	35.00
Deposit (Refundable)	15.00
Locker Fee	2.00
Library Fee	2.00

**East Shore High School Online Fees**

Digital Curriculum	\$35.00
Registration	65.00
Online Curricular Access (1/8 credit)	10.00
Out-of-District	100.00

**Class Fees** (dependent upon the classes taken by the individual student)

Art (per course)	\$25.00
AP Art (per semester)	25.00
Technology Fee (per course)	15.00
Drafting	20.00
Drama	60.00
Drama Tech	10.00
Driver's Education	95.00
Driv. Ed. – Summer & Before or After School	140.00
Family & Consumer Science Lab	10.00
Music Instrumental Rental	70.00
Photography 15.00 Pro-Start	20.00
General P.E. (Per Semester for P.E.)	5.00
Lifetime Activity P.E. Fee	45.00
Science (plus safety equipment or clothing)	15.00
Shop (plus safety equipment or clothing)	15.00

**Polaris High School**

Flat Fee	\$150.00
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**\* If a 9<sup>th</sup> grade student is involved in a high school program, they will be charged the high school fee**

**Participation Fees**

Extracurricular Sports – Per Activity	\$100.00
(Athletic Trainers, Transportation, Officials)	
Performing Groups – Per Activity	50.00
(Adjudicators, Judges, Transportation)	

**Extra Curricular**

Per Activity – <i>not to exceed</i>	\$900.00
(Includes: Uniforms, Personal Equipment and Apparel)	
* Does not include national competitions & tours.	

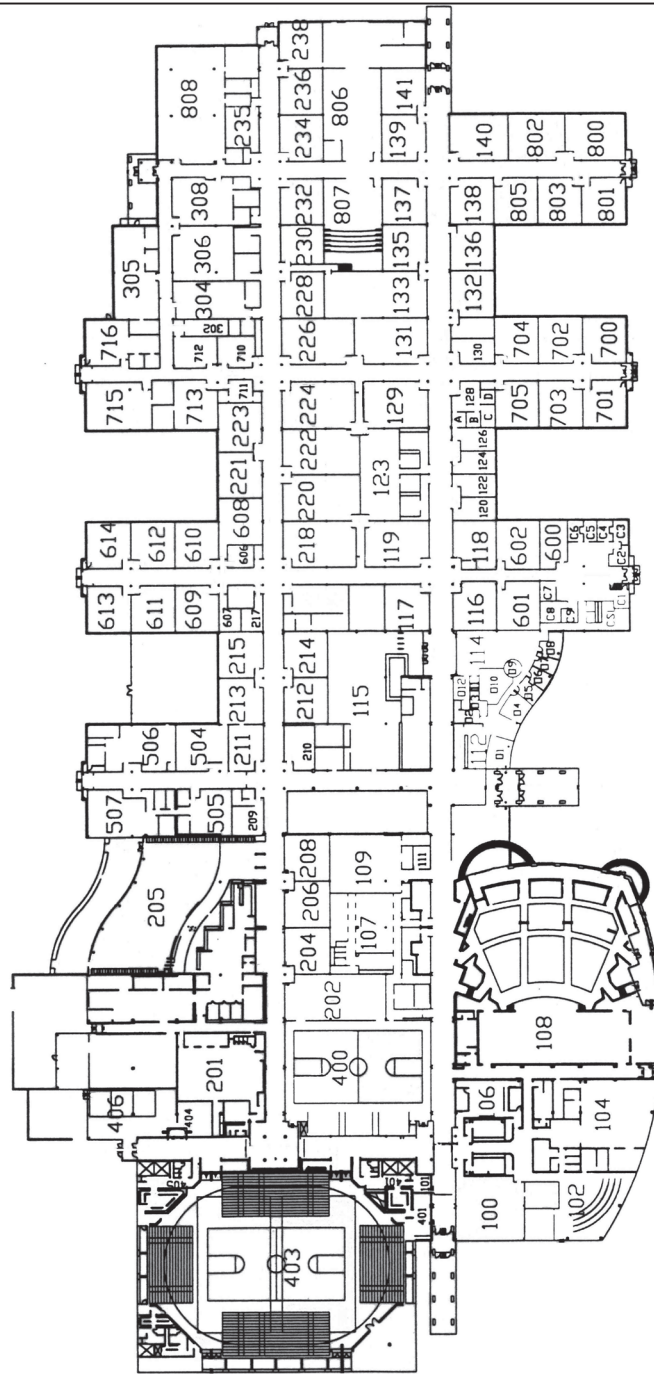
**Miscellaneous Fees**

Schedule Change	\$5.00
Graphing Calculator Rental	20.00
Parking Sticker	5.00
Unified Studies	203.00

Policy No. 5145(f)



# Timpanogos School Map



## Alpine School District 2016-17 AB Calendar

August/September				
M	T	W	TH	F
		17	18	19
22 A	23 B	24 A	25 B	26 A
29 B	30 A	31 B	1 A	2 B
5	6 A	7 B	8 A	9 B
12 A	13 B	14 A	15 B	16 A
19 B	20 A	21 B	22 A	23 B
26 A	27 B	28 A	29 B	30 A

October				
M	T	W	TH	F
3 B	4 A	5 B	6 A	7 B
10 A	11 B	12 A	13 B	14 A
17 B	18 A	19 B	20 A	21 B
24 B	25 A	26 B	27 A	28 B
31 A				

November				
M	T	W	TH	F
	1 B	2 A	3 B	4 A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
21 B	22 A	23 B	24 A	25 B
28 B	29 A	30 B		

December				
M	T	W	TH	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A	30 B

January				
M	T	W	TH	F
2 B	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B	13 A
16 B	17 A	18 B	19 A	20 B
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

February				
M	T	W	TH	F
		1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 B	28 A			

March				
M	T	W	TH	F
		1 B	2 A	3 B
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 B	21 A	22 B	23 A	24 B
27 A	28 B	29 A	30 B	31 A

April				
M	T	W	TH	F
3 B	4 A	5 B	6 A	7 B
10 B	11 A	12 B	13 A	14 B
17 A	18 B	19 A	20 B	21 A
24 B	25 A	26 B	27 A	28 B

May				
M	T	W	TH	F
1 A	2 B	3 A	4 B	5 A
8 B	9 A	10 B	11 A	12 B
15 A	16 B	17 A	18 B	19 A
22 B	23 A	24 B	25 A	26 B
29 B	30 A	31 B		

**1st Term**

August 22 - October 26  
A Days = 22  
B Days = 22  
Total Days = 44

**2nd Term**

October 27 - January 10  
A Days = 22  
B Days = 22  
Teacher Comp = 1  
Total Days = 45

**3rd Term**

January 11 - March 16  
A Days = 22  
B Days = 22  
Total Days = 44

**4th Term**

March 17 - May 26  
A Days = 23  
B Days = 23  
Teacher Comp = 1  
Total Days = 47

**Trimester 1**

August 22, 2016 - November 11, 2016

**Trimester 2**

November 14, 2016 - February 17, 2017

**Trimester 3**

February 21, 2017 - May 26, 2017

High School Activity Moratorium Dates can be found at: [UHSAA.org/calendar](http://UHSAA.org/calendar)

August 17- Professional Development  
August 18-19- Teacher Contract Days  
August 19 - 7th/10th Grade Day (optional)  
August 22- First Day of School  
September 5- Labor Day  
October 20-21- Fall Break  
October 24- Professional Development  
November 23- Teacher Comp. Day  
November 24-25- Thanksgiving Break

Dec. 23 through Jan. 2- Christmas Break  
January 16- Martin Luther King Day  
February 20- Washington-Lincoln Day  
March 6- Professional Development  
April 3- Snow Make-up Day  
April 4- Teacher Comp. Day  
April 5-7- Spring Break  
May 26- Last Day of School  
May 29- Memorial Day

Football: V-7:00pm JV-3:30pm Soph-3:30pm  
 Volleyball: V-6:00pm IV-4:45pm Soph-3:30pm  
 Girls Soccer: V-4:00pm JV-5:30pm  
 Girls Tennis: 3:30pm  
 Cross Country: 3:30pm

# August 2016

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																																
	1	2 Girls Soccer: Player/Parent Mtg 7pm Little Theater	3	4	5	6 Lindon Days Parade 10am																																																																																																																
BOTH GYMS and DANCE ROOM closed for cleaning Aug 3-10																																																																																																																						
East Shore Open (Rm 601) 9am-1pm																																																																																																																						
Cross Country: High Altitude Camp @ Lava Hot Springs, Idaho Aug 2-6																																																																																																																						
Girls Soccer Tryouts 7am-12pm THS Soccer Fields																																																																																																																						
Band Camp Aug 1-5																																																																																																																						
7	8 Counselors 1st day back Volleyball Tryouts	9 Boys Golf: THS vs Orem @ Spanish Oaks 9am Counselor/Admin SST Meeting Girls Soccer: Juan Diego @ THS 4pm	10 Boys Golf: THS vs Timpview @ Eastbay 9am	11 Girls Soccer: THS @ Murray JV-5pm, V-7pm	12 Girls Soccer: Character/Sportsmanship Clinic 4pm Little Theater Girls Tennis: Alumni Match @ THS	13 Cross Country: Premier Invitational 8:00am @ Tooele Football: Blue & White Game																																																																																																																
New Student Registration																																																																																																																						
East Shore Open (Rm 601) 9am-1pm																																																																																																																						
BOTH GYMS and DANCE ROOM closed for cleaning Aug 3-10																																																																																																																						
14	15 Boys Golf: THS vs Alta @ River Oaks Girls Tennis: THS @ Mtn View 10:30am	16 Boys Golf: THS vs Corner Canyon @ Meadow Brook East Shore Open (Rm 601) 9am-1pm Girls Soccer: Provo @ THS	17 East Shore Open (Rm 601) 9am-1pm Girls Tennis: @ Park City Professional Development	18 Cross Country: Highland Invitational 4:00pm @ Sugarhouse Park East Shore Open (Rm 601) 9am-1pm Girls Soccer: THS @ Alta Girls Tennis: @ Wasatch	19 Football: Payson @ THS 7:00pm (Endowment) Productions Co Auditions 1-3pm (Fall show) Sophomore Day 8-11am Teacher Luncheon (Student Council) Team Building (Guided Study/Mentors) Ropes Course 11-3:30	20																																																																																																																
New Teacher Orientation New Student Registration			Teacher Contract Days																																																																																																																			
21	A 22 First Day of School	B 23 Girls Soccer: THS @ Mtn View Girls Tennis: Kearns @ THS	A 24	B 25 Football: North Sanpete @ THS JV-3:30pm, Soph-6:00pm Girls Soccer: Orem @ THS SST 9-11am admin conf room Tech Rehearsal 2:30-5:30pm Aud	A 26 Football: THS @ North Sanpete 7:00pm Welcome Back Assembly Welcome Back Stomp 8-11pm small gym	27 Back to School Get Together -ALL THS students invited (Seminary) 6-11pm																																																																																																																
SAGE Interim Window--Language Arts, Math and Science Aug 24-Oct 7																																																																																																																						
Welcome Week																																																																																																																						
28	B 29 Boys Golf: @ Sleepy Ridge Girls Tennis: THS @ Payson Storytelling: Bil Lepp 11:15-12:15	A 30 Club Council Meeting 2:30pm Rm 137 Girls Soccer: THS @ Timpview 7pm	B 31 Choir: Ladies Night 6-7pm Cross Country: Pre Region 6:00pm @ Valley Regional Park, SLIC School Pictures	<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="7">Jul 2016</th> <th colspan="7">Sep 2016</th> </tr> <tr> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> <th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th> </tr> </thead> <tbody> <tr> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td> <td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td> </tr> <tr> <td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td> <td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td> </tr> <tr> <td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td> <td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td> </tr> <tr> <td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td> <td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td> </tr> <tr> <td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> <td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td> </tr> <tr> <td>31</td><td></td><td></td><td></td><td></td><td></td><td></td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </tbody> </table>			Jul 2016							Sep 2016							S	M	T	W	T	F	S	S	M	T	W	T	F	S						1	2						1	2	3	3	4	5	6	7	8	9	4	5	6	7	8	9	10	10	11	12	13	14	15	16	11	12	13	14	15	16	17	17	18	19	20	21	22	23	18	19	20	21	22	23	24	24	25	26	27	28	29	30	25	26	27	28	29	30	31													
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 Girls Soccer: V-4:00pm JV-5:30pm  
 Girls Tennis: 3:30pm  
 Cross Country: 3:30pm

# September 2016

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
	<p>Aug 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p>Oct 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p>A 1</p> <p>Football: West @ THS JV-3:30pm, Soph-6:00pm</p> <p>Girls Soccer: Corner Canyon @ THS</p> <p>Girls Tennis: Mtn View @ THS</p> <p>Girls Tennis: Mtn View @ THS</p> <p>SST 9-11am admin conf room</p> <p>SAGE Interim Window--Language Arts, Math and Science Aug</p>	<p>B 2</p> <p>Deadline to submit all club paperwork by 2:30pm</p> <p>Football: THS @ West 7:00pm</p>	<p>3</p> <p>Cross Country: Utah County Invitational 9:00am @ Lakeside Sports Park</p>
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<p>4</p> <p>Boys Golf: THS vs Mtn View @ Hobbie Creek</p> <p>Cross Country: T-Wolf Trot 8:00am @ THS</p> <p>Girls Tennis: Service Project (All together playground) 5-8pm</p> <p>No Alumni Run</p> <p>NO SCHOOL -- Labor Day</p>	<p>5</p>	<p>A 6</p> <p>Girls Soccer: THS @ Skyridge</p> <p>Girls Tennis: THS @ Provo</p>	<p>B 7</p> <p>Evacuation Drill - 10:50</p> <p>Powder Puff Football 7pm</p>	<p>A 8</p> <p>Football: THS @ Skyridge JV:3:30pm, Soph-6:00pm</p> <p>Girls Soccer: THS @ Provo 7pm</p> <p>Girls Tennis: THS @ Corner Canyon</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families: Training 5:30-8pm Cafeteria only</p> <p>Senior English Classes-Utah Futures/FFSA/College Applications</p>	<p>B 9</p> <p>Football: Skyridge @ THS -- HOMECOMING Game 7:00pm</p> <p>Homecoming Carnival 3-6pm</p>	<p>10</p> <p>Cross Country: Wasatch Invite 8:00am @ Soldier Hollow</p> <p>Homecoming Dance 8-11pm THS</p>																																																																																											
<p>HOMECOMING WEEK!! It's a GREAT WEEK to be a T-Wolf!!</p> <p>SAGE Interim Window--Language Arts, Math and Science Aug 24-Oct 7</p>																																																																																																	
<p>11</p> <p>Alumni Review 7pm Auditorium</p> <p>Boys Golf: @ Soldier Hollow</p> <p>Instructional Leadership Team Mtg 3-4pm meda center</p> <p>Senior Individual CCR's begin</p>	<p>A 12</p>	<p>B 13</p> <p>Girls Soccer: Alta @ THS</p> <p>Girls Tennis: Timpview @ THS</p> <p>PTSA meeting 9:30am admin conf room</p> <p>Volleyball: Corner Canyon @ THS</p> <p>Club Rush during lunch</p>	<p>A 14</p> <p>Band/Choir Mtg 7pm</p> <p>Parent/Teacher Conference 3-7pm main gym</p> <p>School Community Council 2:30pm admin conf room</p>	<p>B 15</p> <p>Football: Mtn View @ THS JV:3:30pm, Soph-6:00pm</p> <p>Girls Soccer: Mtn View @ THS</p> <p>Girls Tennis: THS @ Orem</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families: Registraton Night 5:30-8pm cafeteria only</p> <p>Volleyball: THS @ Timpview</p>	<p>A 16</p> <p>Football: THS @ Mtn View 7:00pm</p>	<p>17</p> <p>Dance: Car Wash fundraiser</p>																																																																																											
<p>SAGE Interim Window--Language Arts, Math and Science Aug 24-Oct 7</p>																																																																																																	
<p>18</p> <p>Accreditation Mtg 3-4pm</p> <p>Band Family Night 6-9pm</p> <p>Boys Golf: @ Thanksgiving Point</p>	<p>B 19</p>	<p>A 20</p> <p>Girls Soccer: THS @ Orem</p> <p>Girls Tennis: Alta @ THS</p> <p>Volleyball: THS @ Skyridge</p>	<p>B 21</p> <p>Mid Term</p> <p>New Student 'T' party during lunch</p>	<p>A 22</p> <p>Football: THS @ Corner Canyon JV:3:30pm, Soph-6:00pm</p> <p>Girls Tennis: Skyridge @ THS</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p> <p>Volleyball: Provo @ THS</p>	<p>B 23</p> <p>Fall Pep Assembly</p> <p>Football: Corner Canyon @ THS 7:00pm</p> <p>Girls Tennis: JV Tournament @ Alta</p> <p>NHS Applications due by 2:30pm</p>	<p>24</p>																																																																																											
<p>Cross Country: Portland Invitational 9/21-9/25 (entire team) @ Portland, OR</p> <p>SAGE Interim Window--Language Arts, Math and Science Aug 24-Oct 7</p>																																																																																																	
<p>25</p> <p>Boys Golf: Region Tournament @ Talons Cove</p> <p>M &amp; O Mtg 3-4pm admin conf room</p> <p>Cross</p>	<p>A 26</p>	<p>B 27</p> <p>ACT test prep 2:45-3:45pm</p> <p>Girls Soccer: Timpview @ THS</p> <p>Volleyball: THS @ Orem</p>	<p>A 28</p> <p>ACT test prep 2:45-3:45pm</p> <p>Football: Timpview @ THS JV-3:30pm, Soph-6:00pm</p> <p>School Picture Make Up 7:30-11am</p> <p>Senior Picnic</p>	<p>B 29</p> <p>ACT test prep 2:45-3:45pm</p> <p>Football: THS @ Timpview 7:00pm</p> <p>Girls Soccer: THS @ Corner Canyon</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p> <p>Volleyball: Alta @ THS</p> <p>Girls Tennis: Varsity Region @ Mtn View</p>	<p>A 30</p> <p>ACT test prep 2:45-3:45pm</p>																																																																																												
<p>SAGE Interim Window--Language Arts, Math and Science Aug 24-Oct 7</p>																																																																																																	

Football: V:7:00pm JV:3:30pm Soph:3:30pm  
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 Girls Soccer: V:4:00pm JV:5:30pm  
 Girls Tennis: 3:30pm  
 Cross Country: 3:30pm

# October 2016

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
		<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p style="text-align: center; font-size: small;">Sep 2016</p> <table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td></td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-size: small;">Nov 2016</p> <table border="1" style="width: 100%; text-align: center; font-size: x-small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S				1	2	3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							1
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	<p style="text-align: center; font-size: x-small;">B</p> <p>Executive Team Mtg 3-4pm admin conf room</p> <p>NHS Welcome Meeting 1:30pm Little Theater</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>ACT test prep 2:45-3:45pm</p> <p>Evening of Shakespeare 7-9pm Aud</p> <p>Girls Soccer: Skyridge @ THS</p> <p>HOSA Fall Leadership Conference</p> <p>Volleyball: Mtn View @ THS</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>ACT test prep 2:45-3:45pm</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>ACT test prep 2:45-3:45pm</p> <p>Fire Drill -- 10:50am</p> <p>Football: THS @ Orem JV:3:30pm Soph:6:00pm</p> <p>Girls Tennis: State Tournament Oct 6 &amp; 8</p> <p>SST 9-11am admin conf room</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>ACT test prep 2:45-3:45pm</p> <p>College Day @ THS</p> <p>Cross Country: Region 4:00pm @ Valey Regional Park, SLIC</p> <p>Football: Orem @ THS 7:00pm</p>	<p>(Building Rental: Provo College Graduation 8am-1pm)</p> <p>Girls Tennis: State Tournament Oct 6 &amp; 8</p>																																																																																				
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Boys Golf: State Tournament																																																																																										
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	<p style="text-align: center; font-size: x-small;">A</p> <p>Cross Country: Region @ Mtn View</p> <p>Instructional Leadership Team Mtg 3-4pm media center</p> <p>Tech all day</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>ACT test prep 2:45-3:45pm</p> <p>Girls Soccer: State Playoff 1st round</p> <p>Jr High Choir Concert 7pm Auditorium</p> <p>PTSA Mtg 9:30am admin conf room</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>ACT test prep 2:45-3:45pm</p> <p>Choir Concert 7pm Auditorium</p> <p>Football: Alta @ THS JV:3:30pm Soph:6:00pm</p> <p>School Community Council 2:30pm admin conf room</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>Football: THS @ Alta 7:00pm</p> <p>Girls Soccer: State Playoff Qtr Finals</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>Mr Povi Show 7pm Little Theater</p> <p>Multicultural Assembly (double)</p>	<p>PSAT Test</p> <p>Sadies (NHS) 8-11pm small gym</p>																																																																																				
Girls Soccer: State Tournament Oct 11-21																																																																																										
Choir in Auditorium-concert prep																																																																																										
Multicultural Week																																																																																										
16	17	18	19	20	21	22																																																																																				
	<p style="text-align: center; font-size: x-small;">B</p> <p>Accreditation Mtg 3-4pm</p> <p>Tech all day</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>ACT test prep 2:45-3:45pm</p> <p>Football: THS @ Provo JV:3:30pm Soph:6:00pm</p> <p>Girls Soccer: State Playoff Semi Finals</p> <p>Orchestra Concert 7pm Auditorium</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>ACT test prep 2:45-3:45pm</p> <p>Cross Country: State @ Sugar House Park</p> <p>Cross Country: Utah State Meet 3:30pm @ Sugarhouse Park</p> <p>Football: Provo @ THS 7:00pm</p>		<p>Girls Soccer: State Championship @ Rio Tinto</p>	<p>ACT</p>																																																																																				
NHS Dollars for Scholars money due																																																																																										
Fall Break																																																																																										
Ballroom Tour																																																																																										
Girls Soccer: State Tournament Oct 11-21																																																																																										
23	24	25	26	27	28	29																																																																																				
	<p style="text-align: center; font-size: x-small;">NO SCHOOL -- Professional Development</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>NHS Dollars for Scholars Wrap up Mtg 2:30pm</p> <p>Tech all day</p> <p>Volleyball: Orem @ THS</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>Band Concert 7pm Auditorium</p> <p style="text-align: center; font-size: x-small;">End of Term 1</p>	<p style="text-align: center; font-size: x-small;">A</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p> <p style="text-align: center; font-size: x-small;">Term 2 Begins</p> <p>Volleyball: THS @ Alta</p>	<p style="text-align: center; font-size: x-small;">B</p> <p>Football: State Tournament</p>																																																																																					
Marching Band: Red Rock @ St George																																																																																										
30	31																																																																																									
	<p style="text-align: center; font-size: x-small;">A</p> <p>Halloween Costume &amp; Pumpkin Contest during lunch</p> <p>M &amp; O Mtg 3-4pm admin conf room</p>																																																																																									

Boys Basketball: V-7:00pm JV-5:15pm Soph-3:30pm  
 Girls Basketball: V-7:00pm JV-5:15pm Soph-3:30pm  
 Wrestling: V-7:00pm JV-5:00pm  
 Swim: 3:30pm

# November 2016

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
		B 1	A 2	B 3	A 4	5																																																																																											
				Coalition lunch (PACK) SST 9-11am admin conf room Volleyball: State Tournament	Dusk to Dawn Soccer Tournament (fundraiser) 6pm-12am Freedom Hall Setup	Cross Country: Pre-Footlocker 9:00am @ American Fork Volleyball: State Tournament																																																																																											
			Junior English Classes- College & Career Readiness (Utah Futures)		Productions Co Fall Musical																																																																																												
6	B 7	A 8	B 9	A 10	B 11	12																																																																																											
Daylight Savings Ends	Boys Basketball: Tryouts (both gyms) Executive Team Mtg 3-4pm admin conf room	Club Council Mtg 2:30pm Rm 137 PTSA Mtg 9:30am admin conf room	Performing Arts Sterling Scholars 7-9pm Choir room School Community Council 2:30pm admin conf room	Freedom Week Assembly (Pep) SST 9-11am admin conf room Strengthening Families 5:30-8pm Swim: Alta @ THS/Mtn View	Veteran's Day																																																																																												
			Auditions for All School Musical																																																																																														
			Freedom Week																																																																																														
			College Application Week																																																																																														
			Productions Co Fall Musical																																																																																														
13	A 14	B 15	A 16	B 17	A 18	19																																																																																											
	Instructional Leadership Team Mtg 3-4pm media center		CCGP Review @ THS District Suicide Prevention discussion @ THS 6-7pm Auditorium Parent/Teacher Conference 3-7pm by invitation	FAFSA Evening (in labs) 6-8pm SST 9-11am admin conf room Strengthening Families 5:30-8pm Swim: Skyridge @ THS/Mtn View	Ballroom Festival 3-10pm (both gyms & locker rooms)																																																																																												
			Relief Effort (PACK, HOSA, NHS) Nov 14-18		Cross Country: Nike Southwest Regional Championship @ Casa Grande, AZ																																																																																												
			College Application Week																																																																																														
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	Accreditation Mtg 3-4		NO SCHOOL -- Teacher Comp Day	NO SCHOOL -- Thanksgiving Break	NO SCHOOL -- Thanksgiving Break																																																																																												
Cross																																																																																																	
27	B 28	A 29	B 30																																																																																														
	M & O Mtg 3-4pm admin conf room		Mid Term																																																																																														
			English 10 Classes - Guidance Curriculum																																																																																														
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 Girls Basketball: V-7:00pm JV-5:15pm Soph-3:30pm  
 Wrestling: V-7:00pm JV-5:00pm  
 Swim: 3:30pm

# December 2016

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Nov 2016</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S		1	2	3	4	5		6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center;">Jan 2017</p> <table border="1" style="width: 100%; text-align: center;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						<b>A</b> 1 SST 9-11am admin conf room Strengthening Families 5:30-8pm Swim: THS/Mtn View @ Corner Canyon Wrestling: THS @ Timpview	<b>B</b> 2 Mr Povi show 7pm Little Theater	<b>3</b> Cross Country: Nike Cross Nationals @ Portland, OR
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<b>4</b>	<b>A</b> 5 Executive Team Mtg 3-4pm admin conf room	<b>B</b> 6	<b>A</b> 7 SST Placement Mtg	<b>B</b> 8 SST 9-11am admin conf room Strengthening Families 5:30-8pm Wrestling: Orem @ THS	<b>A</b> 9 Deadline for Regents Midnight Volleyball Tournament 6pm-12am	<b>10</b> Christmas in the Commons 5pm & 8pm																																																																																				
Sub 4 Santa																																																																																										
<b>11</b>	<b>B</b> 12 Instructional Leadership Team Mtg 3-4pm media center Tech all day	<b>A</b> 13 Band & Orchestra Concert 7-9pm Auditorium PTSA Mtg 9:30am admin conf room	<b>B</b> 14 School Community Council 2:30-4pm admin conf room Tech for dance concert 2:30-9pm	<b>A</b> 15 SST 9-11am admin conf room Swim: THS/Mtn View @ Orem Wrestling: THS @ Mtn View	<b>B</b> 16 NHS Babysitting Little Theater	<b>17</b>																																																																																				
Sub 4 Santa				<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">Winter Dance Concert 7pm Auditorium</div> <div style="border: 1px solid black; padding: 2px;">English 10 Classes - Guidance Curriculum</div>																																																																																						
<b>18</b>	<b>A</b> 19 Deliver Sub 4 Santa M & O Mtg 3-4pm admin conf room Tech for Choir Concert	<b>B</b> 20 Choir Concert 7pm Auditorium	<b>A</b> 21 Chamber Choir @ Temple Square	<b>B</b> 22 <div style="border: 1px solid black; padding: 2px; display: inline-block;">LAST DAY OF SCHOOL</div> SST 9-11am admin conf room	<b>23</b>	<b>24</b>																																																																																				
					<div style="border: 1px solid black; padding: 2px; display: inline-block;">Christmas Break</div>																																																																																					
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>																																																																																				
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Boys Basketball: V-7:00pm JV-5:15pm Soph-3:30pm  
 Girls Basketball: V-7:00pm JV-5:15pm Soph-3:30pm  
 Wrestling: V-7:00pm JV-5:00pm  
 Swim: 3:30pm

# January 2017

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
1	2	A 3 Girls Basketball: THS @ Orem Welcome Back	B 4	A 5 SST 9-11am admin conf room Wrestling: Provo @ THS	B 6 Boys Basketball: Provo @ THS Girls Basketball: Provo @ THS Last day for class changes Winter Pep Assembly	7 Senior Dinner Dance @ UVU																																																																																				
Christmas Break		SAGE Interim Window--Language Arts, Math, Science Jan 3-31																																																																																								
8	A 9 Instructional Leadership Team Mtg 3-4pm media center	B 10 Boys Basketball: THS @ Timpview End of Term 2 Girls Basketball: THS @ Timpview Productions Co Review 7pm Auditorium PTSA Mtg 9:30am admin conf room	A 11 School Community Council 2:30-4pm admin conf room Term 3 Begins	B 12 SST 9-11am admin conf room Swim: THS/Mtn View @ Provo Wrestling: THS @ Alta	A 13 Boys Basketball: THS @ Skyridge Girls Basketball: THS @ Skyridge	14																																																																																				
SAGE Interim Window--Language Arts, Math, Science Jan 3-31				Utah Theatre Association Conference @ Dixie in St George																																																																																						
15	16 NO SCHOOL -- Martin Luther King Day	B 17 Boys Basketball: Corner Canyon @ THS Girls Basketball: THS @ Corner Canyon	A 18 NHS School Service Activity 2:15pm Wrestling: Corner Canyon @ THS	B 19 SST 9-11am admin conf room Swim: Timpview @ THS/Mtn View Tech for assembly Wrestling: Skyridge @ THS	A 20 2017-18 Master Schedule Finalized Boys Basketball: THS @ Alta BYU Living Legends Show 7pm Aud Girls Basketball: Alta @ THS Talent Assembly (double)	21 Bargain Ball 8-11pm small gym																																																																																				
		BYU Living Legends rehearsal 1/17-1/19			SAGE Interim Window--Language Arts, Math, Science Jan 3-31																																																																																					
22	B 23 M & O Mtg 3-4pm admin conf room	A 24 Boys Basketball: THS @ Mtn View Girls Basketball: THS @ Mtn View	B 25 Tech for Masterworks	A 26 Masterworks @ THS 7pm Aud SST 9-11am admin conf room Strengthening Families: Training 5:30-8pm Cafeteria only	B 27 Boys Basketball: Orem @ THS Girls Basketball: Orem @ THS Skyward Arena Scheduling PILOT	28																																																																																				
SAGE Interim Window--Language Arts, Math, Science Jan 3-31				TDT Dance Kids Clinic Jan 25-27 (perform at game Fri night)																																																																																						
29	A 30 Accreditation Mtg 3-4pm admin conf room Large Group CCR for Juniors-- Auditorium	B 31 Boys Basketball: THS @ Provo Girls Basketball: THS @ Provo Lockdown Drill -- 10:50am New Student 'T' party	<div style="display: flex; justify-content: space-around;"> <table border="1" style="font-size: small;"> <caption>Dec 2016</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table> <table border="1" style="font-size: small;"> <caption>Feb 2017</caption> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td></tr> </tbody> </table> </div>				S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
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# February 2017

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; font-size: small;">Jan 2017</p> <table style="width: 100%; text-align: center; font-size: x-small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p style="text-align: center; font-size: small;">Mar 2017</p> <table style="width: 100%; text-align: center; font-size: x-small;"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table> </div> </div>			S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>A</b> <b>1</b>	<b>B</b> <b>2</b> Arena Scheduling "ON" for NY Seniors  SST 9-11am admin conf room  Strengthening Families: Registration Night 5:30-8pm Cafeteria only	<b>A</b> <b>3</b> Boys Basketball: Timpview @ THS  Girls Basketball (V/JV): Timpview @ THS  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Wrestling: Divisional Tournament</div>	<b>4</b>
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<b>5</b> <b>B</b>	<b>6</b> <b>A</b> Individual Junior CCR's Begin  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">All School Show</div>	<b>7</b> <b>A</b> ACT Test Prep 2:45-3:45pm  Boys Basketball: Skyridge @ THS  Coalition Lunch (Student Council)  Girls Basketball (V/JV): Skyridge @ THS  THS Instrumental Solo/Ensemble Festival	<b>8</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Parent/Teacher Conference 3-7pm main gym  School Community Council 2:30-4pm admin conf room  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Wrestling: State Tournament @ UVU</div>	<b>9</b> <b>A</b> ACT Test Prep 2:45-3:45pm  SST 9-11am admin conf room  Strengthening Families 5:30-8pm  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Swim: State Tournament</div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">NHS Valentine sucker sales-commons during lunch</div>	<b>10</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Boys Basketball: THS @ Corner Canyon  Girls Basketball (V/JV): Corner Canyon @ THS  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Mid Term</div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">All School Show</div>	<b>11</b>																																																																																				
<b>12</b> <b>A</b>	<b>13</b> <b>B</b> Instructional Leadership Team Mtg 3-4pm media center  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">All School Show</div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">NHS Valentine sucker sales-commons during lunch</div>	<b>14</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Boys Basketball: Alta @ THS  Girls Basketball (V/JV): THS @ Alta  PACK Valentine's lunch w/SpEd  PTSA Mtg 9:30am admin conf room	<b>15</b> <b>A</b> 12:00pm SRO Community Support & SRO Meeting media center  ACT Test Prep 2:45-3:45pm	<b>16</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Boom Concert 3-8pm Aud, Rm 100, 102, 104  Girls Basketball (V/JV): Mtn View @ THS  SST 9-11am admin conf room  Strengthening Families 5:30-8pm	<b>17</b> <b>A</b> ACT Test Prep 2:45-3:45pm  Boys Basketball: Mtn View @ THS  <b>A</b>	<b>18</b>																																																																																				
<b>19</b>	<b>20</b> <b>B</b> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">NO SCHOOL -- President's Day</div>	<b>21</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Boys Basketball: THS @ Orem  NHS Activity 2:30pm Cafeteria	<b>22</b> <b>A</b> ACT Test Prep 2:45-3:45pm  Region Instrumental Solo & Ensemble Festival @ Skyridge  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Large Group CCR's in 10th grade English</div>	<b>23</b> <b>B</b> ACT Test Prep 2:45-3:45pm  Orchestra THS/JHS Festival 3-8pm Aud, Rm 100, 102, 104  SST 9-11am admin conf room  Strengthening Families 5:30-8pm	<b>24</b> <b>A</b> ACT Test Prep 2:45-3:45pm  Mr Povi Show 7pm Little Theater	<b>25</b> Preference 8-11pm Provo Library																																																																																				
<b>26</b> <b>B</b>	<b>27</b> <b>A</b> M & O Mtg 3-4pm admin conf room  <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Penny Wars / Battle of the Sexes</div> <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: x-small;">Boys Basketball: State Tournament</div>	<b>28</b> <b>A</b> ACT for Juniors  Career Fair for Sophs & Seniors ??																																																																																								

Baseball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Softball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Boys Soccer: V-3:30pm JV-5:15pm  
 Boys Tennis: 3:30pm  
 Track: 3:30pm

# March 2017

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																											
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>Feb 2017</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td></td><td></td><td></td><td></td></tr> </table> </div> <div style="border: 1px solid black; padding: 5px;"> <p>Apr 2017</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table> </div> </div>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30									<p><b>1</b></p> <p>Region Vocal Piano Solo &amp; Ensemble Festival @ THS 1-8pm</p> <p>Student Council Info Mtg Little Theater</p>	<p><b>2</b></p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p>	<p><b>3</b></p>	<p><b>4</b></p>
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<p>Penny Wars / Battle of the Sexes</p> <p>Choir/Band/Drama Tour</p> <p>Boys Basketball: State Tournament</p> <p>Accreditation Visit</p>																																																																																																	
<p><b>5</b></p> <p>Girls Golf: @ Alta</p> <p>NO SCHOOL -- Professional Development</p>	<p><b>6</b></p> <p>PACK applications available</p>	<p><b>7</b></p>	<p><b>8</b></p> <p>Feeder School SST Mtg(s)</p> <p>Region Jazz Band Festival @ Alta</p> <p>School Community Council 2:30-4pm admin conf room</p> <p>Tech all day</p>	<p><b>9</b></p> <p>Arena Scheduling "ON" for NY Juniors</p> <p>Orchestra Concert 7pm Auditorium</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p>	<p><b>10</b></p> <p>Midnight Basketball Tournament</p>	<p><b>11</b></p>																																																																																											
<p>Penny Wars / Battle of the Sexes</p> <p>Choir/Band/Drama Tour</p>																																																																																																	
<p><b>12</b></p> <p>Daylight Savings Time Begins</p>	<p><b>13</b></p> <p>Girls Golf: 9 holes THS</p> <p>Instructional Leadership Team Mtg 3-4pm media center</p>	<p><b>14</b></p> <p>NHS Activity 2:30pm Cafeteria</p> <p>Pi day -- Pie in the Math dept during lunch :)</p> <p>PTSA Mtg 9:30am admin conf room</p>	<p><b>15</b></p> <p>Region Chamber Choir Festival @ Orem</p> <p>Track: THS &amp; Orem @ Mtn View</p>	<p><b>16</b></p> <p>End of Term 3</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p>	<p><b>17</b></p> <p>Mr Povi Show 7pm Little Theater</p> <p>NHS Senior Center Visits 2:15pm</p>	<p><b>18</b></p>																																																																																											
<p>Primary Elections Week</p> <p>HOSA State Leadership Conference</p>																																																																																																	
<p><b>19</b></p>	<p><b>20</b></p> <p>Girls Golf: Mtn View</p> <p>Tech</p>	<p><b>21</b></p> <p>Band Concert 7pm Auditorium ??</p> <p>Boys Soccer (V/JV): THS @ Provo JV-4pm / V-6pm</p> <p>Softball (V/JV): THS @ Provo</p>	<p><b>22</b></p> <p>Freshman Expo</p> <p>Region Training Choir @ Corner Canyon</p>	<p><b>23</b></p> <p>Graduation Committee Mtg</p> <p>Softball (V/JV): Mtn View @ THS</p> <p>SST 9-11am admin conf room</p>	<p><b>24</b></p> <p>Boys Soccer (V/JV): Alta @ THS</p> <p>Elections Assembly (Double)</p> <p>Elections Stomp 8-11pm small gym</p>	<p><b>25</b></p> <p>Track: Alpha Invitational 8am-4pm THS Track (gyms-in case of inclement weather)</p>																																																																																											
<p>SAGE Writing Testing Window Mar 20-May 18</p> <p>Final Elections Week</p> <p>Counselors in labs to check Sophomore schedules</p>																																																																																																	
<p><b>26</b></p> <p>Baseball (Soph): THS @ Skyridge 4:30pm</p> <p>Girls Golf: Skyridge</p> <p>M &amp; O Mtg 3-4pm admin conf room</p>	<p><b>27</b></p> <p>Baseball (V/JV): THS @ Skyridge</p> <p>Boys Soccer (V/JV): THS @ Mtn View</p> <p>Softball (V/JV): Orem @ THS</p>	<p><b>28</b></p> <p>Audition lists due</p> <p>Graduation Theme selection</p> <p>Region Concert Band Festival @ Corner Canyon</p> <p>Track: Alta &amp; Timpview @ THS</p>	<p><b>29</b></p> <p>Arena "ON" for NY Sophomores</p> <p>Baseball (V/Soph): Skyridge @ THS</p> <p>Boys Tennis: Mtn View @ THS</p> <p>Softball (V/JV): Skyridge @ THS</p> <p>SST 9-11am admin conf room</p> <p>Strengthening Families 5:30-8pm</p>	<p><b>30</b></p> <p>Baseball (JV): Skyridge @ THS 3:30pm</p> <p>Boys Soccer (V/JV): Timpview @ THS</p> <p>Spirit Bowl</p> <p>Fashion Students to New</p>	<p><b>31</b></p>																																																																																												
<p>SPRIT WEEK!! IT'S A GREAT WEEK TO BE A T-WOLF!</p> <p>SAGE Writing Testing Window Mar 20-May 18</p>																																																																																																	

Baseball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Softball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Boys Soccer: V-3:30pm JV-5:15pm  
 Boys Tennis: 3:30pm  
 Track: 3:30pm

# April 2017

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
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	2 Baseball (V/JV): THS @ Alta V-11am / JV-1pm <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL-- Snow Make up Day</div>	3 Baseball (Soph): THS @ Alta 1pm Baseball (V): Alta @ THS 11am <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL -- Teacher Comp Day</div>	4 Baseball (JV): Alta @ THS 11am Baseball (Soph): Alta @ THS 1pm <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL -- Spring Break</div>	5 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL -- Spring Break</div>	6 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL -- Spring Break</div>	7 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">NO SCHOOL -- Spring Break</div>	8																																																																																			
Fashion Students to New York Mar 31-Apr 7																																																																																										
9 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Baseball (Soph): Corner Canyon @ THS 4:30pm Girls Golf: Corner Canyon Instructional Leadership Team Mtg 3-4pm media center	10 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (V/JV): Corner Canyon @ THS Boys Soccer (V/JV): THS @ Orem PTSA Mtg 9:30am admin conf room Softball (V/JV): Timpview @ THS	11 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> School Community Council 2:30-4pm admin conf room Track: THS & Orem @ Corner Canyon	12 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (V/Soph): THS @ Corner Canyon Region Orchestra Festival @ Orem Softball (V/JV): THS @ Corner Canyon SST 9-11am admin conf room	13 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Baseball (JV): THS @ Corner Canyon 3:30pm Boys Soccer (V/JV): Corner Canyon @ THS NHS Officer Applications due by 2:30pm	15																																																																																					
SAGE Writing Testing Window Mar 20-May 18 SAGE Summative Testing Window Apr 10-May 18																																																																																										
16 Easter <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (Soph): THS @ Orem 4:30pm Girls Golf: Provo	17 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Baseball (V/JV): THS @ Orem Boys Soccer (V/JV): Skyridge @ THS Boys Tennis: THS @ Provo Softball (V/JV): THS @ Alta	18 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Coalition Lunch (LIA) Large Choir Festival @ Timpview Student Council dinner	19 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Baseball (V/Soph): Orem @ THS Boys Tennis: THS @ Corner Canyon Earthquake Drill -- 10:50am Softball (V/JV): Provo @ THS	20 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (JV): Orem @ THS 3:30pm Boys Soccer (V/JV): Provo @ THS	22																																																																																					
Schedule checks w/ Jr Highs TBD SAGE Writing Testing Window Mar 20-May 18 SAGE Summative Testing Window Apr 10-May 18																																																																																										
23 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> AP Pre-Admin Mtg for Students Baseball (Soph): THS @ Provo 4:30pm Girls Golf: Corner Canyon	24 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (V/JV): THS @ Provo Boys Soccer (V/JV): THS @ Alta Boys Tennis: Timpview @ THS	25 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Graduation Speech tryouts Track: Provo & Skyridge @ THS	26 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">A</div> Baseball (V/Soph): Provo @ THS Boys Tennis: THS @ Orem Softball (V/JV): THS @ Orem	27 <div style="border: 1px solid black; padding: 2px; width: fit-content; margin-top: 5px;">B</div> Baseball (JV): Provo @ THS 3:30pm Boys Soccer (V/JV): Mtn View @ THS Senior Service Day 2:30-6:30pm Rm700	29																																																																																					
Senior One Act Plays Apr 24-25 THS Art Show Apr 21-28 Spring Play Apr 21-25 SAGE Writing Testing Window Mar 20-May 18 SAGE Summative Testing Window Apr 10-May 18																																																																																										
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Baseball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Softball: V-3:30pm JV-5:15pm Soph-3:30pm  
 Boys Soccer: V-3:30pm JV-5:15pm  
 Boys Tennis: 3:30pm  
 Track: 3:30pm

# May 2017

## Monthly Planner

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																																									
	<b>A</b> <b>1</b> 12pm AP Psychology small gym 7:45am: AP Chemistry (Rm ) / AP Environmental Science (Rm 601) Baseball (Soph): Mtn View @ THS 4:30pm Executive Team Mtg 3-4pm admin conf room	<b>B</b> <b>2</b> 12pm AP Art History Rm 601 7:45am AP Computer Science (Rm 601) AP Spanish Language (small gym) Baseball (V/JV): Mtn View @ THS Boys Soccer (JV/JV): THS @ Timpview JV-4pm / V-6pm	<b>A</b> <b>3</b> 7:45am AP English Literature (small gym) Ballroom Tech	<b>B</b> <b>4</b> 7:45am AP Government & Politics (Rm 601 or small gym if needed) Baseball (V/Soph): THS @ Mtn View Boys Tennis: Skyridge @ THS Softball (V/JV): THS @ Timpview	<b>A</b> <b>5</b> 7:45am AP Studio Art (Cafeteria) German (801 lab)/US History (small gym) Baseball (JV): THS @ Mtn View 3:30pm Boys Soccer (V/JV): Orem @ THS	<b>6</b> State Band																																																																																																									
Spring Play		SAGE Writing Testing Window Mar 20-May 18		Ballroom Concert 7pm Auditorium																																																																																																											
SAGE Summative Testing Window Apr 10-May 18		SAGE Summative Testing Window Apr 10-May 18		SAGE Summative Testing Window Apr 10-May 18																																																																																																											
AP Testing		AP Testing		AP Testing																																																																																																											
<b>7</b>	<b>B</b> <b>8</b> 12pm AP Physics C (Rm 601) 7:45am AP Biology (Rm 601) / AP Music Theory (small gym & music practice rooms) Baseball (V/JV): THS @ Timpview Girls Golf: Region Tournament - Orem Instructional Leadership Team Mtg 3-4pm media center	<b>A</b> <b>9</b> 7:45am Calculus AB / Calculus BC (small gym -combined test) Baseball (V/JV): Timpview @ THS Boys Soccer (JV/JV): THS @ Corner Canyon PTSA Mtg 9:30am admin conf room	<b>B</b> <b>10</b> 7:45am AP English Language (small gym) School Community Council 2:30-4pm admin conf room Tech for concert	<b>A</b> <b>11</b> 12pm AP Statistics (small gym) Academic T-Shirt/Ice Cream Party Softball (V/JV): Alta @ THS SST 9-11am admin conf room	<b>B</b> <b>12</b> 12pm AP European History (Rm 601) Boys Soccer (JV/V): THS @ Skyridge JV-4pm / V-6pm NHS Member applications for 2017-18 due by 3:30pm Baseball: Sophomore Tournament TBA	<b>13</b> MORP 8-11pm small gym State Choir																																																																																																									
SAGE Writing Testing Window Mar 20-May 18		SAGE Writing Testing Window Mar 20-May 18		TDT/MDT Concert																																																																																																											
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<b>14</b> Mother's Day	<b>A</b> <b>15</b> MDT Informance 7-9pm small gym	<b>B</b> <b>16</b> Band/Orchestra Performance 7-9pm Auditoriums Track: Region TBD	<b>A</b> <b>17</b> Senior Lagoon Day Senior Send Off Assembly	<b>B</b> <b>18</b> Honors Night 6:30pm Auditorium SST 9-11am admin conf room	<b>A</b> <b>19</b> Big Movie Night 7pm Track: State Meet @ BYU Boys Tennis: State Tournament May 19-20	<b>20</b> (Studio K Dance Recital) State Orchestra																																																																																																									
Senior Vote Most Inspirational English classes		Boys Soccer: State Tournament May 1-25		Softball: State Tournament May 16-25																																																																																																											
Girls Golf: State Tournament		Baseball: State Tournament		Baseball: State Tournament																																																																																																											
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<b>21</b>	<b>B</b> <b>22</b> Gold & Silver Cord Distributions - Counseling Office M & O / ILT Luncheon 12:45-2pm	<b>A</b> <b>23</b> Last Choir Concert 7pm Last day for East Shore packets	<b>B</b> <b>24</b> 10:45am Graduation practice 12:00pm Cap & Gown distribution - Little Theater Drama Awards Night 6-10pm auditorium	<b>A</b> <b>25</b> Graduation Stomp 8-11pm small gym SST 9-11am admin conf room Yearbook Distribution	<b>26</b> (Graduation 4pm @ BYU Marriott Center) LAST DAY OF SCHOOL Senior All Nighter	<b>27</b>																																																																																																									
Boys Soccer: State Tournament May 1-25		Softball: State Tournament May 16-25		Baseball: State Tournament																																																																																																											
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<b>28</b>	<b>29</b> Memorial Day	<b>30</b> Final SST Counselor/Admin Meeting	<b>31</b>	<table border="1"> <thead> <tr> <th colspan="7">Apr 2017</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1</td> </tr> <tr> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> </tr> <tr> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> </tr> <tr> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> </tr> <tr> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> </tr> <tr> <td>30</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="7">Jun 2017</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>1 2 3</td> </tr> <tr> <td>4</td> <td>5</td> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> </tr> <tr> <td>11</td> <td>12</td> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> </tr> <tr> <td>18</td> <td>19</td> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> </tr> <tr> <td>25</td> <td>26</td> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td></td> </tr> </tbody> </table>		Apr 2017							S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							Jun 2017							S	M	T	W	T	F	S							1 2 3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
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# Timpanogos Code of Conduct

Academic Honesty  
Attendance  
Dress and Grooming  
Electronic Devices  
Safe Schools

**“For the strength of the Pack is the Wolf, and the strength of the Wolf is the Pack.” Rudyard Kipling**

*We are indeed a community of one, striving for excellence! As we do so together, each one of us impacts and influences all other members of our community. This code of conduct clarifies expectations and commitments to each other in certain key areas.*

*Each individual student’s behavior affects the academic environment, and either helps or hinders our collective focus on learning. Because we are committed to the success of all students, **THIS IS HOW WE ROLL at Timpanogos!***

# Academic Honesty

THS administration and faculty expect and require each student to maintain academic integrity, including but not limited to, avoiding cheating, plagiarism, and fabrication as defined hereafter.

1. **Cheating** involves the use or the attempt to use unauthorized information, materials, or other aids in academic work. Cheating also includes providing others with said unauthorized aids, or preparing work for another student. Examples of cheating include, but are not limited to
  - ✓ passing examination questions or answers to others
  - ✓ copying another's work
  - ✓ providing materials for copying.
2. **Plagiarism** involves the presentation of another person's or group's ideas or work (e.g. written, artistic, graphic) or portions thereof, not generally recognized as common knowledge, and passing them off as the product of one's own work in any academic exercise or activity.

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

- ✓ ...to steal and pass off (the ideas or words of another) as one's own.
- ✓ ...to use (another's production) without crediting the source.
- ✓ ...to commit literary theft.
- ✓ ...to present as new and original an idea or product derived from an existing source.

3. **Fabrication** involves the use of invented information, the falsification of research or other findings, or the deliberate misrepresentation of another's work. Examples include but are not limited to :
  - ✓ outright fabrication of quotations, research or data
  - ✓ concealment or distortion of the true nature, origin, data, function, or conclusions of real or fabricated elements
  - ✓ citing information not derived from the source indicated
  - ✓ listing sources in a bibliography not used in the academic exercise
  - ✓ incorrect documentation (either intentional or unintentional) of primary or secondary sources.

Consequences for proven acts of cheating, plagiarism, or fabrication, whether intentional or otherwise, shall be determined on an individual basis by instructors, counselors, and administrators, depending on the frequency and severity of the transgression(s). Consequences may include, but are not limited to:

- ✓ no credit for the assignment and its associated components
- ✓ having to redo the assignment for no, partial, or full credit as determined by the instructor
- ✓ NC (no-credit), I (incomplete) or F (fail) for the class as stated in the individual teacher's disclosure document
- ✓ transfer out of the class or program
- ✓ loss of honors or other distinctions
- ✓ loss of extra-curricular or other participation privileges (including athletics) as per agreement with both the teacher and the respective coach.

Sources: Merriam-Webster's Online Dictionary

Turnitin.com <plagiarism.org>

UVU's Statement of Rights and Responsibilities (Online Catalog 2005-2006)

# Timpanogos High School Attendance Policy

The THS community believes that regular attendance is necessary for academic achievement, and is a shared responsibility between student, parent, and school. Parents and students may check attendance records online (see codes below) at any time by logging into personal Skyward accounts. **Parents play an important role by determining which student absences are necessary, and calling or sending a note to the school to have them excused.**

Students bear a tremendous responsibility in the education process. Students must be in their classes on time, and come prepared to learn. Whenever students are absent, they have the responsibility to arrange with their teachers for make-up work. However, the classroom experience cannot be duplicated through make-up assignments. Absenteeism also affects a student's classmates, and places a burden on teachers. Teacher time and energy used for re-teaching, repeating instructions, and preparing make-up materials is taken away from students who attend regularly. Similarly, students who come to class late interrupt learning for those who arrived on time.

Policies and processes are in place to encourage regular attendance. Office personnel will be tracking student attendance throughout the year, and a consistent process will be followed for students with excessive absences, including letters mailed home, parent/administrative conferences, referral to district truancy school, and possible truancy court referral. The following attendance policy will also be followed:

## Skyward Attendance Codes, ARCs Required, and Required Parent Actions

	Skyward Code	Required Parent Action	ARC Sessions Required to Restore Credit
Absence	E or X	For an excused absence (E), parent should send a signed note to THS attendance office within 1 week of absence. <b>Teachers are not required to allow students to make up classwork missed from unexcused absences (X).</b>	1 hour ARC for the 5 <sup>th</sup> and each subsequent E or X.
Pre-approved Absence	G	Parent must fill out and sign form (available on school website), and student must contact affected teachers in advance. Submit the completed form, signed by an administrator, to the attendance office prior to the absence.	None
Medical Absence	M	Parent must provide attendance office with a note from doctor or dentist within 1 week of absence.	None
School Excused Absence	N	None	None
Sluff (at school but not in class)	Y		Two 1 hour ARCs for each Y
Tardy (not in classroom when tardy bell rings)	T	None	30 min. ARC for the 4 <sup>th</sup> and each subsequent T
Check-in	I	Send a signed note with student. (Student should report to the attendance office when arriving late to school.)	Counts as a tardy (see above)
Very Tardy (more than 15 minutes late)	V	None	30 min. ARC for each V

### NC

A grade of NC (No Credit) will be given for any class with unresolved attendance issues (required ARCs not completed). ARCs should be completed before the end of the term in which the NC is received. If the NC is not restored by the end of the following term, the credit will be lost, and alternative options (East Shore credit, summer school, electronic high school, etc.) must be pursued.

### ARC (Attendance Restoration Class)

Students can have an NC removed, and restore their grade and credit, by attending ARC. Students must be working on classroom assignments the entire session. Latecomers will not be admitted. Electronic devices, sleeping, note passing, talking, etc. will result in dismissal from the ARC session.

### ARC Schedule

Attendance Recovery Class (ARC) is held on Saturday mornings from 8:00 – 12:00. A new session begins each hour, on the hour.

### Attendance Appeals

Attendance appeals are reserved for extraordinary circumstances. ARC attendance is very rarely waived. In order to be considered, appeal forms (available in the attendance office) must be completed and submitted prior to the end of the affected term.

# THS Dress and Grooming Standards for School and Stomps

At Timpanogos High School we are a community of one striving for excellence in all areas of life. Timpanogos students are expected to contribute to a positive learning environment by reflecting excellence in their appearance. In accordance with district policy, clothing worn to school should be safe, modest, and appropriate. State law requires that shoes be worn at all times. Those who do not follow the code may be asked to change or may be sent home until they conform to the School Board policy. “Adherence to these dress and grooming standards will be the responsibility of the student and his/her parents or guardian. Failure to conform may involve the student’s dismissal from school or, in the case of a special activity which requires special dress or grooming, the student being restricted from participation.” Policy No. 5152, 1.1.5

- A. Hair should be clean and well groomed. Hairstyles distracting in appearance or needing constant attention are not acceptable.
- B. Footwear: By Utah Health and Safety Codes all students are required to wear appropriate footwear to school. Footwear must not mark or damage floors.
- C. Clothing which is distracting to the educational process must be avoided. Clothing must be worn with no display of undergarments. Shorts, skirts, and dresses must be mid-thigh or below. Strapless tops, halter tops, bare midriffs, bare backs, tank tops, spaghetti straps, tube tops, and low cut tops revealing cleavage are not acceptable. Shirts and blouses should have the standard size armholes. Jeans with holes higher than mid-thigh are not acceptable. Vulgar words, profane or obscene slogans, sexual innuendo, and pictures or ads for alcohol, tobacco, and drugs, are not acceptable. Likewise, slogans or pictures that are violent or advocate hate, gang affiliation or criminal activity are not to be worn. Hats may be worn but the bill of the cap must be straight in front or straight in back. There is to be no double layering of headgear such as bandanas and hats or hats and hoodies or other gang related expressions.
- D. Teams shall wear standard team outfits selected by coaches.
- E. The Alpine School District Board of Education requires all of its students to conform to standards that avoid extremes and that exemplify personal cleanliness.

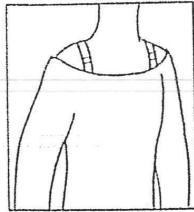
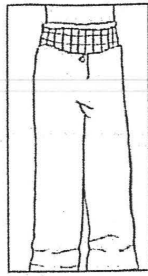
***\*Appropriate discretion and good judgment should be utilized for student clothing and grooming worn at formal date dances.***

Dress Code Violation	Consequence	Referred to
1	Student meets with a student advocate. Student reads & signs the dress code showing they understand the dress expectation at THS. Student may be asked to change clothes.	Student Advocate
2	Student meets with a student advocate who calls the parent notifying them of a 2 <sup>nd</sup> dress code violation & asking for the parent’s support of the dress code. Student will be asked to change clothes.	Student Advocate
3	Student meets with an administrator who calls the parent notifying them of a 3 <sup>rd</sup> dress code violation & possible in school suspension. Student will be asked to change clothes.	Administrator
4	Student and parent meet with an administrator. Possible out of school suspension. Student will be asked to change clothes.	Administrator

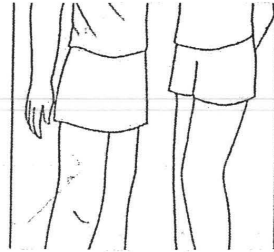


# Timpanogos Dress Code

**NO DISPLAY OF UNDERGARMENTS**



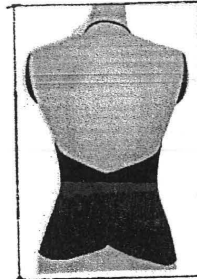
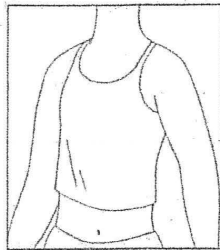
**NO SHORTS, SKIRTS, OR DRESSES ABOVE MID-THIGH**



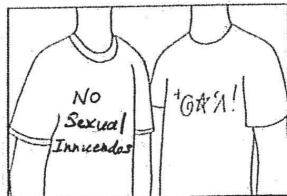
**NO DOUBLE LAYERING HEADGEAR - CAPS MUST BE WORN STRAIGHT (BANDANAS & CAPS & HOODIES)**



**NO TANK TOPS, HALTERS, SPAGHETTI STRAPS, BARE MIDRIFTS, BARE BACKS, OR LOW CUT TOPS REVEALING CLEAVAGE.**



**NO VULGAR OR PROFANE WORDS, NO OBSCENE SLOGANS.**



**NO BARE FEET**



**NO PICTURES OR ADVERTISEMENTS FOR ALCOHOL, TOBACCO, DRUGS OR ILLEGAL SUBSTANCES.**



# Electronic Devices

In an effort to reduce distractions and focus attention on learning, the following commitment is collectively in force at Timpanogos:

**Student use of electronic devices (i.e., cell phones, MP3 players, headphones or ear buds) is prohibited during class time, except at the specific request of the teacher for instructional purposes (e.g. calendaring). Students are strongly encouraged to leave electronic devices at home. If a student chooses to bring electronic devices to school, they must remain out of sight and in silent mode, or turned off, during the entire class period. Students may, however, choose to access their electronic devices outside of the classroom before school, during class changes, lunch, or after school.**

**Violation of this policy will result in the immediate confiscation of the interfering device. The device will be given to a principal, and a parent or guardian will be expected to retrieve the electronic device in person on the first, and each additional violation of the policy.**

Alpine District Policy also includes the following:

The Alpine School District Board of Education recognizes that in some instances the possession and use of electronic communication devices may be appropriate; however, often these devices or objects have the effect of distracting, disrupting and intimidating others in the school setting.

When a student is scheduled to be in class or involved in a regular school activity, it is a violation of policy for the student to have in his or her possession an electronic communication device or camera which is in the "on" position and ready to receive, send, capture or record any communication, visual, image, sound, text message or other information.

Electronic communication devices and cameras may not be possessed, activated or utilized in school situations where a reasonable expectation of personal privacy exists. These locations include but are not limited to locker rooms, shower rooms, restrooms and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes.

The school administration or teacher may take appropriate disciplinary action when policy is violated.

The use of an interfering device or electronic communication device to threaten, intimidate or embarrass another or to capture and transmit test information or any other information in a manner constituting fraud, theft or academic dishonesty, will result in suspension as allowed in Policy No. 5180.

To read the policy in its entirety, please refer to Policy No. 5389.

Policy No. 5180 was Board Approved: March 14, 2006

# Safe School Policies

## Gangs

The Alpine School District safe school policy prohibits committing or abetting disruptive acts, dangerous or dangerous looking weapons, hazing/harassment, gangs, secret societies, and hate groups. Any suspicions or potential violation of the Safe Schools policy may be reported anonymously by calling 801-610-8175.

Students may not:

- A. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblems, badges, symbols, signs or other items which are evidence of membership or affiliation in any gangs, secret societies and hate groups.
- B. Commit acts, or use speech, (either verbal or non-verbal), showing membership or affiliation in gangs, secret societies and hate groups.

## Fighting

Fighting is prohibited. Participation may result in suspension and/or referral to the police and juvenile court for disturbing the peace or disruption of the school process. A repeated instance of fighting will result in a district hearing with possible expulsion.

## Sexual Harassment

Sexual harassment is prohibited as a form of sexual discrimination. Sexual harassment can threaten a student's emotional well-being and impair academic progress. Students have the right to a safe school environment. Students who participate in prohibited activities shall be dealt with in accordance with the procedures outlined in Alpine School District policy.

## Substance Abuse

The possession, distribution or use of tobacco, intoxicants, or narcotics of any kind is prohibited on school property or in any building owned or operated by the Board of Education. This also applies to areas within 1000 feet of the school boundary.

The following penalties apply to student use or possession of alcohol, tobacco, controlled substances, (including marijuana, cocaine, steroids, or other drugs listed in the law) imitation controlled substances, (something that looks like a controlled substance, even though it isn't) or drug paraphernalia.

### **Alcohol and Drug Use/Possession**

#### *First Offense:*

- \*Referral to law enforcement agency
- \*Possible suspension for up to 10 days
- \*Parent conference, sign non-use contract
- \*Referral to Parent/Teen Program
- \*Expulsion if Parent /Teen program not completed
- \*Non-participation in music, debate, athletics, etc.

#### *Second Offense:*

- \*Referral to law enforcement agency
- \*Suspension, initiate expulsion procedures
- \*Referral to Parent/Teen Program second time

### **Distribution or Intent to Distribute**

- \*Referral to law enforcement agency
- \*Notify parents
- \*Begin immediate expulsion procedures

### **Tobacco Use/Possession**

#### *First Offense:*

- \*Referral to law enforcement agency
- \*Notify parent
- \*Possible 10-day suspension

#### *Second Offense:*

- \*Submit a court referral
- \*Notify parents
- \*10-day suspension
- \*Student ordered to complete tobacco cessation program

## Theft

Theft of any personal or school item is considered a crime. Students will be referred to administration. The school reserves the right to take school action and/or refer the incident to law enforcement for criminal action.

## Vandalism

Students participating in acts of vandalism will be referred to Juvenile Court and District Administrative Hearing for possible expulsion from school.

# REFERENCE ITEMS

## A-1 Accidents

Report every accident in the school building or on the school grounds to the Attendance Office secretary.

## A-2 Activity Cards/ID Cards

Attendance at most school activities requires a current THS Activity/ID card. An activity card is also required for some functions during the school day. Lost Activity/IDCards may be purchased, and pictures taken, during lunch and after school in the Media Center.

## A-3 Address Change

Please notify the attendance office if you change your home address or telephone number.

## A-4 Approved Release

In order to request an approved release the student must meet with parent/guardian and counselor. **Students may not be on campus during an “Approved Release” or “Released Time” (Seminary) period.**

## A-5 Assembly Conduct

Respect and courtesy are the keys for assembly conduct. Please remember the following:

- A. Be on time.
- B. Don't leave while performance is in progress.
- C. Applaud appropriately.
- D. Don't embarrass any performer.

## A-6 Athletic Eligibility Requirements (See also: [www.uhsaa.org/info](http://www.uhsaa.org/info))

A student who competes in inter-scholastic competition must maintain a 2.0 (“C”) grade point average with not more than one F or NG grade. He/she must be a full-time student (Alpine School District considers 6 credit earning classes as full time) and have maintained a 2.0 GPA in the preceding quarter as well as the quarter in which he/she participates.

No student shall be eligible to represent his/her school if they have failed more than one subject in the preceding quarter or if they are failing more than one subject in the quarter in which they participate. Any multi-period class failure will be credited with number of failures equal to periods in the class.

A student denied the right to participate may improve grade deficiencies and failures through various educational programs, tutoring, night school and by other methods acceptable to his/her school.

Students who have been officially identified as Special Education would qualify to participate by successfully meeting their Individual Education Plan.

## B-1 Bus Regulations

Riding the school bus is a privilege. Improper conduct on the bus may result in denial of that privilege. District Transportation may be reached at 801-610-8850.

## C-1 Cafeteria

All of us share responsibility to keep our school clean. Student behavior in the cafeteria and other eating areas should be based on courtesy and cleanliness. This means leaving the area in as good of condition as you found it. You are responsible to clean the table at which you sit and to put all trash in the proper containers. Failure to follow these guidelines may result in community service hours being assessed.

## C2- Calendar

The activity calendar for the school year (contained in this handbook) is updated regularly, and is available on the school web site. ([www.ths.alpineschools.org](http://www.ths.alpineschools.org))

## C-3 Class Changes

Ample opportunities exist to register and adjust schedules prior to the start of the school year. Once a semester has begun, class changes are only made if it is necessary to correct an error in the schedule (duplicate class, etc.) or a change is needed for a senior to complete graduation requirements. These needed changes require completion of a class change form, which must be completed and submitted to the counseling office before a transfer is official. Delay in completion may mean loss of credit. There will also be a \$5.00 charge each time a schedule is changed. **No class may be dropped later than ten days into the term.**

## C-4 Closed Campus

Visitors may not be on campus without a visitors pass. All visitors MUST check in at the front office or may be charged with trespassing.

## C-5 Clubs

All Timpanogos High School students are encouraged to become involved in one or more school clubs. Where clubs do not exist which fit the interest of students, those students are invited to make application to school administration for a club's formation and approval.

- A. Unauthorized clubs are not allowed to conduct any activities at school, at any school activity, or on the school campus at any time.
- B. Unauthorized clubs may not use the name of the school directly or indirectly in any of their activities.

### C-6 School Colors

The school colors are blue, green, grey, and white.

### C-7 Counseling/Guidance Information

The guidance program attempts to give systematic aid to all students at Timpanogos High School as they progress toward graduation.

Students and their parents should meet annually with a counselor to update their SEOP (Student Educational / Occupational Plan). Any student may also talk with a counselor as the need arises. A sincere effort is made to determine the unique needs of all students and then to provide a profitable educational program that will meet those needs.

Counselors are prepared to help students:

- A. Assess abilities, aptitudes, interests, and educational needs.
- B. Understand available educational career opportunities and requirements.
- C. Maximize their academic opportunities, and develop useful career skills.
- D. Arrange school programs of study to meet educational needs and goals.
- E. Explore occupations in which the student may be interested and match abilities to these occupations.
- F. Secure information about colleges, universities, vocational schools, armed forces, and other special training programs.
- G. Interpret test information.
- H. Secure information about available scholarships.
- I. Find ways to work out personal problems.

### C-8 Creating a False Emergency

Any student who creates a false emergency by setting off the fire alarm, etc. is violating the law and will be suspended from school and/or referred to police and the juvenile justice system. The student may also be referred to the district for an expulsion hearing.

### D-1 Dances/Stomps

Stomps are for THS students only. Admission is \$3 with student ID, and \$5 without. Date dances are for THS students and their high school age guests. **Dance guest passes must be obtained and signed by an administrator prior to the dance, during school hours. THS ID is required at ALL date dances.** Guests must show picture ID and guest pass. Appropriate dress & behavior standards will be enforced.

### E-2 Equal Opportunity

Timpanogos High School is an equal opportunity institution. It has a continuing policy of nondiscrimination on the basis of sex, race, creed, or national origin in all of its educational and activity programs.

### E-3 Emblem

The official emblem is "THS".

### F-2 Fire Lane

All roadways surrounding the perimeter of the school building or any other red-curbed areas have been designated as fire lane areas and by law must be kept clear of all vehicles. Parking on the red curb is prohibited at all times, and violations will be ticketed by Orem City Police.

### F-3 Fireworks

It is unlawful for students to use or have fireworks in their possession according to Utah State and Orem City codes.

### G-1 Graduation Requirements

ENGLISH	3.00 (English 9, 10, 11 required)
APPLIED/ADVANCED LANGUAGE ARTS	1.00
MATH CORE	2.00
APPLIED/ADVANCED MATH	1.00
SCIENCE CORE	2.00
APPLIED/ADVANCED SCIENCE	1.00
WORLD GEOGRAPHY	.50 (9 <sup>th</sup> grade)
WORLD CIVILIZATIONS	.50 (9 <sup>th</sup> grade)
US HISTORY	1.00
GOVT & CITIZENSHIP	.50 (usually in 12 <sup>th</sup> grade)
SOCIAL STUDIES	.50
FINE ARTS	1.50
PE PARTICIPATION SKILLS	.50 (9 <sup>th</sup> grade)
PE FITNESS FOR LIFE	.50
PE LIFETIME ACTIVITY	.50
HEALTH	.50 (usually in 10 <sup>th</sup> grade)
COMPUTER TECHNOLOGY	.50 (usually in 9 <sup>th</sup> grade)
FINANCIAL LITERACY	.50
CAREER AND TECHNICAL ED	1.00
ELECTIVE	9.50
<b>Total Credits Required For Graduation</b>	<b>28.00</b>

### H-1 Hallway Etiquette

In order to maintain a positive, healthy, and safe atmosphere for all, the following are not permitted in classrooms or hallways during the school day: Yelling, running, playing personal music through speakers, scooters, skateboards, wheeled shoes, or any other behavior or device which is disruptive or dangerous to others. Scooters and boards should be stored in a locker or locked to a bike rack outside during the school day.

### H-2 Home and/or Hospital Program

The Home/Hospital Teacher program is handled through the Attendance Office and Administration. If a student is to be absent for medical reasons for ten consecutive days or more, parents are requested to notify the school immediately and fill out a Home/Hospital application. The completed form, along with a doctor's statement, is then sent to the Alpine School District Office requesting the service.

### H-3 Honor Roll

Students who have achieved a grade point average of at least 3.7 will be recognized on the Honor Roll for the term. The grade point average (GPA) is based on the following scale:

A 4.0	B+ 3.4	C+ 2.4	D+ 1.4	F 0.0
A- 3.7	B 3.0	C 2.0	D 1.0	
	B- 2.7	C- 1.7	D- .7	

### H-4 Honors and Recognitions (see information beginning on page 40 of this handbook)

#### L-1 Lockers

- A. Lockers are provided for the convenience of the students and are for storing materials pertaining to school only.
- B. Lockers may be inspected at any time by school officials, and unauthorized materials may be confiscated.
- C. Lockers are not for the storage of money or personal valuables. If such items are left in lockers by students, it is at their own personal risk.
- D. Remember to clear all items from locker before school ends for the year. Dirty lockers will be fined \$10. Damaged lockers will be charged accordingly.
- E. Combinations will not be changed during the school year except in extreme cases, and there will be a \$3.00 charge for the change.

#### L-2 Lunch

Lunches are sold in the lunchroom by the lunch manager. Those who qualify for free or reduced price lunches must file the appropriate form with lunch manager and will receive their lunch account number from her.

#### M-1 Mascot

The Timpanogos High School mascot is Titan the Timberwolf.

#### M-2 Media Center/Library

- A. Media Center will be open 30 minutes before and after school.
- B. Student ID will be required for checking out library materials.
- C. During class time, students will need to have a hall pass to use the Media Center.
- D. No food or drinks will be allowed in the Media Center.
- E. Fines are .10 cents per day per book for general collection books.
- F. School rules for dress, behavior, and electronic devices apply in the Media Center.
- G. A computer use contract will apply to all Media Center computers.
- H. Students are responsible for all materials checked out on their card.

#### M-3 Medication

It is against the law for anyone at school to dispense any kind of medication – even aspirin/Tylenol –without permission from parent/guardian. The administration of medication to a student while at school should be a rare occurrence. However, there are circumstances that require that medication be given during the school hours. Each request for medication will be evaluated individually by the school nurse and school authorities. With parent permission, students may carry and self-administer one dose of easily identified non-prescription, over-the-counter medication with the exception of syrups.

#### N-1 Nuisance Items

Items not directly associated with the educational program are not to be brought to school and may be confiscated by a teacher or administrator (see also Electronic Devices E-1).

#### Q-1 Out-Of Area Attendance Request

Students who reside outside of the Timpanogos attendance area and desire to attend THS must complete the necessary form and obtain permission from the principal and school district. Failure to secure permission to attend Timpanogos High School as an out-of-area student, or failure to live by all the rules and regulations of Timpanogos High School, which includes regular attendance, will result in loss of THS membership and the student will be referred back to his/her school of residence.

#### P-1 Parent-Teacher Conferences

- A. Parents may arrange conferences with teachers at any time by calling the school at 801-610-8175 or by e-mailing the teacher directly.
- B. **Teachers are available in their classrooms for consultation with parents and students every Monday from 11:00 to 11:40.**
- C. 2016-17 evening Parent Teacher Conferences are scheduled for September 14<sup>th</sup>, November 16<sup>th</sup> (by appointment only), and February 8<sup>th</sup>.

## **P-2 Parking**

The following rules will be enforced:

- A. All motorized vehicles must be registered with the school and display a current parking hangtag. Registration forms and parking permits are available for \$5.00 in the Student Financial Office.
- B. Students who have parking permits may park in any parking stall marked for students. **Do Not** use visitor, handicapped or reserved parking spaces. You are responsible for all fines/tickets that occur to your assigned pass.
- C. Staff parking will be in designated areas.
- D. The speed limit for all areas is 10 m.p.h.
- E. **No motorized vehicle is to be parked next to the building.**
- F. All service areas must be open for deliveries and emergency vehicles.  
Vehicles may not be parked in the fire lane or behind closed gates at any time, including during athletic events, concerts and plays. If so, they may be towed away at owner's expense. Vehicles parked on red curbs will be ticketed by OPD.
- G. Students are not allowed in the parking lot any time during the school day (7:45 a.m. – 2:15 p.m.).
- H. Parking is not permitted on the driving range on the southeast side of the school between the hours of 2:30-10:00 p.m. **Vehicles will be ticketed and/or towed.**
- I. All traffic violations on school property will result in a citation from THS and/or Orem City Police Department. A vehicle may be impounded/booted for numerous violations or parking in the red curb area.
- J. **Parking fines for no permit, or parking in a restricted area (faculty, yellow curb, etc.) will be as follows:**

<b>1<sup>st</sup> violation</b>	<b>\$10.00</b>
<b>2<sup>nd</sup> violation</b>	<b>\$20.00</b>
<b>3<sup>rd</sup> Violation</b>	<b>\$50.00</b>

**\*(Red Curb tickets issued by Orem City Police)**

## **P-4 Public Display of Affection**

Kissing and other similar expressions of physical affection are inappropriate public behavior at school, on campus, or at school sponsored activities.

## **R-1 Report Cards**

Report cards are issued every term (approximately nine to ten weeks). They are distributed electronically via Skyward approximately one week following the end of each term.

## **S-2 Scholarships**

Files of scholarship applications are available in the Counseling Center, and computers are available for electronic searches. An array of scholarships for which students may apply are highlighted throughout the year on the scholarship bulletin board and on the Counseling page of the THS website. Students may need to apply for some elite scholarships through their counselor, who will assist them with the preparation of those specific applications. Scholarships are often awarded on the basis of student achievement on any or a combination of the following criteria: grade point average, ACT/SAT test scores, honors/advanced placement classes, school/community participation, and financial need.

## **S-4 SET (Second Effort Time)**

In order to allow teachers to work with smaller groups of students on mastering the learning objectives of the course, some students may be released, at each instructor's discretion, during the last 20 minutes of certain class periods. This Second Effort Time (SET) is an option available to teachers every period on Tuesday and Wednesday. Released students should immediately proceed from the academic hallways to the commons, media center, or cafeteria.

## **S-5 Sick Room/Health/Nurses Services**

If a student becomes ill during the day, he/she should obtain a hall pass from his/her teacher and report immediately to the Attendance Office. If the student's illness is of such a nature that minor aid does not bring relief, his/her home will be contacted and he/she will be checked-out. **STUDENTS MAY NOT LEAVE CAMPUS WITHOUT FIRST CHECKING OUT THROUGH THE ATTENDANCE OFFICE.**

## **S-6 Skyward**

Skyward is the student information system used by THS and Alpine School District. This program allows you to check grades and attendance, and have access to various other academic information through the internet. Skyward may be accessed via link on the THS homepage: <http://www.ths.alpineschools.org/> Please take your photo ID to the counseling office to get your Web ID and Password.

## **S-7 Suspensions**

Students who frequently disobey the regulations of the school or who commit serious infractions of conduct are subject to suspension from school. Parents will be notified when the student is suspended. A reinstatement conference with the student, parent, and administrator is required before he/she is considered for re-admission.

## **T-1 Telephone**

Office telephones are to be used for official school business and emergency only.

## **T-2 Testing Center**

Students who are absent when tests and quizzes are given in class should arrange with their teacher to make up the assessments in the Testing Center as soon as possible. The Testing Center is open in Room 704 on Monday (1:20 – 2:30), Tuesday (2:30 – 4:00), and Thursday (2:30 – 4:00). Students need their student ID in order to test.

## **T-3 Textbooks**

All school texts are loaned to students for their use during the school year. Textbooks are to be kept clean and handled carefully. Students will be fined for loss, damage and/or writing in textbooks.

**T-4 Timpanogos High School Student Association**

The Constitution of the Timpanogos High School Student Association, which outlines the policies of student government for THS, is found on the school website under Student Resources.

**T-5 Transcript of Credit**

Transcripts can be picked up from the Counseling Office. At least a two-day notice is needed to receive an official transcript. Each senior student may have a copy of his/her transcript sent to one school or agency free of charge, provided it is ordered prior to June 15 of the year graduated. Transcripts ordered after this time will cost \$1.00 each.

**T-6 Tutoring**

Free tutoring is available to students in English (T, Th 2:30-4:00 in room 608) and math (T, W, Th 2:30-4:00 in room 139). The media center computer lab is also open for student use three days a week with a teacher available for general academic help (T, W, Th 2:30-4:00).

**V-1 Valuables**

It is suggested that students **NOT** bring large amounts of money or valuables to school. **Do not leave money, ipods, cell phones, purses, or any other article of value in lockers, classrooms, or restrooms.** If you lose an article, please check the lost and found; or if an item is stolen, please make a report with the school resource officer.

**V-3 Visitors**

All visitors must secure a visitor's pass from an administrator by checking in through the Main Office. Anyone not belonging in the school may be referred to the police department and charged with trespassing.

**V-4 Vocational Programs**

The Alpine School District, Utah Valley University (UVU), and Mountainland Applied Technology College (MATC) have worked out an arrangement whereby students may attend UVU or MATC on a part-time basis in a limited number of special programs. Those who are interested in specific career choices should consult with their counselor early in their high school career.

**W-1 Withdrawals / Transfers**

To withdraw and/or transfer from Timpanogos High School, go to the Counseling Office. Follow check out and withdrawal procedures as outlined.



# **TIMPANOGOS RECOGNITION & AWARDS**

## **General Recognition Opportunities**

**Student of the Week**--Each week students are selected on their ability to demonstrate excellence in Character, Competence and Communication. Over the course of the year, each faculty and staff member will be given the opportunity to select two or three students to be recognized as the “Student of the Week.” They will receive a Timpanogos backpack full of goodies with a special parking pass, a letter from the nominating teacher, a certificate, and a letter from the administration.

**Pride of the Pack**--This recognition is designed to celebrate individual and team excellence in a wide variety of activities at Timpanogos. Students receive a Timpanogos baseball cap with “Pride of the Pack” embroidered on the back. They will also be featured on T-Wolf Television on Thursdays.

**Keys to Success**--Students may be awarded a “Key” card for outstanding excellence such as 4.0 GPA, perfect attendance, teacher nomination to name a few. Students have the opportunity to select a prize through the “Keys to Success” website as well as a chance to win a new car.

**Congratulations Board**--During the school year, students who have received an award, recognition, or won competition such as Girl’s State, TSA competition, Life Skills, Science Fair, etc. will get their picture taken to be recognized on the board and receive a candy bar. Located in the Counseling Center.

**Honor Roll**--Students with a GPA of 3.7 or higher are on the Honor Roll. At the end of each term, those who receive a 3.5 GPA or higher get a candy bar on report card distribution day, and those who have a 3.5 or higher at the end of the year are invited to an academic recognition party with ice cream and T-Shirts.

**Commencement Speaker Selection**—Seniors with a GPA of 3.8 or higher are invited to help select the theme for their class’s graduation ceremony, and also invited to submit a written speech. Submitted speeches go through a screening process and then auditions are held. Final speaker selections are made by the THS Graduation Committee.

**Senior Scholarship Night/Honors Night**--An evening is held in May to honor senior students who have received scholarships, special distinctions and recognitions.

For scholarships and other opportunity updates visit the scholarship web page  
<http://ths.alpineschools.org/COUNSELING/scholarships/ScholarshipMain.html>

## **THS Annual Awards and Recognitions**

**Academic Letters**--Timpanogos High School recognizes excellence in all areas of student achievement. Traditionally, letter awards are given to students who achieve excellence in athletics. At Timpanogos, letter awards can also be earned in Academic, Vocational, and Fine Arts areas. These letters are awarded to students who have met certain criteria established by the faculty in each department. Letter certificates and pins are awarded at the end of the school year. THS students are encouraged to continue the tradition of excellence by earning academic letters. The following letters may be earned:

Art, Business, Dance, Drama, ELD (English Language Development), English, World Languages, Family and Consumer Science, Health Science, Leadership, Mathematics, Music, Physical Education, Service, Social Studies, Special Education.

Please see the link on the counseling page of the Timpanogos website for detailed requirements.

**Sterling Scholars**--Seniors who excel in the areas of Business and Marketing, Computer Technology Dance, English, Family and Consumer Science, Instrumental Music, Mathematics, Science, Skilled and Technical Sciences, Social Science, Speech/Theater Arts/Forensics, Visual Arts, Vocal Performance, and World Languages can apply by department for the Deseret News Sterling Scholar.

### **Categories for Academic Wall of Fame (located in the Counseling Center)**

**AP Scholars**--Students who have received a 3 or higher on three or more AP exams by the beginning of their senior year.

**ACT Scholars**--Students who received a 30+ Composite ACT score.

**National Merit Finalists**--Students who receive scores in the top percent on the PSAT test their Junior year can apply for the prestigious National Merit Scholarship.

**Spirit of Timpanogos Awards**--A sophomore, junior and senior boy and girl are nominated annually in each of the following categories:

- Ambassador of Timpanogos (students who represent what it is to be a T-Wolf)
- Excellence in Leadership
- Master of Performing Arts
- Outstanding Athlete
- Outstanding Service

## Honorary Cords Worn at Graduation

### Gold Cord Requirements

28 Credits (minimum)

3.9+ GPA

At least 10 of the identified academic credits over 4 years designated on transcript

### Silver Cord Requirements

28 Credits (minimum)

3.8+ GPA

At least 6 of the identified academic credits over 4 years designated on transcript

### **Courses counted toward gold and silver cords:**

- H (any course designated as Honors)
- AP (any course designated as Advanced Placement)
- Live Interactive courses taught by UVU instructor and broadcast to THS or taken on UVU Campus\*  
(\* These elective-credit-only UVU/Live Interactive exceptions DO NOT count for cords: NUTR1020-Foundations of Human Nutrition, COMM 2110-Interpersonal Communication, MGMT 1250-Principals of Leadership)
- *Selected* UVU Concurrent Enrollment Courses\*  
(\*These selected core-credit-earning courses DO count for cords if taken as Concurrent Enrollment: CE College Writing [Expository Writing 1 CE], German 4 [German 1010 CE], Bio-Tech [Biotechnology CE], Medical English [Medical Terminology CE], Pre-Engineering CE, Health Science Advanced CE)
- MATC (any 4 period year long course)\* (\*Will count as 1.0 credit toward cords)

### White Cord Requirements

Complete all requirements in one of the following CTE Career Pathways (see CTE Specialist for details):

- **Business Education**
  - Accounting
- **Family and Consumer Science**
  - Child Development
  - Food Service and Culinary Arts
- **Health Science**
  - Biotechnology
  - Dental Assistant
  - Emergency Med Technician
  - Medical Assistant
  - Medical Office Admin Assistant
  - Nursing
  - Pharmacy
  - Rehabilitation
- **Information Technology**
  - Digital Media
  - Programming and Software Development
- **Skilled & Tech Education**
  - Commercial Photography
  - Cosmetology
  - Design Technology
  - Esthetician Nail Technician
  - Radio Broadcasting
  - Welding

# NOTES

# AUGUST 22-28



Subject	Monday, August 22	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 533 586 562"><i>A Day - First Day of School</i></p>			
Subject	Tuesday, August 23	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 846 412 875"><i>B Day</i></p>			
Subject	Wednesday, August 24	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1152 412 1182"><i>A Day</i></p>			
Subject	Thursday, August 25	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1463 412 1493"><i>B Day</i></p>			
Subject	Friday, August 26	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1774 412 1803"><i>A Day</i></p>			
Subject	Saturday, August 27 / Sunday, August 28	Teacher Initials	Due Date	Complete (x)

# AUG 29-SEPT 4

"You can finish school, and even make it easy—but you never finish your education, and it's seldom easy."

— Zig Ziglar

Subject	Monday, August 29	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, August 30	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, August 31	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, September 1	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, September 2	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, September 3 / Sunday, September 4	Teacher Initials	Due Date	Complete (x)

# SEPTEMBER 5-11



Subject	Monday, September 5	Teacher Initials	Due Date	Complete (x)
	<i>Labor Day</i>			
Subject	Tuesday, September 6	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, September 7	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, September 8	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, September 9	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, September 10 / Sunday, September 11	Teacher Initials	Due Date	Complete (x)

# SEPTEMBER 12-18

"The secret of success is constancy of purpose."

— Benjamin Disraeli

Subject	Monday, September 12	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, September 13	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, September 14	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, September 15	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, September 16	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, September 17 / Sunday, September 18	Teacher Initials	Due Date	Complete (x)



# SEPTEMBER 19-25



Subject	Monday, September 19	Teacher Initials	Due Date	Complete (x)
<i>B Day</i>				
Subject	Tuesday, September 20	Teacher Initials	Due Date	Complete (x)
<i>A Day</i>				
Subject	Wednesday, September 21	Teacher Initials	Due Date	Complete (x)
<i>B Day</i>				
Subject	Thursday, September 22	Teacher Initials	Due Date	Complete (x)
<i>A Day</i>				
Subject	Friday, September 23	Teacher Initials	Due Date	Complete (x)
<i>B Day</i>				
Subject	Saturday, September 24 / Sunday, September 25	Teacher Initials	Due Date	Complete (x)

# SEPT 26-OCT 2

"We are what we repeatedly do. Excellence, then, is not an act, but a habit."

— Aristotle

Subject	Monday, September 26	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, September 27	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, September 28	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, September 29	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, September 30	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, October 1 / Sunday, October 2	Teacher Initials	Due Date	Complete (x)

# OCTOBER 3-9



Subject	Monday, October 3	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, October 4	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, October 5	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, October 6	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, October 7	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, October 8 / Sunday, October 9	Teacher Initials	Due Date	Complete (x)

# OCTOBER 10-16

“Leadership is the capacity to translate vision into reality.”

— Warren G. Bennis

Subject	Monday, October 10	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, October 11	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, October 12	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, October 13	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, October 14	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, October 15 / Sunday, October 16	Teacher Initials	Due Date	Complete (x)

# OCTOBER 17-23



Subject	Monday, October 17	Teacher Initials	Due Date	Complete (x)
	<i>Columbus Day - B Day</i>			
Subject	Tuesday, October 18	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, October 19	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, October 20	Teacher Initials	Due Date	Complete (x)
	<i>Fall Break</i>			
Subject	Friday, October 21	Teacher Initials	Due Date	Complete (x)
	<i>Fall Break</i>			
Subject	Saturday, October 22 / Sunday, October 23	Teacher Initials	Due Date	Complete (x)

# OCTOBER 24-30

"Great crisis produce great men  
and great deeds of courage."

— John F. Kennedy

Subject	Monday, October 24	Teacher Initials	Due Date	Complete (x)
	Professional Development			
Subject	Tuesday, October 25	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Wednesday, October 26	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Thursday, October 27	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Friday, October 28	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Saturday, October 29 / Sunday, October 30	Teacher Initials	Due Date	Complete (x)

# OCT 31-NOV 6



Subject	Monday, October 31	Teacher Initials	Due Date	Complete (x)
	<i>Halloween - A Day</i>			
Subject	Tuesday, November 1	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, November 2	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, November 3	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, November 4	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, November 5 / Sunday, November 6	Teacher Initials	Due Date	Complete (x)
	<i>Daylight Saving Time Ends</i>			

# NOVEMBER 7-13

"Be kind, for everyone you meet is fighting a harder battle."

— Plato

Subject	Monday, November 7	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, November 8	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, November 9	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, November 10	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, November 11	Teacher Initials	Due Date	Complete (x)
	<i>Veteran's Day — B Day</i>			
Subject	Saturday, November 12 / Sunday, November 13	Teacher Initials	Due Date	Complete (x)



# NOVEMBER 14-20



Subject	Monday, November 14	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>A Day</i></p>			
Subject	Tuesday, November 15	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>B Day</i></p>			
Subject	Wednesday, November 16	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>A Day</i></p>			
Subject	Thursday, November 17	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>B Day</i></p>			
Subject	Friday, November 18	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>A Day</i></p>			
Subject	Saturday, November 19 / Sunday, November 20	Teacher Initials	Due Date	Complete (x)

# NOVEMBER 21-27

"No dream comes true until you wake up and go to work."

— Anonymous

Subject	Monday, November 21	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, November 22	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, November 23	Teacher Initials	Due Date	Complete (x)
	<i>Teacher Comp. Day</i>			
Subject	Thursday, November 24	Teacher Initials	Due Date	Complete (x)
	<i>Thanksgiving Break</i>			
Subject	Friday, November 25	Teacher Initials	Due Date	Complete (x)
	<i>Thanksgiving Break</i>			
Subject	Saturday, November 26 / Sunday, November 27	Teacher Initials	Due Date	Complete (x)

# NOV 28-DEC 4



Subject	Monday, November 28	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 533 412 562"><i>B Day</i></p>			
Subject	Tuesday, November 29	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 842 412 871"><i>A Day</i></p>			
Subject	Wednesday, November 30	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1155 412 1184"><i>B Day</i></p>			
Subject	Thursday, December 1	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1467 412 1497"><i>A Day</i></p>			
Subject	Friday, December 2	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1774 412 1803"><i>B Day</i></p>			
Subject	Saturday, December 3 / Sunday, December 4	Teacher Initials	Due Date	Complete (x)

# DECEMBER 5-11

"There's no limit to what a man can achieve, if he doesn't care who gets the credit."

— Laing Burns, Jr.

Subject	Monday, December 5	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, December 6	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, December 7	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, December 8	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, December 9	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, December 10 / Sunday, December 11	Teacher Initials	Due Date	Complete (x)
	<i>Hanukkah Begins</i>			

# DECEMBER 12-18



Subject	Monday, December 12	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 535 410 562"><i>B Day</i></p>			
Subject	Tuesday, December 13	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 846 410 873"><i>A Day</i></p>			
Subject	Wednesday, December 14	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1157 410 1184"><i>B Day</i></p>			
Subject	Thursday, December 15	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1472 410 1499"><i>A Day</i></p>			
Subject	Friday, December 16	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1778 410 1806"><i>B Day</i></p>			
Subject	Saturday, December 17 / Sunday, December 18	Teacher Initials	Due Date	Complete (x)

# DECEMBER 19-25

"Every worthwhile accomplishment, big or little, has its stages of drudgery and triumph; a beginning, a struggle and a victory."

— Ghandi

Subject	Monday, December 19	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, December 20	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, December 21	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, December 22	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, December 23	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Saturday, December 24 / Sunday, December 25	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Day</i>			

# DEC 26-JAN 1



Subject	Monday, December 26	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Tuesday, December 27	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Wednesday, December 28	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Thursday, December 29	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Friday, December 30	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Saturday, December 31 / Sunday, January 1	Teacher Initials	Due Date	Complete (x)
	<i>New Year's Day</i>			

# JANUARY 2-8

"The price of greatness is responsibility."  
— Winston Churchill

Subject	Monday, January 2	Teacher Initials	Due Date	Complete (x)
	<i>Christmas Break</i>			
Subject	Tuesday, January 3	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, January 4	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, January 5	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, January 6	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, January 7 / Sunday, January 8	Teacher Initials	Due Date	Complete (x)



# JANUARY 9-15



Subject	Monday, January 9	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 533 412 558"><i>A Day</i></p>			
Subject	Tuesday, January 10	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 842 412 867"><i>B Day</i></p>			
Subject	Wednesday, January 11	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1155 412 1180"><i>A Day</i></p>			
Subject	Thursday, January 12	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1467 412 1493"><i>B Day</i></p>			
Subject	Friday, January 13	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1774 412 1799"><i>A Day</i></p>			
Subject	Saturday, January 14 / Sunday, January 15	Teacher Initials	Due Date	Complete (x)

# JANUARY 16-22

"Alone we can do so little;  
together we can do so much."  
— Helen Keller

Subject	Monday, January 16	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="284 535 516 562"><i>Martin Luther King Jr. Day</i></p>			
Subject	Tuesday, January 17	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="284 846 337 873"><i>B Day</i></p>			
Subject	Wednesday, January 18	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="284 1157 337 1184"><i>A Day</i></p>			
Subject	Thursday, January 19	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="284 1470 337 1497"><i>B Day</i></p>			
Subject	Friday, January 20	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="284 1780 337 1808"><i>A Day</i></p>			
Subject	Saturday, January 21 / Sunday, January 22	Teacher Initials	Due Date	Complete (x)

# JANUARY 23-29



Subject	Monday, January 23	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, January 24	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, January 25	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, January 26	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, January 27	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, January 28 / Sunday, January 29	Teacher Initials	Due Date	Complete (x)

# JAN 30-FEB 5

"The time is always right to do what is right."  
— Martin Luther King Jr.

Subject	Monday, January 30	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, January 31	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, February 1	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, February 2	Teacher Initials	Due Date	Complete (x)
	<i>Groundhog Day — B Day</i>			
Subject	Friday, February 3	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, February 4 / Sunday, February 5	Teacher Initials	Due Date	Complete (x)

# FEBRUARY 6-12



Subject	Monday, February 6	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 537 412 562"><i>B Day</i></p>			
Subject	Tuesday, February 7	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 846 412 871"><i>A Day</i></p>			
Subject	Wednesday, February 8	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1159 412 1184"><i>B Day</i></p>			
Subject	Thursday, February 9	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1470 412 1495"><i>A Day</i></p>			
Subject	Friday, February 10	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1780 412 1806"><i>B Day</i></p>			
Subject	Saturday, February 11 / Sunday, February 12	Teacher Initials	Due Date	Complete (x)

# FEBRUARY 13-19

"Love only grows by sharing. You can only have more for yourself by giving it away to others."

— Brian Tracy

Subject	Monday, February 13	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, February 14	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, February 15	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, February 16	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, February 17	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, February 18 / Sunday, February 19	Teacher Initials	Due Date	Complete (x)
	<i>Valentine's Day</i>			

# FEBRUARY 20-26



Subject	Monday, February 20	Teacher Initials	Due Date	Complete (x)
	<i>President's Day</i>			
Subject	Tuesday, February 21	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, February 22	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, February 23	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, February 24	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, February 25 / Sunday, February 26	Teacher Initials	Due Date	Complete (x)

# FEB 27-MARCH 5

"Life in abundance comes only through great love."  
— Elbert Hubbard

Subject	Monday, February 27	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, February 28	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, March 1	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, March 2	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, March 3	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, March 4 / Sunday, March 5	Teacher Initials	Due Date	Complete (x)



# MARCH 6-12



Subject	Monday, March 6	Teacher Initials	Due Date	Complete (x)
	Professional Development			
Subject	Tuesday, March 7	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Wednesday, March 8	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Thursday, March 9	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Friday, March 10	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Saturday, March 11 / Sunday, March 12	Teacher Initials	Due Date	Complete (x)

# MARCH 13-19

"Success is not final, failure is not fatal: it is the courage to continue that counts."

— Winston Churchill

Subject	Monday, March 13	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, March 14	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, March 15	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, March 16	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, March 17	Teacher Initials	Due Date	Complete (x)
	<i>St. Patrick's Day—A Day</i>			
Subject	Saturday, March 18 / Sunday, March 19	Teacher Initials	Due Date	Complete (x)
	<i>Daylight Saving Time Begins</i>			

# MARCH 20-26



Subject	Monday, March 20	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 535 412 562"><i>B Day</i></p>			
Subject	Tuesday, March 21	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 844 412 871"><i>A Day</i></p>			
Subject	Wednesday, March 22	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1157 412 1184"><i>B Day</i></p>			
Subject	Thursday, March 23	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1467 412 1495"><i>A Day</i></p>			
Subject	Friday, March 24	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1776 412 1803"><i>B Day</i></p>			
Subject	Saturday, March 25 / Sunday, March 26	Teacher Initials	Due Date	Complete (x)

# MARCH 27-APRIL 2

"Character may be manifested in the great moments, but it is made in the small ones."

— Phillips Brooks

Subject	Monday, March 27	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Tuesday, March 28	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Wednesday, March 29	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Thursday, March 30	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Friday, March 31	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Saturday, April 1 / Sunday, April 2	Teacher Initials	Due Date	Complete (x)
	<i>April Fool's Day</i>			

# APRIL 3-9



Subject	Monday, April 3	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 533 529 562"><i>Snow Make-up Day</i></p>			
Subject	Tuesday, April 4	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 842 529 871"><i>Teacher Comp. Day</i></p>			
Subject	Wednesday, April 5	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1157 472 1186"><i>Spring Break</i></p>			
Subject	Thursday, April 6	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1461 472 1491"><i>Spring Break</i></p>			
Subject	Friday, April 7	Teacher Initials	Due Date	Complete (x)
	<p data-bbox="354 1772 472 1801"><i>Spring Break</i></p>			
Subject	Saturday, April 8 / Sunday, April 9	Teacher Initials	Due Date	Complete (x)

# APRIL 10-16

“Choice, not circumstances,  
determines your success.”

— Anonymous

Subject	Monday, April 10	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, April 11	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, April 12	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, April 13	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, April 14	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, April 15 / Sunday, April 16	Teacher Initials	Due Date	Complete (x)

# APRIL 17-23



Subject	Monday, April 17	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			
	<i>A Day</i>			
Subject	Tuesday, April 18	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			
	<i>B Day</i>			
Subject	Wednesday, April 19	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			
	<i>A Day</i>			
Subject	Thursday, April 20	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			
	<i>B Day</i>			
Subject	Friday, April 21	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			
	<i>A Day</i>			
Subject	Saturday, April 22 / Sunday, April 23	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div> <div style="border-bottom: 1px dotted black; height: 10px; width: 100%;"></div>			

# APRIL 24-30

“Where there is no struggle,  
there is no strength.”

— Oprah Winfrey

Subject	Monday, April 24	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, April 25	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, April 26	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, April 27	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, April 28	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, April 29 / Sunday, April 30	Teacher Initials	Due Date	Complete (x)



# MAY 1-7



Subject	Monday, May 1	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Tuesday, May 2	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Wednesday, May 3	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Thursday, May 4	Teacher Initials	Due Date	Complete (x)
	B Day			
Subject	Friday, May 5	Teacher Initials	Due Date	Complete (x)
	A Day			
Subject	Saturday, May 6 / Sunday, May 7	Teacher Initials	Due Date	Complete (x)

# MAY 8-14

“Even when opportunity knocks, a man still has to get up off his seat and open the door.”

— Anonymous

Subject	Monday, May 8	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, May 9	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, May 10	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, May 11	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, May 12	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Saturday, May 13 / Sunday, May 14	Teacher Initials	Due Date	Complete (x)
	<i>Mother's Day</i>			

# MAY 15-21



Subject	Monday, May 15	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			
	<i>A Day</i>			
Subject	Tuesday, May 16	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			
	<i>B Day</i>			
Subject	Wednesday, May 17	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			
	<i>A Day</i>			
Subject	Thursday, May 18	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			
	<i>B Day</i>			
Subject	Friday, May 19	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			
	<i>A Day</i>			
Subject	Saturday, May 20 / Sunday, May 21	Teacher Initials	Due Date	Complete (x)
	<div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px dotted black; height: 15px; margin-bottom: 5px;"></div>			

# MAY 22-28

"It may be that those who do most, dream most."  
— Stephen Butler Leacock

Subject	Monday, May 22	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Tuesday, May 23	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Wednesday, May 24	Teacher Initials	Due Date	Complete (x)
	<i>B Day</i>			
Subject	Thursday, May 25	Teacher Initials	Due Date	Complete (x)
	<i>A Day</i>			
Subject	Friday, May 26	Teacher Initials	Due Date	Complete (x)
	<i>Last Day of School — B Day</i>			
Subject	Saturday, May 27 / Sunday, May 28	Teacher Initials	Due Date	Complete (x)

# MAY 29-JUNE 4



Subject	Monday, May 29	Teacher Initials	Due Date	Complete (x)
	<p style="text-align: center;"><i>Memorial Day</i></p>			
Subject	Tuesday, May 30	Teacher Initials	Due Date	Complete (x)
Subject	Wednesday, May 31	Teacher Initials	Due Date	Complete (x)
Subject	Thursday, June 1	Teacher Initials	Due Date	Complete (x)
Subject	Friday, June 2	Teacher Initials	Due Date	Complete (x)
Subject	Saturday, June 3 / Sunday, June 4	Teacher Initials	Due Date	Complete (x)

# JUNE 5-11

"You already have every characteristic necessary for success if you recognize, claim, develop and use them."

— Zig Ziglar

Subject	Monday, June 5	Teacher Initials	Due Date	Complete (x)
	<i>Memorial Day</i>			
Subject	Tuesday, June 6	Teacher Initials	Due Date	Complete (x)
Subject	Wednesday, June 7	Teacher Initials	Due Date	Complete (x)
Subject	Thursday, June 8	Teacher Initials	Due Date	Complete (x)
Subject	Friday, June 9	Teacher Initials	Due Date	Complete (x)
Subject	Saturday, June 10 / Sunday, June 11	Teacher Initials	Due Date	Complete (x)

# JUNE 12-18



Subject	Monday, June 12	Teacher Initials	Due Date	Complete (x)

# JUNE 19-25

"Always look at what you have left.  
Never look at what you have lost."

— Robert H. Schuller

Subject	Monday, June 19	Notes
Subject	Tuesday, June 20	Notes
	<i>Flag Day</i>	
Subject	Wednesday, June 21	Notes
Subject	Thursday, June 22	Notes
Subject	Friday, June 23	Notes
Subject	Saturday, June 24 / Sunday, June 25	Notes
	<i>Father's Day</i>	



# JUNE 26-JULY 2



Subject	Monday, June 26	Notes
Subject	Tuesday, June 27	Notes
Subject	Wednesday, June 28	Notes
Subject	Thursday, June 29	Notes
Subject	Friday, June 30	Notes
Subject	Saturday, July 1 / Sunday, July 2	Notes



# Timpanogos High School Faculty Handbook 2016-17



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# **We are Timpanogos High School A Community of One Striving for Excellence!**

**Mission:** Empower all students to become life-long learners and contribute to society.

**Motto:** "We learn, not for school, but for life."



**Vision:** All students ...

- ... learn how to learn, and learn at high levels
- ... develop an intrinsic love for learning
- ... achieve competency in every area of their educational experience and move toward the goal of **EXCELLENCE!**
- ... earn a high school diploma and plan for post-secondary education or specialized training
- ... value, respect, and accept others' unique individuality and know that they too are valued, respected, and accepted for who they are
- ... feel that every day is "A Great Day to Be a T-Wolf!"

# **The PLC Journey**

**A focus and commitment to the growth and proficiency of each student!  
Ensuring high levels of learning for all students.**

## **Essential Questions:**

- 1. What do we want students to know, be able to do, or feel?**
- 2. How will we know if they...?**
- 3. How will we respond if they don't...?**
- 4. How will we respond if they already know...?**

## **Characteristics of a Professional Learning Community (PLC):**

- 1. Shared mission, vision, values, goals – foundational pillars**
- 2. Collaborative culture**
- 3. Collective inquiry – study present practices and current level of achievement**
- 4. Action orientation – Learn by doing**
- 5. Continuous improvement**
- 6. Results orientation**
- 7. Celebration**

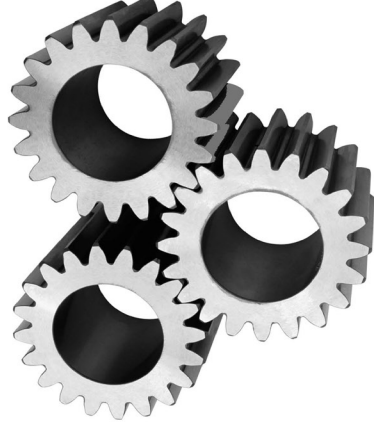
# “Setting the Gears into Motion” Best Practices for High Levels of Learning

Power-Standards and  
Objectives

Summative  
Mastery Rate  
(Bloom’s Taxonomy)

Pacing Guide

(calculate, record, and Analyze)



Summative  
Assessment

Quality Instruction  
( > 80% mastery -  
prior to remediation)

Targeted  
Remediation

Formative  
Assessment ( > 80% ?)

Formative  
Mastery Rate  
(calculate, record, and Analyze)

# Values: Protect Our Culture!

The following attitudes and behaviors must permeate our culture if we are to reach our individual and collective potential, and ultimately, realize our school's mission and vision.  
We must each become a protector of our culture!

Develop and Maintain a "Growth" Mind-Set

Challenge One Another's Thinking

Problem Solve - 95/5

"Be" a Lead Learner

Find Solutions

Communicate Effectively

Be where we are supposed to be,  
when we are supposed to be there,  
doing what we are supposed to be doing,  
and doing it exceptionally well!  
(Self-Govern)

Focus on What We "CAN" Control

Embrace, Accept, and Respect One Another's Differences

Be Results Oriented

Work Toward Our Shared Mission and Vision

Think Outside the Box

Strive for EXCELLENCE

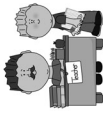
Move as a "TEAM"

See the Cup Half Full

# Instructional Point of View

Effective schools ensure high-quality learning experiences in every classroom - Every day - Every Period!

## Creating the Environment for Learning



### Teacher - Student Relationship

- \*Be a warm demander
- \*Separate the behavior from the student
- \*Know and care about each student
- \*Establish a sense of community in the classroom



### Setting Objectives & Providing Feedback

- \*Set and post daily learning objectives which are specific but not restrictive
- \*Check student understanding of the objectives, and refer back to them frequently
- \*Engage students in personalizing objectives and relating them to their own prior knowledge and experience
- \*Provide examples of excellent, adequate, and poor work
- \*Provide feedback that is directly tied to objectives, then provide opportunities to continue working until they succeed
- \*Teach students to be effective self-evaluators and peer-evaluators



### Reinforcing Effort & Providing Recognition

- \*Believe that all students can learn at high levels and achieve success, and that they will learn and achieve because of what we do!
- \*Communicate a growth mindset-- that ability grows through effort
- \*Provide effort stories
- \*Build confidence and hope through small wins
- \*Focus on and recognize effort, and what students are getting right and doing well
- \*Teach students that the mind is like a muscle - it grows and develops with effort!



### Reducing Variability

- \*Communicate clear behavioral and academic expectations
- \*Communicate to students what will happen when unacceptable behavior occurs
- \*Follow through on expectations
- \*Reduce anxiety through a predictable environment (consistently followed procedures in class and throughout the school)



### Cooperative Learning

- \*Clearly establish norms, parameters, structures, and processes for successful group work
- \*Design group tasks which include the elements of positive interdependence and individual accountability - "We Swim or Sink Together!"
- \*Directly instruct and give feedback on the social skills needed to work in cooperative groups
- \*Utilize home base groups (best kept at 2-5)
- \*Use cooperative learning consistently and systematically

## Helping Students Develop Understanding



### Assigning Homework and Providing Practice

- \*Assign homework to help students deepen understanding, or learn new content on a surface level
- \*Check that students are able to work independently before assigning it to be done at home
- \*Ensure that homework assignments are directly related to learning objectives
- \*Use focused practice sessions that are initially frequent, then more spread out (24 reps for 80% proficiency)
- \*Provide feedback on homework and practice sessions



### Cues, Questions, & Advance Organizers

- \*Use explicit cues
- \*Ask questions to access prior knowledge
- \*Wait time
- \*Warm calling
- \*Pocket cards
- \*Teach students to compose effective questions
- \*Pair share
- \*Question chaining
- \*Depth of Knowledge
- \*Quick write
- \*Posing questions: fishing, single response, all students

**All students will learn and succeed because of what we do!**



## 2016-17 Administrative Division of Responsibilities

### Joe Jensen Principal

AP Testing  
 Aware to Care (Byron, Geoff)  
 Building Maintenance/Work Orders  
 Budgets / Fees – Liz/Carolyn  
 Business Partnerships  
 \*Executive Leadership Team  
 \*Faculty Meeting  
 Master Schedule  
 New Student / Parent Orientation  
 Orientation Videos w/Paul  
 Out of State Trip Approval  
 Public Relations - Kris  
 PTSA  
 School Com. Council (SCC)  
 -Land Trust  
 -School Improvement Plan  
 Student Recognition (Joan)  
 - Pride of the Pack  
 - Students of Week  
 - Candy bars: growth mind-set  
 - Ice Cream / Academic EX -  
 growth  
 Student Teacher Placement  
 T-Wolf Tribune  
 Website – Doug Olson

### Budgets:

8100  
 Cheer  
 Color /Winter Guard  
 Custodial  
 Departmental  
 FTE / Concurrent / AP  
 Land Trust

### Team/Personnel Supervision

Custodial Team - Melissa  
 ELL  
 English Team  
 - Reading Support - Janet  
 - Writing Support – Alyssa  
 Math Team  
 Performing Arts Team  
 - Performing Arts Board  
 Secretarial Team

### Interventions: Dahle (R-Z)

Basic Reading  
 Basic Writing  
 Math Tutorial  
 SST: Financial Assistance

### Attendance: Dahle (R-Z)

(All ELL)

### Activities

Ballroom Dance Team – Young  
 Cheer - Sanderson  
 Color / Winter Guard  
 LIA - Scoville  
 Momentum – Newsome  
 TDT - Newsome

### Paul Barth

#### Assistant Principal

504 Coordinator - Taunia  
 Academic Integrity/Honesty Policy  
 Assemblies  
 Bell Schedule/Room Assign.  
 Coalition Retreat:Greg, Robyn, and Caleb  
 Concurrent Enrollment: Taunia and Julie  
 District Committee – POI  
 Electronics Policy  
 Field Trip Approval  
 Fund Raiser Approval  
 Keys – (Barb)  
 Master Schedule  
 M&O Team (Policies and Procedures)  
 Orientation Videos w/Joe  
 Parent Teacher Conference  
 Senior Honors Night  
 SET Time: Co with Diane  
 Staff Meeting – Monday @ 8:15am  
 Student Success Team Coordinator  
 Student Activities Director – Greg  
 Textbook: (Approval, Repair, Tracking)  
 Testing Center

### Budgets:

Copy Center  
 PACK  
 Student Council  
 Summer Parades (Paul)  
 Technology  
 Performing Arts / Dance  
 Textbooks

### Team / Personnel Supervision

Copy Center – Joan  
 Home and Hospital Coordinator - Diane  
 Lunchroom – Susan  
 Seminary Correspondence - Becky  
 Social Studies Team  
 Special Education:  
 -ED Unit – Izzy Ingle  
 -Life Skills – Denise Kelley  
 Student Advocate – (F-L)  
 Technician – Jason Lewis

### Interventions: Sloat (F-L)

Home and Hospital Coordinator  
 Social Worker  
 Mediation  
 Strengthening Families  
 SST: Resources / Intervention Data

### Attendance: Sloat (F-L)

Special Ed (A-L)  
 (All 504)

### Activities

PACK – Bretzing  
 Student Council – Park

### Diane Wanamaker

#### Assistant Principal

District Committee – PLC  
 Dress Code Policy  
 Grants:  
 -At-Risk  
 -USTAR  
 Graduation  
 Handbook: Student and Teacher  
 Instructional Leaders / PLC  
 Coordinator  
 - Data Profiles  
 - Data Team / Mastery Connect  
 - Incentive Review  
 - Professional Development Days  
 - New Teacher Devlp (Diane G.)  
 - SLOs  
 - Summer Collaboration –  
 School/Dist.  
 Master Schedule  
 Registration  
 SET Time / Co with Paul  
 School Store – (Mike Sellars)  
 Sophomore Day  
 Testing: (AP, ACT, NAEP, SAGE)

### Budgets:

CTE  
 Day Care  
 Departmental  
 Media Center  
 NHS  
 School Store  
 Senior Class Gift  
 Sophomore Class  
 Senior Class

### Team/Personnel Supervision

Data – Cathy, Cindy, new hire  
 Day Care Center – Sandy Hopkin  
 Media Center (Cathy, Cindy)  
 School Store – Mike Sellars  
 Student Advocate – (M-Z)  
 Visual Arts Team  
 Science Team  
 CTE Team  
 CTE Specialist

### Interventions: Whitney (M-Q)

East Shore Center  
 Guided Study

### Attendance: Whitney (M-Q)

Special Ed (M-Z)

### Activities

National Honor Society  
 Sophomore Class – Heward  
 Senior Class--Herrick  
 Sterling Scholars – Davis/Greer  
 Yearbook – Caldwell

### Kyle Robinson / Stacey Salmons Assistant Principal

Attendance/Tardy Policy/Appeals (ARC)  
 Athletic Administration / ADS  
 - Coaches Summit  
 Building Rental:  
 -Inside (Liz), Outside (Paul)  
 Calendar  
 District Committee - STP  
 Intramurals  
 Hallway/Lunch/ Sup. Coordinator  
 Master Schedule  
 School Improvement Team  
 -Accreditation  
 School Safety: (SRO)  
 -Crisis Plan, Parking (SRO)  
 -Safe School Policy, Safety Drills  
 -School Tip Line / Cameras  
 Skyward  
 Student Recognition (Joan)  
 Keys to Success, 4.0/Attendance  
 Substitutes (Barb)  
 Summer Parades

### Budgets:

Athletic Teams/AD  
 Athletic Trainer  
 Clubs  
 Drivers Ed  
 Junior Class  
 Summer Parades (Kyle)  
 Wolf Pack

### Team/Personnel Supervision

Attendance Office – Barb, Annette  
 Athletic Trainer - Colby  
 Distance Learning / IVC – Rose  
 PE and Health  
 Student Advocate – (A-E)  
 World Languages

### Intervention: Bury (A-E)

ACT Prep  
 After School Tutoring / Gear Up  
 Attendance Gatekeeper  
 Clear Creek

### Attendance: Bury (A-E)

(Foreign Exchange)

### Activities

Club Council – Wilke  
 Junior Class - Morrell  
 Wolf Pack – Schultz / Park / Nelson / Bramall

# Timpanogos High School

## A Community of One Striving for Excellence

*"We learn, not for school, but for life."*

### Board of Education/SCC/PTSA

Joe Jensen

#### Executive Leadership Team

Joe Jensen, Diane Wanamaker, Kyle Robinson, Paul Barth, Byron Tanner, Kori Crampton, Brian Saxton, Josh Heward, Hope Blackburn, and Carrie Whitney  
*(The charge of the executive team is to set long-term goals and strategy for the school and ensure progress toward achievement of our shared mission and vision).*

#### Diane Wanamaker

Kori Crampton  
 Byron Tanner  
 Brian Saxton  
 Josh Heward  
 Hope Blackburn

#### Paul Barth

#### Paul Barth

#### Instructional Leadership Team (\*IL/Team Leader)

Counseling \*Holly Dahle  
 CTE-Bus/Fin Lit Mike Sellars  
 CTE-FACS Sandy Hopkin  
 CTE- Ag/Tech \*Hope Blackburn  
 Dance/PT rep Kristi Newsome  
 English 10 Michael Nagro  
 English 11 \*Brian Saxton  
 Math-Sec 2 \*Tristan Wilke  
 Math – Sec 3 Ben Dietrich  
 Math – Sec 3H Kristi VanderWilt  
 PE/Health/Int \*Byron Tanner  
 Perf Arts \*Steve Durtschi  
 Science \*Josh Heward  
 Science/Bio Glen Zobell  
 Science/Chem TJ Richards  
 Science/Phys Dan Broadbent  
 Social Studies \*Brooke Davies  
 Visual Arts \*Anna Davis  
 World Lang \*Marcus Draper

#### Duties and Responsibilities

- Assist admin with hiring and master schedule
- Ensure collaboration effectiveness (Good, Better, Best)
- Ensure Tier 1 & 2 effectiveness
- Guide curriculum and instructional practices
- Protect our culture

#### Management and Operations Team (M & O)

Counseling Geoff Bury  
 CTE Kris Caldwell  
 English Michael Nagro  
 Math Kristi VanderWilt  
 Media Cathy Keller  
 PE/Health/Int Frank Bramall  
 Perf Arts/Dance Agnes Broberg  
 Science TJ Richards  
 Social Studies Tricia Bray  
 Special Ed DeeAnn Brewster  
 Visual Arts Jody Benson  
 World Lang Caleb Scoville

#### Duties and Responsibilities

- Assist admin with hiring and master schedule
- Develop and protect school-wide policies and procedures
- Reduce variability throughout the school
- Manage team budget
- Monitor textbook and department supply inventories
- Assist with lab and technology
- Communicate emergency and safety procedures
- Protect our culture

#### Student Success Team (SST)

Robinson/Bury A – E  
 Barth/Sloat F – L  
 Wanamaker/Whitney M – Q  
 Jensen/Dahle R – Z  
 Louder Attendance  
 Hansgen Registrar  
 Breton Advocate  
 Advocate Advocate  
 SRO SRO  
 School Psych School Psych  
 Social Worker Social Worker

#### Duties and Responsibilities

- Monitor student progress toward graduation
- Work with teams on tier 3 intervention placement and effectiveness
- Work with teachers to identify and assist students with poor attendance
- Work with teachers to identify and assist students and families in crisis or who need additional support
- Work with feeder junior highs to identify, assist, and place incoming at-risk students
- Orient and enculturate new sophomores
- Protect our culture

## **COACHES / ACTIVITY ADVISORS**

**Athletic Administrator** – Kyle Robinson (435) 590-7485

**Athletic Directors** - Frank Bramall (801-836-3312)  
Kim Nelson (801-376-5170)

**Athletic Trainer** – Rachel Connaway (801) 957-8941

**Ballroom** – Andy Young (801) 615-3722

**Baseball** - Kim Nelson (801-376-5170)

### **Basketball**

Boys - Izzy Ingle (678-485-0828)  
Girls – Haley Steed (801) 300-5568

**Cheerleaders** – Shelby Sanderson (801) 357-9011

**Cross Country** - Jody Benson (801-368-4521)

**Football** - Daniel Tervort (801) 372-1963

**Golf** - Boys - Kim Nelson (801-376-5170)  
Girls - Jordan Harris (801) 367-8164

**Performing Arts** - Band – Chris Nelson  
Orchestra – Carl Johnson  
Vocal - Steve Durtschi  
Theater - Agnes Broberg  
Dance – Kristi Newsome

**Soccer** - Boys - Scott Taylor (801-413-4995)  
Girls - Megan Fereday (801-717-0398)

**Softball** - Jeff Gillespie (801-224-8411)

**Swimming** – Garrett Greenland (504) 598-1190

**TDT** – Kristi Newsome (801) 404-3113

**Tennis** - Boys & Girls - Glen Zobell (801-616-7202)

**Track** - Boys & Girls - Jody Benson (801-368-4521)

**Volleyball** – Amie Roberts (801) 636-3104

**Wrestling** - Alex Nicholes (801) 602-1037

## **CLASS ADVISORS**

**Student Council** - Greg Park

**Senior Class** - Arlene Herrick

**Junior Class** - Chelsie Hamilton

**Sophomore Class** - Josh Heward

**P.A.C.K.** - Robyn Bretzing/Kristen Greer

**NHS** – Cindy Grimm/Gwen Adams

**Sterling Scholars** – Anna Davis

**Club Council** – Tristan Wilke

# **Timpanogos High School Protocols**

# AUDITORIUM POLICIES AND PROCEDURES

## Pre-Show

1. Script rough draft with appropriate signatures is due 2 weeks prior to event [signatures: Advisor, SC Assemblies Person, Administrator\*]
2. Student (or director) in charge of assembly must meet with TECHNICAL DIRECTOR 2 weeks prior to event in a PRODUCTION MEETING to discuss technical needs for the event.
3. Final script & appropriate signatures is due 1 week prior to event. \*
4. NO changes are allowed after final script is submitted.
5. All scripts and media must be cleared with administration before the first rehearsal. \*
6. CDs, videos, DVDs are due 3 days before the assembly and prior to B1 class.
6. All set pieces, costumes, and props must be provided by the group presenting the assembly. Bands must provide their own extension cords and power strips.
8. Only corded mics on stands are available for assembly usage. Bands must provide their own mics, cables and stands.
9. Student in charge of the assembly must schedule EIKI and VIDEO/DVD player for the assembly. It must be scheduled for pick-up the B1 day before the event.
10. Trained technicians will be assigned to each event as needed.
11. Trained technicians will facilitate all technical operations.
12. All rehearsals and performance must be cleared and scheduled with administration.
13. Use of the auditorium during the day must be cleared with Mrs. Broberg.
14. Event director (advisor) must meet with Mrs. Broberg for technical production meeting a minimum of 1 to 2 weeks prior to event. All decisions made at the Production Meeting are final
15. Only change forced by dire emergency (i.e. death, dismemberment, kidnapping by alien life forms) will be made the day of the event.
16. All music, videos, DVDs, props and costumes must be available for OK at the first auditorium practice.
17. Event director (advisor) must request the use of the dressing rooms at the production meeting.

## During the Event

1. Event director (advisor) is responsible for all assembly participants (rehearsals and performances).
2. Event director (advisor) is responsible for all decisions about appropriateness of material and costumes and/or behavior.
3. Event director (advisor) is responsible for starting and ending of rehearsals and performances and the order in which they are run.
4. Event director (advisor) must be at all rehearsals and/or performances. If this is not possible the event director must supply another adult faculty member who will fulfill the responsibilities of an event director.
5. All participants who do not attend technical rehearsals will not perform.
6. The event director (advisor) is responsible to "open" the house.
7. The event director (advisor) is responsible for audience control.
8. The TECHNICAL DIRECTOR is only responsible for the technicians and the theatre facility. It is the technicians job to make the event look as good as possible.
9. Please refrain from entering or exiting the backstage area through the front (grand) curtain.
10. Performers need to plan a waiting area.
11. All technical questions and/or information will be directed to the technical director and/or the stage manager on stage, No one, including advisors or parents, is allowed in the technical balcony without permission of the technical director.
12. The technical director and/or stage manager will work only with the event director (advisor) or ONE other authorized person from each performing group.

## Limitations

1. Nothing may be hung from the battens and/or the curtains.
2. Set pieces backstage and things in the dressing rooms are not to be used or moved.
3. Shaving cream, whipped cream or other goeey substances are not allowed.
4. Water pistols or other guns are not allowed.
5. Costumes (anything worn) must be follow school dress code.
6. Only water is allowed in the seating area.
7. Only the technical director or stage manager is authorized to move the curtains.
8. No specialty lighting is available.
9. Fog machines and other special effects are not available.
10. Cordless mics are NOT available.
11. No masking, duct or glow tape is allowed on the stage or anywhere else in the theatre.
12. All equipment, costumes and props must be removed from the theatre **immediately** after the event. Any equipment, costumes or props left anywhere in the theatre will be removed to the hallway.
13. Theatre personnel are not responsible for security.
14. Event participants are responsible for cleaning stage, dressing rooms, hallways, foyer and auditorium after an event. Custodians and technicians might help.

## Final Thoughts

1. The planning organization for each event will be charged from the theatre \$40 to defray equipment costs (i.e. color, lamps, etc.).
2. Any cost of replacing or repairing equipment damaged during an event-by-event performers will be charged to the planning organization. This includes damage of equipment that was mishandled by event personnel.
3. The planning organization is responsible to pay each assigned technician his or her hourly wage rate. Sometime this may include an additional fee for a substitute technical director. Approximate technician cost is \$7.25 per hour. A substitute technical director fee will be approximately \$15 per hour.
4. Each organization will receive a final bill at the end of each event.

\* Not necessary for rentals

# CLASS CHANGES

*In order to create the best learning environment possible in each class, every effort is made to have class enrollments **finalized BEFORE the semester begins**. This effort requires that teachers, counselors, and administrators all communicate with students and parents in a consistent and united way. **If you want a particular student added to or dropped from your class, please be mindful of and support these procedures and drop deadlines.***

Extensive efforts are made in the summer and in December to communicate with students and parents about the class change process available to them before the semester begins (letters sent, call to each home explaining deadline, summer counselor availability, etc.).

## **Office Process in August and December**

This sign is posted in the main office and counseling office :

“The class change process available during the summer is over. In order to keep the process fair to all students, please do not ask for an exception, other than for the following reasons:

Incomplete Schedule  
Change needed to fulfill graduation requirement (seniors only)  
Duplicate classes”

- If the parent is requesting an exception anyway, they will need to make an by appointment with admin before or after school. We use the following criteria:

### **Considered**

Incomplete schedule  
Necessary for this year’s graduation  
Duplicate class (completed credit over the summer)  
Doesn’t seem to be possible for student to succeed in the class (December)  
SB65 Online class request

### **Not Considered**

Switching around several classes to accommodate one of the above  
Don’t want it anymore  
Don’t need it anymore  
Didn’t have time to wait in line  
Didn’t know about the deadline  
Parents were out of town  
Couldn’t wait in line  
I don’t like the class/teacher

**\*After ten days in the term, classes will not be dropped. The student will remain enrolled, and the earned grade will appear on the transcript.**

# FIELD TRIPS, COMPETITIONS, and TOURS

## Definitions

- I. Competitions (need to be scheduled on master calendar)
  - A. UHSAA sanctioned sports including pre-season, region and state contests
  - B. UHSAA sanctioned drama, forensic and music festivals, UMEA (Utah Music Educators Association) festivals, PAS (Percussive Arts Society) festivals and college or corporate sponsored festivals
  - C. School approved cheer or dance competitions
  - D. CTSO (Career Technical Student Organizations) invitational, regional and state competitions (and leadership conferences) including FCCLA, FBLA, DECA, Skills USA, FFA, etc.
- II. Tours (need to be scheduled on master calendar)

Board and school approved overnight and multiple day trips (not to exceed three school days) that may or may not include competitions or performances but are education based.
- III. Field Trips (need to be scheduled two weeks in advance and put on weekly calendar)
  - A. An educational trip where students miss one or more periods of school in a single day. May include observing a performance, a cultural experience, research or team building.
  - B. An educational trip that is entirely after school hours. May include observing a performance, a cultural experience, research or team building.

## Field Trip Guidelines

Field trips can be a valuable extension of class activities, but nonetheless do interrupt other learning activities. The trip's activities must be necessary to accomplish specific, defined learning targets tied to the core curriculum of the class. Field trip guidelines include:

- A. All field trips must be calendared with Freddi and approved by Deb at least two weeks before they are to take place. Buses must also be ordered from Freddi two weeks prior to ensure availability. (See attached *Bus Request and Approval Form*)
- B. Field trips are school excused activities, but students are held accountable for activities/classwork in other classes.
- C. Notify the attendance office, by e-mail or list the names of students who will be school excused from class after receiving appropriate administrative approval. (Field trip excuse forms will no longer be used. Check the e-mail excuse list sent out by attendance)



D. No field trips may be taken the last week of any quarter or after May 15. Also try to avoid the first week of any quarter and check the monthly calendar for conflicts that will place students in difficult situations.

E. Large group field trips should make every effort not to overlap or run consecutively.

F. Field trips must be optional, not mandatory. Students' grades cannot be penalized for not attending field trips.

G. In addition to field trips, guest speakers should be scheduled during the instructor's class so as not to interfere with others instructional time. Flex time and lunch time may also be used.

# FUNDRAISERS

Fundraisers seem to be a necessity for financing many school activities. Some programs require more money than activity cards and gate receipts provide. Because of the need of many organizations to raise extra funds, it is important that we consider the impact of these activities on the community and students involved. We require that all fundraisers be cleared with Paul Barth. There can be NO EXCEPTIONS to this procedure. Do not order goods or make any contacts before working with Paul.

When you determine the need to request a fundraiser, remember that your goal is to get additional funds for your programs. It is possible to work hard and lose money. Some staff members have taken money from their own pocket to break even. To avoid this prospect, consider what you are starting very carefully.

The district fundraising form must be completed and approved by Paul prior to any actions being taken in the furtherance of the fundraiser. All funds collected must be turned into the finance secretary and a reconciliation form must be turned in to Paul Barth.

The following items must be checked off following discussion between the head coach/advisor seeking fundraising approval and the principal or designee.

1. No rewards or prizes may be offered unless specifically authorized by the principal and elementary or secondary director.
2. Student's grades or citizenship standing shall not be affected by a student's ability or willingness to participate in the fundraiser.
3. A student's participation or lack thereof in the fundraising effort shall not affect his/her belonging to the team/group.
4. Sales quotas for students may not be a part of any fundraising effort.
5. Students shall not be required to pay for any unsold items which are returned to the school.
6. For individual student fundraisers, students must be given the opportunity to directly pay the costs that are assessed to them instead of fundraising.
7. Students may not be assessed fees in excess of the Board approved fee schedule.
8. Raffles are illegal in Utah (Criminal Code 76-10-1101, 76-10-1102) and are, therefore prohibited as a fundraising effort.

This form to be completed by the coach/advisor, authorized by the school administration, and to remain on file



## FUND RAISER APPLICATION

<b>School:</b>	<b>Account Name:</b>	<b>Date:</b>
<b>Organization:</b>	<b>Supervising Adviser/Coach:</b>	

\*Fundraising is limited to two department or extra-curricular program fundraisers per year.

\*Please submit a separate application for each proposed activity. Please indicate for this school year.

Describe Proposed Fund Raising Activity	
	Beginning --Ending Date _____ to _____ Estimated Revenue: \$ _____
What are the funds to be used for?	
<input type="checkbox"/> Camps & Clinics <input type="checkbox"/> Uniforms <input type="checkbox"/> Equipment <input type="checkbox"/> Entry Fees	<input type="checkbox"/> Transportation <input type="checkbox"/> Tours & Travel <input type="checkbox"/> Other: _____ <input type="checkbox"/> Other: _____

Earnings Credited	
Due to <b>Tax Disclaimer/IRS Law</b> , students credited for more than \$599.99 per tax year must fill out W9.	
I understand _____ (Signed Coach/Adviser) _____ (Date)	
<input type="checkbox"/> Earnings credited to School Group/Team/Organization <input type="checkbox"/> Earnings credited to individual students (to be tracked and reported by the coach/adviser)	
Method of Collecting Money	
<input type="checkbox"/> Cash Box @ Gate/Event <input type="checkbox"/> Student to collect money <input type="checkbox"/> School Student Finance/Receipt Office	<input type="checkbox"/> Myschoolfees.com <input type="checkbox"/> Other: _____

### Type of Fund Raiser

Fund raisers can involve ticket, coupon, product sales, service sales or auctions. Each will require a different reconciliation form to be used. Listed below is a brief description of each type of sale and reconciliation necessary. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability.

- Ticket Sales:** When tickets are used; they should be pre-numbered. A record must be kept of all tickets issued and used. Upon completion of the event, the ticket sales reconciliation form should be used.
- Coupon Sales:** If the coupons or coupon books sold are numbered, the ticket sales reconciliation form can be used. If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued.



- Product Sales:** Product sales involving a limited number of products should use the product sales reconciliation form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used. All products could be taxed.
- Service Sales:** Service sales involve providing labor effort only. Examples are car washes, lawn care, and waiter services, etc. The service sales reconciliation form should be used in these instances.
- Auction Sales:** Auctions are often held in conjunction with a banquet. Banquet and auction expenses must be kept separate. It is the sponsor's responsibility to follow district guidelines for conducting auctions and other sales activities that may occur at the same time. The auction reconciliation form should be used.
- Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Checklist:** The following items must be checked off following discussion between the head coach/head advisor seeking fundraising approval and the principal or designee.

- No rewards or prizes may be offered unless specifically authorized by the principal and elementary or secondary director.
- Student's grades or citizenship standing shall not be affected by a student's ability or willingness to participate in the fundraiser.
- A student's participation or lack thereof in the fundraising effort shall not affect his/her belonging to the team/group.
- Sales quotas for students may not be a part of any fundraising effort.
- Students shall not be required to pay for any unsold items which are returned to the school.
- For individual student fundraisers, students must be given the opportunity to directly pay the costs that are assessed to them instead of fundraising.
- It is the responsibility of the advisor/coach to track income credited to individual students.
- Students may not be assessed fees in excess of the Board approved fee schedule.
- The parent/guardians of elementary student must give permission for their students to participate.
- Raffles are illegal in Utah (**Criminal Code 76-10-1101, 76-10-1102**) and are, therefore, prohibited as a fundraising effort.
- Door-to-door sales are limited to one per organization per school year.
- Show evidence of parental notification and support of proposed fund-raiser. \_\_\_\_\_  
\_\_\_\_\_
- Reconciliations:** At the end of each fund raiser, a reconciliation form must be completed and sent to the school administrator to be reviewed and attached to the fund raiser request form.
- Administrative Approval:** I understand that all fund raisers (including booster's and parent groups) must have administrative approval before the fund raiser is initiated.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Administration Signature \_\_\_\_\_

Approved

Denied

## **Fundraiser Reconciliations**

At the end of each fundraiser, a reconciliation form must be completed and sent to the school administrator where it will be reviewed and attached to the fundraiser request form.

### **Fundraisers**

may involve ticket, coupon, product sales, service sales or auctions. Each will require a different reconciliation form to be used. Listed below is a brief description of each type of sale and the reconciliation form necessary.

### **Ticket Sales**

Any time tickets are used; they should be pre-numbered. A record must be kept of all tickets Issued and used. Upon completion of the event, the ticket sales reconciliation form should be used.

### **Coupon Sales**

If the coupons or coupon books sold are numbered, the ticket sales reconciliation form can be used.

If not, the product sales reconciliation form should be used. It is important that a record be kept of whom and how many coupons or coupon books were issued.

### **Product Sales**

Product sales involving a limited number of products should use the product sales reconciliation

form. It will be important to count the beginning and ending inventory. For product sales involving many products (concession, bake sales, etc.) the service sales reconciliation form should be used.

### **Service Sales**

Service sales involve providing labor effort only. Examples are car washes, lawn care, and waiter

services, etc. The service sales reconciliation form should be used in these instances.

### **Auction Sales**

Auctions are often held in conjunction with a banquet. Banquet and auction expenses must be kept separate. It is the sponsor's responsibility to follow district guidelines for conducting auctions and other sales activities that may occur at the same time. Every effort should be made to safeguard cash, protect those who handle money, discourage theft, and use procedures that provide accountability. The auction reconciliation form should be used.

**All reconciliation forms are available from Paul Barth.**

# THS FINANCIAL PROCEDURES

## Accounts Receivable

- All money should be receipted in the student finance office. Freddi can provide you with a list of students who have paid any time.
- Before sending students to the finance office to pay, contact Freddi to ensure that there is an account set up to receive the funds.
- Camps & Trips – students must pay prior to attending camps or trips.
- Do not hand out clothing or merchandise before the student has paid for it.

## Accounts Payable

- Purchases may be made with a school purchase card or with a district purchase order. Please check with the school financial secretary (Liz) to decide the best way to proceed.
- All purchase requests over \$250 require the signature of the supervising principal, unless you have your own school purchase card.
- If you have your own school purchase card, an administrator's signature is not needed as long as you stay within your program budget.
- Checks are generated once a week at the district office. A check request must be made with Liz well in advance of when it is needed. The request will go through an approval process, then sent to the district office.
- Employees may be reimbursed, but it is preferred that a school purchase card is used when making purchases. DO NOT send parents, students, or others to make purchases with their own money expecting a reimbursement from the school. A school credit card can be obtained through the financial office for this purpose.
- A bid sheet is required if any single item costs over \$1,000 OR if the entire order is over \$5,000. At least two bids are required.

## **USE OF AMAZON.COM ACCOUNTS** (1-19- 2015)

We are no longer allowed to use personal AMAZON accounts to purchase educational supplies.

We are only approved to have (1) one Amazon Prime Account per school. The school financial secretary will maintain the School Amazon Prime Account. In order to place an Amazon.com order with the Prime account, you must do the following things:

1. If the purchase is over \$250, fill out the blue purchasing request form and obtain appropriate signatures for approval. If the purchase is under \$250, just email your request to Liz, including a link to the item. Nothing will be ordered without a link.

(Teachers are allowed to set up an Amazon Business or Amazon Regular account for school use if they would like. These accounts must be set up using an employee's district email

address. All purchases must be delivered to the school only. This account will be for Alpine School District Purchases only. Do NOT purchase Amazon Prime for these accounts.)

## SCHOOL PURCHASE CARD POLICIES

**\*Any total purchase over \$10,000** must be processed through District Purchasing. For instance, don't make a down-payment for a tour hotel or bus on your school purchase card when the total due will be over \$10,000. It must be submitted to Purchasing before any payment is made.

**\*Bid sheets** must be provided for any single item over \$1,000. This includes charter buses. Bid sheets must also be provided when the total purchase is over \$5,000. You only need one other bid. However, when the total purchase is over \$5,000 it must be a written bid from another vendor.

**\*If you check out a purchase card through the financial office, the card should only be in your possession long enough to make the purchases that have been approved.**

The card and receipts must be returned in a timely manner. Cards need to be available for other staff members to use. An **ITEMIZED** receipt must be provided. The small credit card slip is not enough.

**\*If you have your own school purchase card**, you are notified when the purchase card statement is available. The cardholder must bring the statement with attached receipts and documentation to the financial office by the time specified. The cardholder should keep a copy of the statement to refer back to when needed. An **ITEMIZED** receipt must be provided. The small credit card slip is not enough.

**\*Amazon** purchases must be made on a THS Amazon account per district policy. See previous page for details.

### **We are NOT allowed to charge the following items on a school purchase card:**

- \*Gasoline Do not purchase gasoline for a vehicle with a school purchase card. District administrators prefer that mileage is recorded and submitted for reimbursement instead. You may purchase gasoline for generators, barbeques, etc.
- \*Apps If you need to purchase an app, you must go through our onsite tech, Mike Hansen. There is an ownership issue that needs to be worked through. Personal funds can be used to purchase the app if you want to avoid the ownership issue. This goes for downloading music and purchasing online videos as well.
- \*Computers Computers and tablets must be purchased through ASD Purchasing.
- \*Printers Laser Printers must be approved by Mike Hansen and purchased through ASD Purchasing.
- DO NOT** Split purchases on a school purchase card. If the card does not have a high enough single purchase limit, you can check out one that does.
- DO NOT** Pay sales tax. If sales tax is paid, you must go back to the vendor and get them to reverse the charge - or pay it back to the school yourself.

If you purchase **GIFT CARDS** to be given as a reward or thank you, you must provide names of those receiving the gift cards. Remember gift cards for faculty and staff should be no more than \$25 total.

# LIBRARY MEDIA CENTER

Timpanogos Library Media Center strives to be the school's study and information center. One of our goals is to provide users with easy and rapid access to information that supports and augments the curriculum. Staff is available to work with teachers as they plan so that information sources can be better used to reach this goal and to teach students to be life long learners. Please make suggestions of items that would benefit your curriculum and students' needs.

Prior arrangements should be made with the Media Center staff when planning to bring classes to the Media Center to make certain enough space/computers are available and to allow time for special materials to be located or prepared. Scheduling arrangements for computer labs, little theater, and Media Center main floor can be made by email, phone, or in person. To view availability check the Lab Calendars located on the Media Center home page.

Teachers should accompany their class when they are working in the Media Center with the following exceptions: small groups (1—8) may be sent to work on specific assignments and small groups taking make-up tests will be monitored by the Media Center staff. These students must have either a hall pass, which is only good for one student at a time, or a written pass signed by the teacher, good for 1—8 students. Students must check in at the circulation desk when they first arrive. Those arriving without a pass will be sent back to class for a pass. We are here to help the students succeed in completing their assignment.

Teachers follow the same general checkout procedures as the students, although teachers may keep books and AV items for a longer period. Checkout procedures help the Media Center to know where items are at any given time.

Some equipment may be assigned to a classroom for the entire year. A variety of equipment is available upon request. Some equipment is limited, so check early for availability. TV carts should be scheduled for no more than three alternating class days. Teachers' help in collecting and retuning these items is greatly appreciated.

Any equipment problems should be reported as soon as possible so proper repairs could be made. All items from the Media Center must be returned before teachers may check out at the end of the school year.

Teachers may reserve AV items from the Instructional Media Center by phone (801-610-8054), or by visiting the Instructional Media Center at 759 E. Pacific Drive, American Fork. Hours are 7:00 am to 5:30 pm daily. Items are usually kept for a period of one week. District personnel deliver requested items daily to THS Main Office. Items are picked up and returned to the Main Office. An online catalog is available at [www.alpineschools.org/mediacenter](http://www.alpineschools.org/mediacenter)



# SUBSTITUTE TEACHERS

**Kelly Educational Staffing®**

Dear Alpine School District staff members,

We are excited that Kelly Educational Staffing has been chosen to provide substitute teachers for the Alpine School District as of August 1, 2011. As part of this program, we will be implementing the Kelly Automated Scheduling System (KASS), which allows you to log absences via the Internet or phone—24 hours a day, seven days a week.

Follow the steps outlined below to access our KASS training at a time that is convenient for you (run time is approximately 10 minutes).

**Note:** This training will not work using a dial-up connection or on an Apple computer or laptop.

1. **First-time Live Meeting users:** If necessary, install Live Meeting on your PC (<http://go.microsoft.com/fwlink/?LinkId=90703>).
2. Log in to the Live Meeting session (<https://www.livemeeting.com/cc/kelly/view>) by typing your **first and last name** in the Your Name field.
3. Enter **KASS Teacher Training2** in the Recording ID field.  
**Note:** Leave the Recording Key field blank.
4. Next, click the **View Recording** button. At this time, close other open programs to reduce slowness and unexpected pauses while viewing the training. (If pauses do occur, please be patient; they are normally brief.)
5. From the View Download Format table, click the icon next to **Microsoft Office Live Meeting High-Fidelity Presentation**.  
**Note:** If the Pop-up Blocker is enabled on your PC (i.e., it does not allow you to view the training), from the Tools menu on your Web browser, select Pop-up Blocker and then click on Turn Off Pop-up Blocker to disable it.
6. Go back to review all or part of this training at any time.

## Resources

For your reference—and as discussed further in the training—access the Employee Guide at [http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass\\_guides.html](http://www.kellyeducationalstaffing.us/web/us/kesnew/en/pages/kass_guides.html).

Click on **Full-Time Employee Guide** to access the guide.

If you have any issues accessing this training link, please contact your local Kelly Educational office or the Kelly Educational Staffing teacher liaison at your school.

**Kelly Educational Staffing**  
**801-377-2112 or 866-209-0796**  
[5936@kellyservices.com](mailto:5936@kellyservices.com)

## KASS EMPLOYEE (TEACHER) QUICK-START GUIDE

- Provide this quick-start guide to school employees using KASS. For more detailed information on using KASS, provide employees with the [KASS Employee Guide](http://www.kellyeducationalstaffing.us) (available from the KES public Web site at [www.kellyeducationalstaffing.us](http://www.kellyeducationalstaffing.us)).

KASS Internet Feature			
Accessing KASS via the Internet	Recording an Absence on the Internet	Modifying an Absence via the Internet	Changing Your PIN via the Internet
<ol style="list-style-type: none"> <li>1. Go to <a href="http://www.kellyeducationalstaffing.com">www.kellyeducationalstaffing.com</a>.</li> <li>2. Click <b>KASS Login</b> at the top of the screen.</li> <li>3. Enter your ID and PIN.</li> <li>4. Click <b>Sign In</b>. Your home page will display. Your available functions are listed on the left side.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Create an Absence</b> on your home page.</li> <li>2. Enter the absence information (e.g., # of Absence Instances, Start Date, Absence Reason Type) and click <b>Save</b>.</li> <li>3. You will receive a confirmation number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Absence History</b> on your home page.</li> <li>2. Click the confirmation number of the future absence you want to modify.</li> <li>3. Click <b>Edit this Absence</b> and edit date, absence reason, absence type, and/or start and end times as necessary.</li> <li>4. Click <b>Save</b>.</li> </ol>	<ol style="list-style-type: none"> <li>1. Click <b>Change PIN</b> on your home page.</li> <li>2. Enter your existing PIN in the <b>Current PIN</b> field.</li> <li>3. Enter your e-mail address in the <b>E-mail Address</b> field.</li> <li>4. Enter your new PIN in the <b>New PIN</b> field.</li> <li>5. Retype your new PIN in the <b>Retype PIN</b> field.</li> <li>6. Click <b>Apply Changes</b> to save your changes.</li> </ol>
KASS IVR Feature			
Accessing KASS via the IVR	Recording an Absence on the IVR	Reviewing Upcoming Absences via the IVR	Changing Your PIN via the IVR
<ol style="list-style-type: none"> <li>1. Call 1-800-942-3767.</li> <li>2. Enter your ID and PIN and press #.</li> <li>3. Select one of the following system options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence.</li> <li>• Press <b>2</b> to check entitlement balances.</li> <li>• Press <b>3</b> to review upcoming absences.</li> <li>• Press <b>4</b> to review a specific absence.</li> <li>• Press <b>5</b> to review or change personal information.</li> </ul> </li> </ol> <p><b>Note:</b> Press * to go back one menu level at any point.</p>	<ol style="list-style-type: none"> <li>1. Press <b>1</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to record an absence for today.</li> <li>• Press <b>2</b> to record an absence for tomorrow.</li> <li>• Press <b>3</b> to record an absence for another day within the next 30 days.</li> <li>• Press <b>4</b> to record an absence for Monday (on Friday or weekend).</li> </ul> </li> <li>2. Enter the number of days for the absence (up to five).</li> <li>3. Enter a start and end time by following the IVR prompts.</li> <li>4. Select the reason for the absence.</li> <li>5. Save the absence. You will receive a confirmation number.</li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>3</b> from the Main Menu and select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> for absences scheduled for today.</li> <li>• Press <b>2</b> for absences scheduled for tomorrow.</li> </ul> </li> <li>2. Select one of the following options: <ul style="list-style-type: none"> <li>• Press <b>1</b> to hear more about the absence.</li> <li>• Press <b>2</b> to hear the information again.</li> <li>• Press <b>4</b> to listen to the next absence.</li> <li>• Press <b>5</b> to return to the Main Menu.</li> </ul> </li> </ol>	<ol style="list-style-type: none"> <li>1. Press <b>5</b> from the Main Menu.</li> <li>2. Press <b>2</b> to hear your current PIN.</li> <li>3. Press * to leave your PIN unchanged, or enter a new four digit PIN and press #.</li> <li>4. Confirm your new PIN by following the IVR prompts.</li> </ol>

The IVR automatically generates a recording of your name and title. If the IVR records your name or title incorrectly, you can manually re-record them by following these steps:

1. Call the IVR at 800-942-3767.
2. Enter your ID and PIN and press #.
  - Ask your KES branch or your school administrator for your ID and PIN.
3. Press 5 from the Main Menu to change your personal information.
4. Press 1 to record your name.
5. Press 1 to save the recording.
  - If your name or title is changed in KASS, the IVR system will automatically generate a new recording.

**To obtain your KASS ID and PIN, contact your school secretary or your local KES branch. Call 1-866-Kelly-38 if you experience technical difficulties using the Kelly Automated Scheduling System.**



## **KELLY EDUCATIONAL STAFFING ABSENCE & SCHEDULING TEAM**

### **FREQUENTLY ASKED QUESTIONS FOR SCHOOLS**

#### **How do I contact the Kelly Educational Staffing Absence & Scheduling Team (KAST)?**

You can contact KAST toll-free at 866-KELLY-98. Send any non-urgent questions/requests via e-mail to KAST at [KESSCHEDULE@kellyservices.com](mailto:KESSCHEDULE@kellyservices.com).

#### **When will KAST representatives be available?**

The KAST center is open from 4:00 A.M. – 6:00 P.M. MST

#### **When should I contact KAST?**

You should continue to use the Kelly Automated Scheduling System (KASS) for creating absences and scheduling activities. Contact KAST for any absence or scheduling activities that happen outside of the standard KASS process, such as assistance with logging absences after the absence cut-off time (for same-day requests), long-term absences, and special requests. Contact KAST to notify them about any absence cancellations or updates, and to obtain support on KASS functionality. For a complete list of reasons to contact KAST, refer to your KAST Reference Guide.

#### **Who will contact the school to confirm any last-minute substitute employee assignments or provide updates regarding unfilled classrooms?**

A KAST representative will contact appropriate school representatives to confirm last-minute scheduling assignments and/or to provide updates regarding unfilled classrooms.

#### **Will KAST representatives assist me with a specific substitute employee request?**

Yes. KAST representatives will accept (but we cannot guarantee) substitute employee requests to fill an absence with at least two days in advance. If there is less than two days notice, KAST will fill the absence with another qualified and available substitute employee.

#### **When should I contact my local Kelly branch?**

Contact your local Kelly branch to provide substitute employee performance feedback, to report any incidents, and to update your school's preferred substitute or excluded lists. Your local Kelly branch will also assist you with all billing/invoicing questions, reporting requests, and updates to KASS school or employee data. For a complete list of reasons to contact your local Kelly branch, refer to your KAST Reference Guide.

**What should I do if I need to log a same-day absence request and the absent employee has not been entered into KASS, or the absent employee's information needs to be updated?**

A KAST representative can assist you with entering/updating the absent employee's information in KASS and logging the absence. Your local Kelly branch may contact you to confirm the employee information that was entered into KASS and/or to obtain additional information.

**What happens if I need to provide important substitute employee performance feedback or report an incident and my local Kelly branch is not open?**

A KAST representative can gather the necessary information from (and may take any appropriate action regarding substitute employee follow-up) and relay the information to your local Kelly branch.

**Can my local Kelly branch still assist me with scheduling activities?**

While your local Kelly branch will always be available to you as a resource to discuss any concerns, questions, or requests you may have, the KAST has been established to provide you with dedicated support for scheduling activities. After a short transition period, your local Kelly branch will no longer be able to perform scheduling and absence creation/maintenance functions in KASS; KAST will manage all scheduling activities. Refer to your KAST Reference Guide for a complete list of when to contact KAST and when to contact your local Kelly branch.

# **Policies, Procedures, and Professional Responsibilities**

### **Assemblies and Pep Rallies**

Some faculty members will be given hall and other supervisory assignments during assembly and pep assembly periods. Those faculty members not on special assignments during this period are expected to be in attendance at the assembly and to help with general supervision.

### **Building Security**

All teachers have a key to their room and to one outside entrance door. When you enter and leave the building, please be certain to secure the door. As a matter of personal security, it is not advisable for employees to enter the building at night or on weekends alone. We would suggest that if you need access to the building beyond normal hours you bring someone with you.

### **Collaboration Time**

Monday collaboration time (1:45 – 2:45) is an essential element in our professional development as a school. All staff members are expected to actively participate in this weekly opportunity to focus on continuous improvement in student learning. No other practices, meetings, appointments, or tasks should be scheduled during this time. Please communicate with your administrator if you will be leaving the building to work with teachers at another school.

### **Computer Damage**

The following guidelines for laptop computer damage were adopted by the ASD cabinet on May 20, 2012.

1. The first time a computer is damaged, whether at home or at school, the teacher is to pay 25%, the school is to pay 25%, and Technology is to pay 50% of the repair or replacement cost of the laptop.
2. The second time a computer is damaged, whether at home or at school, the teacher is to pay 50%.
3. The third time a computer is damaged, whether at home or at school, the teacher is to pay 100% of the repair or replacement cost of the laptop and from that time forward will only be permitted to have a desktop.

### **Consultation Time**

Consultation Time is held every Monday from 11:00 – 11:40. All teachers are expected to be in their classrooms to consult with students or parents. If no students or parents come for help, teachers should use that time to reach out to parents of struggling students—phone calls to make future appointments, etc. It is also recommended that teachers use this time to send positive notes to students and parents.

### **Contract Time**

Teachers need to report to work 30 minutes before and remain 30 minutes after school hours. Most teachers have a preparation period each day. During this period, teachers should use the time to do necessary paper work, prepare lessons and be available to meet with parents. Teachers are not to leave the school during contract time or preparation time without notifying an administrator and signing out in the main office.

### Copy Center

Copy center hours 7:00-3:00. Laminating is done on Thursdays.

Please fill out a request slip for printing, and leave your originals in the queue on the counter. Printing schedule is first come first serve. If you need copies first period in the morning and you don't have your request in the copy center the night before, they may not be ready for your first period class. So plan ahead please.

REMEMBER. The small copier is for single copies only - not classroom sets. You can make 25 single page copies on the small machine per day - all other copies are to be made by the copy center aide on "Bertha". You are assigned a code for the small machine. Please do not exceed 25 copies per day on the small copier.

### Deficiency Notices

It is the policy of Alpine School District and Timpanogos High School that deficiency notices be sent to the home of every student who is receiving a failing grade at the mid-term. That notice **MUST** be sent with time for remediation or the student and parent may have a legitimate basis for grievance. The attendance office will produce hard copies of mid-term deficiency notices and final report cards to be mailed home.

In addition to the mailed notice, teachers should communicate with parents of failing students either in person or by telephone. *After contacting parents*, teachers are expected to notify the counselor, administrator, and advocate of any SENIOR student who is falling behind severely enough to make passing the class doubtful. By policy, a student cannot be given a failing grade without notification in time for remediation.

### Disclosure Documents

Each teacher/coach must prepare and distribute a disclosure document for each class or activity supervised. Each teacher should submit a copy of their disclosure document to their supervising administrator and to the principal's secretary by the first day of school. Using the disclosure document as a class assignment with assigned points is discouraged. The primary objectives of the disclosure document are to explain class procedures and expectations, generate student interest in the subject, and communicate positively about the class.

### Eligibility

Eligibility guidelines are set by the State High School Activities Association and by the Region. A student athlete must have a 2.0 GPA and not more than 1 F, I, or NC during the term prior to tryouts and again during the term ending during the season. Check with the assistant principal responsible for athletics about any concerns over eligibility.

### Emergency Procedures

All teachers will receive a copy of emergency procedures and should be prepared to carry out those instructions in case of fire drills, lockdown drills, earthquake drills, etc.

### Excusing Students from Class

If there is a need for a student to leave class, they are to obtain a **hall pass** from the teacher. If there are excessive requests to leave class it is an indication that student engagement is a concern. All teachers are expected to follow the bell schedule. Except for as provided for in the SET intervention structure, **teachers should not release students before the bell rings.**

District and school policy forbids the practice of sending students to run off campus errands for faculty members either during class time or before or after school.

### **Faculty Meetings**

Faculty Meetings will generally be held from 7:15 to 7:40 a.m. on the first Tuesday of the month. Attendance is expected at all faculty meetings. Please plan accordingly.

### **Graduation Attendance**

Graduates genuinely appreciate seeing staff and faculty present at their commencement exercise. Your support of this activity is appreciated and your **attendance is expected**. Faculty will be issued robes and hoods to wear during graduation exercises.

### **Hall Supervision**

Whenever possible, teachers should be at their door to personally greet students as they enter class. This is best practice to build positive teacher/student relationships and student engagement, and also helps to clear the halls and encourage all students to be in class on time. Please notify the office for assistance if there are students loitering outside your room during class time.

### **Injuries to Students and Staff Members**

A written report should be filled out regarding all student or staff injuries. The student attendance secretary will assist in filling out and submitting these reports. If a student is injured, please assist that student into the main office where parents can be contacted and assistance rendered. **For serious injuries or medical incidents requiring help at the site, do not move the student: contact the main office immediately and emergency personnel will be dispatched.**

### **Keys**

“Teachers are entitled to have a key to their room and to ONLY ONE of the entrance/exit doors. Under no circumstances may teachers have their keys duplicated or permit them to be duplicated.” (District Policy)

Keys are distributed by Paul Barth. He will log and account for keys given to teachers. Keys are **not** to be loaned to students. If any keys are lost, Paul should be notified immediately so that building security is not compromised.

### **Marking Roll**

It is a professional responsibility for all teachers to accurately mark rolls in every class period every day. When a student has stated they are withdrawing from school or your class, please continue to mark the student absent until they no longer appear on your Skyward roll.

### **Presence in the Classroom**

Teachers should remain in their rooms when classes are in progress. If you must leave your room during class, please arrange for another teacher to monitor the class for that short period of time. Much of the damage that occurs to property within a room occurs when the students enter and find no teacher there. When you leave your classroom for lunch, conference, or at the end of the day, make sure that it is locked.



## **Purchases**

(See Financial Procedures Section on page 21) Purchases may be made with a school purchase card or with a district purchase order. Please check with the school financial secretary to decide the best way to proceed. Appropriate procedures must be followed. All purchase requests require the signature of the supervising principal.

### **Department Purchases**

The principal will determine departmental budgets at the beginning of each year. Decisions regarding department funds should be made jointly as a department and signed by the department M & O Rep.

**Checks** will be generated once a week at the district office. A check request must be made with the financial secretary well in advance of when it is needed. The request will go through an approval process, then be sent to the district office.

### **Reimbursements**

Employees may be reimbursed, but it is preferred that a school purchase card is used when making purchases. DO NOT send parents, students, or others to make purchases with their own money expecting a reimbursement from the school. A school credit card can be obtained through the financial office for this purpose.

## **Parent/Teacher Conferences**

Teachers should be in their classrooms available for consultation with parents and students every Monday from 11:00 – 11:40.

Three other evening Parent / Teacher Conferences will be scheduled during the year. Those dates are published on the school calendar. All teachers are expected to be in attendance. Any teacher who cannot be in attendance at parent/teacher conference must have prior approval from the principal.

## **Removing Students from Class**

If you find it necessary to send students out of your classroom from time to time, you must be sure to keep them by your room. They are still your responsibility even if you have asked them to leave the room. If you send a student to the office because of a behavior concern, you need to call the office to let administration know that the student is coming, and what assistance you would like in dealing with the situation.

## **Scheduling Rooms and Labs** (For auditorium use, see page 12)

Computer labs, the little theater, and the media center conference room should be scheduled in advance through the media center coordinator. Gyms and athletic fields should be scheduled through the main office receptionist.

Building rentals to outside groups are scheduled through Liz Lloyd.

## **Scope of Employment**

Faculty and staff are reminded of the following District Policy 4042.1:

1.1.2 Approval of the school principal shall be required whenever it becomes necessary for a district employee to meet with a student(s) outside the regular school day, or outside of the school premises.

1.1.3 District employees shall avoid traveling alone with an individual student.

### **SET – Second Effort Time**

In order to allow teachers to work with smaller groups of students on mastering course learning objectives, some students may be released, at each instructor's discretion, for the last 10 to 20 minutes of certain class periods. Teachers should focus on concept-specific remediation or enrichment during SET (by the student, by the concept). It is not appropriate to release all students early during this remediation time. This "Second Effort Time" (SET) is an option available to teachers during every period on Tuesday and Wednesday. Released students should immediately proceed from the academic hallways to the commons, media center, or cafeteria.

### **Sunshine Fund**

The Principal's secretary will oversee the Timpanogos "Sunshine Fund." The Sunshine Fund will be used as follows:

Births: Birth of a child to a staff member or a staff member's spouse.

Wedding: Staff member or son or daughter of staff member. First weddings only.

Hospitalization: Staff member only.

Death: Staff member, immediate family, spouse, mother, father, son or daughter.

We strongly encourage that each staff member contribute to the sunshine fund at the beginning of each school year. It is an easy and convenient way to build unity and support one another at important times. The fee is \$2 per month for a total of \$24 per year. Please see the principal's secretary if you would like your payment to come out of your paycheck.

### **Textbooks**

Textbooks are generally ordered in the spring of the year by the department chair through the administrator over textbooks (Paul). Workbooks are an expensive and expendable item. It is suggested that students write the answers to questions on a sheet of paper where possible and that the workbooks not be written in. If this will work for you, please adopt the procedure so that textbook funds may be maximized.

**Textbook Depository:** All textbooks are checked in and out by students through the textbook depository. Arrange a time for your class to check out and return books through the shared document Cathy will send out. All damaged textbooks will be sent in for repair at the end of the year from the textbook depository. Students will be fined for lost or damaged books.

### **T-Wolf TV**

T-Wolf TV is a critical tool for communicating with students and teachers. In order to create and support our school culture, encourage unity, and convey important information, it is expected that all students and staff members watch and listen during T-Wolf TV. Please create an expectation for students to be quiet and attentive during this time.

If you have an announcement you would like to run on T-Wolf TV, please send it to Cindy Ahmu and Richard Collette before 2:30 p.m. the day before you want it included. Only announcements pertaining to school activities and purposes will be given. We do not announce other items.

### **Updating Grades on Skyward**

To allow for teachers, parents, and students to accurately monitor academic progress during the term, teachers are expected to update their grades on Skyward weekly (**by 8:00 am each Monday**).

## **Visitors**

Any non-Timpanogos student or adult in the building during school hours must have a visitor's pass. If a visitor comes to your class, please refer him/her to the main office to see an administrator.

## **Alpine School District Policies**

Teachers are encouraged to review the following district policies. They are found at: [www.alpineschools.org](http://www.alpineschools.org); click on district information then on district policy.

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| a. 4056 School Goals              | l. 5405 Student Supervision       |
| b. 4074 Time Schedule             | m. 4097 Sexual Harassment/Staff   |
| c. 4073 Staff Dress Code          | n. 5180 Student Discipline        |
| d. 5152 Student Dress Code        | o. 5182 Safe Schools              |
| e. 4077 Keys – Building Security  | p. 5185 Sexual Harassment/Student |
| f. 4019 Health & Disability Leave | q. 4042 Scope of Employment       |
| g. 4020 Bereavement Leave         | r. 4057 Educator Evaluation       |
| h. 4084 Student Injuries          | s. 4075 Educator Preparation Time |
| i. 5148 Fund Raising              | t. 4100 Acceptable Use Policy     |
| j. 5150 Student Excursions        | u. 4098 Conflict of Interests     |
| k. 4065 Faculty Meeting           | v. 6164 Copyright Laws            |

# NOTES