

Maryville Junior High School

Student Handbook



**805 Montvale Station Road
Maryville, TN 37803
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<http://www.maryville-schools.org/mjhs>

COMMON MISSION STATEMENT AND SHARED VISION

COMMON MISSION

“Building a Bridge to Success for Every Student through Unified Efforts”

SHARED VISION

In an ever-changing and advancing technological society, we envision a school where students are equipped to be leaders in a competitive environment. We envision a school where students are self-disciplined and successful members of the community. Our school’s curriculum is rigorous and relevant. High expectations are held for all students, and the entire school community is committed to helping all students reach their potential and realize academic success. Our dedicated staff pledges to support the intellectual and emotional growth of our students in a positive, safe environment. We strive to launch students to tenth grade and beyond with the confidence, discernment, and skills to succeed as lifelong learners.

BELIEF STATEMENTS

WE BELIEVE....OUR STUDENTS

1. Require academic, social, and emotional support from our teachers to bridge the way to high school and beyond;
2. Will cultivate good decision making skills, a sense of responsibility, and respect for others in their path to maturity;
3. Will be engaged in rigorous and relevant learning that focuses on higher-order thinking skills.

WE BELIEVE....OUR TEACHERS

1. Will prepare and motivate all students to meet rigorous academic standards of the next level and beyond;
2. Will provide a variety of research-based instructional strategies, activities, and assessments;
3. Will promote the academic and social success of all students through enrichment, remediation, and mentoring;
4. Will provide a safe, non-threatening, disciplined learning environment.

WE BELIEVE....OUR STAKEHOLDERS

1. Will support interdisciplinary collaboration to help students develop skills needed for academic and social success;
2. Will work with the School Leadership Team to solve problems and plan for school improvement.

ACADEMIC STUDY

Introduction and Purpose

Academic Study is a valuable part of a child's education and preparation for the rigorous and relevant standards-based curriculum of high school. It provides an opportunity to fulfill class and individual needs. Academic study is an extension of what was learned in the classroom and is assigned to reinforce the lesson or provide a creative application of what has been learned. Success is our goal for every student, and that success depends on the effort applied to each assignment. Students have the right to receive help when needed and the responsibility to ask for it.

Amount of Academic Study

There is no perfect formula for determining the proper amount of academic study for each student. It is not unreasonable, however, to expect a MJHS student to routinely have a moderate amount of academic study required each night and some weekends to ensure content mastery. Occasionally, such as when completing projects, preparing for examinations, etc., and the amount of academic study may become significant for brief periods. The time required for completion of academic study will vary with student ability, class schedule, and proper budgeting of time. When students are appropriately placed in core subjects, they can expect to spend two hours on average each night of the five (5) day school week. Students in advanced classes may experience an increased workload.

Deadlines for accepting late assignments will be determined by the individual teacher and up to 30 points may or may not be deducted from the assignment's assigned grade.

Make-Up Due to Absence

Students are expected to make-up all work missed due to absences in a timely manner, regardless of the nature of the absence. Students have the responsibility for arranging make-up work with their teachers upon their return to school from an absence. Work missed due to absences of more than one day must be made up within the number of school days missed. Parents and students may access homework assignments via Canvas and grades through Power School on the MJHS website at <http://www.maryville-schools.org/mjhs>.

General Expectations

Teachers

1. Assign academic study with the awareness that, while it is one essential component of a broad education for our students, other important elements including extra- and co-curricular activities and social development must also be allowed. Adequate time must be allotted for each aspect of student life.
2. Academic study should be assigned with awareness and consideration of general expectations of colleagues in other subject areas and with consideration for other aspects of student life.
3. Keep assignments up-to-date on Canvas to aid students in planning and budgeting time.

Students

1. Maintain a planner, which lists current and future assignments in each class. This will aid in the scheduling and management of academic study time.
2. Allot time on a regular basis for long-term assignments.
3. Place academic study high on a list of priorities.

Parents

There must be a close and supportive relationship between home and school for a student to achieve maximum academic success. Parents foster this relationship when they do the following:

1. Realistically assess your child's abilities prior to selection of classes. (Consultation with teachers and counselors during the process of class selection is recommended.)
2. Encourage your child to complete all assignments in an accurate and timely manner.
3. Provide your child with an atmosphere conducive to study (preferably late afternoon or early evening).
4. Inquire frequently about your child's academic study, thus emphasizing its importance and providing impetus for its completion.
5. Ensure that your child's extra-curricular activities do not interfere with academic activities.

Conclusion

Academic study is an integral part of a successful academic experience for every student. Only when each participant fulfills defined expectations will the student achieve his or her own level of academic excellence.

****Students who consistently spend more than the average time on academic study should contact the individual teacher or counseling office for tips or suggestions on how to maximize study habits, organization, and time management.**

ATTENDANCE AND TRUANCY POLICY

The Maryville City Schools believe that student attendance at school is extremely important and directly reflects on student achievement. School attendance is compulsory for all children. It is the duty and responsibility of parents and/or guardians to monitor and require their child attend school. If a student is absent for an accumulation of five (5) days during the school year without adequate excuse, then the student is subject to referral to juvenile court. Each successive accumulation of two (2) absences will also be reported. If residing in the City of Maryville, children shall attend school as mandated by the Tennessee state legislature under the provision of TCA 49-6-3001, 49-6-3007 and 49-6-3009.

Per MCS School Board Policy 10.2.1.6, parents/guardians will be provided written notice annually that attendance at school is required.

Note: The ATTENDANCE AND TRUANCY POLICY section of the handbook is the required notification in writing regarding students' compulsory attendance at school and parents'/guardians' responsibility to monitor and insure student attendance at school.

Attendance Expectations

Students shall:

1. Attend school regularly.
2. Arrive at school and class on time.
3. Provide documentation for absences.

Parents/guardians shall:

1. Monitor their child's attendance.
2. Insure their child gets to school each day on time.
3. Provide MJHS with appropriate documentation for all absences.
4. Expect and support the consequences for unexcused and unauthorized absences from school.

Absences

According to Maryville City School Board Policy, an absence occurs when a student is not in attendance at that student's assigned location. Absences are discouraged but will be excused, with appropriate documentation, by the principal for personal illness, illness in the family temporarily requiring help from the child, death in the family, compliance with established ordinances of religion and instruction, or, with prior approval for other reasons. If the student is to be absent for reasons other than the reasons previously stated, the parent will need to discuss the situation beforehand with the principal to determine whether or not the absence can be considered an excused absence. Classroom assignments must be completed upon the student's return from any prior approved absence.

Following an absence, a student must present a written excuse from a parent/guardian stating the reason for the absence. Parents and/or guardians have three (3) days from the date of their student's absence to submit appropriate documentation to the MJHS Attendance Office, to determine if the student's absence(s) is/are "excused" or "unexcused." All absences for which proper documentation (parent or medical excuse note) is not provided within three (3) school days, are considered unexcused.

Students will be limited to ten (10) excused days with parental notes for the school year. Parental notes for students absences above the limit of ten (10) will not be excused for any reason.

Medical excuse notes from health care professionals must clearly state the period of time the student was or will be required to be absent. According to Maryville City School Board Policy, section 10.2.1.5 the school reserves the right to reject doctor notes. If parents want to appeal an unexcused absence, they should communicate in writing with the MJHS principal. The principal's decision will be final at the school level.

All absences, excused or unexcused, will be a part of a student's total attendance record, and used for truancy purposes. Maryville Junior High School students who miss 50% or more of class time (35-minutes) from a class period will be counted absent for that class period.

Compulsory School Attendance and Progressive Truancy Interventions

Student attendance at school is a key factor in student achievement and is required by law. Progressive and tiered attendance and truancy interventions will be triggered by at least five (5) unexcused absences within a school year per T.C.A. 49-6-3009. If a student accrues three (3) unexcused absences, written notification will be sent to parents/guardians that attendance of the child at school is required by law. Parent(s)/guardian(s) will have three (3) days after the receipt of the aforementioned notification to submit proper and appropriate documentation for all unexcused absences.

Progressive Truancy Intervention Plan

Tier I: If a student accrues five (5) unexcused absences, written notification will be sent to parents/guardians that attendance of the child at school is required by law. Parent(s)/guardian(s) and student will be requested to attend a meeting with the MJHS Attendance and Truancy personnel. The purpose of this meeting will be to review the student's attendance record and develop an Attendance & Truancy Contract. Tier I Progressive Truancy interventions will be applied in order to address and prevent continued absenteeism. A 30-day review of the Attendance & Truancy Contract will be scheduled.

Tier II: If a student accrues two (2) additional unexcused absences beyond Tier I, written notification will be sent to parents/guardians that attendance of the child at school is required by law and the student will be placed in Tier II. Parent(s)/guardian(s) and student will be requested to attend a meeting with the

MJHS Attendance and Truancy personnel. The purpose of this meeting will be to review the student's attendance record and develop a new Attendance & Truancy Contract. Tier II Progressive Truancy interventions will be applied in order to address and prevent continued absenteeism. A 30-day review of the Attendance & Truancy Contract will be scheduled. Any student that fails to respond to Attendance and Truancy interventions and/or accrues seven (7) unexcused absences will be placed in Tier III.

Tier III: Should a student accrue two (2) additional unexcused absences beyond Tier II, written notification will be sent to parents/guardians that attendance of the child at school is required by law. Parent(s)/guardian(s) and student will be requested to attend a meeting with the MJHS Attendance and Truancy personnel. The purpose of this meeting will be to review the student's attendance record and develop a new Attendance & Truancy Contract. Tier III Progressive Truancy interventions will be applied in order to address and prevent continued absenteeism. Any student that fails to respond to Attendance and Truancy interventions and/or accrues nine (9) unexcused absences will be reported to the Director of Maryville City Schools, MCS Attendance Supervisor, and Blount County Juvenile Court.

Attendance Hearing

Per MCS School Board Policy 10.2.1.8, students with excessive (more than five (5)) unexcused absences or those in danger of credit/promotion denial shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or actual notice of the appeal hearing and shall be given the opportunity to address the committee. The committee will conduct a hearing to determine if any extenuating circumstances exist to excuse an absence(s) or to determine if the student has met attendance requirements that will allow him/her to pass the course or be promoted. Upon notification of the attendance committee decision, the principal shall send written notification to the Director of Schools/designee and the parent(s)/guardian(s) of the student of any action taken regarding the excessive unexcused absences. The notification shall advise parent(s)/guardian(s) of their right to appeal such action within two (2) school days to the Director of Schools/designee.

The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

Within five (5) school days of the Director of Schools/designee rendering a decision, the student's parent(s)/guardian(s) may request a hearing by the Board, and the Board shall review the record.

Following the review, the Board may affirm or overturn the decision of the Director of Schools/designee. The action of the Board shall be final.

STUDENT TARDINESS

Tardy to School

Students who are tardy to school need to have a written note from their parents. Students are to report to the school main office for an admit slip. Students tardy to school more than six (6) times in the school year will be assigned lunch isolation for each day after the sixth time they are absent. A student who has been detained in the office or by a teacher should ask for a pass from the person who detained him/her before going to his/her next class. Repeated tardiness to school will result in a referral to the Maryville City Schools Attendance and Truancy Coordinator for further investigation.

Tardy to Class

A student is tardy to class when they are not in the classroom when the bell rings to start class. Students who are late to class will be marked tardy in Power School. Tardies are not accumulated on an individual class basis.

- 1st Tardy to class** – Teacher warning to student
- 2nd Tardy to class** – Written notification sent to parent by teacher
- 3rd Tardy to class** – Parent notification, student required to serve 15 minutes in break detention, or before or after school detention in the teacher's classroom.
- 4th Tardy to class** – Parent notification, student required to serve 15 minutes before or after school in class
- 5th Tardy to class** – Student referred to Assistant Principals, Parent notification, student required to serve 30 minutes of lunch isolation in RLC.
- 6th Tardy to class** - Student referred to Assistant Principals, Parent notification, student required to serve one day in RLC.

For each additional tardy, the assistant principals will contact parents and set up a meeting to discuss student's tardies, student will serve two days in RLC. If tardies continue the student will be suspended out of school.

ARRIVAL AND DISMISSAL POLICY

Students may not enter the building until 7:30 a.m. All students who arrive before 8:10 a.m. are to report directly to one of the following areas of the school: the gym, cafeteria, library, or tutoring classrooms. Students are not to go to their lockers until the 8:10 bell, unless given permission by a staff member. Once a student comes on campus, even if it is before the start of school, that student is not to leave campus until the end of the school day, unless permission to leave has been granted by the administration. Violation of this rule will be considered leaving school without permission and current discipline policy will apply.

Students will be dismissed at the direction of the teacher on area duty. If needed, students are to go to their lockers, the bookstore, or the library, and then go directly to their first period class.

First load bus riders will be asked to exit the building and load their assigned bus if it has arrived on campus. Second load bus riders will be dismissed at 3:25 and are to report to the gym. If the bus is not on campus **students are not to stand in the rain** but should report to the gym and wait. If the weather is too severe all bus riders will be told to report to the gym, and students will be dismissed when the bus has arrived.

Students should be out of the building by 3:40 P.M., which is fifteen (15) minutes after the 3:25 dismissal bell, unless they are completing assigned library work, staying with a teacher for extended learning or after-school tutoring, detention, athletic practices, or clubs.

ASSEMBLY GUIDELINES

Assemblies that take place during the school year, such as pep rallies, plays, concerts, and other events will be presented for students' educational value. Students' behavior is important to the success and value of these assemblies. In this regard, students are expected to follow these guidelines during assemblies:

1. Take seats quickly and quietly.

2. Be quiet when any speaker approaches the microphone.
3. Give full attention to the speaker.
4. Remain seated until dismissed.
5. No whistling or any inappropriate behavior.

ATHLETICS

To be eligible to participate in Tennessee Middle School Athletic Association (TMSAA) and Tennessee Secondary School Athletic Association (TSSAA) sanctioned athletics, a student must be enrolled in Maryville City Schools or, if home schooled, participate at the public school to which the student would be assigned. All athletes must meet all academic, conduct, and health standards required for participation. Home school students must be registered with the central office by August 1st. By August 15 of the school year, the parent or guardian must make application for participation in athletics to the principal of the member school in which the home school athlete wishes to try out and possibly participate. Students who repeat a grade for any reason will be ineligible to participate in athletics. All students trying out for athletics must have school insurance or a written statement from the parents giving the school assurance that the student is adequately covered by family insurance. This must be done before participation in the athletic program begins. All students must have an examination by their physician before participating in athletics. Each student is responsible for athletic equipment issued to him/her. Students participating in athletic events at night are to be at school on time the following day. Students participating in athletics must maintain passing grades in all courses, exemplary conduct (behavior), satisfactory school attendance (if enrolled), and satisfactory program attendance. The athletic program offered at Maryville Junior High School (MJHS) is sanctioned by TMSAA and TSSAA. Homeschooled students will not be allowed to participate in non-sanctioned programs.

NCAA – National Collegiate Athletic Association Rules and Regulations:

If you are interested in playing college sports at a Division I or II school, please visit eligibilitycenter.org

BICYCLES, MOTORBIKES, SKATEBOARDS, ROLLERBLADES, AND SCOOTERS

Bicycles are to be parked in the designated area (bike racks) upon arrival at school and are not to be used until the end of the school day. Skateboards, roller blades, scooters, or like objects are **NOT** allowed on school grounds at any time.

BOOKSTORE

The bookstore is located in the library. Students may purchase school supplies in the bookstore.

BUS POLICY

School transportation is provided for students who live within the legal boundaries of the City of Maryville, and who live over a one and one-half mile radius from the school to which they are assigned. Bus routes are established by the Director of Schools and/or the Director of Transportation.

Students shall comply with established rules of conduct when being transported to and from school. A student may be denied the privilege of riding the bus, if it is determined by the administration that the student's behavior causes disruption on the bus. Students are expected to follow these guidelines:

1. In the morning, students will board their assigned bus only at the proper loading stop and get off only at MJHS. Students will immediately enter the school building upon arrival at MJHS. In the

afternoon, students will board their assigned bus only at MJHS and get off only at their proper bus stop.

2. Students riding first run buses in the afternoon will go to the bus pick up area when the 3:20 bell rings. Students riding second run buses in the afternoon will remain in the classroom until the 3:25 bell rings and then report to the gym until their bus arrives.
3. Running will not be permitted in the halls or loading area.
4. Only small band instruments may be taken on buses.
5. At dismissal, if a bus is late or if a student misses a bus, students may come to the school office to use the telephone.
6. All school conduct rules apply to students riding the bus. Bus privileges may be suspended for violations of the rules.
7. In accordance with state law, TCA 46-6-21, no student shall be allowed to exit the bus at a stop other than the student's regular bus stop, without proper authorization and approval by the assistant principals' office.

BUS RIDERS

On occasion students like to have guests (friends) ride the bus home with them. Both the regular bus rider and the guest need to have written notes from their parents. The regular bus rider note needs to acknowledge the parent gives permission for the guest to ride the bus home with his/her child. The guest rider note needs to acknowledge the parent gives permission for his/her child to ride the bus home with the regular bus rider. The regular rider and the guest rider need to bring the parent permission notes to the assistant principals' office for administrative approval. The assistant principals will stamp and sign the permission notes. The students will then take and give the approved permission notes to the driver of the regular rider's bus. Please keep in mind, if a bus is full with regular riders, guest riders will not be approved to ride the bus home with the regular rider, by either the assistant principal(s) and/or the bus driver at the time of boarding. In those circumstances, the guest rider will have to utilize their normal transportation or make other arrangements with their parent to get to the home of the regular bus rider friend. If you have questions or need clarification, please reach out to the Assistant Principals.

CAFETERIA

Students may bring their breakfast or lunch from home or buy breakfast or lunch at the school. In either case, students must eat their breakfast and lunch in the designated areas. All students are assigned breakfast / lunch accounts. Money may be deposited into students' breakfast / lunch accounts online. Instructions are located on the Maryville City Schools website for depositing money into students' breakfast / lunch accounts. Students may not charge breakfast or lunch without prior approval from the cafeteria manager or designee.

The cafeteria management and fellow students appreciate cooperation with the following:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.

3. Leave the table and floor in a clean condition for others. Violators will receive lunch isolation.
4. Do not run while entering the lunchroom. Stay in your place in line.
5. Do not take food from the cafeteria into the school building.
6. Only get up to take lunch trays or trash to the dishwashing area; then, stay seated until the lunch period dismissal bell rings.
7. Purchase all food items when you go through the line.
8. Food from outside vendors may not be routinely brought to the school office for students to take to the cafeteria (except in emergency or unforeseen circumstances).
9. All students needing to leave the lunchroom during lunch for any reason need to speak with the supervising adults in the lunchroom for permission to leave. A limited number of library passes will be available during lunch and students must have a library pass to access the library during lunch.

CELL PHONES/ELECTRONIC COMMUNICATION DEVICES

Students will be allowed to use their cell phone/electronic communication device before/after school, during class change, and during lunch to check the internet or text; however, students are not to place or receive calls or take videos or pictures on their phones during these times of the day.

Furthermore, unless a teacher/staff member has given permission, students are not allowed to display, use, or operate their cell phone/electronic communication device during class. If a student chooses not to follow this policy, their electronic device will be confiscated, and a parent/guardian must retrieve the device from the school office. If a student chooses not to follow this policy for a second time, the device will be confiscated and kept for two school days, after which point the parent/guardian may retrieve the device from the school office. Additional violations of this policy may result in losing the privilege of having a cell phone/electronic communication device at school.

Refusal to give your cell phone or electronic device to a staff member will result in suspension.

The school will not be responsible for missing or stolen phones or other unauthorized items.

Any cell phone/electronic communication devices found with child pornography will be immediately turned over to the Maryville Police Dept.

CHANGE OF ADDRESS/CUSTODY

Parents are required to inform the school office of any change of address, telephone number, or guardianship. The parent or guardian must submit proof in change of residency with a copy of utility bill, lease agreement, etc. Failure to immediately report moving outside the Maryville City School district will result in withdrawal from Maryville Junior High School. Custody issues must be shared with the school counseling office immediately, along with supporting legal documents.

CHECKING OUT

Students are not permitted to leave school grounds at any time during the school day without permission from the administration. When a parent comes to check out his/her student, he/she must come into the school office and sign out his/her son or daughter. Please allow fifteen (15) minutes for the checkout process. In accordance with Maryville City Schools Board Policy, a student who leaves school after the school day has begun will be recorded as absent from all classes he/she misses. A student absent more than 50% of the school day will be counted absent for the entire school day.

CHEERLEADERS

Cheerleaders are selected by judges to represent MJHS at athletic events. Cheerleaders shall be subject to all rules and regulations of athletic competition established by the Maryville City School Board of Education and MJHS Cheerleading By-Laws. Copies of these regulations are available from the MJHS athletic director and/or cheerleading coach.

CLASS PREPARATION

Students are required to come to class with their laptops, other needed items/materials, and assigned work. Teachers will have established consequences for students who do not come to class prepared or who have not completed assigned work.

CLUBS AND ORGANIZATIONS

Per Maryville City School Board Policy, students shall be encouraged to participate in clubs and organizations that complement the academic program, provide opportunities for the development of leadership, and offer service to the community. All school clubs must be approved by the principal and sponsored by a faculty member. A list of school-sponsored clubs is published annually. To be eligible to participate in clubs, students must maintain passing grades in all courses, exemplary behavior, and regular school and club attendance. If a student or students are interested in starting a new club at the school, they are required to stop by the principal's office to discuss guidelines for establishing new clubs at the school. Petitions will not be accepted and are not encouraged or necessary. The following clubs may be available for student participation on the MJHS or MHS campus: Anime Club, Archery Club, Art Club, Climbing Club, Code TN Team Competition, Cornerstone Club, CrossFit club, Equestrian Club, FCA, Frisbee Club, Math Competition Team, Model United Nations, Robotics Club, Rowing Team, and Student Council. The school reserves the right to add or delete clubs without prior notification during the school year, as needs, participation rates, sponsorship, and resources warrant. Parents may prohibit their student from participating in such clubs and organizations by providing written notification to the school and/or faculty club sponsor.

MJHS Honor Society

The Maryville Junior High Honor Society is a service and honor organization for 8th grade and freshman students. Students making all A's and at most one B at the end of the first semester in either grade will be invited to become active members. An induction reception will be held in January or February of each year. Members are expected to uphold high standards of leadership, character, and service through exemplary behavior. A minimum of 10 hours of community service (after school hours) will be required. On awards day, students who meet the criteria will be recognized for their excellent work.

If your student is interested in being in the National Honor Society, Maryville Scholars, or eligible for the Lamar Alexander Scholarships at Maryville High School, please refer to the Maryville High School Course Catalog.

CREDIT RECOVERY

Credit recovery courses shall be aligned with Tennessee's current academic standards for the relevant course content area, as approved by the State Board of Education. Credit recovery content may be delivered through instructional technology.

Eligibility Requirements

The student's parent or legal guardian gives written consent for the student to enroll in the proposed credit recovery course.

The student has previously taken an initial, non-credit recovery section of the proposed course. Credit recovery is designed to be a remediation option for students, and a credit recovery course shall not be the first time a student is exposed to the course content.

The student mastered at least fifty percent (50%) of the course standards as evidenced by the course grade in a non-credit recovery section of the course or a diagnostic assessment. Students who mastered below fifty percent (50%) of the course standards as evidenced by the course grade in a non-credit recovery section of the course or a diagnostic assessment, must re-take the course.

The student must be enrolled in and pass the second semester of the course and have taken any applicable End of Course examinations in order to recover credit for the first semester of a two (2)-semester course.

Grades

Students passing credit recovery shall receive a grade of seventy percent (70%) and no higher. The student transcript shall denote that the credit was attained through credit recovery. The original failing grade may also be listed on the transcript but shall not factor into the student's GPA, in accordance with the State Board of Education's Uniform Grading Policy (3.103).

DISCIPLINE

Rebel Rules

Be **R**esponsible for You
Be **E**verything You Can Be
Be **B**alanced
Be **E**ncouraging to Others
Be **L**ieve in Yourself
Be **S**afe

Discipline is intended to fulfill the mission of MJHS, which is "Building a Bridge to Success for Every Student through Unified Efforts." Students are expected to be respectful and cooperative at all times in order to facilitate a safe atmosphere conducive to learning. Discipline is handled using a progressive, leveled system that includes a clearly defined method of consequences. In accordance with MCS School Board policy, a disciplinary record will be maintained and will contain the name of the student, the type of misconduct demonstrated, and the type of disciplinary action administered. All disciplinary records are confidential.

Disciplinary options may include a talk with the student, a letter or telephone call to parents, parent conferences, referral to a school counselor, detention before or after school, in school detention (RLC), lunch isolation, suspension, expulsion, or other appropriate consequences. While consideration will be made for the situation and degree of infraction, one (1) or more of the following violations will result in disciplinary action:

1. Refusing to follow instructions of faculty members
2. Violation of dress policy
3. Persistent violation of school rules

4. Inciting, advising, or counseling others to violate school rules
5. Use of vulgar or profane language
6. Immoral, disrespectful, or disreputable conduct
7. Possession and/or use of fireworks, lighters, or matches
8. Truancy
9. Abuse of other students (fighting, hazing, threatening, extortion, bullying, etc.)
10. Stealing or possession of stolen property
11. Refusing to give identity when asked by faculty
12. Displays of affection (such as embracing, kissing, hand holding, etc.)
13. Vandalism or destruction of school property or property of others
14. Gambling
15. Possession or use of tobacco, e-cigarette, vape, etc.
16. Academic dishonesty
17. Violation of the responsible use policy (device, software, cell phone, social media, etc.)
18. Bus misconduct
19. Any other conduct prejudicial to good order and discipline

In-School Suspension (RLC) and Before/After School Detention (BSD and ASD), and Lunch Isolation (L-RLC)

The Restorative Learning Center (RLC) is for those students who have violated the behavior and procedural policies established by the school. An administrator may place any student who commits an infraction (excluding those offenses which result in an automatic suspension or expulsion), consistently commits minor infractions, or who has not completed lesser measures in RLC. RLC is designed to be an alternative to Out-Of-School Suspension and is used by the MJHS administration when deemed appropriate. A student placed in RLC will be counted present and will be provided the opportunity to complete his/her work for the days spent in RLC. No extra time, however, will be provided for the completion of assignments based on a student's placement in RLC. When a student is placed in RLC, the assigning administrator will determine the length of stay, which normally lasts (but is not limited to) one to three days. At the discretion of the administration, students in RLC will be given the opportunity to complete school service projects if all of their assignments are completed.

Lunch RLC, BSD, and ASD are for those students who have violated the behavior and procedural policies established by the school. Lunch RLC, BSD, and ASD are designed to be an alternative to the Restorative Learning Center (RLC) and are used by the administration when deemed appropriate. Additionally, teachers may assign a student time during break, and/or before and/or after school to be served in their classrooms for violations of classroom rules and expectations, per Maryville City School Board Policy.

Zero-Tolerance Behavior

In accordance with MCS School Board Policy 10.4.3.5. and to ensure a safe and secure learning environment free of drugs, violence and dangerous weapons, any student who engages in the following behaviors will be subject to suspension for a period of not less than one (1) calendar year. The Director of Schools shall have the authority to modify this suspension requirement on a case-by-case basis. The violation of the following zero-tolerance acts will result in expulsion from regular school for one (1) year:

1. The student possesses a dangerous weapon at school, on a school bus, or at a school function under the jurisdiction of the state or local educational agency;
2. The student unlawfully possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on a school bus, or a school function under the jurisdiction of the state or local educational agency;
3. The student assaults or threatens to assault a teacher, student, or other person;
4. The student makes a bomb threat.
5. Public Chapter 375: The student transmits by an electronic device a credible threat to cause bodily injury or death to another student or school employee.

Alcohol and Drug Use and Abuse

In accordance with MCS School Board Policy 10.4.4.4, any of the following activities by a student will result in a suspension from regular school for a period of one (1) year except that the Director of Schools may modify this suspension on a case-by-case basis: 1) being under the influence of, 2) using, 3) possessing, 4) furnishing to another student, or 5) showing clear indication of recent use of alcohol, drugs, or drug paraphernalia while at any school related activity, whether on or off campus. It will be the responsibility of the principal to notify the Maryville Police Department or other authorities as applicable as soon as possible when evidence is found that there has been a violation of this policy.

If suspension is due to a first offense of this policy, the principal may recommend to the Director of Schools the student be admitted to regular classes or the alternative school as a probationary student under terms and conditions set by the principal.

Service activities shall be selected that are related to preventing future use of alcohol or drugs and the development of positive behavior and attitudes. The principal must give prior approval for service activities and describe the documentation necessary for approval.

If a student receives any remuneration whatsoever, whether monetary or otherwise, for furnishing alcohol, drugs, drug paraphernalia, or substances represented to be unlawful drugs to another student (of any school jurisdiction) at any school related activity whether on or off campus, or on any school property, said student will be expelled from school attendance and not be eligible for enrollment in the alternative school.

For the purpose of this policy, the following definitions shall apply: "Drug" means any controlled substance, marijuana, alcohol (any liquid containing alcohol), legend drug or any other substance whose possession or use is regulated in any manner by governmental authority, including the school system.

Without limiting the above definition, "drugs" shall specifically include the possession of any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing or having the property of releasing fumes which can cause a condition of intoxication, inebriation, elation, dizziness, excitement, stupefaction, paralysis, or the dulling of the brain or nervous system or disturbing or distorting of the audio or visual processes. Such definition shall further include, but not be limited to, over the counter or prescription medications such as cough syrup where such medications are ingested in excess of the recommended dosage absent the orders of a physician.

"Drug paraphernalia" means all equipment products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human

body, a drug as defined in this policy. An electronic pager or cell phone in possession of a student shall be included in this definition if used or intended for use as defined in this policy.

Exceptions for PreK-8 Students - If a student in grades PreK-8 violates this policy, the principal shall provide the Director of Schools with a complete report and a recommendation for appropriate disciplinary action based on the law and the age and maturity of the student. The Director of Schools may approve or modify the recommendation.

Student Alcohol and Drug Testing

For the purpose of MCS School Board Policy 10.13, the following definitions shall apply: “Drug” means any controlled substance, marijuana, alcohol (any liquid containing alcohol), legend drug or any other substance whose possession or use is regulated in any manner by governmental authority, including the school system. (*TCA 49-6-4202*)

Students will be notified in writing at the beginning of the school year or at the time of enrollment that they shall be subject to testing for drugs and alcohol during the school year under the following circumstances:

1. If the student is enrolled in an alternative program;
2. If the student is permitted to attend regular classes under a probationary status while serving a zero-tolerance suspension;
3. If the student is in a transition period from an alternative program to a regular program; or
4. If a principal, when given specific permission by the Director of Schools or his or her designee, has authorized a drug test for a student when evidence of the violation of the School Board policy on drug use is obtained through one or more of the following:
 - a. A search of the student’s locker, or
 - b. A search of the student and the student’s possessions, or
 - c. A search of the student’s vehicle, or
 - d. Observed or reported use of drugs by the student on school property, or
 - e. Other reasonable information received from a teacher, staff member or another student reasonably indicating that such student may have used or be under the influence of drugs or alcohol in violation of Board policy.Students will further be advised as to the procedures for testing and possible penalties.

Note: This section of the handbook is the required notification in writing regarding students being subject to testing for drugs or alcohol during the school year if one or any of the above conditions is met.

Weapons and Dangerous Instruments

School Board Policy 10.4.4.5 - Students shall not possess, handle, transmit, or attempt to use any dangerous weapon when at any school related activity on or off campus. Students are further forbidden to use any other instrument or substances in a manner, which renders the item dangerous, or with the intent to do harm to another person or property.

Violators of this policy will be suspended from regular school attendance for one year, except that the Director of Schools may modify this suspension on a case-by-case basis. It will be the responsibility of

the principal to notify the Maryville Police Department as soon as possible when evidence is found that there has been a violation of this policy.

Aggravated Assault (Battery) on Staff

School Board Policy 10.4.4.6 - A student committing battery upon any teacher, principal, administrator or any other employee of the school system shall be suspended for a period of not less than one (1) calendar year, and not be eligible for enrollment in the Alternative School, except that the Director of Schools may modify this suspension on a case-by-case basis. It will be the responsibility of the principal to notify the Maryville Police Department as soon as possible when evidence is found that there has been a violation of this policy.

Tobacco

School Board Policy 10.4.4.3 - Students of any age are forbidden to use or possess tobacco or any tobacco like substitute, in any form, while at school or while participating in any school-sponsored activity, at school or away. Upon the first violation, the principal will impose either a three-day in-school suspension or an out-of-school suspension of three days; upon the second offense the student will receive a minimum out-of-school suspension of at least three days; upon the third or additional offense the student will receive a minimum of 3 days out-of-school suspension and may be suspended from school indefinitely and shall be subject to alternative placement or expulsion from school. Violations will be reported as required by TCA 39-17-1505.

Student Discrimination, Harassment, Intimidation, Bullying, or Cyber Bullying

School Board Policy 10.5.7 - Students shall be provided a safe learning environment free from sexual, racial, ethnic, religious discrimination, harassment, intimidation, bullying, or cyber bullying. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or any official school bus stop immediately before boarding and immediately following de-boarding. If the act takes place off school property or outside of a school-sponsored activity, an act of discrimination, harassment, intimidation, bullying or cyber bullying occurs if the act is directed specifically at a student or students and has the effect of creating a hostile educational environment or otherwise creating a substantial disruption to the education environment or learning process. Discrimination, harassment, intimidation, bullying or cyber bullying of students will not be tolerated.

Discrimination, harassment, intimidation, bullying or cyber bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance.

Bully Prevention Program

Bullying is aggressive behavior that is intentional and involves an imbalance of power or strength. Often, it is repeated over time and can take many forms.

Discrimination/Harassment is defined as conduct, advances, gestures, or words of any nature, which have any of the following effects:

1. Unreasonably interferes with a student's work or educational opportunities;
2. Creates an intimidating, hostile, or offensive learning environment;
3. Implies that submission to such conduct is made an explicit or implicit term of continued enrollment;

4. Implies that submission to or rejection of such conduct will be used as a basis for any decision affecting the discriminated/harassed student.

In compliance with TCA Sec. 49-6-1015, it is a violation for any student to bully, intimidate, or create a hostile educational environment for another student. Bullying and intimidation are defined as:

1. Physically harming a student or damaging his/her property;
2. Knowingly placing a student in reasonable fear of such harm;
3. Creating a hostile educational environment.

In compliance with TCA Sec. 49-6-1014-1019, it is a violation for any student to harass, intimidate, bully, cyber bully, or create a hostile educational environment for another student.

Complaints of discrimination, harassment, intimidation, bullying, or cyber bullying should be reported to a faculty member or administrator. If there is an allegation of a student being discriminated against, harassed, intimidated, bullied, or cyber bullied by a faculty member, the complaint should be reported to the administration.

Anyone can report harassment or bullying to the Guidance or Assistant Principals' offices by completing a Harassment Complaint Form and/or through "TEXT-A-TIP" (text the tip to 274637 with the code word: MJHTIP). The incident will then be referred for school counseling and/or administrative investigation. Consequences will be dependent upon the outcome of the harassment or bullying investigation. Consequences will include educational and/or disciplinary action. Please contact the school counseling or assistant principals' office with any questions.

DISPENSING OF MEDICATION

Students are not to be in possession of medication at any time. If students need to take medication at school, parents/guardians are required to bring the medication to the school office.

If a student is required to take oral medication during school hours and the parent cannot be at school to administer the medication, only the principal's designee will administer the medication in compliance with the following regulations. Written instructions signed by the parent and physician will be required and will include the following information: student's name, name of the medication, purpose of the medication, time to be administered, dosage, possible side effects, and termination date for administering the medication. Forms for permission to dispense prescription and non-prescription medications at school are available in the school's main office and nurse's office for parents to complete.

DISRUPTIVE DEVICES

Students will not be permitted to have electronics, laser pointers, or any other device that may interfere with the educational process. Technology devices and software is subject to the Maryville City School Responsible Use Policy and students will be subject to consequences for non-adherence to this policy. This rule is not intended to deprive students with disabilities of necessary equipment for learning.

DRESS CODE

The dress code for students at MJHS requires students to be neat and well groomed. Students are prohibited from wearing while on school grounds, during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment. When, in the opinion of the principals or designee, a student is not appropriately attired or exhibits grooming which constitutes a distraction/disturbance to the school environment, the student will be required to change his or her clothing or call his or her parent to bring them other clothes.

1. A student's clothing and general appearance are not to cause a disturbance or interfere with the instructional program. All clothing must be of appropriate length and fit in order to not be revealing or constitute a health or safety risk to themselves or others.
2. Undergarments must not be visible.
3. The midriff must be covered.
4. Shirts, blouses, sweaters, and dresses, which are inappropriately revealing or suggestive, are prohibited.
5. Low cut, halter tops, and spaghetti straps tops are prohibited.
6. Clothing with tears, rips, or holes in inappropriate places is prohibited.
7. Pajamas, pajama pants, or house shoes/slippers are prohibited.
8. Male garments may not expose underarms.
9. Sagging pants are prohibited, Tennessee State Code Annotated (49-6-40) prohibits "wearing while on the grounds of a public school during the regular school day, clothing that exposes underwear or body parts in an indecent manner that disrupts the learning environment."
10. Shoes and proper clothing are to be worn at all times.
11. The display of racial or ethnic slurs/symbols, gang affiliations, vulgar, subversive, or sexually suggestive language or images, or products which are illegal for students, such as alcohol, tobacco, and illegal drugs is prohibited.
12. Head apparel is not to be worn in the building except for health or religious purposes.
13. Sunglasses are not to be worn in the building except for health purposes.
14. Adornments that could reasonably be perceived as weapons or used to inflict harm (chains, spikes, etc.) are prohibited.
15. Visible body piercing or facsimiles, which include covering a piercing, other than the ears or a nose stud/ring are prohibited.
16. Face/body painting is prohibited
17. Blankets, wraps, or throws are prohibited.

ELEVATORS

Only those students with physical disabilities sufficient to prevent safe use of the stairways are permitted to use the elevators. Students whose physical disabilities prevent them from carrying books and other necessary articles may be accompanied on the elevators by another student to provide assistance.

ENROLLING AND WITHDRAWING FROM SCHOOL

According to Maryville City School Board Policy 10.2.1.9, parents/legal guardians of the student must present, proof of residency within the Maryville City Schools district, current immunization records, and all school records (including special education records) from the student's prior school. The principal

may delay the decision regarding the enrollment of any student for up to five school days while school personnel and the parent/legal guardian attempt to obtain appropriate information for student placement.

The following is needed to properly enroll a student at MJHS:

1. The "Tennessee School Immunization Certificate" provided by the Tennessee Health Department or the student's physician
2. A copy of grades and withdrawal form from the last public or private school attended and/or copy of home school courses and grades
3. A copy of the most recent achievement test scores (i.e. TCAP/EOC)
4. A completed MJHS enrollment form, release of records form, and proof of residency
5. If there are custody issues, a copy of the signed court document specifying who has custody of the student and a right to educational records.

If student is in need of special education services, the following records will need to be provided for review by the school psychologist:

1. The current Individualized Education Program (IEP), signed by a parent or surrogate parent;
2. The current Eligibility Report, signed by a parent or surrogate parent;
3. The current Psychological Report, signed by the evaluating psychologist;
4. The name of the parent, home address, and telephone number. If the child is in state's custody and parental rights have not been terminated, the parent will need to be present at IEP meetings or give permission for a surrogate parent.
5. If the student is coming from a therapeutic placement, an educational discharge summary and a psychiatric discharge summary are required.

When the completed forms and documents have been reviewed, the school counselor will call the parents to schedule a time for an enrollment meeting or initial placement IEP meeting. Homeless students will have equal access to the same free appropriate public education in accordance with procedures outlined above.

Withdrawing from School

Any student who is planning to withdraw from MJHS for any reason should report to the school counseling office for correct procedures prior to the day of withdrawal. Students are expected to meet all obligations (return all books and/or pay applicable fines) before withdrawing. If an in-district student moves out of the district, he/she will be immediately dropped from MJHS rolls and must reapply for admittance.

Failure to immediately report moving outside the Maryville City School district will result in withdrawal from Maryville Junior High School.

EVENT SAFETY

Per MSC School Board Policy 5.3.1, students, parents, visitors, constituents, school district employees, spectators, and others are expected to support the values associated with sportsmanship, teamwork, school district integrity, self-discipline, safety, and security by not bringing, possessing, displaying, or encouraging others to possess or display the following items: noisemakers; flags; laser-pointers (lights); sirens, whistles, portable stereos (e.g. CD players and tape players); banners, horns, handheld signs; and implements (e.g. poles, sticks, and wires) to support flags, banners, or other such items at any school-sponsored activity. The only exception regarding the aforementioned would be equipment approved by

the principal and Director of Schools for use by school-sponsored groups, such as cheerleaders, mascots, band members, and by the student pep section.

Any action or speech that might reasonably be considered fighting words or that is likely to cause substantial disruption is also prohibited. This includes verbal, non-verbal, and physical acts. Abusive language and gestures, verbal or non-verbal harassment/intimidation, or taunting directed toward players, coaches, officials, cheerleaders, students, guests, and spectators is prohibited. In addition, the throwing of any type of objects or projectiles is also prohibited. Offenders will be escorted from the school-sponsored activity/facility (e.g. gym, baseball field, track, football stadium, and auditorium). Student offenders will also be subject to appropriate disciplinary procedures.

GRADING PRACTICES AND SCALES

Maryville Junior High School and Maryville High School will use the uniform grading system established by the State Board of Education designed for the purposes of application for post-secondary financial assistance administered by the Tennessee Student Assistance Corporation. Subject area grades shall be expressed by the following letters with the corresponding percentage range.

UNIFORM GRADING SCALE: A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = Below 70

Grading Practices for 8th -12th Grade

Uniform Grading System – <i>Weighting for Advanced Coursework</i>						
Grades	Percentage Range		Standard Courses (CP,cp)	Honors Courses	Local and Statewide Dual Credit Courses, Capstone Industry Certification Courses, and Dual Enrollment Courses	Advanced Placement (AP), Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate Courses (IB)
A	93	100	Shall include the addition of 0 percentage points to the grades used to calculate the semester average	Shall include the addition of 3 percentage points to the grades used to calculate the semester average	Shall include the addition of 4 percentage points to the grades used to calculate the semester average	Shall include the addition of 5 percentage points to the grades used to calculate the semester average
B	85	92				
C	75	84				
D	70	74				
F	0	69				

- Students taking a credit bearing course in 8th grade (Algebra 1 & Foreign Language) will receive a P (passing) or F (failing) grade on his/her transcript. The grade will not factor into the GPA.
- TNReady assessments will compose 15% of second semester average in TNReady assessed courses.
- For Advanced Courses, the semester average is calculated by adding additional percentage points to the student's quarter averages (Q1, Q2, Q3, and Q4), and to the student's TNReady exam grade.

- Honors courses that provide additional rigor and substantially exceed the academic standards approved by the State Board of Education shall include the addition of 3 percentage points to calculate the semester average.
- Local and Statewide Dual Credit Courses, Capstone Industry Certification Courses, and Dual Enrollment Courses that are successfully passed shall include addition of 4 percentage points to the grades used to calculate the semester average for students who sit for the identified exam for the graduating classes of 2020 and beyond.
- Advanced Placement (AP), Cambridge International, College Level Exam Program (CLEP), and International Baccalaureate (IB) Courses shall include addition of 5 percentage points to the grades used to calculate the semester average for students who sit for the identified exam for the graduating classes of 2020 and beyond.
- For the graduating classes of 2020 and beyond, students who take Advanced Coursework and choose not to sit for the course identified certification or challenge exam will only receive honors level percentage points.

Students taking Advanced Coursework will be assigned additional quality points above 4.0 on the transcript, but assigned quality points above 4.0 are not allowed for determining eligibility for the lottery scholarships.

Grade Point Average and Class Rank

The cumulative grade point average includes grades earned in all courses. The grade point average is based on a fixed quality point system with additional points added to the passing grades for courses designated within the Tennessee State Board of Education Uniform Grading Policy (T.C.A. 49-6-407 3.301) as Advanced Coursework. Any plus or minus designations appearing on grades have no impact on the grade point average. Failure to remove an “I” (Incomplete) one year from the date of issuance will result in a grade of “F.”

Maryville High School does not provide a specific numerical rank except to determine valedictorian and salutatorian and as a component for selection as a Maryville Scholar. However, to assist college admission personnel in the evaluation of our students, the distribution of grade point averages by 5% increments will be provided. Valedictorian and salutatorian will be announced at graduation through 2019. Only students enrolled in Maryville High School at the beginning of the tenth (10th) grade and attending through the twelfth (12th) grade are eligible to be valedictorian or salutatorian. For the graduating classes of 2020 and beyond

- The weighted GPA will be calculated on all course work as outlined in the Maryville High School Course Catalog.
- Maryville City Schools shall not rank students numerically, and a valedictorian and salutatorian will not be named.
- Instead, MHS will use the following Latin System for honors recognition:

Cum Laude Designations

- Summa Cum Laude : 4.45 and above
- Magna Cum Laude: 4.25 – 4.44
- Cum Laude: 3.95 – 4.24

GPA QUALITY POINT TRANSCRIPT CALCULATION FOR 9-12 GRADE COURSES

Assigned quality points above 4.0 are not allowed for determining eligibility for the lottery scholarships.

<u>GRADE</u>	<u>VALUE</u>	<u>REGULAR</u>	<u>HONORS/INDUSTRY CERTIFICATION</u>	<u>STATEWIDE DUAL CREDIT</u>	<u>AP/IB/DUAL ENROLLMENT</u>
A	93-100	4	4.5	4.75	5
B	85-92	3	3.5	3.75	4
C	75-84	2	2.5	2.75	3
D	70-74	1	1.5	1.75	2
F	0-69	0	0	0	0

To calculate the Grade Point Average (GPA) add up all of the quality points for the courses taken and divide by the total number of credits that have been earned.

State Assessments and Grade Calculation

Maryville City Schools Board of Education policy 9.18 states that Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 15% of second term (spring semester) grades in the subject areas of mathematics, reading/language arts, science and social studies for Maryville City School's students in grades three through twelve.

Raw scores will be converted to a 100 point scale using a methodology based on a comparative distribution to class grades.

If the TCAP scores are not available from the state at least five instructional days before the end of the term, then the Director of Schools may choose not to include the scores in the students' final grades.

For students missing a Tennessee Comprehensive Assessment:

If a student is absent and misses a TN Ready assessment and the absence is unexcused, a zero (0) will be averaged as 15% of the second semester average. If the absence is excused, (documented medical, death in family, court ordered juvenile court appearance, to name some examples) and the opportunity was not available for the student to make the test up during the mandated testing window, the teacher will issue a comprehensive exam. The grade earned from the comprehensive exam will account for 15% for 8th grade and 9th grade of the second semester average. The administration will not issue excused absences for prior approval requests during state mandated testing. Vacations, going out-of-town and such are not considered excused absences during state mandated standardized testing.

If a student completes an assignment or an assessment during the grading period in which it is assigned, the assignment or assessment may receive a grade no less than 50% of the total value whether points based or percentage-based grading is applied. If no effort is made and no work is completed, a student may be assigned a 0. This policy does not apply to Honors level courses.

Academic Dishonesty

If it cannot be definitely proven that a student was cheating, the student will be given another opportunity to demonstrate achievement (mastery) of the learning standard(s) (target(s)) in an isolation setting or before or after school, and the teacher will notify the parents. Otherwise, the teacher will take up the assignment or exam and have the student complete a new copy under closer supervision. If it can be

definitely proven that a student was cheating, the student will be issued a grade of zero for the assignment or exam.

GRIEVANCE PROCEDURE

According to Maryville City School Board Policy 10.1.2, any student of this district who believes that he or she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a written complaint with the Director of Schools. The Director of Schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the Director of Schools' response shall be made available to each member of the Board of Education. If the complainant is not satisfied with such response, he or she may submit a written appeal to the Chairman of the Board of Education indicating specifically the nature of the disagreement with the response and the reasons underlying such disagreement.

The Board of Education shall consider the appeal within the next 30 days following receipt of the response. If additional information is needed, the Board of Education may set a date for a hearing on the matter.

HALL COURTESY

Keep halls open to traffic by walking to the right. Pass through halls using an indoor voice (no yelling, hollering, or screaming). Be considerate of others in the halls and classrooms. Discard trash in the containers provided. Keep the school clean by picking up objects from the floors. Do not run in hallways.

HALL PASSES

Students are not allowed in the halls without a hall pass. A faculty/staff member will not permit students in the halls during class periods unless they have a hall pass.

HELP DESK

Students may visit the Help Desk during the school day for help solving computer problems, to report damage and/or request repairs, or to seek assistance with anything related to school technology. The Help Desk is located on the 2nd floor across from room 206.

One of the most common Help Desk services is swapping dead batteries. When fully charged, our Dell laptop batteries should last a full school day. However, in the event that a student comes to school with a partially charged or dead battery, they can come to the Help Desk to swap batteries. Students are permitted eight battery swaps for the entire school year with no penalty. After the eight battery swaps, the student will serve lunch detention for each swap. After this 10th swap, no more battery swaps are permitted. If a student believes there is a legitimate problem with the laptop battery and/or charger that is inhibiting the ability to bring a charged laptop to school, the student should report that to the Help Desk. Questions regarding the battery swap policy should be directed to the Help Desk.

HOURS OF OPERATION

When School is in Session

- The building will open at 7:30 a.m. and close at 4:00 p.m.
- The School Office will open at 7:30 a.m. and close at 4:00 p.m.
- The Administrative Offices will open at 7:50 a.m. and close at 3:50 p.m.
- The School Counseling Office will open at 8:00 a.m. and close at 3:40 p.m.
- Teacher hours are 8:05 a.m. to 3:35 p.m. (Unless additional duties are assigned)
- The library will open at 7:30 a.m. and close at 4:30 p.m.
- If adequate funding is available, a tutoring schedule will be posted each school year.

When School is not in Session

- Morning hours 8:30 a.m. to 11:30 a.m.
- Closed 11:30 a.m. to 1:00 p.m.
- Afternoon hours 1:00 p.m. to 3:00 p.m.

MJHS is closed on the following days:

- Labor Day
- Fall Break
- Thanksgiving Break
- Winter Break
- Martin Luther King Day
- Spring Break
- Good Friday
- Memorial Day
- 4th full week of June through the 2nd full week of July

iREACH

iREACH is a district-wide initiative in the Maryville City Schools to harness 21st century technologies that engage students, shift instructional practices, and create greater opportunities for learning – from kindergarten to graduation. In addition to professional development, digital citizenship training, and activities that support learning for college and career readiness, iREACH offers every MJHS student a laptop for use at home and at school. Providing equitable access elevates the learning potential for every child – making this initiative not only a goal, but a moral imperative.

On an annual basis, all families will participate in iREACH Device Deployment. During deployment, each Maryville student and his/her parent or legal guardian must sign a Responsible Use Policy (RUP) agreement and acknowledge awareness of the MCS iREACH Resource Handbook. These documents serve as guidance for families, staff, and students when using school-issued devices or the district network (MCS Net). Current copies of these documents are available on the district website. Questions regarding these resources can be addressed with school or district administration. General questions may be emailed to deployment@maryville-schools.org.

LIBRARY

The library has books, magazines, pamphlets, and audio-visual materials for assigned study and recreational reading. All students have access to the library through activities involving an entire class and before and after school. Library privileges may be lost when students do not behave properly in the library or continually fail to return checked out books and/or pay library fines. Students are responsible for all materials checked out in their name, and compensation must be received for lost books and unpaid fines. Fines for overdue books are ten cents per day. Books may be checked out for two (2) weeks. All reference materials, reserve materials, magazines, and audio-visual materials may be checked out after 3:20 p.m. on a school day and must be returned before 8:20 a.m. the following school day, overdue items may be subject to library fines. Students may not check materials out if they have an overdue book or fine. The library circulation is computer-based, and each student will be assigned a unique check-out number that he/she will have while enrolled at MJHS. The library hours are from 7:30 a.m. until 4:30 p.m.

LOCKERS

Each student is assigned a locker and must use only the locker assigned to him/her. Periodic inspections will be made by the teachers and principals to see that they are kept neat and orderly. Students must not tamper with another locker or give their combinations to another person. All students are urged to put a lock on their lockers. The school reserves the right to inspect student lockers at any time. MJHS is not responsible for any lost, stolen, or misplaced student belongings. Locker exteriors are to be kept clean of stickers, signs, notes, or any other type of posting, embellishment, or decorations. Locker interiors may be decorated with removable decorations and embellishments only.

LOST AND FOUND

Students' clothing, which is labeled with their names, makes it possible for easy identification and return. Students who find lost articles are asked to take them to the gym where they can be claimed by their owner. Articles turned in and not claimed will be donated to a charity at the end of each semester.

MAKE-UP WORK

Students are expected to make-up all work missed due to absences in a timely manner, regardless of the nature of the absence. Students have the responsibility for arranging make-up work with their teachers upon their return to school from an absence. Work missed due to absences of more than one day must be made up within the number of school days missed. Parents and students may access course assignments and homework via Blackboard.

MUSIC DEVICES

Music devices must be turned off when on school property (prior to school) and must absolutely not be visible or used before and during school hours, unless given permission by a staff member. However, students are allowed to use their music device on school grounds after 3:20 p.m., provided it is not causing a disruption. MJHS is not responsible for any lost, stolen, or misplaced student belongings.

OPEN HOUSE

A first semester open house will be scheduled early in the year for parents to rotate through their student's schedule, meet their student's teachers, and learn about course expectations and requirements.

PARENT ADVISORY COUNCIL (PAC)

The Parent Advisory Council (PAC) is an organization of MJHS parents that supports the mission, vision, and beliefs of MJHS. The PAC consists of four (4) parent representatives from each grade, the principal, assistant principals, school counselors, and one active classroom teacher from each grade level, selected by the school leadership team. The faculty representatives may designate a representative in the event that he/she cannot attend a PAC meeting. All parents are invited to attend PAC meetings at 9:00 A.M. at the school on the second Tuesday of each month or as posted on the PAC homepage on the school website.

PARENT CONFERENCES

MJHS is receptive to conferences with parents. Parents who are concerned about their student are encouraged to call or e-mail their child's teacher or school counseling office anytime during the school year to schedule a conference. Maryville City Schools sets aside one school day during the fall semester for parent conferences.

PARENT VOLUNTEERS

Parents wishing to become involved as a volunteer should complete the online volunteer sign-up form located on the MJHS website, contact one of the PAC parent volunteer coordinators, or contact the MJHS parent liaison/communications coordinator at 983-2070.

PRIVACY NOTICE

This privacy notice describes how information about your student is handled and the steps we take to protect your privacy. We call this information "directory information." If your student is withdrawn from Maryville Junior High School, we will continue to handle information about your student the same way we handle the information if your student was still enrolled at the school.

Protecting Student Educational Records

We maintain physical, electronic, and procedural safeguards to protect your student's privacy. Schools are generally prohibited from disclosing personally identifiable information about your student without your written consent. Exceptions to this law include:

1. Disclosures made to school officials with legitimate educational interests;
2. Disclosures made to another school at which the student intends to enroll;
3. Disclosures made to state and local education authorities for auditing or evaluating federal or state-supported education programs, or enforcing federal laws that relate to those programs;
4. Disclosures to law enforcement officials;
5. Disclosures due to court orders and subpoenas;
6. Disclosures including information the school has designated as "directory information."

Information We Collect

We collect information such as the following:

1. Permanent record cards, report cards, transcripts, social security number, class schedules, etc.
2. Special Education records
3. Disciplinary records

4. Contact and family information
5. Immunization and health information
6. Attendance records
7. Formative and summative assessment records
8. Birth certificate
9. Court documents (if there are custody issues)
10. Proof of residency

Sharing Of Directory Information

We may share directory information with other companies so that they can perform services for us on our behalf. We may, for example, disclose information to companies for school pictures, school yearbooks, enrichment opportunities, and to service providers so they can provide marketing and ordering services for us. We may disclose limited information such as:

1. Name, address, telephone listing, electronic mail address, date and place of birth, dates of attendance, and grade level
2. Participation in officially recognized activities and sports
3. Weight and height of members of athletic teams
4. Honors and awards received
5. The most recent school attended

Right to Opt Out of Directory Information Disclosures

You have the right to opt out of directory information disclosures and may do so by notifying the Maryville Junior High School office in writing. You have two weeks from your student's Maryville Junior High School enrollment date to opt out. Please be advised that if you opt out of these disclosures that you may not have access to information regarding the ordering of school pictures, school yearbook, and other enrichment opportunities.

Annual Notices

We will send notices at least once a year, as required by federal law. We reserve the right to modify this policy at any time. **This handbook includes your annual notice as written above.**

PROMOTION & RETENTION POLICY

(Grades 4-8) - To be promoted to the next grade, students will achieve a yearly average grade of 70 or above in both mathematics and language arts, as well as in a majority of other subjects offered. Students who fail to reach this standard will be referred by their teacher(s) for a review by the administration. Following a review of the student's school performance, related circumstances, and the recommendation of the student's teacher(s) an administrative placement will be made in the best interest of the student.

(Grades 9-12) - Each student is a member of a cohort group determined by the year they entered 9th grade. Students will progress through grades 9-12 with their cohort group. Those not meeting graduation requirements at the end of the 8th term will be retained as a 12th grader.

SCHOOL EMERGENCY RESPONSE PLAN PARENT PROTOCOLS

We ask for your cooperation in following these procedures if you hear of an emergency at school.

1. During or immediately following an emergency, do not drive to the school. The school access routes and entrances must remain clear for emergency vehicles.
2. No student will be dismissed from school unless a parent (or his/her designee on the emergency form) comes for him/her. No student will be allowed to leave without the adult responsible for his/her care providing positive identification. **It is the responsibility of the parent to keep all emergency records up-to-date.**
3. Students must sign out through the main office or designated dismissal site before leaving school.
4. Please **DO NOT** call the school. We must have all phone lines open for emergency calls. If your student has been injured or needs your assistance, you will be contacted as soon as possible.
5. Buses will not make their runs during adverse weather conditions (tornado, snow, etc.). Students will be supervised at school until weather permits their safe return home.
6. Listen to local radio and TV stations for information and specific directions. MCS will issue a Parent Messenger call as soon as possible detailing necessary information and directives for parents in the event of a school emergency or crisis situation.

SCHOOL CLOSING AND EARLY DISMISSAL

During periods of inclement weather, it may be necessary to close school, delay the starting time, or dismiss early. Announcements regarding school closures and delays will be made through Parent Messenger phone calls and the MCS district website. The district will notify local media outlets regarding school closing or schedule changes.

SCHOOL COUNSELING

Counselors are available to provide individual help for students with academic, social, emotional, and behavioral issues; to provide orientation and testing of new students; to coordinate vision and hearing screenings; to facilitate referral of students suspected to have disabilities; to coordinate and interpret the standardized testing program; and to assist in schedule changes and academic planning. To this end, we contact the following service providers as needed:

Child Advocacy Groups – Blount County
New Hope Blount County Children's Advocacy Center
212 Cates Street
Maryville, TN 37801
865-981-2000

Department Of Children's Services
303 Home Avenue
Maryville, TN 37801
865-981-2366

Helen Ross McNabb Child-net
865-681-6990

Maryville City Schools Family Resource Center
833 Lawrence Avenue
Maryville, TN 37803
865-982-7121

Haven House Domestic Violence Shelter
865-982-1087

SCHOOL WELLNESS POLICY

Maryville Junior High School is committed to establishing a healthy learning environment that positively influences students' general well-being, eating behaviors, physical capacity, and learning ability to succeed academically. This commitment will provide students with the ability to participate fully in the educational process and to develop healthy, lifelong habits. A learning environment that fosters wellness and good nutrition will be promoted for students, and the school will provide students with wellness education and help adolescents become more physically active and fit. By facilitating learning through the support and promotion of good nutrition and physical activity, student achievement is enhanced. Improved health optimizes student performance potential and ensures that all students have the opportunity to excel.

It is the goal of Maryville Junior High School to promote the students' physical, emotional, and social well-being through a coordinated and comprehensive school health program. This includes providing a healthy physical and psychological environment, school nurse services, nutritious school meals, health and character education, wellness programs, and opportunities for physical education and activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as is developmentally and individually appropriate.

STUDENT COUNCIL

The Board of Education supports the organization of student councils. The councils shall be comprised of members elected by their peers as prescribed by each organization's by-laws. Officers shall be elected by the membership. General purposes of the councils shall be:

1. To promote better relationships between teachers and students;
2. To provide a communication channel for student opinion;
3. To promote organizational services for students and faculty;
4. To encourage positive attitudes, leadership, and citizenship;
5. To contribute to the total educational growth of students;
6. To promote problem-solving methods;
7. To promote better inter-city relationships;
8. To illustrate democracy.

The MJHS Student Council is a service organization comprised of four (4) students elected from each grade. The Student Council has sponsored projects, which benefit the student body as well as the school. The Student Council is charged with implementing the Student Respect Policy, Guiding Principles, and "Rebel Rules!" for the school. The council communicates with the school faculty sponsors and administration regarding the school climate and makes suggestions for improving school climate and the overall educational program at MJHS. The student council sponsor must approve candidates for Student

Council. The members must maintain a C average in all schoolwork and pass all pass/fail subjects. The members must have satisfactory conduct and attendance.

STUDENT INSURANCE

Accident insurance is available for students at a nominal cost and is optional. When a student insured under this plan is injured, he/she will need to access a Claim Form from the MCS District website. This form must be completed by his/her parents and presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or in subsequent negotiations with the company.

STUDENT PARKING

There is no student parking on the Maryville Junior High School campus. Students are not allowed to drive and park cars or other motorized transportation on school grounds. All campus parking lots are reserved for the faculty and staff. Visitor parking is provided in the front of the school for parents and other visitors to the campus.

STUDENT PLACEMENT

The MJHS program is designed to meet the individual needs of all learners. Student placement at an appropriate performance level promotes progress at a rate that allows the student to be successful and challenged. Placement recommendations for junior high school students are based on formative and summative standardized test scores. Students' schedules are made based on these recommendations. Needed changes may be made during the school year, per established guidelines, but may result in a revision of the student's schedule.

TELEPHONE

Students may use the school office phone with permission from faculty or staff. Students will not be excused from class to use the telephone. A phone is available in the school office for students from 3:20 p.m. to 4:00 p.m.

TEXTBOOKS AND DEVICES

Textbooks are furnished by the state and are property of Maryville City Schools. Textbooks are issued (checked out) through the library at the beginning of the school year and checked back into the library at the end of the school year. State law requires that lost or damaged textbooks be paid for before records will be released to parents. Devices are checked out during summer deployment dates or at enrollment, once the proper paperwork and monetary requirements have been met. Please see the district website (www.maryville-schools.org) under the iReach section for more information about devices or deployment requirements.

TRANSLATION SERVICES

You may obtain Spanish or other foreign language translation services for questions or other information by contacting the MCS central office at 982-7121 or the school at 983-2070.

Puede obtener los servicios de traducción en español de sus preguntas u otras informaciones por ponerse en contacto con la escuela @ 983-2070.

TUITION

The tuition fee required of all students residing outside the city limits of Maryville for the 2016-2017 school year is \$2,200.00. Tuition fees are due and payable on the first day of school. A tuition application and guidelines are located on the Maryville City Schools website. **Failure to immediately report moving outside the Maryville City School district will result in withdrawal from Maryville Junior High School.**

VENDING MACHINES

Snack machines are for use by students after school. Bottled water may be purchased during the school day.

VISITORS

All visitors should stop in the school office, sign in, and receive a visitor's pass before entering the main building. As visitors leave the building, they should return to the school office and sign out. Students are not allowed to bring non-enrolled visitors (friends or relatives/cousins) during any part of the school day.

VISITORS DURING STUDENT LUNCH POLICY

Parents/guardians may eat lunch with their child in the school cafeteria after signing in at the front office and following all cafeteria procedures. Other immediate family members (grandparents and siblings) may eat lunch with their student in the cafeteria after the school office receives permission from the parent(s). Others will not be permitted to eat lunch or visit students at school. Parents must eat with their child and should not move around in the cafeteria talking to other students.

WELLNESS

Wellness is required unless excused by written request of the family physician. The physician's excuse should note the student's physical limitations in sufficient detail for development of an adaptive physical education program.

Students are responsible for locking up their belongings. Maryville City Schools, Maryville Junior High School, and the Wellness teachers are not responsible for missing, stolen, or misplaced items.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Maryville City School System not to discriminate on the basis of sex, race, national origin, creed, age, marital statute, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title XI of the 1972 Educational Amendments, and Section 504 of the Federal Rehabilitation Act of 1973.

It is also the policy of this district that the curriculum materials utilized reflect the cultural and racial diversity present in the United States and the variety of careers, roles, and life-styles open to women, as well as men in our society. One of the objectives of the total curriculum and teaching strategies is to reduce stereotyping and to eliminate bias of sex, race, ethnicity, religion, and disability. The curriculum should foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

Inquiries regarding compliance with Title VI, Title XI, and Section 504 may be directed to Dr. Kathy Smith, Maryville City Schools, 833 Lawrence Avenue, Maryville, Tennessee 37803; Telephone (865) 982-7121.

Maryville City Schools and Maryville Junior High School reserve the right to add, delete, or change the Student Handbook without prior notification.