MARYVILLE HIGH SCHOOL

STUDENT HANDBOOK 2021-2022

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TABLE OF CONTENTS

Welcome…… 2

Student Code of Ethics……...2

Attendance…… 3

Classroom Procedures and Grading……...4

Student Behavior Expectations……..5

Student Services……10

Cafeteria/Food and Drink Policy……... 11

Guidance…… 11

MHS Procedures…… 12

Statement of Nondiscrimination…….14

Who's Who at Maryville High School……..... 14

WELCOME

The faculty and administration of Maryville High School have high expectations for our students in both classroom work and student behavior. We consider ourselves very fortunate to have students who show pride in the traditions at Maryville High School, in their classroom performance, and who help uphold a positive image of our school within the community. The information in this document is designed to acquaint parents and students with the policies and procedures of Maryville High School.

Although every effort will be made to update the handbook on a regular basis, Maryville High School reserves the right to change this handbook and any content within, without notice, except as may be required by state and federal law. As a result, the online version of the handbook shall be the official version

STUDENT CODE OF ETHICS

Revised and adopted by Student Council, 2018.

"*What it Means to be a Rebel"*

As Maryville Rebels, it is our duty to set an example for others. Every Rebel embodies the ideals of our school: inclusion, loyalty, academia, school spirit, honesty, integrity, and respect.

Every student is welcome at Maryville High School and has access to all of its opportunities. No student is unfairly discriminated against or to feel that he or she is not treated as an equal. Rebels always strive to be a unified student body regardless of race, gender, religion, or economic status.

Our loyalty extends beyond our friends; we are loyal to Maryville High School and to the identity of being a Rebel. We support our school and help it to grow and improve in order to better Maryville High School for classes to come.

Maryville High School holds itself to high academic standards, which we, as the student body, actively strive to uphold. We not only strive academically for our own benefit, but also to honor our school and our teachers. We always support one another in our academic endeavors and motivate each other to achieve our personal bests.

As Rebels, we celebrate our school's accomplishments, whether athletic or academic. We are proud of everything our student body has accomplished, and we always commemorate our peers for their hard work. We are involved members of the student body and actively participate in the clubs and activities of which we are proud. Maryville High School's school spirit has always been unparalleled, and we continue to keep this tradition alive.

In our pursuit of high academic standards, we value honesty as one of our highest principles. Our work, actions, and relationships reflect our value of honesty, and every student in the student body is held equally accountable for upholding this principle. All students are held accountable according to the cheating policy established in this Student Handbook.

Being a Rebel is more than how we show ourselves while the school is watching; Rebels embody integrity throughout our everyday lives, whether or not we will receive recognition. On school trips or at away games, in the hallways, and after we leave school, we act with integrity and always do what is right.

Maryville High School would be nothing without our teachers, administrators, and staff. It is our duty as Rebels to respect those who have devoted their lives to our education. We respect our peers as much as we ourselves want respect. Mutual respect between the students and the school community ensures each student has an equal opportunity to learn and grow.

ATTENDANCE – STUDENT SERVICES

Attendance at Maryville High School is recorded on a per class basis. If students miss (arrive late or check out early) 50% or more of class time from a class period or block, they are counted absent in that class for that day.

ABSENCES:

All absences incurred by a student are included in the student's total. Maryville High School distinguishes between excused and unexcused absences only for the purpose of truancy. All students will be limited to ten (10) excused absences with a parent note. All absences that occur above the limit of ten will be considered unexcused absences. Exceptions would include medical, religious, legal and bereavement absences with appropriate documentation. All absence documentation should be submitted within three days of the absence. Absences without proper documentation (excuse note) are considered unexcused after three school days. A student who is on campus and not present in class will be counted unexcused.

EXCEPTIONS:

Students will not be counted absent if they are representing Maryville High School in a local, state, or national competition that has been approved by the principal. Students have two days during each of their junior and senior years for college visits. Proper documentation from the Educational Institution is needed to excuse these two days.

DOCUMENTATION:

Notes must be taken to Student Services prior to the morning warning bell or upon arriving during the school day. Documentation from parents should clearly state the days the student has been absent and the reason the student has been absent or will be absent. Notes from professionals should clearly state the period of time the student was or will be required to be absent from school and not simply that the student was seen in the office or place of business. Documentation for an unexcused absence must be received within three days of the absence. Students and parents are expected to check PowerSchool within 24 hours to verify that the note has been recorded.

CHECKING OUT

Check-outs should be held to a minimum and are limited to the following:

1. Emergency - Decision to be made by the principal or assistant principals.
2. Prior arrangement - If a written request is received by officials in the attendance office prior to the beginning of the school day, the student will be dismissed at the requested time. The checkout note must include the student's full name, date, time of dismissal, phone number where parent/guardian can be reached for verification, and signature of the parent/guardian.
3. The parent/guardian comes to the main entrance office to sign the student out.

Students who become sick during the school day must report to the assistant principal's office/school nurse before they call home. The assistant principal's office will assist the student and permit the student to call home. The student will remain in the assistant principal's office or with the school nurse until he/she receives permission to go home or until he/she is picked up by a parent/guardian.

Students are allowed to check out during third block only for medical or legal purposes, and proper documentation must be provided. Students are not allowed to check out to retrieve items needed for school. Leaving school without permission will result in disciplinary action.

Students checking out of school on an altered schedule day will receive an unexcused absence, unless the school is provided the appropriate legal or medical documentation.

TARDINESS TO CLASS

Students are expected to be on time for class. A student will be allowed a total of three class tardies per term for all classes (2nd, 3rd, and 4th combined) before the following disciplinary policy will take effect:

Tardies and consequences are as follows:

4 – 2 days of Morning School (4 to 2nd block will result in loss of break for the remainder of term)
5 – Lunch Detention
6 – After School Detention
7 – Saturday School
8 – Lunch Detention for rest of term
9 – Suspension, Loss of parking pass, Loss of privileges (ballgames, dances, extracurricular activities)

Any further tardies will result in a Disciplinary Hearing.

TARDINESS TO SCHOOL

Students are expected to be on time for school. Any student who reports to school after the morning tardy bell is considered tardy.

Tardies and consequences are as follows:

4 – 2 days of morning school
5 – 4 days of morning school
6 – Lunch Detention
7 – After School Detention
8 – Saturday School
9 – Lunch Detention for rest of term
10 – Suspension, Loss of parking pass, Loss of privileges (ballgames, dances, extracurricular activities)

Any further tardies will result in a Disciplinary Hearing.

CLASSROOM PROCEDURES AND GRADING

*Please refer to the Maryville High School Scholars Prep Guide and teacher's policies and guidelines.

GRADING POLICIES

Maryville High School expects students to be academically successful in all course work. Opportunities for recovering lost credit are limited.

CHEATING

Personal integrity is valued by the members of the Maryville community. Cheating will be dealt with at the classroom level and can elevated to the administrative level with teacher discretion. Cheating may have associated consequences up to expulsion. Cheating on a state mandated exam will result in administrative intervention and the state will nullify the student's test score.

MAKE-UP WORK

Students have the responsibility to complete any work provided during their absence from school. Students should refer to their class syllabus for the make-up work policy for each teacher.

FINAL EXAMS

A final comprehensive assessment is required in all courses. **All final exams will be taken during the designated testing period unless prior arrangements have been made with the assistant principal's office**. The administration will review requests to take a final exam at a time other than during the designated testing period for unanticipated reasons only such as illness, family emergencies, hospitalization, etc. If such permission is granted, the exam will be administered after the regularly scheduled exam period. Students will not be granted permission to take the exam prior to the designated date and time.

STUDENT BEHAVIOR EXPECTATIONS (AP OFFICE)

Student Behavior

To create a learning atmosphere with high expectations and to foster a positive attitude, a school must have consistent guidelines. In addition to specific regulations detailed in this document, students are to refrain from the following: fighting, stealing, possessing or using anything that might be considered a weapon, showing disrespect toward teachers or other school employees, behaving in an unruly manner, displaying affection that is in poor taste, using vulgar language, name-calling and hazing other students, or exhibiting any other behaviors that disrupt the classroom, campus environment, or any school-related activities.

ALCOHOL AND DRUG ABUSE

Any of the following activities by a student will result in a suspension from regular school for a minimum of 90 days except that the Director of Schools may modify the suspension on a case-by-case basis: 1) being under the influence of, 2) using, 3) possessing, 4) furnishing to another student, or 5) showing clear indication of recent use of alcohol, drugs, or drug paraphernalia while at any school related activity, whether on or off campus. It will be the responsibility of the principal to notify the Maryville Police Department or other authorities as applicable as soon as possible when evidence is found that there has been a violation of this policy.

If a student receives any remuneration whatsoever, whether monetary or otherwise, for furnishing alcohol, drugs, drug paraphernalia, or substances represented to be unlawful drugs to another student (of any school jurisdiction) at any school related activity whether on or off campus, or on any school property, said student will be expelled from school attendance and not be eligible for enrollment in the alternative school, except that the Director of Schools may modify the suspension on a case-by-case basis.

For the purpose of this policy, the following definitions shall apply: "Drug" means any controlled substance, marijuana, alcohol (any liquid containing alcohol), legend drug or any other substance whose possession or use is regulated in any manner by governmental authority, including the school system.

Without limiting the above definition, "drugs" shall specifically include the possession of any glue, paint, gasoline, aerosol, chlorofluorocarbon gas or other substance containing or having the property of releasing fumes which can cause a condition of intoxication, inebriation, elation, dizziness, excitement, stupefaction, paralysis, or the dulling of the brain or nervous system or disturbing or distorting of the audio or visual processes. Such definition shall further include, but not be limited to, over the counter or prescription medications such as cough syrup where such medications are ingested in excess of the recommended dosage absent the orders of a physician.

"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, compounding,

converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body, a drug as defined in this policy. An electronic pager or cell phone in possession of a student shall be included in this definition if used or intended for use as defined in this policy.

Board Policy 6.307

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 sanctions will be imposed on students who violate standards of conduct required by this policy. Such sanctions will be consistent with local, state and federal laws, up to and including suspension/expulsion as well as referral for prosecution. Completion of an appropriate rehabilitation program may also be recommended.

Information about drug and alcohol counseling and rehabilitation programs shall be made available through the school office.

TOBACCO/VAPING

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. The offender will receive a minimum consequence of a three-day suspension. The administration will notify the Maryville Police Department when evidence is found that there has been a violation of this policy.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Students who disfigure property, break windows, or in any way damage school property or equipment will be required to pay for the damage done or replace the item. Disciplinary action will also be taken. Any unlawful act taking place on the school grounds or on buses not only makes the student subject to penalties which the courts may prescribe, but also could result in suspension or dismissal from school.

CELL PHONES

Students are permitted to use cell phones in classrooms only with teacher permission. Students are permitted to use cell phones throughout the school day for purposes other than receiving and making calls or taking pictures and videos. Headphones or earbuds are not permitted to be used during the school day, unless given permission for use in the classroom by a teacher.

1st Offense: The student's cell phone/device will be confiscated. It is the student's responsibility to contact an administrator in Student Services to pick up their device.

2nd Offense: The student's cell phone/device will be confiscated and the parent/guardian must retrieve the cell phone/device from the assistant principals' office. The student will be required to serve (3) hours of After School Detention.

3rd Offense: The student's cell phone/device will be confiscated and the parent/guardian must retrieve the cell phone/device from the assistant principals' office. The student will be required to serve (6) hours of Saturday Detention with additional consequences including loss of parking permit, loss of extracurricular activities, etc.

Any further offenses will result in an administrative meeting with parents, and consequences could include suspension and/or placement in an alternative setting.

Any cell phone or electronic device suspected of having pornography will be immediately turned over to the SRO and Maryville Police Dept.

DETENTION

Detention is a consequence for those students who have violated the behavior policies established in the Maryville High School Student Handbook and is designed to be an alternative to out-of-school suspension. It is used by the Maryville High School administration when deemed appropriate. An administrator may place any student who commits a disciplinary infraction (excluding those offenses which result in an automatic suspension or expulsion) in detention.

Levels of detention:

1) Morning Detention is held daily from 7:50-8:20 AM. Students must bring school work to study during this time.
2) Break Detention is held during morning break.
3) Lunch Detention is held during the scheduled lunch time.
4) After School Detention is for 3 hours immediately following school, and students may be picked up at 6:30PM. Campus beautification occurs during this time.
5) Saturday Detention is held from 9AM until 3PM. Students must bring their own lunch as they are not allowed to leave or have lunch brought to them. Campus beautification occurs during this time.
6) Teacher Detention may be held one hour before or after school or during break as a disciplinary measure. Such detention shall be supervised by the teacher who assigned this action. Students will be expected to notify their parents that they are remaining after school.

DISRUPTIVE DEVICES

A disruptive device is any device that interrupts the instructional process within the classroom or creates a safety issue within the building. Disruptive devices are not allowed on campus. All such devices will be confiscated and returned at the end of the school year.

DRESS CODE

The dress code for students at Maryville High School requires students to dress and groom in a clean, neat, and appropriate manner so as not to distract or interfere with the operation of the school. When, in the opinion of the principal, assistant principal, teacher, or school employee, 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, appropriate actions may include, but are not limited to, a wardrobe change, parent notification, and/or suspension.

- 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 (inseam to knee).
- 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 (inseam to waist) and with comparable coverage in the front.
- Shirts and tops must completely cover the abdomen and back.

- Shirts or tops must be tucked in or cover the waistband of pants, shorts, or skirts with no midriff visible when the student is standing, walking, sitting, or bending.
- 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 of shorts.
- Sleeveless garments must cover shoulders as measured by a three-finger width.
- Undergarments must not be visible including sports bras, bralettes, and boxers.
- Shorts should be appropriately fitted with length at least comparable to popular athletic shorts (i.e., approximately 3-inch inseam).
- Shorts should be worn with their intended design (e.g., athletic shorts should be worn without rolling up the hemline or rolling down the waistband.)
- Compression-style shorts may only be worn under skirts, dresses, or shorts that meet the dress code guidelines.
- Skirts and dresses should be of appropriate fit and not be shorter than mid-thigh (approximately halfway between the inseam and knee).
- Earrings and nose studs are the only visible, piercing jewelry allowed to be worn at school.
- Head apparel, except for religious or medical reasons, must not be worn on campus.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Prohibited items include:
    - large, long, and/or heavy chains;
    - studded or chained accessories;
    - sunglasses when indoors, except for health purposes;
    - sleepwear and blankets.
- Clothing and accessories such as backpacks, patches, jewelry, notebooks, and tattoos must not display racial or ethnic slurs/symbols, gang affiliations, 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.

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.

FIGHTING

Any student who participates in a fight at school or any school activity will be suspended from school for a minimum of three days.

Any student committing battery upon any teacher, principal, administrator, or any other employee of the LEA will be suspended for one calendar year.

HARASSMENT POLICY

Students shall be provided a safe learning environment free from sexual, racial, ethnic, religious discrimination, harassment, intimidation, bullying, or cyber bullying. This policy addresses conduct taking place on school grounds, at any school-sponsored activity, on school-provided transportation, or any official school bus stop immediately before boarding and immediately following de-boarding. If the act takes place off school property or outside of a school-sponsored activity, an act of discrimination, harassment, intimidation, bullying or cyber bullying occurs if the act 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. Discrimination, harassment, intimidation, bullying or cyber bullying of students will not be tolerated.

Discrimination, harassment, intimidation, bullying or cyber bullying means any act that substantially interferes with a student's educational benefits, opportunities, or performance.

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. (Board policy **10.5.7)**

OUT OF BOUNDS

During lunch, students are permitted to be in the front hallway from Student Services to the double doors outside Room 262. Students are also permitted to go outside to the visitors' bleachers at the football field. Students in violation will be assigned detention.

SUSPENSIONS

The principal or assistant principal is authorized to suspend a student from attendance at school, including its sponsored activities, or from riding a school bus. Suspended students are expected to keep up with all in-class assignments as communicated by the teacher. Students who are suspended are not permitted to attend or participate in school-sponsored or related activities during the period of suspension. This provision is inclusive of all such activities regardless of the location of event. Suspended students are not to be present at the school at any time during the suspension except for scheduled meetings with administrators or counselors and must be accompanied by a parent/guardian.

MHS Leveled Infractions

LEVEL 1	LEVEL 2	LEVEL 3
Defiance Disruption Disrespect Non-compliance Inappropriate name calling Lying/Cheating/Stealing Technology misuse Unprepared for class Physical Contact/Horseplay	Abusive language Forgery/Theft Harassment/Bullying Threats/Intimidation Vandalism Physical Aggression Possession of a weapon Possession of alcohol/drugs/weapons *Repeated Level 1 offenses	*Repeated Level 2 Offenses Injury to a student or staff member Possession of a weapon with intent
Potential Interventions Consequences	**Potential Interventions and Consequences**	**Potential Interventions Consequences**
Parent Contact School Counselor Referral Counseling and Direction Verbal Reprimand Restorative Practices Check-In/Check-Out Withdrawal of Privileges Restitution Bus Suspension	Parent Contact and/or Conference School Counselor Referral Counseling and Direction Functional Behavior Assessment Behavior Intervention Plan/Contract Check-In/Check-Out Restorative Practices Morning School Lunch Detention	Required Parent Conference School Counselor Referral Counseling and Direction Functional Behavior Assessment Behavior Intervention Plan/Contract Check-In/Check-Out Restorative Practices Lunch Detention After School Detention

Morning School Lunch Detention After School Detention Saturday School Out of School Suspension	After School Detention Saturday School Out of School Suspension Bus Suspension Parent Conference Restitution Referral for Alternative Placement	Saturday School Out of School Suspension Possible Referral for Outside Services Referral for Alternative Placement

STUDENT SERVICES

ATHLETICS

Maryville High School fields teams in the following sports that are sponsored by the Tennessee Secondary Schools Athletic Association (TSSAA): football, basketball, baseball, girls' softball, volleyball, wrestling, track, golf, soccer, tennis and cheerleading. A non-TSSAA sport in swimming is also offered. To be academically eligible, each participant must earn six credits the preceding year. In order to participate, a student athlete must meet requirements set forth by TSSAA and adhere to Maryville High School's expectations.

For any student to be eligible for participation, he or she must be present at least 50% of the school day.

Student Athletic Passes are available for purchase at the start of each school year. The pass allows a student admission to all regular season home athletic events for that school year.

BUS TRANSPORTATION

Students living farther than one and one-half miles from the school are eligible for bus transportation. All bus riders are expected to comply with the rules given out at the beginning of each school year. If violations occur, the principal may suspend the student from the privilege of riding the school bus.

LIBRARY MEDIA CENTER

The Library and Makerspace are open from 7:30 a.m. to 4:30 p.m. daily. Books may be checked out for three weeks; reference books are to be used in the library but may be checked out overnight for emergency needs. For most overdue books, there is a fine of ten cents per school day. There is a fine of 25 cents per block for overnight overdues. Payment must be made for lost or damaged books or fines by the end of each term. Visit the library website at www.mhs.maryville-schools.org for more details.

PRESCRIPTION MEDICATION

Any student who is required to take medication during the school day should bring the medication with the prescription to the nurse prior to the start of the school day.

STUDENT INSURANCE

Student insurance is available at a nominal cost and is optional. When a student insured under this plan is injured, the student or parents should obtain a claim form in the office. This form must be completed by his/her parents and be presented to the doctor or hospital. The school merely acts as a medium in supplying the insurance. All students participating in athletics or in shop classes must have student insurance or a note from their parents explaining that they are covered by another policy.

TEXTBOOKS
Students are accountable for all assigned textbooks. Maryville City School System must be reimbursed for any books that are damaged, destroyed, or misplaced. Classroom teachers and the librarians make the decisions regarding book damage. All monies for lost or damaged books must be paid to the librarians.

YEARBOOKS
No yearbooks are reserved through the school. Because no extra books are ordered, it is the student's responsibility to reserve his/her book online.

CAFETERIA / FOOD AND DRINK POLICY
The Maryville High School Cafeteria offers the choice of a hot lunch, a fast food line or a salad bar at all lunch periods. Each student may receive daily one breakfast and one lunch, free of charge. Students also have the opportunity to purchase biscuits, juice, and milk at break.

Students are to return trays and utensils to the proper racks and dispose of trash in appropriate containers. Lunches outside shall include only disposable items. NO plates, NO trays, and NO silverware are allowed outside the cafeteria. Failure to maintain a clean outside area will result in forfeiture of privileges. No fast food meals, pizza, or carbonated beverages are to be brought to school or sent to students at school.

FOOD AND DRINKS
No food is permitted in classrooms or hallways. No energy drinks are permitted at any time at Maryville High School.

GUIDANCE
CHANGE OF ADDRESS
All students must immediately inform the office of any change of address, telephone number, or guardianship. **Failure to immediately report moving outside the Maryville City School district will result in withdrawal from Maryville High School.**

GUIDANCE AND COUNSELING
Counseling services for students include confidential, individual, and group counseling; career and college information; scholarship and financial aid information; standardized testing and interpretation; and class registration assistance. Students are encouraged to take advantage of the guidance services offered, not only by the counselor, but also by the principals and other faculty members. Guidance counselors may be reached at 977-7970.

PARENT CONFERENCES
Parents may make appointments for conferences with teachers, counselors, or the principal by telephoning the school office 982-1132 or contacting them directly through email.

REPORT CARDS
Report cards will be issued at the end of each term. Student progress can be viewed by accessing Power School at any time. Transcripts can be requested in the guidance office with a $3.00 fee to print.

SCHEDULE CHANGES

On the first day of school, all students will receive their schedules. All schedules are considered complete at this time.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal from school is as follows:

(1) provide evidence of authorization for withdrawal or transfer from a parent/guardian;
(2) obtain the appropriate forms from the school office;
(3) have the forms filled out by the teachers, return all school books and property, including the student I.D. card, and make sure all fees are paid;
(4) return parking pass to the Assistant Principal's office, and;
(5) take completed forms to the school office for final clearance.

MHS PROCEDURES

AUTOMOBILES

Driving an automobile to school is a privilege, not a right. All automobiles must be properly parked in a designated parking lot with parking decals properly displayed. Motorcycles must be properly parked in the designated area. On-campus student parking is restricted to only those students who have a parking decal. A student who parks on campus without a permit will forfeit his or her opportunity to purchase a parking permit in the future. Students must park, lock, and exit their vehicle immediately upon arrival to school. No student may return to his/her car without permission from the principals. **Automobiles are subject to search by school authorities.** Illegally or unlawfully parked vehicles will be issued a parking citation ($55 fine), booted, and/or towed at the owner's expense. Failure to follow all parking rules will result in loss of all parking privileges, and no money will be refunded.

COMPUTERS

Students will be required to have a signed Responsible Use Policy.

DELIVERIES TO SCHOOL

The school does not accept celebratory or lunch deliveries for students.

FIELD TRIPS, ATHLETIC TRIPS, AND EXTRACURRICULAR ACTIVITIES

All school-sponsored field trips will require appropriate approval. All campus disciplinary rules apply to students while on school-sponsored trips. Buses for games and field trips are scheduled by the school, and each is under the direction of a faculty member. Students are required to return to the school on their assigned bus unless the parents make other arrangements with the faculty member in charge. Reasonable dress and conduct appropriate to the situation are expected. Students going on field trips, athletic trips, or attending any extracurricular activity are expected to be in regular school attendance both before and after the trip. For any student to be eligible for extracurricular activities, they must be present at least 50% of the school day. Students must be in good academic and attendance standing in order to be granted permission to attend any school related activity.

FORFEITURE OF EXTRACURRICULAR ACTIVITIES

Extracurricular activities are a privilege at Maryville High School. Poor student conduct can result in a suspension of those privileges. Once a student has been suspended, expelled, or placed at Maryville Academy (the alternative school), he/she immediately forfeits participation in all extracurricular activities sponsored by or associated with Maryville High School.

GRIEVANCE PROCEDURE

Any student of this district who believes that he/she has been discriminated against, denied a benefit, or excluded from participation in any district education program or activity may file a written complaint with the Director of Schools. The director of schools shall cause a review of the written complaint to be conducted and a written response mailed to the complainant within ten working days after receipt of the written complaint. A copy of the written complaint and the director of schools' response shall be made available to each member of the board of education indicating with particularity the nature of disagreement with the response and the reasons underlying such disagreement.

The Board of Education shall consider the appeal within the next 30 days following receipt of the response. The Board of Education shall permit the complainant to address the board in an open meeting concerning the complaint and shall provide the complainant with its written decision in the matter as expeditiously as possible following completion of the hearing.

I.D. CARDS

I.D. cards are required to be carried at Maryville High School. I.D. cards must be presented to check out books or materials from the library, to buy tickets to athletic events or after-school functions (dances, etc.), check in and out of school in front office, purchase food from cafeteria, and most importantly, to be identified as a student at Maryville High School when in the building, checking out, or checking in.

Students are expected to keep their ID's until they graduate. Any lost I.D. card should be reported to Ms. Petree in room SO1. The cost of any remake will be $5.00. I.D. cards should be carried at all times and are to be shown and/or surrendered to faculty and staff members upon request. Any student who withdraws or drops from school must turn his/her I.D. card in to an assistant principal.

LOCKERS

Any student who wishes to be assigned a locker should report to student services. The school reserves the right to inspect student lockers at any time.

SCHOOL FUNCTIONS

It is necessary to secure approval from the principal in order to hold any school-sponsored function. The sponsor or sponsors of the organization must approve, be present, and assume responsibility for the function. Approval of the Board of Education is required for outside groups to use school facilities.

SIGNS, ADVERTISEMENTS, Etc.

Before signs or advertisements are displayed in the school, an administrator must give permission.

TELEPHONES

The school telephone is for school business and will be used by students only in the case of an emergency and then only with the permission of the administrative support staff. Telephone messages will only be accepted from parents and employers.

TUITION

The tuition fee required of all students residing outside the city limits of Maryville for the current school year is $2,200.00. Tuition fees are due and payable on the first day of school. **Failure to immediately report moving outside the Maryville City School district will result in withdrawal from Maryville High School.**

VISITORS

The Student and Employee Safe Environment Act of 1996 requires that all visitors, except on occasions such as athletic events and open house, must report to the receptionist and register through Lobby Guard as a guest.

Authorization to have a guest, other than a parent/guardian, must be obtained from the principal or assistant principal prior to that person's coming to school.

STATEMENT OF NONDISCRIMINATION

It is the policy of the Maryville City School System not to discriminate on the basis of sex, race, national origin, creed, age, marital status, or disability in its educational programs, activities, or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title 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 Title VI, Title IX, and Section 504 may be directed to Maryville City Schools, 833 Lawrence Avenue, Maryville, Tennessee 37803, telephone (865) 982-7121.

Who's Who at Maryville High School

Principal: Heather Hilton
Assistant Principals: Brett Coulter, Chad Deal, Maria Greene, Donna Wortham
Athletic Director: Landon Harris
Maryville Police Department School Resource Officer: Corporal Shane Collins
Guidance Counselors: Jennifer Abernathy (A-G), Rachel Scarbro (H-N), Kori Holland (O-Z),
Social and Emotional Learning Counselors: Kristen Kessler, Kim Porter

Maryville City Schools and Maryville High School reserve the right to add, delete, or change any information within this handbook without prior notification.