



## **Timpanogos Academy Parent Handbook**

70 South Titan Trail Lindon, UT, 84042

Phone: (801) 785-4979 Fax: (801) 785-9690

[www.timpacademy.org](http://www.timpacademy.org)

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**For a complete list of policies visit our website [www.timpacademy.org](http://www.timpacademy.org)**

## **Welcome to Timpanogos Academy!**

Welcome to Timpanogos. We hope your experience here will be very rewarding. Timpanogos Academy uses a back to basics approach to education which is very rigorous and therefore requires a dedication and commitment on the part of all of us. The expectations are high, but with hard work and determination, all students can and will be successful. By your child enrolling in Timpanogos Academy it is agreed that you and your child will abide by the policies and procedures of the school.

### **Motto**

FOR THE LOVE OF LEARNING

### **Mission Statement**

To establish a school where each student gains the scholarly knowledge and skills vital to becoming a self-motivated, lifelong learner and to succeed in this rapidly evolving and complex world. The mission will be accomplished by using the academically rigorous Core Knowledge Curriculum, in a context of respect and self-discipline encouraged by extensive parent involvement and limited class sizes.

### **The Timpanogos Academy Vision**

To be a model of excellence in education.

### **The Timpanogos Academy Experience**

#### **Academics**

Students master our academically rigorous, back-to-basics curriculum, acquire excellent writing skills, and master math skills through traditional math instruction.

#### **Character**

Students develop and demonstrate integrity, responsibility, respect, self-discipline, accountability, and other characteristics of good citizenship.

#### **Culture**

Students learn in a stable environment created by outstanding faculty and staff, distinctive school uniforms, parent volunteerism, homework, and limited class-sizes.

## **For the Love of Learning**

(Timpanogos Academy School Song)

Written by Marcia Davis

To gain an education, that's why we come to school  
We'll do our best and help each other, that's the rule  
Our dedicated teachers and parents show the way  
To grow in understanding as we come to school today

For the love of learning we come to school you see  
Striving for excellence is our philosophy  
We're Timp Academy Titans and united we'll say  
Let the love of learning light the way

We'll make a contribution to our community  
By learning all we can about our history  
Geography and science with math and language too  
And don't forget the wealth of books to read before we're through

For the love of learning we come to school you see  
Striving for excellence is our philosophy  
We're Timp Academy Titans and united we'll say  
Let the love of learning light the way  
We're Timp Academy Titans and united we'll say  
Let the love of learning light the way

We encourage students and parents to become familiar with our school song so they can participate at assemblies and other times where the song will be sung.

## Administrative Staff, Faculty, and Board Contact

### Administrative Staff

Principal	Errol Porter	<a href="mailto:eporter@timpacademy.org">eporter@timpacademy.org</a>	ext. 33
West Building Secretary	Maggie Dennis	<a href="mailto:mdennis@timpacademy.org">mdennis@timpacademy.org</a>	ext. 30
East Building Secretary	Cindy Bullock	<a href="mailto:cbullock@timpacademy.org">cbullock@timpacademy.org</a>	ext. 34
Operations Manager	Frank Anderson	<a href="mailto:fanderson@timpacademy.org">fanderson@timpacademy.org</a>	ext. 54
Business Manager	Lynn Smith	<a href="mailto:lsmith@timpacademy.org">lsmith@timpacademy.org</a>	ext. 31
Business Office Mgr	Karyl Montgomery	<a href="mailto:kmontgomery@timpacademy.org">kmontgomery@timpacademy.org</a>	ext. 31
Special Education Director	Keri Heath	<a href="mailto:kheath@timpacademy.org">kheath@timpacademy.org</a>	ext. 54

### Faculty

Kindergarten	Kira Haws	<a href="mailto:Khaws@timpacademy.org">Khaws@timpacademy.org</a>	ext. 41
Kindergarten	Rachel Perry	<a href="mailto:rperry@timpacademy.org">rperry@timpacademy.org</a>	ext. 57
Grade 1	Katie Peterson	<a href="mailto:kpeterson@timpacademy.org">kpeterson@timpacademy.org</a>	ext. 51
Grade 1	Aleigh Morelli	<a href="mailto:amorelli@timpacademy.org">amorelli@timpacademy.org</a>	ext. 43
Grade 1	Kambree Clark	<a href="mailto:kclark@timpacademy.org">kclark@timpacademy.org</a>	ext. 47
Grade 2	Tressa Cannon	<a href="mailto:tcannon@timpacademy.org">tcannon@timpacademy.org</a>	ext. 37
Grade 2	Anna Vargason	<a href="mailto:avargason@timpacademy.org">avargason@timpacademy.org</a>	ext. 56
Grade 2	Rachelle Gadd	<a href="mailto:rgadd@timpacademy.org">rgadd@timpacademy.org</a>	ext. 38
Grade 3	Karen Hornberger	<a href="mailto:khornberger@timpacademy.org">khornberger@timpacademy.org</a>	ext. 52
Grade 3	Pam Sorenson	<a href="mailto:psorenson@timpacademy.org">psorenson@timpacademy.org</a>	ext. 38
Grade 3	Madison Noorda	<a href="mailto:mnoorda@timpacademy.org">mnoorda@timpacademy.org</a>	ext. 44
Grade 4	Lydia Lallatin	<a href="mailto:llallatin@timpacademy.org">llallatin@timpacademy.org</a>	ext. 46
Grade 4	Becky Johnson	<a href="mailto:bjohnson@timpacademy.org">bjohnson@timpacademy.org</a>	ext. 49
Grade 4	Sarah Lallatin	<a href="mailto:slallatin@timpacademy.org">slallatin@timpacademy.org</a>	ext. 50
Grade 5	Christy Belt	<a href="mailto:cbelt@timpacademy.org">cbelt@timpacademy.org</a>	ext. 24
Grade 5	Chere Hutchings	<a href="mailto:chutchings@timpacademy.org">chutchings@timpacademy.org</a>	ext. 26
Grade 5	Sarah Clyde	<a href="mailto:scllyde@timpacademy.org">scllyde@timpacademy.org</a>	ext. 25
Grade 6	Elizabeth McIver	<a href="mailto:emciver@timpacademy.org">emciver@timpacademy.org</a>	ext. 22
Grade 6	Lauren Bellon	<a href="mailto:lbellon@timpacademy.org">lbellon@timpacademy.org</a>	ext. 26
Grade 6	Sharon Wardle	<a href="mailto:swardle@timpacademy.org">swardle@timpacademy.org</a>	ext. 23
Music/Band	Daniel Barbosa	<a href="mailto:dbarbossa@timpacademy.org">dbarbossa@timpacademy.org</a>	ext. 22
Librarian	Lorraine Carter	<a href="mailto:lcarter@timpacademy.org">lcarter@timpacademy.org</a>	ext. 54
Art	Kasi Hoggard	<a href="mailto:khoggard@timpacademy.org">khoggard@timpacademy.org</a>	ext. 28
Computer	Leslie Bronson	<a href="mailto:lbronson@timpacademy.org">lbronson@timpacademy.org</a>	ext. 23
Special Education	Karrie Elder	<a href="mailto:kelder@timpacademy.org">kelder@timpacademy.org</a>	ext. 59
Special Education	Wendy Kelly	<a href="mailto:wkelly@timpacademy.org">wkelly@timpacademy.org</a>	ext. 59
Intervention Specialist	JoDee Mickelsen	<a href="mailto:jmickelsen@timpacademy.org">jmickelsen@timpacademy.org</a>	ext. 53
Intervention Assistant	Kristen Bishop	<a href="mailto:kbishop@timpacademy.org">kbishop@timpacademy.org</a>	No Ext

### Board of Directors

Kim Seager, CAO	<a href="mailto:kim@seagerfam.com">kim@seagerfam.com</a>
Rachel Thacker, CFO	<a href="mailto:rthacker@timpacademy.org">rthacker@timpacademy.org</a>
Phil Cardon, Personnel/Website	<a href="mailto:pcardon@timpacademy.org">pcardon@timpacademy.org</a>
Jennie Bruce, Curriculum	<a href="mailto:jbruce@timpacademy.org">jbruce@timpacademy.org</a>
Minta Valentine, Publicity	<a href="mailto:mintaval8@gmail.com">mintaval8@gmail.com</a>
Amy Tressler, Uniforms	<a href="mailto:atressler@timpacademy.org">atressler@timpacademy.org</a>
Paul Johnson, facilities	<a href="mailto:pjohnson@timpacademy.org">pjohnson@timpacademy.org</a>

## Building Hours

Students are to be dropped off in the morning no earlier than 7:30 AM and picked up no later than 3:30 PM unless they are involved in a before or after school supervised activity.

Former students or children not enrolled in Timpanogos Academy are **only** allowed on school grounds with a parent or guardian and also for doing an activity approved by the school they attend. An example of this would be job shadowing.

## Calendar

A detail of all calendar information is available by going to [www.timpacademy.org](http://www.timpacademy.org), placing your cursor over the calendar tab and clicking on either the school events calendar or the calendar at a glance.

By choosing the school events calendar, you will see detail dates and times of upcoming events. Please understand that this calendar is as current as the information we have. Dates and times are subject to change as more information becomes available. It is advisable to look at this calendar frequently to keep informed.

By choosing the calendar at a glance you will see the approved calendar for the school year. This option is the approved calendar for the year and does not include specific details of events.

## Homework

You can expect that your child will have homework on most days. We are **not** expecting your children to spend more than the recommended time working on it. If you find the homework assigned is taking longer than the recommended time, work with your children on what you feel is important and talk with their teacher to make any necessary adjustments to the homework. We recognize that having family time and time for other activities are essential and valuable. Homework guidelines are as follows:

Kindergarten .....	10 Minutes
First Grade .....	20 Minutes
Second Grade .....	30 Minutes
Third Grade .....	40 Minutes
Fourth Grade .....	50 Minutes
Fifth Grade .....	60 Minutes
Sixth Grade .....	70 Minutes

## Grading for Missing or Late Work

Class work and homework are expected to be turned in on time. It is the student's responsibility to make sure all class work is turned in according to individual classroom policies.

Students with an Individualized Education Plan (IEP) may be granted extra time on assignments according to accommodations outlined in the student's IEP.

To encourage students to turn in work on time, the following grading criteria will be used for late work.

Work handed in on time.....	100%
1 Day Late.....	90%
2 Days Late .....	80%
3 Days Late .....	70%
4 Days Late .....	70%
5 Days Late .....	70%

## Make-up Work

Students who are absent have two days to make up the missed work for each day they are gone. As long as the missed work is turned in within this time frame they will receive full credit as if they had never been absent. Teachers may choose to allow special provisions for students who are absent due to extenuating circumstances, such as an extended illness.

## Screenings

**Vision/Speech/Hearing/Language Arts** – In accordance with state law, we occasionally conduct screenings in vision, hearing, speech, and Language Arts. Notification of screenings will be sent by email. If you do not wish to have your child participate in the screening, respond to the email indicating you do not want your child to participate. If you have questions regarding any of the screenings, email Mr. Anderson at [fanderson@timpacademy.org](mailto:fanderson@timpacademy.org).

## Staff Qualifications

Timpanogos Academy strives to have highly qualified staff in every classroom. For information regarding qualifications of staff members, you may contact Mr. Porter by email at [eporter@timpacademy.org](mailto:eporter@timpacademy.org)

## TIMPANOGOS ACADEMY UNIFORM POLICY

### Policy TA5153

#### Approved 10/8/2015

#### GIRLS – FORMAL DRESS DAY (Monday)

White peter pan collared blouse

Navy sweater vest or cardigan (optional)

Navy dress pants, Navy Dress Shorts, OR blackwatch plaid skirt/jumper/skort

Belt (if wearing pants or shorts with belt loops)

Crossover blackwatch plaid tie

Appropriate socks or tights (See Below)

Appropriate shoes (See Below)

#### GIRLS – REGULAR DRESS DAY (Tuesday – Friday)

Polo shirt with logo: white, green, navy OR peter pan blouse OR turtleneck: white, green, navy

Sweater vest or cardigan sweater (optional)

Navy or khaki colored dress pants OR blackwatch plaid skirt/jumper/skort

Navy or khaki colored dress shorts

Belt (if wearing pants or shorts with belt loops)

Appropriate socks or tights (See Below)

Appropriate shoes (See Below)

White Peter pan blouses may be short or long sleeved. They must be free from lace or other adornments.

Polo and logo must be purchased together from an approved supplier. Polo shirts must be purchased from an approved vendor and have the approved school logo on them. They can be long or short sleeved and can be white, navy or green.

Turtlenecks must be white, navy or hunter green. They need to be a solid color and have no pattern/texturing. No mock turtlenecks or decorative collars. Stitching must match the color of the rest of the shirt. Turtlenecks must not be worn underneath polos or peter pan blouses.



Navy sweater vests or cardigan sweaters are optional and can be worn any day of the week. Vest/sweater and logo must be purchased together from an approved supplier.

Pants and shorts need to be of twill material and dress pants style. (No skinny style of pants are allowed) Either pleated or flat front styles are acceptable. Cuffs on shorts and pants are allowed but optional. No external sewed pockets (ie cargo pants or jean style pants). Pants must be ankle length. Shorts must be no shorter than 3 inches above the knee.

Skirts, Skorts and Jumpers must be blackwatch plaid and purchased from an approved supplier. The length needs to be no shorter than 3 inches above the knee.

Crossover tie must be blackwatch plaid and purchased from an approved supplier.

Tights or socks must be worn. Solid in color. Black, white, navy or hunter green. No-show and footie style socks are not acceptable.

Shoes or boots are required at all times. Shoes or boots with blinking lights, noisemakers, wheels, heels or soles higher than 2 inches are prohibited at all times including free dress days. All shoes must be closed toe and heel.

Bike shorts may be worn under skirts or jumpers. They must be white, black, navy or hunter green. They must be shorter than the length of the skirt or jumper.

Ankle length leggings may be worn under skirts or jumpers. They must be white, black, navy or hunter green.

If outerwear is worn inside the classroom it must be an item that is purchased from an approved supplier. Logoed sweatshirts, hoodies (no hoods up), fleece jackets, fleece vests are the items permitted but not on formal dress day. Hats are not allowed to be worn in the school at any time including free dress day.

#### BOYS – FORMAL DRESS DAY (Monday)

White oxford button down shirt

Navy sweater vest or cardigan (optional)

Navy dress pants or navy dress shorts

Belt (if wearing pants or shorts with belt loops)

Blackwatch plaid tie

Appropriate socks (See Below)

Appropriate shoes (See Below)

#### BOYS – REGULAR DRESS DAY (Tuesday – Friday)

Polo shirt with logo OR turtleneck OR white oxford

Sweater vest or cardigan sweater (optional)

Navy or khaki colored dress pants

Navy or khaki colored dress shorts

Belt (if wearing pants or shorts with belt loops)

Appropriate socks (See Below)

Appropriate shoes (See Below)

White oxford shirts may be short or long sleeved. They must have a button down collar.

Polo and logo must be purchased together from an approved supplier. Polo shirts must have approved school logo on them. They can be long or short sleeved and can be white, navy or green.

Turtlenecks must be white, navy or hunter green. They need to be a solid color and have no pattern/texturing. No mock turtlenecks or decorative collars. Stitching must match the color of the rest of the shirt. Turtlenecks must not be worn underneath polos or oxford shirts.

Navy sweater vests or cardigan sweaters are optional the rest of the year. Vest/sweater and logo must be purchased together from an approved supplier.

Pants and shorts need to be of twill material and dress pants style. (No skinny style of pants are allowed) Either pleated or flat front styles are acceptable. Cuffs on shorts and pants are allowed but optional. No external sewed pockets (i.e. cargo pants or jean style pants). Pants must be ankle length. Shorts must be no shorter than 3 inches above the knee.

Blackwatch plaid neckties and bowties must be purchased from an approved supplier.

Socks must be worn. Solid in color. Black, white, navy or hunter green. No-show style socks are not acceptable.

Shoes or boots are required at all times. Shoes or boots with blinking lights, noisemakers, wheels, heels or soles higher than 2 inches are prohibited at all times including free dress days. All shoes must be closed toe and closed heel.

If outerwear is worn inside the classroom it must be an item that is purchased from an approved supplier. Logoed sweatshirts, hoodies (no hoods up), fleece jackets, fleece vests are the items permitted but not on formal dress day. Hats are not allowed to be worn in the school at any time including free dress day.

### **Transferring to or from Timpanogos Academy**

To be considered for enrollment, a child must be accepted through the lottery system and there must be a spot available in the appropriate grade level. To withdraw a child, fill out a withdrawal form and submit it to the secretary of the east building. Children can enroll at space is available and can withdraw at any time.

## Directory Information

Family Educational Rights and Privacy Act (FERPA) gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. If parents wish to get copies of their child's records, they must submit a request in writing giving at least 48 hours notice.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring, to officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
  - Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll.
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations
  - To comply with a judicial order or lawfully issued subpoena
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information. For Timpanogos Academy, directory information refers to the yearbook, and the student directory to facilitate Parents being able to contact each other. Information is limited to name, address, phone number, email address, photograph, awards, and grade level. If you do not wish to have your child's directory information disclosed, you must notify the school in writing no later than the last day of the first term indicating what information you wish not to be disclosed.

**If you wish to photograph your child at school, the taking of photographs must be taken before school, after school, or at special events and is never allowed during regular class time.**

### **Closed Campus**

Timpanogos Academy students are not permitted to leave the school campus anytime unless prior arrangements have been made and communicated to the school. Students will not be called out of class to wait for a Parent. If you need to check your child out of school, please go to the front desk of the school and sign them out in the log provided. **After** this is completed, your child will be called out of their class.

### **Book Etiquette**

Students are required to keep their books in good condition. Books are the property of Timpanogos Academy and if damaged by neglect or abuse, may require a fine to be issued for repair or replacement.

### **Attendance**

The Utah Compulsory Attendance Law requires a parent or guardian to insure the on-time school attendance of their children on a regular, uninterrupted basis. Timpanogos Academy will make every effort within the following guidelines to encourage regular attendance of all students and to assist parents in their responsibility to have their children attend school regularly. The see the complete policy refer to the “**POLICIES AND HANDBOOKS**” page of the website.

### **Electronic Devices**

Any student’s electronic device that is disrupting the educational experience will be confiscated in accordance with Electronic Device Policy. The see the complete policy refer to the “**POLICIES AND HANDBOOKS**” page of the website.

### **Timpanogos Academy Safe Schools Policy**

Timpanogos Academy considers the safety of students of utmost importance. In addition to disruptive acts, if a student threatens suicide, is involved in an incident of cyber-bullying, bullying, hazing, harassment, or retaliation, or makes a false report of such, the parent, legal guardian or designated adult shall be contacted within 24 hours of the incident. All records of the notification shall be kept as part of the student information system. Notifications will be maintained until the student is no longer enrolled, at which time they will be deleted or shredded. To see the complete policy, refer to the “**POLICIES AND HANDBOOKS**” page of the website. For sexual harassment reporting, Title IX rules and regulations will be followed. Please refer to the Timpanogos Academy website for reporting information and other details about these requirements.

## **Student Information System and Parent Communication**

Timpanogos Academy uses Power School as the student information system. Parents have the ability to log on to Power School by going to the link on our webpage [www.timpacademy.org](http://www.timpacademy.org) at any time to see the academic performance of their children. Parents are encouraged to sign up for email notification of their child's performance through Power School. By doing this, you will have an automatic email of your child's performance as often as you wish. Each parent has been assigned a name and password to be able to log on to Power School. If you have not received or have misplaced your name and password or have trouble receiving notices from the school, please email Mr. Anderson at [fanderson@timpacademy.org](mailto:fanderson@timpacademy.org).

**Email** – All official school communication is done through email. If you do not have internet access, you must notify your child's teacher to make sure you have a hardcopy of communications sent home. PTO messages are also sent by email. Any request for hardcopies of PTO information should be directed to the PTO.

**Teacher Webpage** - Weekly Newsletters are available electronically on the individual teacher webpage. You can access the teacher webpage on our website, [www.timpacademy.org](http://www.timpacademy.org). If you need hardcopies of newsletters, please let your child's teacher know.

**Parent Concerns** – In order to express concerns, the following procedures should be followed.

1. Speak with the teacher about the concern.
2. If an acceptable resolution cannot be reached, speak with the principal.
3. If you are still not satisfied, contact a member of the board.

## **Concussion and Head Injuries**

In accordance to Utah state board rule R277-614 if your child sustains a head injury, you will be contacted and if a concussion is suspected you must take your child to see a concussion specialist before your child may return to school. All employees of Timpanogos Academy have attended in-service in the recognition of concussions and head injuries. To see the complete policy refer to the "POLICIES AND HANDBOOKS" page of the website.

## Timpanogos Academy Code of Conduct

1. Respect of school personnel, fellow students, and parents.
2. Respect the rights of all students to have an appropriate atmosphere in which to learn.
3. Be on time to class prepared to learn.
4. Have the materials needed to participate.
5. Make good use of class-time for all academic work.
6. Complete all homework and class assignments according to assigned timelines.
7. Be in attendance each day unless sick or specifically excused.
8. Help with the health and safety of others.
9. Respect the rights of others to be treated with kindness and respect regardless of differences.
10. Respect the property rights of others.
11. Do your part to keep the classroom, common areas and restrooms clean.
12. Be honest with yourself and others.
13. Do your own work. Do not copy from other students nor allow others to copy from you.
14. Do not at any time use, possess, sell, or encourage the use of drugs, alcohol, tobacco, gang related items, or weapons on school property. Any such action may be cause for immediate suspension or expulsion.
15. Come to school clean and in appropriate uniform dress according to the Uniform Policy.

**Understand that serious violations of the code of conduct may result in suspension or expulsion.**