

Maryville Junior High School

Student Handbook 2023-24



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., 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 assignment 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. Keep up to date in Canvas, 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.**

ANIMALS

Bringing animals to school and/or school events is prohibited without prior administrative approval.

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 6.200, 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 6.200, 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/injury, illness of the immediate family temporarily requiring help from the child, death in the family, religious ordinances, pregnancy, school-endorsed activities, or court summons. 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 6.200, 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 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. 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 and prepared for class when the bell rings to start class. Students who are late to class will be marked tardy in Power School. Tardies do reset at the start of each Semester. The loss of the 9-week student celebration due to tardies will be handled through student academic deans.

1st/2nd Tardy -Teacher warning to student

3rd Tardy - Student notification

4th Tardy - Parent notification

5th Tardy- Parent notification, lunch detention assigned

6th Tardy- Parent notification, after school detention assigned

7th Tardy - Parent notification. Saturday School assigned

8th Tardy and beyond - Step 7 is repeated for remaining tardies

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.

Bus riders will be dismissed to the gym or bus pickup areas. Students not on the the first load should be seated in their assigned bus area in the gym by 3:28. Students should not be wandering the halls or gym. .

Students should be out of the building by 3:28 p.m., which is 8 minutes after the 3:20 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 15th 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.

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 3:20pm bell rings. Students riding second run buses in the afternoon must report to the gym no later than 3:28 pm and sit in assigned bus number location.
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 front office for approval. Once approved, the front office will stamp and sign the permission notes. The students will then take and give an official permission note 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 or hallways.
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 are not allowed to use their cell phone/ electronic communication devices between school hours. From 8:10am - 3:20pm, students may not place or receive calls, send or receive text messages, take photos or videos using electronics unless explicit permission from an administrator or teacher has been given. Student cell phones should be placed out of sight, in backpacks and should not be used during class change, lunch, etc. In circumstances where students need to communicate with parents during the school day, students may use the front office phone to contact parents.

Students who violate cell phone/ electronics policy can have the device confiscated, and policy is followed based on the number of offenses. The school violation policy is as follows:

1st Offense: Phone confiscated, parent contacted, student allowed to pick up phone at the end of the day.

2nd Offense Phone confiscated, parents contacted, parent picks up device at the end of the day.

3rd Offense: Phone confiscated, phone held 2 days in office, parent pick up after hold.

4th Offense and beyond: Phone confiscated, Admin Conference, student must check in device to front office daily and discipline progression begins.

Refusal to give your cell phone or electronic device to a staff member may 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 (within 2 weeks) 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 charged 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.

In order to become a member of the club or organization, the student's parent or legal guardian must first provide written consent allowing the student to participate with written, dated consent.

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, Art Club, Climbing Club, Cornerstone Club, Creative Writing Club, Equestrian Club, FCA, Frisbee Club, Girls Bible Study Club, Math Competition Team, Model United Nations, Rebel Drone Flyers Club 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 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 the fiftieth percentile (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

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 are tiered, and they may include a conference with the student, a letter or telephone call to parents, parent conferences, referral to a school counselor, before or after school detention, in school detention (RLC), lunch isolation, Saturday school, 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 code policy
3. Persistent violation of school rules
4. Inciting, advising, or counseling others to violate school rules, including recording fights or verbal confrontations.
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

Minor classroom infractions are processed by teachers using the following MJHS Progressive Discipline Steps:

Step 1: Verbal Warning

Step 2: Warning and Parent Phone Call

Step 3: Lunch Detention and Parent Phone Call

Step 4: Two Lunch Detentions and Parent Phone Call

Step 5: Admin Referral to RLC Coordinator or Grade Level Administrator

***Major discipline infractions that cause a major disruption or unsafe learning environment result in immediate referral to RLC Coordinator or Grade Level Administrator. Guidelines for behavior consequences after the Progressive Discipline Steps are on the next page.**

Behavior Guidelines

Behavior	Level I	Level II	Level III
Disruption	ASD / 2 BFD	RLC for class period	RLC All Day / OSS
Cell Phone Use	See Handbook for Details		
Profanity Towards Teacher/Staff	OSS 1 Day	OSS 2 Days	OSS 3+ days
Failure to Follow Staff Request/Defiance	Lunch Detention	ASD	SS / OSS
Disrespect to Peers	Lunch Detention	ASD	SS
PDA (kissing, etc.)	Warning	Lunch Detention	ASD / RLC
Unauthorized Area	BFD / Lunch Detention	ASD	
Tech Misuse / RUP Violation	2 Lunch Detentions	ASD	2-week Day User / Semester Day User
Tardy to School	See Handbook for Details		
Tardy to Class			
Stealing (Cafeteria)	2 Lunch Detentions, Parent Contact, Progressive Consequence if Repeated		
Stealing	OSS 1 Day and Restitution	OSS 2 Day and Restitution	OSS 3 Day and Restitution
Bus Misconduct	Warning	2-week Bus Suspension	Semester Suspension
Defiance/Aggression	RLC remainder of period	RLC remainder of period and ASD	RLC / OSS
Dress Code	Lunch Detention	Parent Meeting and ASD	RLC

Behavior	Level I	Level II	Level III
Vandalism	ASD and restitution	SS and restitution	OSS and restitution
Harassment	Investigation and 2 BFD or AFD	RLC	OSS
Bullying	RLC 1 day	RLC 2 days	OSS
Possession of a Weapon	Weapon (not firearm) suspension	90-180 Days	50% - 100% of total length in
Possession of a Weapon with Intent	Handgun	180 Days	No Review Option
Drugs	Drug Possession	180 Days	90-180 Days
	Drug Possession/Selling	180 Days	No Review Option
Alcohol	Alcohol Possession, use, suspension; or under the influence	90-180 Days; (Typical 90 Days)	50-100% of total length in (Typical 45-90 Days)
Assault	5 Days OSS and Behavior Contract	MA	MA
Fighting	3 Day OSS	5 Day OSS	
Filming a Fight	1 Day OSS	2 Day OSS	4 Day OSS
Vaping/Tobacco	3 Day OSS and Court Citation	4 Day OSS and Court Citation	5 Day OSS and Court Citation
Removal From ISS	OSS		

○

As always, MJHS Administration reserves the right to make adjustments to the Tiered Discipline structure without prior notice.

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) or consistently commits minor infractions 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, and Before/After School Detention 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 or before or after school to be served in their classrooms and/or the library for violations of classroom rules and expectations, per Maryville City School Board Policy. In addition Saturday School may be assigned as another option in the discipline guidelines.

Saturday School Dates 2023-2024

August 19th
September 16th
October 7th and 21st
November 4th and 18th
December 2nd
January 20th
February 3rd and 17th
March 2nd
April 6th and 20th
May 4th

Zero-Tolerance Behavior

In accordance with MCS School Board Policy 6.309, 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 following offenses are considered State Zero-Tolerances offenses:

1. Any student who brings to school or is in unauthorized possession of a firearm on school property shall be expelled for a period of not less than one (1) calendar year. Additionally, students shall not possess, handle, transmit, use, or attempt to use any dangerous weapon on school buses, on school property, or on school-sponsored outings.
2. Any student who unlawfully possesses any drug, including any controlled substance, controlled substance analogue, or legend drug on school grounds or at a school-sponsored event, shall be expelled for a period of not less than one (1) calendar year.
3. Any student who commits aggravated assault or commits assault that results in bodily injury upon any teacher, principal, administrator, or any other employee of the school or school resource officer shall be expelled for a period of not less than one (1) calendar year.
4. Any student who transmits by an electronic device any communication containing a credible threat to cause bodily injury or death to another student or school employee and the transmission of such threats creates actual disruptive activity at the school that requires administrative intervention shall be expelled for a period of not less than one (1) calendar year.

The following offenses are considered Local Zero-Tolerance offenses:

1. Students shall not possess, handle, transmit, use, or use any dangerous weapon on school buses, on school property, or while on school sponsored outings. Dangerous weapons for the purposes of this policy shall include, but are not limited to, anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its uses or intended use is capable of causing death or serious bodily injury. Violators of this section

shall be expelled for a period of not less than ninety (90) days.

2. Students shall not consume, possess, use, sell, distribute, or be under the influence of alcoholic beverages in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds. Students shall not be under the influence of illegal drugs in school buildings, on school grounds, in school vehicles or buses, or at any school-sponsored activity, function, or event, whether on or off school grounds. This includes, but is not limited, to abuse of inhalants and prescription drugs. Violators of this section shall be expelled for a minimum of ninety (90) days.

Student Alcohol and Drug Testing

The possession and/or use of illegal drugs and the misuse of prescription drugs is prohibited. The distribution, abuse, or misuse of over-the-counter medications or other chemicals or substances is likewise prohibited. Students shall be notified in writing at the beginning of each school year, or at the time of enrollment, that they shall be subject to testing for drugs and alcohol during the school year.¹ The Board shall pay costs of any testing required pursuant to this policy.²

REASONABLE SUSPICION DRUG TESTING

Principals are authorized to order drug tests for individual students when there is a reasonable cause to believe that:³

1. A school board policy on alcohol and drug use has been violated;
2. A search of lockers has produced evidence of the presence of drugs and/or alcohol;
3. A search of persons and containers has produced evidence of a presence of drug and/or alcohol;
4. A search of vehicles has produced evidence of the presence of drugs and/or alcohol; or
5. Through observation or other reasonable information reported by a teacher, staff member, or other student, a student is using and/or under the influence of drugs and/or alcohol on school property.

Prior to performing a drug test on a student based on reasonable suspicion, the following conditions must be met:

1. A particular student has violated school policy;

2. The test will yield evidence of the violation of school policy or will establish that a student either was impaired due to drug use or did not use drugs;
3. The test is in pursuit of legitimate interests of the school in maintaining order, discipline, safety, supervision, and education of students;
4. The test is not conducted for the sole purpose of discovering evidence to be used in a criminal prosecution; and
5. Tests shall be conducted in the presence of a witness.

Upon receiving reasonable information, the principal shall take the following steps:

1. Call the student into the principal's office or another private place;
2. Summon an appropriate qualified witness;
3. Discuss with the student the basis for the determination that a test is necessary;
4. Inform the student of the procedures which shall be followed in administering the test;
5. Notify the parent/guardian of the student of the impending test; and
6. Give the student an opportunity to decline the test and inform the student that refusal to submit to drug testing will be handled the same manner as a positive drug testing result.

REASONABLE SUSPICION DRUG TESTING PROCESS

The appropriately qualified and trained witness shall take the student to a designated place in the school and collect a specimen from the student. The specimen shall be taken in a manner which will ensure the integrity, validity, and accuracy of the test results but are minimally intrusive and provide maximum privacy to the tested student.

The type of specimen taken shall depend on the substance in question, and the test performed on the specimen shall be appropriate for accurate detection of the substance in question. Once taken, the principal shall give the specimen an identifying number which in no way will reveal the identity of the student.

The principal shall forward the specimen for analysis to a laboratory accredited by the Tennessee Department of Health and Environment and designated by the Board. Specimens shall be retained for ten (10) days.⁶

Upon receiving a written, certified copy of the analysis from the laboratory, the principal shall do one of the following:⁷

1. If the results of the analysis are negative, they shall be reported as negative, and all evidence of the individual test, including all records in the school that the test was ordered and the reasons therefore, shall be destroyed and expunged.
2. If the results of the analysis are positive, the student and parent(s)/guardian(s) shall be given the written notice of the result. All records of the test, request for a test, or indication a student has been tested shall be confidential student records in accordance with state law.

The Director of Schools will develop procedures to ensure that those students testing positive receive the assistance needed.⁸

DRUG TESTING FOR STUDENTS ATTENDING MARYVILLE ACADEMY⁴

A drug testing program shall be provided for students attending Maryville Academy. Parent(s)/guardian(s) will be given the option to sign a voluntary consent for drug testing and a Release of Information for drug counseling for their child upon enrollment. No student who tests positive under the drug testing program at Maryville Academy shall be suspended or expelled from school solely as the result of the positive test.⁵ The Director of Schools shall develop procedures for the Maryville Academy Drug Testing Program.

RANDOM DRUG TESTING OF STUDENTS PARTICIPATING IN EXTRACURRICULAR ACTIVITIES⁴

Maryville City Schools considers participation in TSSAA-sanctioned athletics, participation in school sponsored cheerleading, and receiving a permit to park on school grounds as a privilege, not a right. Students enrolled in grades 9-12 who participate in these activities are expected to accept the responsibilities which accompany the privileges, among these is the responsibility to remain drug free. Randomly throughout the year, students enrolled in grades 9-12 who participate in TSSAA-sanctioned athletics, participate in school sponsored cheerleading, and receive a parking permit will be subject to drug testing for illegal or banned substances.

Parent(s)/guardian(s) and students shall be informed of this policy prior to participation and shall sign a consent to the drug testing and a release of information as a condition of participation.

No student who tests positive under a random drug testing program shall be suspended or expelled from school solely as the result of the positive test.⁵ The Director of Schools shall develop procedures for the Random Drug Testing Program.

PENALTIES

Malicious use of authority granted by this policy by any school personnel may be grounds for dismissal.⁹

Legal References

1. TCA 49-6-4213(a)(1)
2. TCA 49-6-4213(a)(2)(g)
3. TCA 49-6-4213(a)(1)
4. TCA 49-6-4213(a)(2)
5. TCA 49-6-4213(k)(2)
6. TCA 49-6-4213(d)
7. TCA 49-6-4213(j)-(k)
8. TCA 49-6-4213(l)
9. TCA 49-6-4213(m)

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.

Tobacco

MCS Policy 1.803 states that all uses of tobacco, electronic/battery operated devices, vapor products, and all other associated paraphernalia are prohibited in all of the school district's buildings and in all vehicles that are owned, leased, or operated by the district. Smoking and vaping shall be prohibited in any public seating areas including, but not limited to, bleachers for sporting events or public restrooms.

Students in the school district will not be permitted to use these products while they are participants in any class or activity in which they represent the school district.

Students who are found to be in violation of this policy will be disciplined at the school level as well as issued a citation by the Maryville Police Department.

Student Discrimination, Harassment, Bullying, Cyber Bullying, and Intimidation

School Board Policy 6.304 –

The Maryville City Board of Education has determined that a safe, civil, and supportive environment in school is necessary for students to learn and achieve high academic standards. In order to maintain that environment, acts of bullying, cyber-bullying, discrimination, harassment, hazing, or any other victimization of students, based on any actual or perceived traits or characteristics, are prohibited.¹

This policy shall cover employees, employees' behaviors, students, and students' behaviors while on school property, at any school-sponsored activity, on school-provided equipment or transportation, or at any official school bus stop. If the act takes place off of school property or outside of a school-sponsored activity, this policy is in effect if the conduct 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.

Building administrators are responsible for educating and training their respective staff and students as to the definition and recognition of discrimination/harassment.

DEFINITIONS

Bullying - Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time.

Bullying, intimidation, or harassment may also be unwelcome conduct based on a protected class (race, nationality, origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment.

Cyber-bullying - A form of bullying undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones or other wireless telecommunication devices, text messaging, emails, social networking sites, instant messaging, videos, web sites, or fake profiles.

Hazing - An intentional or reckless act by a student or group of students that is directed against any other student(s) that endangers the mental or physical health or safety of the student(s) or that induces or coerces a student to endanger his/her mental or physical health or safety.

Coaches and other employees of the school district shall not encourage, permit, condone, or tolerate hazing activities.²

“Hazing” does not include customary athletic events or similar contests or competitions and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

COMPLAINTS AND INVESTIGATIONS

Alleged victims of the above-referenced offenses shall report these incidents immediately to a teacher, counselor, or building administrator.³ All school employees are required to report alleged violations of this policy to the principal/designee. All other members of the school community, including students, parent(s)/guardian(s), volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.

While reports may be made anonymously, an individual's need for confidentiality must be balanced with obligations to cooperate with police investigations or legal proceedings, to provide due process to the accused, to conduct a thorough investigation, or to take necessary actions to resolve a complaint, and the identity of parties and witnesses may be disclosed in appropriate circumstances to individuals with a need to know.

The principal/designee at each school shall be responsible for investigating and resolving complaints. Once a complaint is received, the principal/designee shall initiate an investigation within forty-eight (48) hours of receipt of the report.⁴ If a report is not initiated within forty-eight (48) hours, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation was not initiated within the required timeframe.⁴

The principal/designee shall notify the parent(s)/guardian(s) when a student is involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying. Students involved in an act of discrimination, harassment, intimidation, bullying, or cyber-bullying shall be referred to the appropriate school counselor by the principal/designee when deemed necessary.^{1, 4}

The principal/designee is responsible for determining whether an alleged act constitutes a violation of this policy, and such act shall be held to violate this policy when it meets one of the following conditions:

- It places the student in reasonable fear or harm for the student's person or property;
- It has a substantially detrimental effect on the student's physical or mental health;
- It has the effect of substantially interfering with the student's academic performance; or

- It has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

The principal/designee shall conduct a prompt, thorough, and complete investigation of each alleged incident. All investigations shall be completed and appropriate intervention taken within twenty (20) calendar days from the receipt of the initial report.⁴ If the investigation is not complete or intervention has not taken place within twenty (20) calendar days, the principal/designee shall provide the Director of Schools with appropriate documentation detailing the reasons why the investigation has not been completed or the appropriate intervention has not taken place.⁴

RESPONSE AND PREVENTION

School administrators shall consider the nature and circumstances of the incident, the age of the violator, the degree of harm, previous incidences or patterns of behavior, or any other factors, as appropriate to properly respond to each situation.

RETALIATION AND FALSE ACCUSATIONS

Retaliation against any person who reports or assists in any investigation of an act alleged in this policy is prohibited. The consequences and appropriate remedial action for a person who engages in retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act.

False accusations accusing another person of having committed an act prohibited under this policy are prohibited. The consequences and appropriate remedial action for a person found to have falsely accused another may range from a positive behavioral intervention up to and including suspension and expulsion.

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

Students shall dress and groom in a clean, neat, and appropriate manner so as not to distract or interfere with the operation of the school. A dress code to provide additional details shall be developed at each school based on the guidelines listed below for grades 4-12. The dress code shall be accessible to students and parents at the beginning of each school year and shall be included in each school's student handbook. 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 principal shall take appropriate action, which may include, but is not limited to, a wardrobe change, parent notification, and/or suspension.

1st/2nd Offense - Change clothing

3rd Offense - Parent notification and lunch detention

4th Offense - Parent meeting with Administration and ASD

5th Offense - Saturday School

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:

1. 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.
2. 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.

3. Sleeveless garments must cover shoulders as measured by a three-finger width.
4. Undergarments must not be visible including sports bras, bralettes, and boxers.
5. 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.
6. 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.).
7. Earrings and nose studs are the only visible, piercing jewelry allowed to be worn at school.
8. Head apparel, except for religious or medical reasons, must not be worn on campus. (Including beanies, hats, hoodies, do-rags, etc.)
9. Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
10. 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 and blankets.
11. 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.

Any student whose appearance or attire is not in accordance with the policy shall be subject to the consequences as defined by the school administration.

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 6.203, 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 3.201, 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 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 = 90 -100** **B = 80 -** **C = 70 -** **D = 60 -**
F = 50 and below

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	90	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	80	89				
C	70	79				
D	60	69				
F	0	59				

- TN Ready assessments will compose 15% of the class average in TNReady assessed courses.
- For Advanced Courses, the semester average is calculated by adding additional percentage points to the student's Semester averages (S1 and S2).
- 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. 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</u> <u>CERTIFICATION</u>	<u>STATEWIDE</u> <u>DUAL</u> <u>CREDIT</u>	<u>AP/IB/DUAL</u> <u>ENROLLMENT</u>
A	90-100	4	4.5	4.75	5
B	80-89	3	3.5	3.75	4
C	70-79	2	2.5	2.75	3
D	60-69	1	1.5	1.75	2
F	0-59	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 4.700 states that Tennessee Comprehensive Assessment Program (TCAP) performance results will compose 15% of second term (spring semester) grades for students in grades four 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 6.305, decisions made by school personnel which students believe are unfair or in violation of pertinent policies of the Board or individual school rules may be appealed to the school principal or a designated representative. To appeal, students must provide their name, the issue, and the reason for their appeal.

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 in the library.

One of the most common Help Desk concerns is dead batteries. When fully charged, our 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 have their battery charged.

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 School office will be 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 3:50p.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 and/or registration, 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, during Homeroom, 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 serve consequences for late or lost materials. Students are responsible for all materials checked out in their name, and compensation must be received for lost books, materials, and calculators.

Below are the MJHS Library progression of overdue books, materials, and calculators:

- A note will be sent to the student notifying them prior to the due date that the book is due shortly and that they can renew or turn it in by the due date to avoid any consequences.
- If a book is late, the student will receive two more written warnings letting them know the book is late to give the student the opportunity to return or renew the book without consequence.
- If the book is still not returned after two warnings, a call home to parents will be made to remind the student to return the overdue book.
- Lunch Detention will be issued to the student for up to 3 days until the book is returned or money for lost/damaged book.
- After 3 days of Lunch Detention, after school detention will be assigned.
- If the student is unable to pay for the lost material, students will be assigned duties during, before, or after school to "pay" for the lost book or material.
- A student with an overdue book will not be able to check out any materials until the book is returned or payment is made.

Books may be checked out for two (2) weeks. Students are allowed to renew books two (1) times for a total of four (4) weeks. Students may check out up to 3 books at a time. 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 consequences. Students may not check materials out if they have an overdue book, material, or calculator.

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. The library's capacity in the morning will be limited to forty (40) students.

LOCKERS

Each student who would like a locker will be 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/ VIDEO GAME CONSOLES

Video Game and 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 with headphones 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 12:00 P.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

PROMOTION

The Director of Schools/designee shall promote students to the next grade level based on the successful completion of required academic work and on the satisfactory progress in each of the relevant academic areas.

Students who have difficulty in achieving the requirements for promotion may be considered for retention. Factors used to identify students for retention shall include:

1. The student's ability to perform at the current grade level;
2. The results of local or state assessments, if applicable;
3. The overall academic achievement of the student;
4. The student's chance for success with more difficult material if promoted to the next grade;
5. Attendance; and
6. Social and emotional maturity.

When a student is considered for retention, the student's parent/guardian shall be notified within fifteen (15) days, and an individualized promotion plan shall be developed to help the student avoid retention. This plan will be provided to the student's parent/guardian.

The Director of Schools shall develop procedures governing how decisions on retention will be made after the student begins work on his/her individualized promotion plan.

RETENTION

A student may be retained when, in the judgment of the student's teacher and/or the student's IEP team, such retention is in the best interest of the student. However, a student shall not be retained more than once in any grade.

If a student is retained, the Director of Schools/designee shall develop an individualized academic remediation plan prior to the start of the next school year. A copy of the plan shall be provided to the student's parent/guardian within ten (10) days of its development. This plan shall include at least one of the following strategies:

1. Adjustment to the current instructional strategies or materials;
2. Additional instructional time;

3. Individual tutoring outside of school hours;
4. Modification to the student's classroom assignment to ensure the student receives instruction from a highly effective teacher; or
5. Attendance or truancy interventions.

The Director of Schools shall develop procedures to ensure proper monitoring of students who are retained and appropriate recordkeeping.

For the purpose of determining the effectiveness of retention toward improving student achievement, the progress of retained students shall be monitored for at least three (3) years.

PROMOTION AND RETENTION – 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 eighth 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.

2.

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 2022-2023 school year is \$2,500.00. 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 report change of address within two weeks of moving outside of Maryville City School District will result in withdrawal from Maryville City Schools and prevent tuition application from being considered.**

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