

## Maryville Junior High School Information

[www.maryville-schools.org/mjhs](http://www.maryville-schools.org/mjhs)

Phone: 865-983-2070

**If you have any questions or get lost, what do you do?** – The teachers, school counselors, administrators and other staff are here to help you. Ask your teacher for help before you leave class. If you are in the hall between classes, ask a teacher standing at a classroom door or monitoring the hallway. The office, school counselors, support staff and administrators are here to help too. We want to help you become familiar and comfortable with MJHS.

**Riding the Bus** – If students live more than 1.5 miles from Maryville Junior High School, they are eligible to ride a bus. For up-to-date bus tracking via mobile phone, download the UniteGPS app.

**Student Drop Off / Pick Up** – Students coming to school by car should load and unload at the entrance at the back of the school. For your student's safety, do not drop off on Montvale Station Road.

**Early Arrival** – If students ride a bus or arrive before 8:10 a.m. they are required to report to the gym, café, library or morning tutoring. Please do not go into the out-of-bounds areas in the school building.

**Building Opens** – The building opens at 7:30 a.m. A bell will ring at 8:10 to dismiss students to 1<sup>st</sup> period.

**Tardy Bell** – At 8:20, a tardy bell rings. If a student is tardy, he/she must report to the office for an admit slip.

**Absences and Tardies** – Please refer to the MJHS Student Handbook which can be found at [www.maryville-schools.org/mjhs](http://www.maryville-schools.org/mjhs) under Parents and Students.

**1010 FORMS TO GET YOUR DRIVER PERMIT** - Students must notify the attendance office at least 24-hours in advance to request a 1010 Form to take to the DMV for the driving permit process. The 1010 form is based on student attendance, grades; and will expire after 30-DAYS. You must be passing three academic classes. DO NOT REQUEST A 1010 FORM IF YOU DO NOT PLAN ON GOING to the DMV to complete the driving permit process WITHIN 30-DAYS.

**End of School Day** – Classes end at 3:20 p.m. Students have 5 minutes to go directly to the bus loading area between the school building and the track. Students riding second bell buses (go to gym for dismissal), car riders, and walkers will be dismissed at 3:25. All students, unless they have made previous arrangements to meet with a teacher, are attending after-school tutoring, studying in the library, attending a club meeting, or athletic practice are to be out of the building by 3:40 p.m.

**Cafeteria** – Breakfast will be available for students to purchase 7:30 a.m. to 8:15 a.m. in the café. For families who qualify for free/reduced meals or if you would like to create an online account for payment, go to [maryville-schools.org](http://maryville-schools.org) – Parents and Students, Online Payments.

The lunchroom management and fellow students will appreciate your cooperation in depositing all lunch litter in wastebaskets; leaving the table and floor around your place in a clean condition for others, and returning all trays and utensils to the dishwashing area. After eating lunch all students remain in the café and wait for the lunch period dismissal bell and then return to the classroom where course instruction will continue.

**Elevators** – Only those students with physical disabilities sufficient to prevent safe use of the stairways are permitted to use the elevators. The school nurse will issue elevator passes to students for which a pass is deemed necessary and appropriate.

**Hall Passes** – Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from a faculty or staff member.

**Bookstore** – Students may purchase school supplies in the library.

**Leaving School** – Students are not permitted to leave school grounds at any time during the school day without permission from the main office. When parents or guardians come to pick up their children during school hours, they must come into the office and sign out their children. Please allow fifteen (15 minutes) for the checkout process. In accordance with Maryville City School Board Policy, a student who leaves school after the school day has begun will be recorded absent from all classes he/she misses. Any student missing more than 50% of class time will be counted absent for that class. A student absent more than 50% of the school day will be counted absent for the entire school day.

**Library** – Hours are 7:30 a.m. to 4:30 p.m. Students may go to the library before and after school to study quietly, check out books or utilize the maker-space.

**Lockers** – Each student is assigned a locker. Periodic inspections will be made during the school year. Use only the locker assigned to you. Do not tamper with another student’s locker. All students are encouraged put a lock on their lockers. The school reserves the right to inspect student lockers at any time.

**Lost and Found** – Students’ clothing which is labeled with their name 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 owners. Articles not claimed will be donated to charity or washed and added to the school’s clothes closet at the end of each semester. Additional lost and found locations are also located in the main office and cafeteria.

**Power School Grades Online** – PowerSchool provides online access to a student’s grades and attendance by parents or guardians of students. PowerSchool can be accessed through <https://ps.maryvillecityschools.k12.tn.us/public/>. Please call MJHS if you need assistance setting up an account to access your child’s grades or attendance online.

**School Health Clinic** – The clinic is located in room 100. The school nurse is available to assist students throughout the day. Students who are ill or need first aid must request a pass from a teacher to go to the clinic. Students report directly to main office when the clinic is closed.

**Technology** – iReach Laptop Deployment is now online. All iReach Paperwork (like our Acceptable Use Policy) is through Online Registration now. Failure to do online registration will result in not having a laptop. Payment can be made online @ <https://www.myschoolbucks.com/> to ensure your student can take a laptop home once you have completed online Registration. All helpful information for Parents and students including Registration, iReach, Canvas and PowerSchool Parent Accounts, Parent and Student Tutorial videos, and more can be found at <https://mjhs.maryville-schools.org/parents-students>. Once Paperwork is signed, students will receive a laptop the first week of school in Homeroom at MJHS. If they paid, they can take it home. If students experience technical difficulties throughout the year, they can visit the MJHS Help Desk for assistance, or put in a ticket through <https://launchpad.classlink.com/maryville> and clicking on the Online Help Desk icon.

**Tutoring** - If additional funding from the state is available, a supervised study hall is available 7:30 a.m. to 8:10 a.m. and 3:30 p.m. to 4:30 p.m. at designated locations in the school building. Contact the school counseling office for additional information.

**Websites** – The school website is located at <http://www.maryville-schools.org/mjhs>. It is the public face of MJHS and includes daily announcements, school calendar, faculty and staff e-mail addresses and other information. **Canvas** is the private account access to teacher specific webpages. School information is also found on Facebook and Twitter.

**Wellness (Physical Education)** - The physical education portion of 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. Parents or students may obtain a form from the P.E. teachers which the physician may wish to use. Valuables should be left locked in the student’s locker before coming to P.E. and should not be left in the P.E. room or P.E. locker room.