

MONTGOMERY RIDGE INTERMEDIATE SCHOOL STUDENT HANDBOOK

835 Montgomery Lane Maryville, TN 37803

865-980-0590/865-980-0589 (fax)

www.maryville-schools.org/mris

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Welcome

The administration and staff of Montgomery Ridge would like to extend a warm welcome to our school. We are excited to get to know you and strive to provide learning experiences and an environment that supports the success of all of our students. In order for us to achieve that goal, we know that it is important that you understand our expectations, procedures and all the workings of our school. We know that our combined EFFORTS will lead to your student's SUCCESS!

We look forward to our time together on "The Ridge!"

David Claxton
Principal

Julie Keyl
Assistant Principal

Logan Goodin
Assistant Principal

At A Glance

Office Hours: 7:00 a.m. - 3:30 p.m.
School Hours: 7:40 a.m. - 2:40 p.m.

4th Grade Sample Schedule

7:40-9:10	Homeroom/ELA
9:10-10:50	Math
10:50-11:20	Lunch
11:20-12:00	Recess
12:00-12:30	Enrichment/Intervention
12:30-1:00	Social Studies
1:00-1:30	Science
1:30-2:40	Encore

5th Grade Sample Schedule

7:40-8:40	Homeroom/ELA
8:45-9:45	Math
9:50-10:50	Social Studies
10:50-11:20	Recess
11:20-11:50	Lunch
11:55-12:25	Enrichment/Intervention
12:30-1:30	Encore
1:35-2:40	Science

6th Grade Sample Schedule

7:40-8:40	Homeroom/ELA
8:45-9:45	Math
9:50-10:50	Encore
10:55-11:25	Enrichment/Intervention
11:25-11:55	Social Studies
11:55-12:25	Lunch
12:30-1:00	Recess
1:00-1:30	Social Studies (con't.)
1:35-2:40	Science

7th Grade Sample Schedule

7:40-8:40	Homeroom/ELA
8:45-9:45	Encore
9:50-10:50	Math
10:55-11:25	Social Studies
11:30-12:00	Enrichment/Intervention
12:00-12:25	Social Studies (con't.)
12:30-1:00	Lunch
1:00-1:30	Recess
1:35-2:40	Science





Daily Life on The Ridge

Arrival

The school day begins at 7:40 am. **Parents arriving before 7:00 AM, please wait in the lane closest to the sidewalk.** We need to keep the lane closest to the parking lot clear until 7:00 AM. Any student arriving to school after 7:40 am is tardy and must report to the office for an admit slip to class. Morning supervision and breakfast begin at 7:00 am. 4th and 5th graders who arrive prior to 7:30 am, should report to the cafeteria. 6th and 7th graders who arrive prior to 7:30 am, should report to the gym. Students arriving after 7:30 am may report to their homeroom, unless they are eating breakfast. Students are allowed to go to their lockers beginning at 7:30 am each day.

Traffic Procedures

Teachers and Student Rangers are on duty each day to assist with drop off of students. Your cooperation is appreciated in maintaining safety and making arrival as safe and efficient as possible. To facilitate the drop off process, please follow these guidelines:

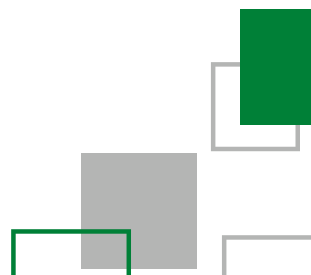
- Make sure your student is ready to exit the vehicle when arriving at school.
- Use the first lane when traffic is light; students should not cross a lane of traffic if you are able to pull to the curb.
- When drop off becomes heavy, use both lanes and pull forward as far as possible.
- Allow your child to exit the car only after you have rounded the curve at the library end of the building.
- Remember that teachers and students will be crossing stopped traffic, please remain stopped until instructed to proceed by the teachers or administrators on arrival duty.
- Our drop off area is a NO CELL PHONE ZONE. For the safety of our students, please do not use your cell phone while participating in drop off.

NOTE: Some families will have students to drop off at both Foothills Elementary and Montgomery Ridge. For these families, drop-off is allowed after 7:15 am for both students at the back of Foothills Elementary and Montgomery Ridge. Prior to 7:15 am, drop off should be made at the front of Montgomery Ridge and then use the access road to drop off at the front of Foothills Elementary.

Leaving School During the Day

If a student must leave school early, a parent/guardian must come to the school office with their driver's license to sign the student out. Teachers are not allowed to release students without notice from the office. Under no circumstances may children sign themselves out of school or wait outside. Please allow 15 minutes for the check-out process. Tennessee law requires a child to be in school for not less than 3 hours and 16 minutes per day in order to be counted present.

When returning to school from an appointment, students must check back in with the office upon their return to school to obtain an admit slip. Failure to do so will result in the child being marked as absent for the day.



Our Mission and Vision



MISSION:

Creating challenging and meaningful learning experiences for every student while building strong, positive relationships

The Ridge

VISION:

- Vow to engage the whole child;
- Implement a program of excellence and celebrate our achievements;
- Set our sights on the future to prepare our students;
- Inspire our faculty, staff and students to build strong relationships;
- Open our doors to create a safe and welcoming environment;
- Nurture intrinsic learning in every child.



Daily Life on The Ridge

Dismissal Procedures

Bus riders will be dismissed each afternoon beginning at 2:35 pm. Car riders, walkers, Adventure Club participants, and sport's bus riders will be dismissed at 2:40 pm. Adventure Club participants and sport's bus riders are expected to report to the cafeteria. Pick-up in the afternoon will be supervised by school staff and Student Rangers. Please follow these guidelines for afternoon pick-up:

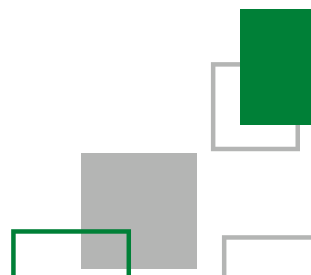
- Use both lanes of traffic and pull forward as far as possible,
- Remember that students will be crossing around you, so remain stopped until staff direct you to proceed.
- Our pick-up area is a NO CELL PHONE ZONE. For the safety of our students, please do not use your cell phone while participating in pick-up.

Departure of all students should be complete by 2:55 pm, unless they are involved in an approved after school activity. Student supervision by staff ends at this time. If you cannot pick up your child by 2:55 pm, they must be enrolled in after school day care.

Visitors

Parents and community members are welcome and encouraged to visit our school. To insure the safety of our students and staff, visitors are asked to follow these guidelines:

- Please report to the office upon arrival at our school. Here our office staff will be able to greet you as you sign in thru the Lobby Guard system. A driver's license is required to generate a visitors badge.
- As visitors leave, we ask that they return to the office to sign out by scanning their Lobby Guard badge. State Law requires all visitors to report to the office upon arrival. Those who do not receive a visitors badge may be approached by school personnel and asked to return to the office.





Visitor Code of Conduct



The Maryville City Schools Board of Education has adopted the following Code of Conduct to outline the expected behavior of visitors on school grounds. Any parent, community member, or visitor on school property or attending a school program or activity **MUST**:

- Help establish and maintain a safe, secure, and peaceful environment that promotes learning and positive character development.
- Respect the person and property of others.
- Use respectful and non-threatening language.
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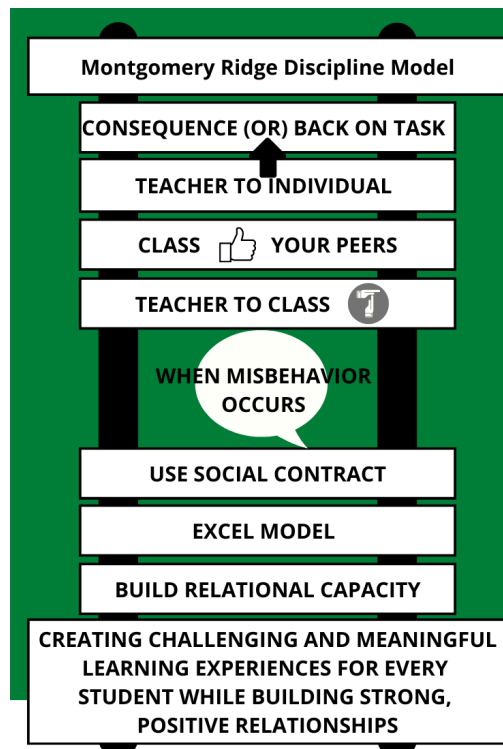
Parents, community members, and any visitors to school property or school programs/activities MUST NOT:

1. Circumvent school security procedures
2. Behave in a manner that threatens, injures, or harasses others.
3. Use obscene or threatening language.
4. Approach or chastise someone else's child.
5. Damage school property or the personal property of others.
6. Disrupt classes, programs, or activities.
7. Distribute or wear materials that are vulgar, obscene, promote illegal actions or drugs, or are disruptive.
8. Harass or discriminate in any form.
9. Enter restricted areas of school property.
10. Refuse to leave school property when directed by administration or law enforcement.
11. Use, sell, or distribute alcohol, tobacco, vaping products, or illegal drugs.
12. Possess or use firearms or dangerous weapons (except for law enforcement officers).
13. Violate any laws, ordinances, or school policies.
14. Record audio or video where there is an expectation of privacy.
15. Disrupt or confront school transportation staff or activities.

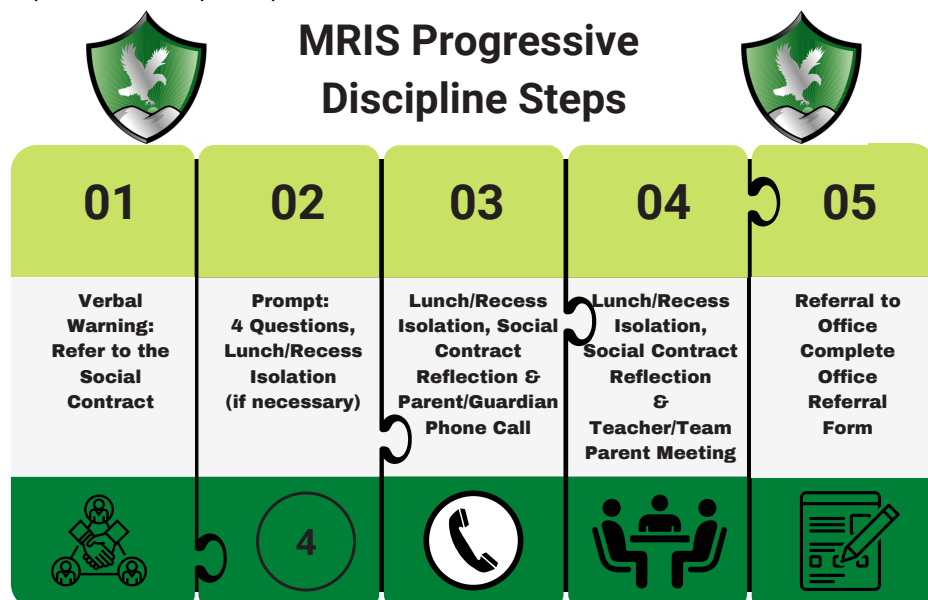


Personal and Team Expectations

Our Eagle Eye Positive Behavior Program is intended to fulfill our mission of "creating challenging and meaningful learning experiences for every student while building strong, positive relationships." This belief is embodied in the Social Contracts that each team creates with their students at the beginning of each school year. These contracts are signed by students and teachers and are a commitment to how we want to be treated and want to treat others.



When students violate the Social Contract, they are subject to a progressive discipline model outline at the team and grade level. These expectations are consistent for all student while on team or participating in our Encore programming. The template below outlines the structure and focus for intervention at each step in the discipline process.





Personal and Team Expectations

An important component in our personal and team expectations is our focus on character traits that will serve our students well while in school, but also in their pursuits beyond. Each month, our school will focus on a different character trait and will participate in weekly lessons learning more about what they and what they look like in practice. The daily Ridge Report located on our school website will also highlight this character trait and activities families can do at home to support their students learning and understanding.



August/September



October



November



December



January



February



March



April



May



2024-25 MRIS Discipline Matrix

Minor Infractions: In the Intermediate setting, teachers are responsible for implementing varied and appropriate interventions and consequences for minor infractions (**Level I Misbehaviors**). Minor infractions include but are not limited to defiance, disruptions, non-compliance, inappropriate language towards students, horseplay, property misuse, lying, cheating, teasing, tech violation, unprepared for class, minor theft, minor vandalism, etc.

Major Infractions/ Consequences: The following table provides a non-exhaustive list of major infractions, denotes the severity of the offense, and provides potential consequences appropriate for this action. Disciplinary action is to be determined by school administration and could change based on aggravating and mitigating factors related to the infraction. This may also include loss of privileges.

Major Infraction Type	Level II	Level III	Level IV
Continued violation of school rules/level I, II behaviors	ISS (partial - 1 day)	ISS (1 - 2 days) or OSS (1 – 3 days)	
Serious disruptive conduct	ISS (1-2 days)	ISS (3-5 days) or OSS (1-3 days)	
Serious defiance/disrespect	ISS (1 day)	ISS (2-3 days) or OSS (1-3 days)	
Out of area (elopement/skipping)	ISS (1 day)	ISS (2-3 days) or OSS (1 day)	
Profanity directed towards staff	ISS (1-2 days)	ISS (3-5 days) or OSS (1-3 days)	
Physical Aggression	ISS (partial - 1 day)	ISS (1 - 2 days) or OSS (1 – 3 days)	
Misuse of Technology	ISS (partial – 1 day)	ISS (1-3 days) and/or Day user status	
Violation of personal electronic devices policy	See handbook		
Violation of Dress Code	See handbook		
Theft	ISS (partial - 2 days) and/or restitution	OSS (1-3 days) and/or restitution	
Vandalism	ISS (partial - 2 days) and/or restitution	OSS (1-3 days) and/or restitution	
Bullying/Harassment/Racial Harassment/Sexual Harassment	ISS (1-3 days)	OSS (1-2 days)	OSS (3+ days)
Bus Misconduct	Warning - bus suspension (# of days up to the remainder of the year)		

Possession of knife (or similar weapon, etc.) *see description of levels	OSS (1-3 days)	OSS (4+ days)	OSS (90 –180 days)
Fighting	N/A	OSS (2-3 days)	OSS (4+ days)
Assault	N/A	N/A	OSS (5+ days)
Sexual Misconduct	N/A	OSS	OSS
Possession of tobacco/vape	N/A	OSS (1-3 days) and possible citation	OSS (4+ days) and possible citation
Threats of violence towards staff member or student	N/A	OSS (1-3 days)	OSS (4+ days)
Assault/Attempt to cause injury to staff member	N/A	N/A	OSS
Possession of drugs/alcohol	N/A	N/A	OSS (180 days)
Possession of gun or firearm	N/A	N/A	OSS (180 days)

Description of Tiered Misbehaviors

Tier	Description
Level I	This level includes minor misbehaviors on the part of the student which impede orderly classroom procedures or interferes with the orderly operation of the school, but which can usually be handled by an individual staff member.
Level II	This level included misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. These misbehaviors do not represent a direct threat to the health and safety of others but have educational consequences serious enough to require corrective action on the part of administrative personnel.
Level III	This level includes acts directly against persons or property but whose consequences do not seriously endanger the health or safety of others in the school. This level also includes misbehavior whose frequency or seriousness cause a serious disruption to the learning environment of the school.
Level IV	This level of misbehavior includes acts which result in violence to another's person or property, or which pose a threat to the safety of others in the school. These acts are so serious that they usually require administrative actions which result in the immediate removal of the student from the school, the intervention of law enforcement authorities, and/or action by the Board.



Attendance

Attendance Policy

Regular and punctual school attendance correlates directly with success in academic work, improves social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits – responsibility, determination, respect for rules of society – that are critical for developing career readiness skills, success in college and success in life.

Attendance

According to Tennessee State Law, attendance is the responsibility of the parents/guardians. MCS Board policy, 10.2.1.1, states School Attendance is compulsory for all children between the ages of five (5) and seventeen (17) both inclusive. If residing in the City of Maryville, they shall attend school under the provision of TCA 49-6-3001. A student absent more than 50% of the school day will be counted absent for the day.

The principal shall be responsible for ensuring that:

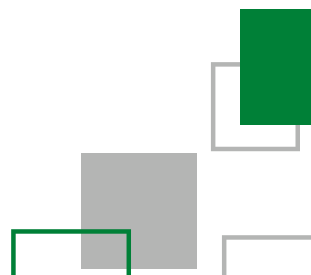
- Attendance is checked and reported daily;
- **PLEASE NOTE: Students are not allowed to attend any after school event if they were absent from school on the day of the event.**
- Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for the majority of the day;
- All student absences are verified;
- Written excuses are submitted for absences and tardiness; and
- System-wide procedures for accounting and reporting are followed.

Excused Absences

All students will be limited to ten (10) excused absences with a parent note. All absences that occur above the limit of ten will be considered unexcused absences. Exceptions would include absences with documentation of a doctor's visit, religious holidays, or a death in the family. All parent notes should be submitted within three days of the absence.

Tardy Students

Students are expected to be on time to school every day. Each student will receive 5 excused tardies with parental/guardian notes. Every tardy to school, after those five, will be unexcused without medical or legal notice. Every three (3) unexcused tardies will be documented as one (1) unexcused absence and count toward the progressive truancy plan.





Progressive Truancy Intervention Plan

The K-12 attendance plan includes a progressive truancy intervention plan to support students who may exceed five or more un-excused absences for the school year. The progressive intervention plan outlined below begins once a student has unexcused absences:

- If a student reaches three (3) unexcused absences, the school will make parent contact through phone, email or mail to help determine ways to improve attendance.
- If a student reaches five (5) unexcused absences, then Tier 1 of the progressive truancy intervention plan begins. Administration will contact the parent to hold a conference, start an attendance contract, and monitor student attendance every 30 days.
- If a student has two (2) additional unexcused absences after the attendance contract is put into place then Tier 2 interventions will begin.
- Tier 2 interventions will include a parent conference with administration, an individual assessment detailing the reasons the student has been absent, discussion of supports that are needed for the family, and follow up meetings every 30 days with administration and other district representatives. If a student accrues two more unexcused absences, Tier 3 of the progressive truancy plan is initiated.
- Tier 3 interventions include a mandatory parent conference with administration and the district attendance coordinator. Per School Board policy, interventions at this level may consist of one or more of the following:
 - School based community service
 - Participation in a school-based restorative justice program
 - Referral to school based teen court
 - Saturday or after school courses designed to improve attendance.
- Additional unexcused absences will result in a petition to juvenile court for truancy.

What to Do When Absent

Every absence or tardy must be accounted for with the teacher. A note written and signed by a parent or guardian must be presented to the main office and must give acceptable reasons for the absence in order for the absence to be excused. Written notes must be presented the day the student returns or no later than the third day. Absences are automatically marked unexcused if a note is not presented which could lead to a truancy notice.

Homework Make-Up

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. Teachers will partner with students to coordinate a reasonable timeframe for make-up work to be returned. Parent/Students may also access their child's homework via the link to Canvas from our school's website: <http://www.maryville-schools.org/mris>. Please note that assignments on-line are subject to change. Teachers are not required to provide homework assignments prior to a prearranged absence.

Homebound Instruction

Students who are unable to attend school for more than ten (10) days because of an illness or accident are eligible for the homebound program. The application for "Services for Children with Crippling and Special Health Conditions" should be requested by a parent/guardian and completed by the student's physician as soon as the extended absence is apparent. The Director of Schools will assign a teacher to instruct the eligible student at home thereby enabling the student's continued education at the end of their convalescence. Parents should contact Mrs. Susan Chapman for information regarding these services.



Communication

<https://mris.maryville-schools.org/>

Daily Ridge Report

Our website is our primary means of communicating events, important dates, and other information to our families. Please check the Ridge Report for daily updates. In addition to our website, MRIS offers several electronic methods of school/home communication including:

Principal Updates

An electronic newsletter will be sent periodically from administration to highlight current and upcoming events happening at the Ridge.

Phone Calls

MRIS will occasionally send out automated phone calls to our families containing information about events or alerts. You do not have to register for this service, but if you want the messages sent to a different phone number, contact the MRIS office.

Canvas/Showbie

The Learner Managements System (LMS) used in grades 5-7 is Canvas. This is the online location for class content, homework calendar, and other resources for students. You may login to Canvas with your child at any time from their laptop. Parent accounts are a good option for parents with more than one child in grades 5-7. Fourth Grade uses Showbie as the hub for assignments and content.

SchoolCash On-Line

<https://mcs.schoolcashionline.com/>

Payments can be made for non-cafeteria school fees. This might include: library fees, class fees, fieldtrips, tuition, etc.

MySchoolBucks

<http://www.myschoolbucks.com>

MySchoolBucks is the on-line credit card vendor for Maryville City Schools. Create a free account and easily make payments online for cafeteria payments and Adventure Club.

PowerSchool

<https://ps.maryvillecityschools.k12.tn.us/public/home.html>

Parents have access to student grades and attendance online in real-time through PowerSchool. Parents can create a parent account in PowerSchool through instructions sent home in Friday Folders, and students may login with their own credentials.

Teacher E-mail Communication

Parents may email teachers directly from the online faculty directory, teacher pages, or directly by using the format: firstname.lastname@maryville-schools.org. Please remain mindful of time management issues regarding email communication. Any issues that require discussion should continue to be handled through parent conferences or phone conversations.



Dress Code

When a student is dressed in a manner which causes disruption to learning or interference with the operation of the school or in a manner that violates the developed guidelines, the administration shall take appropriate action, which may include, but is not limited to, a wardrobe change, parent notification, and/or suspension.

Dress Code Guidelines (Grades 4-12)

All clothing must be of appropriate fit and length as defined in the guidelines below in order to not disrupt or interfere with the learning environment or constitute a health or safety risk to the student or others. To help create the best learning environment for students, the following standards for student dress shall be observed for grades 4-12 in Maryville City Schools:

- Pants must be worn at the waist, must be appropriately sized, and at a safe length. Tears, rips, or holes must be at or below mid-thigh. Leggings and other compression-style pants must be opaque and properly fitted with an opaque, top garment of sufficient length to cover at least to the midpoint of the buttocks and with comparable coverage in the front.
- Shirts and tops must completely cover the abdomen and back. Shirts or tops must be tucked in or cover the waistband of pants, shorts, or skirts with no midriff visible. Shirts or tops that are extremely tight or have very low necklines are prohibited. Shirts may not be worn which extend below the bottom hem of skirts or shorts.
- Sleeveless garments must cover shoulders as measured by a three-finger width.
- Undergarments must not be visible including sports bras, bralettes, and boxers.
- Shorts should be properly fitted with length at least comparable to popular athletic shorts (i.e., approximately 3-inch inseam). Shorts should be worn with their intended design (e.g., athletic shorts should be worn without rolling up the hemline or rolling down the waistband). Compression-style shorts may only be worn under skirts, dresses, or shorts that meet the dress code guidelines.
- Skirts and dresses should be of appropriate fit and not be shorter than mid-thigh (approximately halfway between the inseam and knee; at the end of most people's fingertips.).
- Earrings and nose studs are the only visible, piercing jewelry allowed to be worn at school.
- Head apparel, except for religious or medical reasons, must not be worn on campus.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Prohibited items include (1) large, long, and/or heavy chains, (2) studded or chained accessories, (3) sunglasses when indoors, except for health purposes, and (4) sleepwear (pajamas) and blankets.
- Clothing and accessories such as backpacks, patches, jewelry, notebooks, and tattoos must not display (1) racial or ethnic slurs/symbols, (2) gang affiliations, (3) vulgar, subversive, or sexually suggestive images; nor should they promote alcohol, tobacco, or illegal drugs.

The school administration reserves the right to determine whether the student's attire and appearance are within the parameters of the dress code policy. In matters of opinion, the judgment of the principal/designee shall prevail.

The principal may allow exceptions in special circumstances or occasions such as holidays, school-wide programs, or special performances and may further prescribe dress in certain classes such as physical education, vocational classes, and science labs.

If a student's dress or appearance is found to be a distraction/disturbance to the school environment, administration may require student to change his or her dress or appearance. Parents may be notified to bring appropriate clothing, or students may be offered alternate clothing to wear.



Programs, Policies, and Procedures

Adventure Club - After School Day Care

The Montgomery Ridge Intermediate School Adventure Club, our after school daycare program, operates daily from 2:40-6:00 pm during the school year and from 7:00 am - 6:00 pm. during the summer. Qualified personnel are available to provide your child with a safe environment for after school study, recreation and special activities. Staff to pupil ratio is 1:15 which allows for close supervision and support. Students are provided a proper environment for after school study, supervised recreation, and any of the enrichment activities provided by the school. Snacks are provided each day. If you are interested in enrolling your child in our after school program, please contact the Adventure Club Director at (865) 379-9589. Please Note - Adventure Club does not operate on days MRIS is closed due to inclement weather.

After School Programming

Intramural games, clubs, tutoring, parties, and other late afternoon/evening activities are scheduled throughout the year. They are supervised by teachers and administrators who are usually giving their own time. Every effort will be made to communicate the exact time such events will conclude. It is important that parents are punctual in picking up students from these events. If late pick-up becomes a problem, the school reserves the right to prohibit a student from attending future after school activities. In addition to after-school clubs and organizations, Montgomery Ridge will sponsor athletic programs that compete locally in 4th/5th grade boys' and girls' basketball, 6th/7th grade boys' and girls' basketball and cheerleading. Information regarding participation will be available at the start of each school year.

Bicycles

Students who ride bicycles to school must park in the designated area beside the gym and use the bike rack upon arrival. Bicycles are not to be used until the end of the school day. No skateboards, scooters or rollerblades are allowed at school.

Birthdays

Handing out invitations to private parties and sending "balloon bouquets", flowers, or other special gifts to students at school is strongly discouraged. Deliveries to students will not be delivered to classes and students will be allowed to pick them up at the end of the school day.

Bus Procedures

Per District Guidelines, please know that bus transportation is NOT available for tuition, zone transfer students, and students that live within the zone of parent responsibility (within 1.5 miles of MRIS). School bus transportation is a privilege provided to eligible students, conditional upon good behavior. **All school conduct rules apply to students riding the bus. Bus privileges may be suspended for misconduct. Repeated bus incidents could result in a long-term suspension or ban from the school bus. Students are expected to attend school regardless of bus suspension.** If your student is riding a bus (that they do not normally ride) home with a friend, a **signed note is required from both families** involved (with a provided phone number). Students must bring a note to their homeroom teacher signed by their parents if they ride any bus other than their assigned one. The note must be approved by the administration during the school day. Bus notes **cannot** be made over the phone and must be turned in to the office **by 10:00 AM** the day the student is riding the bus.



Pursuant to HB 322, which amended TCA, Title 49, Chapter 6, Part 21; relative to transportation of students, Maryville City Schools has enacted the following procedures for reporting unsafe driving by any MCS Bus Driver: The following information will need to be provided to help ensure an accurate investigation into the incident being reported:

- Time and date the incident occurred
- Location of the incident
- Bus number and name of driver (if possible)
- Description of the incident, listing as many specific details as possible

To ensure accurate and prompt investigations, please report incidents immediately. However, all reports will be investigated, regardless of when they are received. Incidents may be reported to the Maryville City Schools Transportation Department by phone at 865-982-7121 or in person at the Maryville City Schools Transportation Department Office located at 833 Lawrence Ave., Maryville, TN 37803. If you have any questions concerning these procedures; you may contact the Transportation Supervisor at 865-982-7121.

Care of School Property, Building and Grounds

Students have the responsibility to care for all school property, the building and grounds. All MRIS students will periodically be assigned duties to help keep our campus and facility clean. The chewing of gum is not permitted. Repeat violators will face in/out-of-school suspension. Students are expected to help protect the school by discouraging, preventing, and reporting vandalism or property damage by others. Parents or guardians are responsible for any damage their student might do to furniture, lockers, books, and other property of the school system. If students willfully destroy school property, suspension and possible expulsion may be necessary, in addition to payment for damages. If a student should happen to damage something by accident, the student is responsible for repair or replacement without additional consequences when the accident is reported to a teacher or administrator immediately.

Personal Electronic Devices

In order to protect the academic environment of MRIS, cell phones and other small electronic devices, such as game systems and music devices, are not allowed to be used during the instructional day from 7:40 am until dismissal. Phones will be in lockers and silenced/turned off from 7:40 until dismissal. Smart watches will be treated as cell phones if students use them in that capacity. If you wish to communicate with your child during the school day, please contact the main office and we will get them a message. If a cell phone or electronic device is a distraction during the school day, school personnel will collect this device.

- **1st offense** - Electronic device is held in the front office. The student is responsible for picking up the device at the end of the day and returning a signed parent letter the following day.
- **2nd offense** - Parents are contacted to come to the office to pick up the device.
- **3rd+ offense** - Student may not bring phone/device back to school or has to check it in at the front office daily.

Change of Address and Phone Number

In order to make a change of address, two proofs of residency need to be submitted to the school office such as current rental or mortgage contract AND current utility or similar bill, including, but not limited to, telephone, electric, or water. To change a phone number, please call the office or send a note with your child. At least one emergency number must be on file in case of illness or accident.

Emergency and Disaster Plan

Fire, tornado, and lock down drills are held at intermittent intervals throughout the year as required by law. It is essential that everyone take immediate, appropriate action when emergency signals are given. Each classroom teacher will provide specific instructions for students to follow.





Field Trips

Field trips are occasionally scheduled during the year as an extension of the curriculum. Students may participate only if a permission slip is signed by a parent and returned prior to the trip. Field trip monies are nonrefundable. Field trip scholarship applications are available from a student's homeroom teacher. Any parent who wishes to contribute to the scholarship fund may do so through the homeroom teacher or directly to the office. It is our desire for every student to attend every field trip, however in the event that Montgomery Ridge Intermediate School is unable to raise the scholarship funds needed to offset the students who request scholarships, the field trip would then have to be canceled.

Food Allergies

Food allergies are estimated to affect eight percent of all children. We have students at our school that have been diagnosed with food allergies. While any food can cause an adverse reaction, there are eight types of foods that cause 90% of all reactions. These include eggs, milk, peanuts, tree nuts, fish, shellfish, wheat and soy. In order to minimize the risk to these students and to establish healthy habits in general, we are asking students to wash their hands before and after eating.

Grading

Montgomery Ridge Intermediate School staff will report student progress to parents in the following ways:

- Friday Folders - folder that goes home each Friday with samples of important papers, notes, newsletter, etc. Requires parent's signature and prompt return on Monday.
- Parent Conferences - as needed by teacher or parent
- A Nine Week Reporting Schedule - Grade cards will be sent home every nine weeks. Parents will have the option of receiving e-mailed progress reports instead of a hard copy. Contact the school office for complete instructions.

Grade cards may be withheld at the end of each grading period for students who fail to meet their obligations.

Grade Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59-0

If there is a need for a grade card to be mailed, the parent must provide a self-addressed, stamped envelope for each grading period to the homeroom teacher. That teacher will hold the envelope until grade cards are ready to go out at which time the envelope should be sent to the office with the name of the student whose grade card needs to be printed and mailed. Parents and students may access grades thru our PowerSchool, via the internet. This system will allow parents to access their student's grades in real time. Access information will come home at the start of school.



Grievance Procedure

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 educational program or activity may file a written complaint with the Director of Schools. The Director shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within 10 working days after receipt of the written complaint. A copy of the written complaint and the Director's 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 Board of Education indicating the nature of 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. The Board of Education shall permit the complainant to address the Board in an open meeting concerning the complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

Head Lice Policy

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

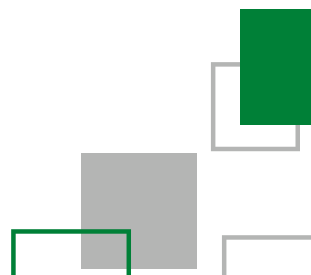
Routine education of all parents regarding the identification and management of head lice is helpful. The most effective screening is done by a parent. Once live lice are discovered at school, the parent will be contacted by phone. The appropriate Head Lice Information letter should be sent home with the student. In accordance with FERPA/HIPAA school officials may not disclose to any other parent or guardian the name(s) of private health information of affected students.

Nurse Responsibilities:

- assist in identification of lice and/or nits
- provide education and educational materials as needed to school personnel, students and families
- discuss treatment options and prevention of re-infestation with the family
- coordinate with Family Resource Center staff regarding tracking students with confirmed cases of lice – after three documented clinic visits within the semester or school year, refer to the Family Resource Center; the Family Resource Center will then refer to the Department of Children Services' Assistance Program to further assist the family

HelpDesk

Students are expected to report any damage or issues to their iReach device as soon as it occurs. They may report information to a teacher at any time or stop by the Technology HelpDesk before 7:40 am.





Internet Access at Home/Securly

Beginning in Summer 2018, MCS migrated to Securly, a new content filter for students and staff. This filter requires users to login or authenticate to access the internet away from the MCS network. For more information the link to Securly is www.maryville-schools.org/central-office/technology/securly. In our continued effort to provide the best and most appropriate one-to-one experience for our students and families, internet access on intermediate school laptops and iPads will not be available between the hours of 11:00 pm and 5:00 am.

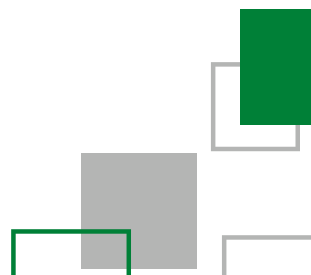
iReach

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 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.

In order for a student to receive their device, parents will participate in iREACH Device Deployment thru completion of Returning Student Data Verification process for returning students, or thru the on-line registration process for new students. Each Maryville parent or legal guardian must electronically 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. Students will not be issued a device until the RUP is signed.

Library and Materials Center

The MRIS library will be open each school day from 7:30 a.m. until 3:00 p.m. Students will visit the library during Library time during Encore. Research skills, study skills, and literary skills will be taught during these scheduled times. Two books per student may be checked out for a two-week period and rechecked as long as needed. Reference materials may be checked out by teachers only. No library fines will be collected for overdue books, but any lost or damaged library books must be paid before the end of each grading period for a grade card to be released. Students may not check out other materials if they have had an overdue book longer than one month. A student's grade card will be held at the end of the year until all books are returned or paid for if lost.





Lockers

(Locker size: 12 inches wide, 10 ½ inches deep, 49 inches tall)

Students are assigned a locker located in the vicinity of their instructional team. Students may use only the locker assigned to them; they cannot share someone else's locker. Students are responsible for keeping their lockers clean both inside and outside. No stickers or other items that could damage the locker or paint may be used. Damages caused by misuse of lockers will be charged to the student responsible. Any locker malfunction should be reported to the office immediately. Periodic inspections will be made by the teachers to insure that lockers are kept clean and orderly. Lockers are subject to search by the administration at all times. Due to the location of lockers and our Full Value Contract with our students, it is our hope that locks will not be necessary. Students will have the opportunity to use their lockers at the end of each 45 minute period during the day; using locks could be time consuming and may discourage students from using their lockers to keep books and materials organized. Students are not allowed in the locker/classroom area after 2:40 p.m. dismissal without an adult or a note from a teacher.

Medication

No school official or teacher shall dispense any type of medication to students unless a child's health is dependent upon medical aid. The state requires that we have a "Permission for Medication" form completed and on file with the Clinic for prescription and over-the-counter medications. Medication must be administered by following these regulations:

Non-Prescription

A Non-Prescription permission for medication must be completed by parent and on file with the clinic in order for student to receive any non-prescription medication. These forms are located on the back of Clinic Health Cards or in clinic. Non-prescription medications including acetaminophen (Tylenol), ibuprofen (Motrin), Tums, cough drops, will be provided by clinic in pill or tablet form. If your child requires medication in chewable or liquid form this must be provided by parent. Any non-prescription medication required by student that is not available in clinic must be brought in original unopened container labeled clearly with student's name. Non-prescription medication forms must be completed by parent for all OTC and non-prescription medications.

Prescription

A Maryville City Schools Prescription permission for medication form must be filled out by a physician and completed by parent or guardian in order for prescription medication to be administered by school personnel. These forms will be kept on file in clinic and must be completed annually. These forms are available online or at school clinic. Prescription medication must be brought to the clinic in the original, pharmacy labeled container clearly displaying the student's name; medication name; dosage; date; time, frequency, and route of administration; licensed prescriber's name; prescription number; pharmacy name, address, and phone number. Prescription medication will be stored in locked cabinet in clinic. Students on prescription medication will report to the clinic where medicine will be administered by nurse or designated school personnel. Changes in prescription medication shall have written authorization from licensed prescriber. Emergency medications such as epi-pens and inhalers require annual written authorization as well. Inhalers may be carried by student if prescription medication form is current and on file and parent/physician deem student responsible in self administration.



Parent Conferences

We encourage open and direct lines of communication between teachers and parents. Teachers will request a conference with a student's parents as needed during the school year. Please feel free to request a conference when you feel a need. We highly encourage parents to first contact a student's teacher with a concern. If a satisfactory outcome is not reached, the parent or teacher may refer the concern to the school counselor or the administration. Conferences cannot be held during the student's school day unless scheduled in advance. Teachers have a responsibility for their class and cannot stop unexpectedly for a drop-in conference or visit. Call the school office, email, or send a note to the teacher to make an appointment when you need a conference.

Promotion and Retention

To be promoted to the next grade, students will achieve a yearly average grade of 60 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 instructional team of teachers for a review by the administration. Following a review of the student's school performance, relating circumstances, and the recommendation of the instructional team, an administrative placement will be made in the best interest of the student.

Safety Patrol - MRIS Rangers

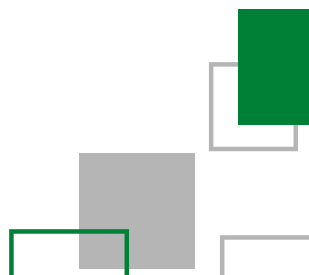
Students in the 6th grade who were Rangers last year will have the opportunity to apply for the position of MRIS Ranger Captain in the 7th grade. Current 6th grade students will have the opportunity to apply for the position of MRIS Ranger. MRIS Rangers must be willing to perform such duties as assisting teachers with arrival and dismissal duties before and after school, escorting visitors and possible new students, and raising and lowering the flag. It is an honor and privilege to be chosen as a MRIS Ranger. During the spring the Rangers will also have the opportunity to tour Washington D. C. and study our nation's government. The cost of the trip will be the responsibility of the parents. Applications and more information will be available at the beginning of school.

School Closings

During periods of inclement weather, it may be necessary to close Maryville City Schools, delay the starting time, or dismiss early. School cancellation due to inclement weather will be announced via: Swift K-12; TV; RADIO; Social Media. Adventure Club DOES NOT operate on the days that Maryville City Schools are closed for snow.

Screening

In an effort to identify potential problems in the early years of school, we screen the vision and hearing of all students in the following areas prior to first grade entry: vision, hearing, visual and auditory perception, gross and fine motor, speech and language, and social development. We re-screen vision and hearing at regular intervals during the elementary years and any time a child is suspected of having a vision or hearing difficulty. We will notify you if your child fails a screening test. If you object to the screening of your child's vision/hearing please notify the school at the beginning of the school year.





Special Education

The Maryville City School Board maintains a firm commitment to meeting the needs of all exceptional students and to providing a free and appropriate education in the least restrictive environment.

In order to carry out this commitment there are established procedures for referral, assessment, and implementation of programs for students who have been certified as meeting the criteria established by state and federal laws to receive special education and related services.

The programs which are provided range from consultation between the special education teacher and the regular classroom teacher...to homebound instruction. Steps in between include direct instructional services in the Level 4 classroom anywhere from 3 to 35 hours a week, and a special day school program for students whose needs cannot be met in the regular school setting. Related services which are provided upon the recommendation of a multi-disciplinary team after a comprehensive evaluation include speech and language, vision, occupational and physical therapy.

For further information, contact the Principal of the school or the Director of Special Education (982-7121).

Student Accident Insurance

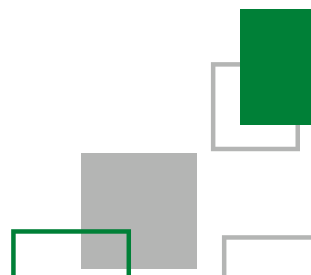
If you are interested in Student Accident Insurance, the following link will guide you to the Student Accident Insurance Brochure: www.maryville-schools.org/parentsstudents/insurance.

Student Records

Cumulative records are kept for each student enrolled in school. The following type of information is collected in our student files:

- Basic information about the student and his/her family
- Health information
- Attendance records
- Grades and Achievement test scores

Parents have a right to review their child's records, but these records are confidential--only authorized school officials have access to student information for educational purposes without the consent of the parent/guardian. Parents interested in reviewing their child's records are asked to notify Student Services in writing at least two days prior to the requested review in order to arrange a mutually convenient time for both parent and staff. If a child is eligible for special education services, there are separate confidential records that are also available for review. Parents may contact their child's case manager to schedule an appointment to see these records.





Student Services

Montgomery Ridge Intermediate School is designed to provide a supportive environment within the teams for students on the edge of adolescence. School Counselors are available to all students, parents, and teachers as they work together to promote school success by focusing on academic achievement, social/emotional development, career planning, and prevention/intervention. The counselor will be engaged in a variety of activities, including:

- talking with students individually and in groups to offer anything from extra support to specific training in a particular social skill
- facilitating the support teams for students who are encountering difficulties
- consulting with parents who have concerns about their child's academic or behavioral progress
- working with community agencies (DCS, Juvenile Court, physicians or therapists, etc.) to obtain assistance for students and parents
- coordinating opportunities for students to participate in service projects
- provide classroom instruction on a variety of topics

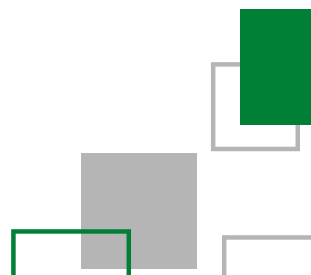
The Student Services office is conveniently located in the heart of our school. Students are welcome to come in for a variety of reasons. Growing up is not easy, but children who have learned to understand themselves and others, who can express feelings and interact effectively, and envision a hopeful future are most likely to flourish in the 21st century.

Supply Fee

Montgomery Ridge Intermediate School has a Supply Fee of \$55.00 per student to supplement the cost of the following consumable items and may be used to enhance equipment for instructional use: Workbooks, Hands-On Materials, Journals, Art Supplies, Technology Supplies, Equipment, and Web-Based Instructional Subscriptions. Please make checks payable to Montgomery Ridge Intermediate School. If you have more than one child in school, please send separate checks.

Textbooks

Textbooks are furnished by the school system. Students are fully responsible for any textbook issued to them and are responsible for full replacement cost in the event of theft, loss, or damage including writing and marking in the books. Individuals may purchase personal copies of textbooks directly from Tennessee Book Company 1-800-456-0418 FAX 423-793-9545 Five Ingram Blvd., P.O. Box 3009, LaVergne, TN 37086-1989





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 status, 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 lifestyles 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 on the basis 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 Maryville City Schools, 833 Lawrence Ave., Maryville, Tennessee 37803; telephone (865) 982-7121.

Parental Notification Under ESSA, FERPA and The Tennessee State Board of Education

Parents or Guardians of Maryville City Schools children:

The Every Student Succeeds Act (ESSA) makes it clear that Congress expects schools and school systems receiving federal funds to ensure that Parents are actively involved and knowledgeable about their schools and their children's education. As part of this law, it is required that schools give parents many different kinds of information and notices in a uniform and understandable format and to the extent practicable, in a language that the parents can understand. Also listed are notices as required by FERPA and the TN State Board of Education. Listed below are such notices.

- Disclosure of Directory Information from your child's education records. The primary purpose of directory information is to allow Maryville City Schools to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production; multi-media presentations; the annual yearbook; honor roll or other recognition lists; graduation programs; and sports activity sheets, such as for wrestling, showing weight and height of team members. Directory information includes: Student's name, address, telephone listing, photograph, date and place of birth, major field of study, dates of attendance, grade level, participation in officially recognized activities and sports, weight and height of members athletic teams, degrees, honors and awards received, the most recent education agency of institution attended. If you do not want this information used in school publications, for more information, please contact the principal at your child's school.
- Military recruiter access to student information. You have the right to request that names, addresses and telephone numbers of high school juniors and seniors not be released to a military recruiter without prior written consent. Please contact the high school principal for more information.



- Institutions of higher learning access to student information. You have the right to request your child's name, address and telephone number not be released to institutions of higher learning or colleges without prior written consent. Please contact the high school principal for more information.
- Student privacy. You have the right to inspect third party surveys and instructional materials before they are distributed to students.
- Unsafe Schools Choice Compliance. As required by the Tennessee State Board of Education's Unsafe School Choice Policy, parents shall be notified immediately if their child is the victim of a violent crime, as defined in TCA 40-38-111(g). If this occurs, the student will have the right to transfer to another school within the LEA.
- School Accessibility. Parents who have handicap barriers, etc., that need additional assistance when visiting Maryville City Schools, please contact the principal at the school.
- National Assessment of Education Progress (NAEP). Districts, schools and students may voluntarily participate in the National Assessment of Educational Progress. Parents of children selected to participate in any NAEP assessment must be informed before the assessment is administered that their child may be excused from participation for any reason.
- Student education records. You have the right to inspect and review your child's education records and should submit a written request that identifies the record you wish to inspect. Within 45 days, the school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. Contact the school's principal for more information.
- Parental Involvement Policy. A district receiving Title I funds and each school served under Title I must jointly develop with and distribute to parents of children participating in Title I programs a written parental involvement policy. Included in this policy should be a school-parent compact that outlines the responsibilities of each party for improved student academic achievement. For further information, contact Maria Greene, 865-982-7121.
- Individual achievement on state assessment. Any school that received Title I funds must provide each parent information on the achievement level of their child on each of the state academic assessments as soon as is practicably possible after the test is taken. Such a school must also give timely notice that the child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.
- Homeless children. A district must provide written notice to the parents of each child enrolled in a separate school for homeless children of the choice of schools that homeless children are eligible to attend, that no homeless child is required to attend a separate school, and that homeless children must be provided transportation services, educational services and meals through school meal programs comparable to those offered to other children in the school attended. For further information, contact Deb Skyler at Maryville City Schools Central Office, 865-982-7121.
- Right to know the professional qualifications of the classroom teachers and teacher assistants who instruct your child. Although the State verifies annually that Tennessee teachers meet training requirements for the position they hold, federal law allows you to ask for certain information about the qualifications of your child's classroom teachers or teacher assistants and requires the school system to give it to you in a timely manner if you ask for it. Please contact the school's principal.
- Student fees. Student fees for certain supplies needed for instruction in our schools have been approved by the Maryville City Schools Board of Education. This funding provides items that are necessary to make your students' learning experiences the best that they can be. School fees shall be waived for students who are eligible for free and reduced price schools meals. Any other student may have their fees waived by completing a fee waiver form and submitting this form to the classroom teacher. These forms may be obtained from the school office or the district website.

