



Maryville Junior High School

805 Montvale Station Road
Maryville, TN 37803
(865) 983-2070

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

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

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

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

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

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

Absences and Tardies – Please refer to the MJHS Student Handbook which can be found at <https://mjhs.maryville-schools.org/parents-students/student-handbook>.

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

End of School Day – Classes end at 3:20 p.m. Students have 5 minutes to go directly to their assigned bus loading area. All students, unless they have made previous arrangements to meet with a teacher, are attending after-school tutoring, studying in the library, attending a club meeting, or athletic practice must be out of the building by 3:35 p.m.

Cafeteria – Breakfast will be available for students to purchase from 7:30 a.m. to 8:10 a.m. in the café. For families who qualify for free/reduced meals or if you would like to create an online account for payment, go to <https://www.maryville-schools.org/parentsstudents/online-payments>. Lunchroom management and fellow students appreciate your cooperation in depositing all lunch litter in wastebaskets; leaving the table and floor around your place in a clean condition for others, and returning all trays and utensils to the dishwashing area. After eating lunch all students remain in the café and wait to be dismissed to return to the classroom where course instruction will continue.

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

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

Library – Hours are 7:30 a.m. to 4:30 p.m. Students may go to the library before and after school to study quietly or check out books. Students may purchase a limited selection of school supplies in the library.

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

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

Lost and Found – Students' clothing which is labeled with their name makes it possible for easy identification and return. Students who find lost articles are asked to take them to the gym where they can be claimed by their owners. Articles not claimed will be donated to charity or washed and added to the school clothes closet at the end of each semester. Additional lost and found locations are also located in the main office and cafeteria.

Power School Grades Online – PowerSchool provides online access to a student's grades and attendance by parents or guardians of students. PowerSchool can be accessed at <https://ps.maryvillecityschools.k12.tn.us/public/>. PowerSchool accounts were created during the summer verification process and new student enrollment. Please call MJHS if you have questions.

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

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

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

Websites – The school website is located at mjhs.maryville-schools.org. It is the public face of MJHS and includes daily announcements, school calendars, faculty and staff e-mail addresses, and other information. Canvas is the private account access to teacher-specific web pages. School information is also found on Facebook and Twitter.

Wellness (Physical Education) - The physical education portion of wellness is required unless excused by the written request of the family physician. The physician's excuse should note the student's physical limitations in sufficient detail for the development of an adaptive physical education program. Parents or students may obtain a form from the P.E. teachers which the physician may wish to use. Valuables should be left locked in the student's locker before coming to P.E. and should not be left in the P.E. room or P.E. locker room