STUDENT AND PARENT HANDBOOK
2026-2027 SCHOOL YEAR

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Mission Statement

We believe all students can be successful. We strive to prepare students educationally and socially to become contributing citizens who have appropriate skills for gainful employment or higher educational opportunities.

New Beginnings ***Second Chances*** ***Lifelong Success***

Welcome

Welcome to Maryville Academy. Our staff believes strongly that placement at Maryville Academy is an opportunity to change, to grow, and to find success every day. Our hope is that your student keeps up with academic needs, and becomes equipped with new, healthy coping mechanisms and skills to help with the transition back to your student's zoned school.

Our school is designed to facilitate growth and change through a variety of supports, including, but not limited to:

- Smaller class sizes which allow for individualized instruction
- An academic curriculum that paces with the same classes taught at your student's zoned school
- Individual Counseling with McNabb counselor by request
- Substance Awareness Counseling

Information Updates

We use the LOOP App to send out essential information and updates concerning your student. Please follow the directions to sign up to receive updated information.

SCHOOL PROCEDURES

School Transitions

All new students remanded to Maryville Academy are scheduled for a parent & student intake and transition meeting within 1-3 days of the Director of School's recommendation. Any student with a 504 plan or IEP will have an additional Manifestation Determination IEP meeting and/or Transition IEP prior to beginning classes at Maryville Academy. During Transition IEP meeting, services are discussed and Least Restrictive Environment (LRE) is considered through the team decision. Upon any student's return back to his/her home school, re-entry meetings are set by MA Principal and home school administration to discuss timeline of return.

Services & Schedules

Following each Intake Meeting, the student's current schedule and course pathway are considered and are accommodated to the best extent. Students who require IEP, 504 or ESL services continue receiving support in the alternative school model. Any questions or concerns about scheduling or services may be directed to the Maryville Academy Principal.

Attendance

Attendance is a key factor in student achievement and therefore, students are expected to be present each day school is in session.

All absences incurred by a student are included in the student's total. Maryville Academy distinguishes between excused and unexcused absences only for the purpose of truancy.

Excused absences can be for medical reasons, court appearances, a death in the family, or a religious holiday. Absences without proper documentation (excuse note) are considered unexcused after three school days. . Absences are automatically marked un-excused if a note is not presented within three (3) days of the student's return to school.

Eight (8) unexcused absences will result in a referral to Maryville City Schools Truancy Board. An Attendance Contract will be developed to assist the student in improving his/her attendance. The student must comply with the terms of the Truancy Board Contract. Lack of compliance will constitute immediate referral to Juvenile Court for Truancy. **Students that arrive after 8:25 are considered tardy**. Also, to eat breakfast, students need to arrive by 8:20.

3 Unexcused Tardies is equivalent to 1 Unexcused Absence. Please get your student to school on time or have a note from a doctor.

Breakfast

You must be here by 8:20 a.m. to be able to eat breakfast.

Buses

Maryville City Schools and Maryville Academy expectations for bus conduct and behavior must be followed. Failure to abide by these expectations may result in losing the privilege of riding the bus. Students are not permitted to bring drinks or food items to consume onto the bus or leave items on the bus during the day unless allowed by driver.

Bus riders should call the bus driver at least 30 minutes prior to their pickup time if they will not be riding the bus.

Check Out Procedures

Please enter the school and sign your student out to check out for appointments or other necessary absences. Students will not be allowed to leave the building without a parent or guardian entering the school to sign them out. Students who become sick during the school day will remain at school until he/she receives permission from a parent/guardian to go home or until he/she is picked up by a parent/guardian.

Daily School Schedule

Arrival/Breakfast	Groups	1st Block	2nd Block	3rd Block	Lunch	EXCEL time	4th Block	5th Block
8:00-8:20	8:20-8:40	8:40-9:50	9:50-11:00	11:00-12:05	12:05-12:30	12:30-1:00	1:05-2:10	2:10-3:25

Be here by 8:20 to eat Breakfast

If you will be late, please to call and let us know. After 8:25, come to the front door.

Medication

- Prescription Medication – **An adult should bring the medication to school in the original container and give it to Maryville Academy personnel**. A signed physician form giving permission to dispense the medication must be on file before the prescription medication can be given to a student.
- A non-prescription medication permission form will be filled out by parents in the event your child needs typical over the counter medication during the school day (i.e., ibuprofen)

Parent Conferences

Parents may make appointments for conferences with teachers, counselors, or administration by telephoning the school at 865-984-6966.

Supplies

Each student will be given the following in order to be prepared for class:

- Pens/pencils/erasers

- Three ring binder
- Computer/case (if requested)
- Loose leaf notebook paper

Team Building Experiences/Field Trips

Maryville Academy staff plan to schedule an off-campus trip once every 9 weeks. These trips will be intended work as incentives for students. Criteria for participation in these trips are as follows:

- School work must be 100% complete and student passing all classes
- No out of school suspensions in the four weeks prior to the trip
- No more than one day on Minimal level in the two weeks prior to the trip
- No previous history of behavioral issues on any off-campus excursion

Transportation

We request that parents/guardians transport their students to and from Maryville Academy. **Bus transportation is provided only for students that apply and meet the criteria.**

Students who have their license and permission from parent/guardian may drive to school and park only at Maryville Academy (could be towed at owner expense if park elsewhere). The privilege of driving may be revoked immediately due to any unsafe driving behaviors. We will need a copy of the student's driver's license to keep on file. Student drivers may not transport other students to or from school. Students who drive will give their keys to a staff member each morning during check in.

If a student is going home other than the regular means he/she gets or goes home, please notify the school to let us know.

Weekly Progress Reports

Parents will be sent a progress report each Friday detailing your student's progress during that week. Please review, sign, and send the report back to the school on Monday. Bringing this back earns kids 10 EXCEL points (to buy incentives- snacks).

Zoned School Events

Maryville Academy students may not attend **ANY** Maryville City Schools function regardless of where it is – this includes all football and basketball games -- without permission from MJHS and/or MHS.

Behavioral Expectations

Alcohol, Drug, or Tobacco

Students shall not consume, possess, use, sell, distribute, or be under the influence of illegal drugs or 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. This includes but is not limited to abuse of inhalants and prescription drugs. Disciplinary action will occur and Maryville City Police Department will be notified.

"Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, packaging, storing, injecting, ingesting, inhaling or otherwise introducing into the human body, a drug as defined in this policy.

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

Bullying/Harassment/Discrimination
Bullying and intimidation are defined as exhibiting any of the following, especially in a pattern of behavior designed to cause the following results:

- Either physically harming a student or damaging his/her property
- Knowingly placing the student in reasonable fear of being harmed
- Creating a hostile educational environment
- Aggressive behavior (verbal and/or physical) that involves unwanted, negative actions
- Lies and false rumors
- Racial / ethnic / sexual remarks and/or gestures
- Harassment by continually annoying, pestering, and/or teasing.

In compliance with TCA Sec. 49-6-1014-1019, it is a violation for any student to harass, intimidate, bully or cyber bully or create a hostile educational environment for another student. Complaints of discrimination, harassment, intimidation, bullying, or cyber bullying should be reported to a faculty member or administrator. The Director of Schools will ensure each principal has established appropriate written procedures to handle complaints. (See Procedures Section 10.5.7) If there is an allegation of a student discriminated against, harassed, intimidated, bullied, or cyber bullied by a faculty member, the complaint should be reported to the employee's supervisor.

Cell Phones and Electronic Devices
Students should leave cell phones or other electronic devices at home or in a car. There is a place for students can put cell phones during the day but they must remain there for the entirety of their day. Protocol for cell phones snuck in to school classrooms will be as follows:

- The phone will be returned to the parent at the end of that school day.
- On the second offense, the parent will need to come to school to retrieve the phone, plus the student will have ISS.
- If a third incident of non-compliance occurs, the administration will make a determination at that time.

Computers
All students at Maryville Academy will be identified as Day Users unless otherwise specified. Students have been given Responsible Use Policies to read and sign.
Students may not bring to school or use any devices such as a jump drives or ear buds that are not approved by the technology coordinator.

Failure to abide by MCS and MA computer guidelines (RUP User Agreement) may result in the loss of computer privileges and a **Computer Use Violation form** will go home notifying guardian of the offense and must be returned signed the next day.

1st offense:

Removal of independent computer privileges for one week. Student will be placed on a separate Dyknow setting.

2nd Offense:

Removal of independent computer privileges for two weeks. All other work will be pencil and paper.

Honor Code:

Students must sign and adhere to the Honor Code.

Dress Code

Maryville Academy believes in a dress code that is business appropriate and prepare for the future. A dress code policy allows students to dress for success and practice dress etiquette in the workplace.

Students are to wear pants with no rips, holes, or tears and no elastic. Pants need to have belt loops. Pants must be able to fit properly as sagging is not allowed. Students are not to wear any jewelry of any kind, including nose rings and watches. Students are **not allowed to get piercings** while at Maryville Academy and will be asked to remove them. Shirts must fit appropriately and must cover shoulders. No hoods, head coverings, tank tops, mid cut shirts or crop tops. Shirts can only have a logo, no other writing or pictures. The loaning of clothing will not take place daily. Shoes must remain on throughout the day. No house slippers.

The staff at Maryville Academy reserves the right to determine if anybody adornments/decor as listed above are a distraction to the learning environment and must be covered or removed. Examples include logos or pictures with inappropriate messaging around drugs or alcohol or brands/logos like Kappa.

Students who come to school out of the assigned dress will not receive the full points. If violations continue then further actions will be taken to correct the behavior.

Students incurring a dress code violation during the week will also lose the Dress Down privilege for the rest of the week.

Expectations

Students, faculty, staff, parents, guardians and all other members of the community shall:

- Treat one another with courtesy and respect at all times and take responsibility for one's actions.
- Be cooperative, to the greatest extent possible, toward one another and in solving problems based on what is in the best interest of students.
- Refrain from behavior that threatens or attempts to disrupt school or school district operations; physically harms someone; intentionally causes damage; employs loud or offensive language, gestures, or profanity; or inappropriately shows a display of temper.
- Meet the expectations of the Maryville City Schools Visitor Code of Conduct (posted at the entrance)

Fighting/Intimidation

Any student who participates in verbal and/or physical acts of intimidation or fighting at school or any school-sponsored activity may receive disciplinary consequences, which may include but are not limited to (in no specific order):

After School Detention
In School Suspension
Out of School Suspension
Notification of Maryville City Police

Searches/School Safety

Every student and their possessions will be searched and checked with a metal detector upon their arrival on campus.

Maryville Academy personnel reserve the right to make random searches or to search any student. Shoes, pockets, and waistbands may be searched. Student vehicles may be searched if there is reasonable suspicion that there may be a contraband substance in them, including tobacco.

Weapons

Possession of weapons on school grounds or school functions is a violation of Tennessee State Law. Students shall not possess, handle, transmit, use or attempt to use any dangerous weapon on school grounds, in school vehicles, or at any school-sponsored event at any time.

EXPECTATIONS FOR APPROPRIATE BEHAVIOR:

HALLWAY
Have appropriate conversations
Remain standing and hands to self
Follow request of adults
Walk

BATHROOM
Replace toilet seat to correct position
Clean up after yourself
Wash your hands
Flush when finished
Must have escort or permission

CLASSROOM
No food in class UNLESS teacher provides
Come prepared with all supplies ready to work before class starts
Raise your hand if you have supply issues
Stay in seat
Do not touch teacher's belongings without permission

COMPUTERS
Stay on task on computer
Stay on appropriate sites
Handle technology carefully
Follow Acceptable Use Policy
No food or drink near computer
Keep work station clean
Clean off computer before logging off
May bring own appropriate ear buds

BUS
Appropriate language and conversation
All school rules apply on bus
Be respectful on bus
Stay in seat
Keep hands and feet to self
Don't throw things out windows

BREAKFAST/LUNCH

Follow level expectations for lunch
Get all supplies before you sit down
Use appropriate hygiene
Sign lunch list on time
Eat your own food
Use appropriate manners, Clean up after yourself
Use inside voices
Have appropriate conversations
Don't play with your food
Ask permission to get up, take trays, get supplies, etc.

OFF CAMPUS
Be appropriate
Display behavior staff would be proud of
Inside voices on bus
Follow staff directives

GROUP AND SOCIAL SKILLS
Keep meeting content confidential
Be respectful of others views
Raise hand to participate
No war stories, bragging, or naming names

BEHAVIOR MANAGEMENT

Maryville Academy is set up based on a level system. Students earn points each day based on behavior in class, participation in social skills and counseling sessions, work completion at school, homework completion, and compliance with school policies, procedures, and expectations. After daily points are earned, these points determine the privileges the students are eligible for the following day.

LEVEL SYSTEM PRIVILEGES

EXCEL
Meet expectations 81% or more

May choose to go outside, go to gym, sit in big room, go on a walk, or go to study hall during EXCEL time
May wear knee length shorts or soft pants
May help with lunch
May sit outside at lunch
All Emerging privileges
May wear appropriate MCS dress code attire, including jewelry, with shorts on Friday if you have had at least 4 out of 5 days on EXCEL

Emerging
Meet expectations 70-80%

May sit at their assigned table at lunch
May have access to music at the teacher discretion
May choose to walk during EXCEL time
May choose Study Hall during EXCEL time

Minimal
Meet expectations less than 70%

May be placed in a separate Dyknow Plan to minimize distractions

Sit at a silent lunch table
Study Hall during EXCEL time

RETURN TO BASE SCHOOL

Some students may become eligible to transition back to their base school after 50% of their remandment.

To earn consideration for **Early Review**, the following criteria are reviewed by the student's team:

- Attendance record, including excused absences, tardies, and assigned detentions. Goal-90% attendance rate.
- Daily Points. Goal - an average of 90% of his/her Daily Point Goal meeting EXCEL standards.
- Days assigned. Goal - Need to serve at least the minimum days assigned of his/her placement (determined at the time of placement)
- Grades. Goal - an overall grade average of C or better (75%) with no F's, and completed any Credit Recovery assigned upon placement at the Academy.
- Behavior. Behavior Goals being met and exceeded. No suspensions while at Maryville Academy.

Statement of Non-Discrimination

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

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

Inquiries regarding compliance with Section 504 may be directed to the Coordinator of 504 Services, Dr. Melanie Davidson, Maryville City Schools, 833 Lawrence Avenue,
Maryville, Tennessee 37803, telephone (865) 982-7121.

I have received a copy of the Maryville Academy Handbook for Students and Parents, and understand that it is my responsibility to read, review and understand all stated policies.

Student:_____ Date:_____

Parent / Guardian _____ Date:_____