



820 W Market Street
Johnson City, TN 37604

423.928.0380

Market Street School

STUDENT HANDBOOK

2025 - 2026

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NON-DISCRIMINATION STATEMENT

Johnson City Schools prohibits discrimination on the basis of race, color, national origin, gender, religion, sex, age, or disability. Johnson City Schools does not condone or practice discrimination in admission or access to, treatment of, or employment in its programs or activities. Any person who feels he or she has been discriminated against may make an inquiry or file a complaint with Dr. Melissa Stukes, Title VI Coordinator, or Tammy Larkey, Title IX Coordinator, at 423-434-5220 or PO Box 1517, Johnson City, TN 37605.

SPECIAL ACCOMMODATIONS

Special accommodations at school events for persons with disabilities will be made upon request. Please contact the Market Street School (MSS) Secretary, Mrs. Becky Lewis, at 423-928-0380 to make accommodations requests.

DISCLAIMER

No statements contained in this handbook should be construed as creating any type of contract, either expressed or implied. The information contained in this handbook represents guidelines only. The Johnson City School System reserves the right to modify, amend, or eliminate the information contained herein at any time.

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STRATEGIC PLAN

MARKET STREET SCHOOL

Market Street School is a comprehensive secondary school for grades 1-12 whose staff has made a commitment to continuous growth and improvement. To guide us in our efforts to become the best we can be, we have developed the following mission, vision, and belief statements for our school.

Mission

To provide high-quality, engaging online learning that supports each student's ability to achieve their individual post-secondary goals.

Vision

Empowering every student to succeed through flexible, innovative and personalized virtual learning.

Beliefs

- The first priority of our school staff is to provide a safe, orderly, and welcoming environment for all students.
- All students can learn, grow, and make progress.
- Great effort and a positive attitude are keys to a successful learning experience.
- It is our duty to foster the complete growth and development of each student's personal and academic potential. We are committed to rigorous academic standards that ask for the best that each student can offer.
- Every member of our community has purpose, value, and voice.
- Students achieve excellence in an environment where they share responsibility for their learning with teachers, parents, and the community.
- Reflection, self-evaluation, and continuous improvement are essential to learning and growing.
- The more connections a student can have to the school community, the better he/she will perform.
- It is the duty of all staff to model the highest levels of professionalism.

Annual Goals

1. By spring 2026, Market Street School will demonstrate student proficiency in English Language Arts by exceeding the state average of students scoring at the met or exceeded expectations levels on the state ELA assessments.
2. By spring 2026, Market Street School will demonstrate student proficiency in mathematics by exceeding the state average of students scoring at the met or exceeded expectations levels on the state math assessments.
3. By spring 2026, Market Street School will meet or exceed the state average of students meeting the state college and career readiness benchmark (21 ACT or combination of ASVAB, post-secondary attainment, and/or industry certifications) and the percentage of students successfully graduating on time.
4. By spring 2026, Market Street School will best the state average of students identified as chronically absent (with a particular emphasis on students in the economically disadvantaged group).

JOHNSON CITY SCHOOLS

Johnson City Schools is a publicly-funded district with 13 schools serving more than 8,000 students from PreK to 12th grade. We strive to be one of the premier school districts locally, regionally, and nationally.

Mission

To enable all students to achieve excellence in learning, social responsibility, and self-worth.

Vision

To be a progressive school system that is globally competitive in all areas, all students have an equal opportunity to learn and be successful while meeting high expectations and being provided the resources to be healthy, productive citizens and lifelong learners.

Beliefs

To be successful, Johnson City Schools must:

- Provide the highest quality public education to all students;
- Attract, develop, and retain the very best teachers and staff;
- Engage families, business, community, and government;
- Stay on the cutting edge of educational leadership and practice; and
- Foster a caring, safe, and inclusive environment.

Strategic Plan 2022-2027 Goals

1. Advance student achievement, participation, and support in all curricular and extracurricular programs.
2. Strengthen stakeholder communication and community connections.
3. Recruit, support, and retain a high-quality workforce.
4. Create and enhance safe, effective learning environments.
5. Promote physical, social, and mental wellness.

Annual Goals

1. By spring 2026, the Johnson City Schools will improve district wide literacy (with a particular emphasis on students in grade 3 and grades 3 - 11 super subgroups) by increasing the percentage of students scoring at the meets/ exceeds expectations levels on the state ELA assessments.
2. By spring 2026, the Johnson City Schools will improve district wide math (with a particular emphasis on students in grades 3 - 11 super subgroups) by increasing the percentage of students scoring at meets/exceeds expectation levels on the state math assessments.
3. By spring 2026, our school will increase the number of college and career readiness opportunities for our 5th, 8th, and grades 9-12 students.
4. By spring 2026, the Johnson City Schools will decrease the percentage of students identified as chronically absent.

ABOUT MARKET STREET SCHOOL

The Market Street School is a fully online alternative to the traditional in-person classroom experience for students in grades 1-12. The program is offered through a collaborative partnership between Johnson City Schools and Pearson, a notable name in education with 20+ years of experience in online schools. [Pearson Online School Partnership Information](#)

Instruction and coursework are delivered virtually using Pearson's academically challenging courses and supportive Tennessee-certified teachers. These courses utilize the same state

curriculum standards required of all public schools in Tennessee, and graduation requirements are the same as those required of other Market Street School (28 credits). A Market Street School diploma is awarded upon the completion of those requirements.

Market Street School is an academically rigorous program that requires high levels of reading comprehension, student autonomy, and perseverance. While some flexibility is a sought-after benefit of this program, students are expected to log in daily, maintain adequate grades, make satisfactory progress, and participate in communication with educators. Failure to adhere to these core expectations may result in dismissal from the program.

MASCOT & COLORS

Market Street School is the home of the **MAVERICKS**.

The school colors are **MAROON** and **GOLD**.

YEARBOOK

The yearbook will be published by the end of May. Please contact Teresa Bishop (BishopT@jcschools.org) for further information.

DIRECTORY

SCHOOL ADMINISTRATORS AND STAFF

ADMINISTRATOR	TITLE	EMAIL
Dr. Holly Corwin	Principal	CorwinH@jcschools.org
Jeremy Malone	Program Coordinator and Athletics	MaloneJ@jcschools.org
Amy Davis	Student Success Coordinator, Teacher Leader, Pearson	DavisA1@jcschools.org
Becky Lewis	Bookkeeper, Registration, Testing Coordinator	LewisR@jcschools.org
Teresa Bishop	Instructional Assistant, Yearbook	BishopT@jcschools.org

SCHOOL NURSES

Stephanie Brown, RN	BrownS@jcschools.org
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SCHOOL RESOURCE OFFICERS

Jeff Jenkins, JCPD	JJenkins@johnsoncitytn.org
Tony Ward, JCPD	WardT@jcschools.org

SCHOOL COUNSELORS

COUNSELOR	STUDENTS BY LAST NAME	EMAIL
Chad Plaisted	All MSS Students	PlaistedC@jcschools.org

SCHOOL STAFF

To contact staff by email, visit https://www.jcschools.org/directory . To contact staff by phone, call MSS at 423-794-2371 to leave a message. Staff will respond to communications within two business days.

SCHEDULE

Market Street School will use the Johnson City Schools calendar.

The Market Street Main Office is open weekdays (except holidays) from 7:00 – 4:00.

EVENTS OF INTEREST

School Year and District Calendar

The JCS Board of Education sets the school year calendar. To view the school year calendar and a district calendar of events, go to <https://www.jcschools.org/view-all-events>.

Open House

Parents and students visit with Market Street faculty during Open House on Tuesday, August 12, 2025, from 3:00 – 6:00 pm. MSS Staff will be available in Cafeteria to provide information about their support for students and families.

Class Pictures (9th, 10th, 11th)

Individual student pictures for the yearbook are on Wednesday, August 6, and Thursday, August 7, 2025, during the school day. MSS will come to Market Street Campus during the school day to get their yearbook photos taken. Students requiring a retake will have their pictures taken again on Tuesday, September 16, during the school day.

Senior Class Parent Meeting and Tri-Cities College Fair

On Thursday, August 28, 2025, from 6:00 – 7:00 pm at Market Street School, seniors and their parent/guardian have the opportunity to hear MSS counselor discuss post-high school planning, scholarships, financial aid, etc. From 7:00 – 8:00 pm, the Tri-Cities College Fair, hosted by East Tennessee State University's Office of Undergraduate Admissions at Freedom Hall provides opportunities to meet with 60+ colleges and universities from across the southeast to discuss admission requirements, scholarships, academic programs, campus life, and more.

Parent/Teacher Conferences

Parent/teacher conferences are held at the mid-quarter of the 1st and 3rd nine weeks, Thursday, September 4, 2025, and Thursday, February 5, 2026, from 3:00 – 6:00. On these dates, no appointment is necessary. Amy Davis and MSS staff will be available in their rooms to meet with parents.

If a conference is needed at any other time during the semester, parents may schedule an appointment with a teacher or counselor by calling the school or emailing Amy Davis or counselor directly.

ACT Exam & Asynchronous School Days

Completing the ACT exam is a requirement for graduation. Each student is offered the ACT twice at no cost—during the spring of junior year and the fall of senior year.

ACT testing for seniors is on October 1, 2025. Only seniors report to school. All other students will login to Pearson and do their daily to-do list.

ACT testing for juniors is on March 11, 2026. Only juniors report to school. All other students will login to Pearson and do their daily to-do list.

Senior Class Picture Retakes

Senior picture retakes are after school on October 14, 15, 16, & 17, 2024. Seniors schedule appointments for retakes directly through Lifetouch. Contact the yearbook sponsor, Mrs. Morgan Rado(RadoM@jcschools.org), with questions about senior pictures.

Junior & Senior Prom

Pending a partnership with Science Hill High School, the prom is a formal event on Saturday, April 25, 2026, from 8:00 – 11:00 pm in Grand Topper Hall at Science Hill High School. Juniors and seniors that are a part of MSS will be allowed to attend SHHS prom and may purchase up to two tickets for the event. All guests, who are not SHHS / MSS students, must be approved by SHHS administration to attend. All guests are subject to search.

Senior Teas

Senior teas are for seniors who attended a JCS elementary school. Each elementary school plans and invites its former students. Elementary schools hold their events on the afternoon of May 15, 2026. For more information, contact the elementary school.

Graduation Practice

Seniors who are eligible for the graduation ceremony are required to participate in graduation practice on Tuesday, May 19, 2026, at 6:00 pm at the Auditorium at Science Hill High School. Graduation tickets are distributed at practice. Seniors who do not participate in graduation practice may forfeit the opportunity to participate in the formal graduation ceremony.

Graduation

Graduation for the Class of 2026 is on Thursday, May 21, 2026, at 6:00 pm in the Auditorium at Science Hill High School. Only graduation regalia provided by the school may be worn during the ceremony. Contact principal, Dr. Holly Corwin, with questions about graduation.

SAFETY

Johnson City Schools is committed to creating safe, secure, and respectful learning environments where all community members work together to promote both the physical and psychological safety of students and staff. The Market Street staff works to provide a safe and secure environment to learn. There will be times when students will be required to come to the Market Street Campus and it is important that students and guardians are aware of safety procedures.

REPORTING CONCERNS

Students are our greatest source of information to prevent an on-site emergency. Anyone who knows of a danger to the school or a plan to harm themselves or others has the responsibility to immediately tell a school staff member. If you are aware of any situation that needs attention, please report it.

Suspicious or Concerning Activity and Behavior

- Immediately upon having knowledge of suspicious or concerning activity or behavior such as an object out of the ordinary, a person behaving strangely, gut feeling something is wrong, etc.
 - Notify SRO, school administration, or any staff member who is near you.
 - If unable to notify a staff member, call 911 and give details as requested by the operator.
 - If you are not comfortable reporting in person to a staff member, there are options to report anonymously:
 - Use the STOPit mobile app to anonymously report incidents including bullying, cyberbullying, harassment, violence, threats, weapons possession, alcohol or drug-related issues, and discrimination. You can include text, images, or video in the report. Submit a tip via the STOPit mobile app, website, or 24/7 phone hotline. The STOPit Incident Response Center monitors and reviews the submissions, and SH school administrators receive and act on tip submissions. The website for reporting is at <https://bit.ly/STOPitReport>.
 - The Tennessee Department of Homeland Security has an anonymous tip app called SafeTN, a secure, open-door communications platform to send in tips and access resources to help keep the school and community safe. Download SafeTN app on the App Store or Google Play.
 - Sending an anonymous tip to the Johnson City Police Department via

text message by texting the code "423JCPD" along with the tip to 847411 (TIP411).

- If you or someone you know is experiencing a suicidal crisis and needs immediate help please call one of these resources. All are available 24 hours a day, 7 days a week.
 - National Suicide Prevention Lifeline 1-800-273-TALK (8255)
 - Tennessee Statewide Crisis Line Call 855-CRISIS-1 (855-274-7471), Text TN to 741 741, or chat online at <https://suicidepreventionlifeline.org/chat>
 - For local 24-hour crisis response services call 1-877-928-9062 (Frontier Health Mobile Crisis) or 800-366-1132 (Ballad Respond Crisis Hotline)

SCHOOL RESOURCE OFFICERS

The School Resource Officer (SRO) Unit is composed of Johnson City police officers who are assigned full time to the Johnson City Schools. The School Resource Officer Unit is supervised by Officer Jeff Jenkins.

The SRO at Market Street Campus is an educator in safety and law-related issues, law-related counselors, and of course, law enforcement officers. The officer, while in school, becomes involved in a variety of functions aimed at prevention of violence and crime.

SAFETY INCIDENTS & DRILLS

To be prepared for emergency situations, Market Street Campus conducts periodic safety drills. Students are to be attentive and follow directions given by their teachers or over the intercom. Any questions about safety drills or what to do in an emergency can be directed to teachers, an administrator, or the Supervisor of Safety and Mental Health, Dr. Greg Wallace.

Fire

- Implemented upon fire or risk of fire in building
 - Announcement through fire alarm system
 - Students stay with the class/teacher and evacuate the building

Weather or Natural Disaster

- Implemented when a tornado warning or other weather/natural disaster warning is issued for the area; also includes earthquake safety
 - Announcement over intercom
 - Students stay with class/teacher and move to the designated place of safety
 - For earthquakes, upon shaking or an earthquake alert, immediately “drop, cover, hold on” by taking shelter under desks, tables, or heavy furniture

AED (Automated External Defibrillator)

- Implemented when someone is found unconscious
 - Announcement over intercom
 - Students stay in the classroom with normal teaching occurring; any other changes to student movement (such as a soft lockdown for medical emergency) will be communicated by announcement over intercom
 - The AED location at MSS is located in the Main Hallway near the front desk.

Evacuation

- Implemented due to a facility issue
 - Announcement over intercom
 - Students stay with the class/teacher and evacuate the building

Lockdown

- Soft lockdown – Implemented when no imminent threat is detected; used for situations such as medical emergencies or if there is an incident in the area (i.e. community burglary or police investigation) that does not directly affect the school
 - Announcement over intercom
 - Students stay in the classroom with normal teaching occurring, but no one is allowed in or out of the building
- Hard lockdown – Implemented when there is an imminent threat to the school
 - Announcement over intercom
 - Everything stops in the building, classrooms are secured, students are not in the hallways, and there is no movement in the building

Opioid Antagonist (for example, Narcan)

In the event of a drug overdose, and when other appropriate healthcare responses are not immediately available, the school is authorized to administer an opioid antagonist to any student believed to be having a drug overdose (SB 2141/PC 629 of the 2024 TN Legislative Session).

All MSS administrators and SROs carry an opioid antagonist such as Narcan. Also, a majority of the staff members and athletic coaches have access to and are trained to use an opioid antagonist.

IDENTIFICATION (ID) BADGES

Ensuring the safety and security of all students and staff is one of the top priorities each and every day at Market Street. The purpose of student and staff identification badges is to increase the sight security of people on Johnson City Schools campuses. Identification badges must be worn at all times while on campus during the school day making students and staff identifiable by everyone on campus. Identification of staff and students is a safety issue and will not be compromised. Any student seeing a person on campus without an official student or staff ID badge or school-issued visitor pass should immediately report them to the nearest staff member. Virtual students are required to wear these badges when visiting the Market Street Campus or attending an Johnson City Schools' events.

Student ID Expectations

A student's ID badge authorizes them to be on campus. At no cost to the student, each student receives one photo ID badge with a holder and a breakaway lanyard at the beginning of the school year or when they enroll. Students may use their own lanyard and ID holder as long as the lanyard is breakaway, the ID is clearly visible in the holder, and it adheres to the school dress code.

Students will clearly display their own ID using a lanyard around the neck or clip at collar/chest. Students are required to wear their ID at all times on campus including class time, class changes, lunch, and any movements in hallways (going to the restroom, clinic, counselor, etc.). The only time students may remove the ID is when wearing it poses a safety concern during class (such as participating in PE activities, science labs, CTE shops, etc.). When teachers deem activities pose safety concerns while wearing IDs, teachers will instruct students to remove their IDs and to properly secure them until it is safe to wear.

Guidelines for Student IDs and Wearing

- Wear on a breakaway lanyard around the neck or on a clip at the collar/chest with the picture visible and facing outwards.
- IDs must be worn on the outermost layer of clothing making the ID visible.
- Wear at all times while on campus during the school day unless a teacher instructs to remove it.
- IDs must not be defaced or altered in any way.

- The front and back of the ID card must remain as issued and free of stickers, markings, other photos, etc.
- The ID must be presented to any school staff member or person of authority when seeking identification of the student. Refusing to provide the ID is considered insubordination and may result in disciplinary action.

Not Having an ID

An ID badge and lanyard are issued to every student at the beginning of the school year. If a student does not have their school issued ID upon arrival at school, then a one-day temporary school ID sticker, including the date. If a student gets to school and realizes they do not have their ID, they need to immediately go to the Main Office to get a temporary school ID.

If a student loses their school issued ID, then a replacement must be immediately requested through Becky Lewis at Market Street. Her email is LewisR@jcschools.org.

Replacement Procedure

- The fine for each replacement ID badge is \$5.00. If a student does not have the money that day, a replacement ID will be printed and a \$5.00 obligation will be added to their record for each replacement ID badge requested/printed.

Lost, Misplaced, or Stolen IDs

No student shall possess another student's ID. If a student finds another student's ID, that ID must be immediately turned over to a staff member or the Main Office. Students are responsible for reporting to a staff member when they discover their own ID as lost, damaged, or stolen.

Consequences for ID Violations

The school has developed a process for tracking and assigning consequences to students who repeatedly violate the student ID expectations.

CONSEQUENCES FOR FAILURE TO FOLLOW STUDENT ID EXPECTATIONS (including request for one-day temporary sticker IDs)	
First Offense	Warning
Second Offense	Second Warning
Third Offense	Attend in-person ISS at Market Street
Fourth Offense	Attend in-person ISS at Market Street
On any offense, refusal to take corrective action by immediately wearing the school issued ID will result in an out of school suspension or a Return to School of Zone Letter if it continues.	

CAMPUS VISITORS

When invited parents or guests visit our campus, they must sign in at the Market Street Main Office to obtain a visitor pass that must be worn at all times. Visitors should be escorted by a MSS staff member while on campus during school hours. JCS Board Policy does not allow students to invite visitors to campus during the school day.

COMMUNICATIONS

Johnson City Schools has a variety of approved communication tools for parents and

students. To view the tools and their purposes, go to [jcschools.org/departments/communications](https://www.jcschools.org/departments/communications). Contact Dr. Holly Corwin, or JCS Director of Communications, Collin Brooks, with questions about communications.

CONTACT INFORMATION

If the school does not have the correct contact information, we will be unable to send communications, mail, or reach families should there be an emergency involving your student and/or their school. Contact the school at 423-794-2371 to update the on-file contact information.

INFORMATION FOR PARENTS

PowerSchool

- The PowerSchool Gradebook Portal provides real-time access for parents to view grades, attendance, assignments, and more.
- To request a PowerSchool Gradebook Portal parent account, go to the Market Street School website and click on 'Market Street School Gradebook Parent Request' under Families or click [HERE](#).
- The link to log in is at <https://bit.ly/JCSParentPS>.

Canvas

- Parents can access their child's Canvas account as an observer.
- For the login page and more details on creating an account go to <https://www.jcschools.org/families/canvas-parent-observer>.

Email

- JCS employees use their professional email ending in @jcschools.org as an effective communication tool for dialogue between students, families, and the community.
- JCS employees are expected to respond to emails within two school days; however, employees are not expected to check their messages after hours.
- To contact staff by email, visit <https://www.jcschools.org/directory>.

Announcements and Calendars

- Announcements will be through the Wednesday Wake-Up news letters from Amy Davis each week. This will be published through ParentSquare.

ParentSquare

- All Johnson City Schools and athletics/clubs use ParentSquare for school communication, primarily with email, text, and app notifications. ParentSquare automatically generates an account for each parent using their preferred email address and phone number from PowerSchool. We encourage parents to download the mobile app and update their preferences on when and how notifications are received.
- For more details on what you can do with ParentSquare and training videos, go to <https://www.jcschools.org/departments/communications/parentsquare>.

STOPit App

- Use the STOPit mobile app to anonymously report incidents to the school, including bullying, cyberbullying, harassment, violence, threats, weapons possession, alcohol or drug-related issues, and discrimination. You can include text, images, or video in the report. Submit a tip via the STOPit mobile app, website, or 24/7 phone hotline. The STOPit Incident Response Center monitors and reviews the submissions, and MSS school administrators receive and act on tip submissions.
- The website for reporting is at <https://bit.ly/STOPitReport>.

INFORMATION FOR STUDENTS

PowerSchool

- Students access PowerSchool through the JCS SSO Portal.
- Through PowerSchool, view the official course grades, attendance records, class assignments, and more.
- For help using and understanding PowerSchool, see a school counselor.

Canvas

- Students access Canvas through the JCS SSO Portal.
- Students will have access to login to Canvas to .

JCS Email

- Students access their JCS email through the JCS SSO Portal.
- Students should check their email on a regular basis.
- For help using and understanding email, see Amy Davis, MSS Program Coordinator.

STOPit App

- Use the STOPit mobile app to anonymously report incidents to the school, including bullying, cyberbullying, harassment, violence, threats, weapons possession, alcohol or drug-related issues, and discrimination. You can include text, images, or video in the report. Submit a tip via the STOPit mobile app, website, or 24/7 phone hotline. The STOPit Incident Response Center monitors and reviews the submissions, and SH school administrators receive and act on tip submissions.
- The website for reporting is at <https://bit.ly/STOPitReport>.
- For help using and understanding the STOPit App, see a school counselor.

NEWSLETTERS

Parent newsletters from Amy Davis, Program Coordinator, are published on the school website and available via ParentSquare weekly. The current newsletter, as well as archived newsletters. Newsletters will be sent via ParentSquare.

The monthly Johnson City Schools Community Newsletter is digitally distributed by the JCS Communications Department to our families and community on the Friday following a regularly scheduled Board of Education meeting. The current newsletter, as well as archived newsletters, are available at <https://www.jcschools.org/community/community-newsletters>.

PROGRAM OF STUDY

Market Street School offers a variety of courses for students, all of which are approved high school courses of study for students. Courses offered by MSS are available from the school administration and counseling staff.

WEB PAGE

The MSS school web page is <https://marketstreet.jcschools.org/>. It contains information on student services, academics, counseling, school events, and the daily announcements.

The Johnson City Schools web page is <https://www.jcschools.org/>. It contains information for families and students such as Superintendent and Board of Education information, district calendars, school zone maps, district services, etc.

SOCIAL MEDIA PLATFORMS

Johnson City Schools maintains a social media presence. Follow us for information, events, and recognitions! If you know of any events, awards, programs, or other compelling stories involving the Johnson City Schools' community, please fill out the form at https://bit.ly/JCS_GoodNews or reach out to Collin Brooks, JCS Director of

Communications, at BrooksB@jcschools.org. Please note, a story idea submission does not guarantee posting on our school websites or social media. Final content decisions will be made by the JCS Communications Department.

JCS Facebook – JCityTNSchools

JCS Twitter – JCityTNSchools

JCS Instagram – JCityTNSchools

ACADEMICS

STUDENT TEACHERS AND OBSERVERS

Johnson City Schools works with East Tennessee State University, University of Tennessee Knoxville, Milligan University, King University, Northeast State Technical Community College, and other area institutions to provide field experience and training for tomorrow's teachers. In return, student teachers, interns, and field experience students aid with the instructional program at Science Hill under the direct mentorship of our teachers. As a teaching institution, all classes at SHHS may have college students supporting instruction.

GRADE LEVEL

Students are classified as freshmen at the beginning of their first year of high school. Students move to the next grade regardless of the number of credits earned; however, students must continue to make adequate progress toward graduation to remain on track to graduate on time. Students have 4 years to graduate from the time they enter as a freshman. Ninth graders who earn fewer than four credits may be referred to begin their sophomore year to Science Hill-Market Street Campus to recover credits.

CLASS REGISTRATION

In mid-February of each year, students and their parents/guardians begin the course registration process for the next school year. Rising 10th - 12th and rising 9th parent nights, as well as online videos, provide details on the registration process and how to select and register for courses.

- By appointment, rising 9th - 12th grade students and their parents/guardians attend an individual 4-year plan/registration meeting. During this meeting, an advisor will discuss requirements for the four years of high school and post-secondary plans, then register for classes for the coming year.

SCHEDULE CHANGES

Schedule change requests for both fall and spring semester courses will be accepted through the first 5 days of school. All schedule change requests must be submitted to Chad Plaisted or Amy Davis via email at PlaistedC@jcschools.org or DavisA1@jcschools.org. Counselor will consider a schedule change request for the following reasons:

1. Student failed the preceding class in the course sequence
2. Student does not meet the required prerequisite or corequisite course
3. Summer school credit and need for a new course
4. Senior not enrolled in a required course for graduation
5. Not every class period for student is filled
6. Student wishes to try a more challenging course in English, math, science, or social studies
7. Teacher or Administrator recommendation for different course
8. Administrator deems the move beneficial for balancing courses or for balancing student schedules

The following reasons for requesting a schedule change should not be submitted and will

not be approved:

1. Teacher preference
2. Fear of low grade or course difficulty
3. Summer assignments/expectations not completed
4. Changed mind about course

Students or parents with questions about schedule changes should see their counselor or contact principal, Dr. Holly Cowin.

GRADUATION REQUIREMENTS

To graduate from Market Street School, students must meet the graduation requirements established for the year they first entered the 9th grade. Students should plan to exceed these requirements to prepare adequately for post-secondary success.

Credits

On the block schedule, students have 32 opportunities in four years to earn the required 28 credits for graduation. Students and parents are strongly urged to work closely with the school counselor to ensure requirements for graduation are being met. Only students who have completed all requirements for graduation will be allowed to participate in the graduation ceremony.

Students need 28 credits to graduate with a Market Street diploma. The state of Tennessee designates 22 of those credits, which leaves students 6 elective credits. Any student who attends a Tennessee public high school in their junior year is required to take the ACT to receive a regular high school diploma. Students must have a satisfactory record of attendance and discipline. All students must take and pass a United States civics test and complete a project-based civics assessment, administered in the school's Canvas course, to receive a regular high school diploma.

ENGLISH	4 credits	English 1, English 2, English 3, English 4
MATH	4 credits	Algebra 1, Geometry, Algebra 2, and a fourth higher level math course above Algebra 1 (Students must be enrolled in a math every year.) *Math credits earned prior to entering ninth grade may meet specific diploma requirements but four additional math credits must be earned while in high school and students must be enrolled in a math every year.
SCIENCE	3 credits	Biology, Chemistry or Physics, and a third science lab course
SOCIAL STUDIES	3 credits	World History & Geography, US History & Geography, US Government & Civics, Economics
COMPUTER SCIENCE		Beginning with freshman cohort Fall 2024. See Allowable Substitutions on page 5.
WELLNESS	1 credit	
PERSONAL FITNESS	0.5 credit	
PERSONAL FINANCE	0.5 credit	
WORLD LANGUAGE	2 credits	Two credits must be the same language
FINE ART	1 credit	
ELECTIVE FOCUS	3 credits	Includes three credits in any one of the following: Advanced Placement/Dual Enrollment, Career and Technical Education program, Fine Arts, Human Performance & Exercise Science, Humanities, JROTC, Math & Science
OTHER ELECTIVES	6 credits	
40 Hours of Community Service Required		
Total credits required by TN: 22 Total credits required by Science Hill High School: 28		

Note: Beginning with the Class of 2028, students must have one credit of Computer Science to graduate.

Area of Focus

Students will complete an area of focus by earning no less than three credits in a program of study focused on a particular concentration of elective courses beyond the graduation requirements.

Advanced Placement/Dual Enrollment	Any three AP/DE classes including those required for graduation. Students may count an AP/DE class towards both a graduation requirement and an area of focus requirement at the same time
CTE	Three classes in the same CTE Program of Study
Fine Art	Any additional three performing or visual art classes beyond the graduation requirement
Human Performance & Exercise Science	Any additional two PE classes beyond the graduation requirement and Human Anatomy & Physiology
Humanities	Any combination of additional three English, Social Studies and/or World Language classes beyond the graduation requirement
JROTC	Three JROTC classes taken that do not already count for other substitutions. 2 credits can be substituted for Wellness requirement and ½ PE credit, 3 rd JROTC credit can be substituted for US Government and Finance
Math & Science	Any additional three math and/or science classes that are above the graduation requirement

Mandatory ACT

The Tennessee Department of Education requires all students to take the ACT as a graduation requirement if enrolled in a Tennessee public school during their junior year of high school. Each student is offered the ACT twice at no cost—during the spring of junior year and the fall of senior year.

ACT testing for seniors is on Wednesday, October 1, 2026. Only seniors report to school. All other students will have assignments to complete on Pearson.

ACT testing for juniors is on Wednesday, March 11, 2026. Only juniors report to school. All other students will have assignments to complete on Pearson.

Civics Exam

Every student must pass a civics exam to earn a regular diploma. Seniors take the exam on their own through the MSS Canvas course. Students may take the exam at any time during their senior year. Students must also complete the project-based civics assessment, which is completed through government classes.

Community Service

Students attending MSS must complete 40 hours of community service as a graduation requirement. The community service hours must be completed outside of the regular school day except for Summer of Service, which is part of summer school. As hours are completed, students submit a signed verification form to the MSS administration. Verification forms are in the MSS Main Office. Any organization of the student's and parent's choice may be used to acquire hours. If students need help finding ways to volunteer, the counselor's community service page of the SHHS website has a list of opportunities.

GRADUATION DISTINCTIONS & DIPLOMA TYPES

A variety of honors, distinctions, and diploma types are awarded to graduating students who meet the requirements for a MSS diploma and state or locally specified criteria. All graduation distinctions must meet the 28 credits for a Market Street diploma and 40 hours of community service requirement.

All documentation for distinctions/diplomas must be submitted by the student to their school counselor to be considered for graduation recognition. Determination of GPA for distinctions is made at the end of the student's seventh semester in high school. See school counselor, Chad Plaisted, for more information.

Distinctions

From Tennessee State Board of Education Chapter 0520-01-03-.06 revised April 2023 and JCS Board Policy 4.600 revised September 2022

- District Honors – For the purposes of Johnson City Schools graduation with honors recognition, the following Latin system based on the weighted seventh semester GPA will be used:
 - Summa Cum Laude 4.25 and above
 - Magna Cum Laude 4.00-4.25
 - Cum Laude 3.75-3.99
- State Honors – Students who score at or above all the subject area readiness benchmarks on the ACT or equivalent score on the SAT shall graduate with “state honors.”
- District Distinction – Students shall be recognized as graduating with “district distinction” if they have met the graduation requirements for their diploma type, obtained an overall GPA of at least a 3.0 or higher on a 4.0 scale, and earned an industry credential that was on the list promoted by the Department of Education at the time the student earned it.
- State Distinction – Students will be recognized as graduating with “state distinction” by attaining a B or better grade point average and completing one of the following:
 - Earning an industry credential that was on the list promoted by the Department of Education at the time the student earned it;
 - Participating in at least one of the Governor’s Schools;
 - Participating in one of the state’s All State musical organizations;
 - Earning statewide recognition or award at a skill- or knowledge-based state tournament, convention, or competition hosted by a statewide student organization, and/or qualifying for national recognition by a national student organization;
 - Being selected as a National Merit Finalist or Semifinalist;
 - Attaining a score of 31 or higher composite score on the ACT or SAT equivalent;
 - Attaining a score of 3 or higher on at least two Advanced Placement exams;
 - Successfully completing the International Baccalaureate Diploma Programme; or
 - Earning twelve or more semester hours of postsecondary credit.
- TN Tri-Star Scholar – A student who earns a composite score of 19 or higher on the ACT, or an equivalent score on the SAT, and earns a capstone industry credential as promoted by the Department of Education, shall be recognized as a “Tennessee Tri-Star Scholar” upon graduation from high school. A student who fulfills the requirements of the Tennessee Work Ethic Distinction program shall also be recognized as a Tennessee Tri-Star Scholar upon graduation from high school. The public high school shall recognize the student’s achievement at the graduation ceremony by placing an appropriate designation on the student’s diploma, or other credential, or by providing a ribbon or cord to be worn with graduation regalia. The student shall be noted as a Tennessee Tri-Star Scholar in the school’s graduation program.
- Seal of Biliteracy – Students who have attained a high level of proficiency in speaking, reading, and writing in one or more languages in addition to English will earn a “Seal of Biliteracy.” Students receiving this recognition shall meet the following criteria:
 - Complete all English language arts requirements for graduation with an overall grade point average of 3.0 or higher in those classes;
 - Demonstrate English proficiency through one of the following:
 - Score at the on-track or mastered level on each ELA end-of-course

- assessment taken;
 - Score 3 or higher on an Advanced Placement English Language or English Literature exam; B1 or higher on a Cambridge International English exam; or 4 or higher on an International Baccalaureate English exam;
 - Score 22 or higher on the ACT Reading subtest or 480 or higher on the SAT evidence-based reading and writing subtest; or
 - Score 4.5 or higher on the WIDA Access, if the student is an English learner; and
- Demonstrate proficiency in a world language through one of the following:
 - Score Intermediate-Mid or higher in all three communication modes (interpersonal, interpretive, and presentational) on a world language proficiency assessment recognized by the American Council on the Teaching of Foreign Languages;
 - Score 3 or higher on an Advanced Placement world language exam; B1 or higher on a Cambridge International world language exam; or 4 or higher on an International Baccalaureate world language exam;
 - Score at the Intermediate level or higher on the Sign Language Proficiency Interview (SLPI: ASL);
 - Pass a foreign government's approved non-English language exam, or score at a level comparable to Intermediate-Mid or higher on the ACTFL proficiency scale on another country's secondary level standardized exam in the country's non-English native language;
 - Score at a level comparable to Intermediate-Mid or higher on the ACTFL proficiency scale on an LEA developed alternate model. Alternate models may only be used if the identified world language does not have an associated nationally recognized assessment and must address communication, cultures, connections, comparisons, and communities.
- Each local board shall affix an appropriate insignia to the diploma of the qualifying student indicating that the student has been awarded a Tennessee Seal of Biliteracy.
- Community Service – Students who voluntarily complete at least ten hours of community service each semester the student attends a public high school shall be recognized at their graduation ceremony (i.e. if a student is at MSS for all four years of high school, then the total needed would be 80 hours or 10 for each of the 8 semesters).
- Career Readiness – Students graduating with a gold or platinum medal on National Career Readiness Certificate (WorkKeys) shall be recognized at their graduation ceremony.
- Industry 4.0 Diploma – This distinction was developed for high school students who are interested in pursuing a career in a high-need, high-skill industry after graduation.
 - Students who earn the Industry 4.0 Diploma Distinction must complete at least nine dual enrollment or work-based learning (WBL) credits aligned with their career goals. They will receive monthly career coaching and counseling to better prepare them for the transition into the workforce. Additionally, they will have the option to substitute a WBL or dual enrollment credit, as approved by the State Board of Education, for one math credit and one science credit.
 - During their 10th grade year, students interested in pursuing an Industry 4.0 Diploma Distinction must obtain documentation from their school counselor for the parent/legal guardian to sign indicating they are aware of the requirements for the student to obtain the diploma distinction and consenting to the student's participation. Students will register with a career coach, meet with them at least once per month during the school year, and enroll in at

least one WBL or dual enrollment course for the student's junior and senior years. The MSS counselor will guide this process.

- By the end of the student's senior year, the student must earn at least nine credits of dual enrollment or WBL, meet no less than once per month during the school year with a career coach, and fulfill all other graduation requirements to earn the Industry 4.0 Diploma Distinction.

GRADING

Percentage Scale

GRADE	PERCENTAGE RANGE
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

- All high school courses are graded on the above percentage scale.
- Honors courses will have 3 points added to the calculated average at the end of the semester.
- Statewide Dual Credit courses will have 4 points added to the calculated average at the end of the semester if the student took the State Dual Credit challenge exam.
- Local Dual Credit courses will have 4 points added to the calculated average at the end of the semester if the student took the Local Dual Credit challenge exam.
- Industry Credentials aligned courses will have 4 points added to the calculated average at the end of the semester if the student took the Industry Credential exam.
- Advanced Placement courses will have 5 points added to the calculated average at the end of the semester. Students must take the AP exam in May to receive or maintain the extra points.

Calculating GPA

Each student will be assigned two Grade Point Averages (GPAs). One GPA will follow the State of Tennessee Uniform Grading Policy and will be used to determine Hope Scholarship eligibility. This GPA will be labeled as "Hope Scholarship GPA." GPA calculation shall be on a 4.0 scale by assigning the following quality points: A = 4, B = 3, C = 2, D = 1 and F = 0. The GPA is the official method for calculating HOPE Scholarship eligibility and shall be calculated by multiplying the quality points assigned to each course grade by the credit available for each course and dividing by the total number of credits available. This calculation shall be based on grades at the end of each qualifying course. Students will also be assigned a "Weighted GPA." The weighted GPA will NOT be used for the purposes of determining eligibility for the Hope Scholarship. The following point scales are applicable for the weighted GPA:

- AP courses (must complete course and take AP Exam)
 - A = 5, B = 4, C = 3, D = 2, F = 1
- Industry Credential courses (must earn Industry Credential); Dual Enrollment courses, Local Dual Credit courses, and Statewide Dual Credit courses (must complete course and take challenge exam):
 - A = 4.75, B = 3.75, C = 2.75, D = 1.75, F = 0.75
- Honors courses (must complete the course):
 - A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0.5

Final Grades

Credits are awarded based on the final grades at the end of each course.

- At the end of the quarter for half credit classes (0.5 credit)

- At the end of the semester for one semester long courses (1.0 credit)
- At the end of the year for yearlong courses (1.0 credit)

The final grade for the course is recorded on the student's transcript. The cumulative GPA is calculated from final grades. Graduation distinction GPA is calculated after the fall semester of the senior year.

TRANSCRIPTS

A MSS student can email school counselor, Chad Plaisted (plaistedc@jcschools.org) and / or Becky Lewis (LewisR@jcschools.org) to request for a transcript to be sent. Seniors should request a final transcript be sent to the college of their choice prior to graduation.

EXAMS

End of Course Exams

Students enrolled in a course with an associated state End of Course examination (Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology 1, U.S. History) must complete the EOC exam, and the result will be 15% of the semester grade for the EOC course. Students who do not take the EOC exam will receive a grade of zero for the EOC.

EOC exam date windows are scheduled by the State of Tennessee. Once published, the EOC exam schedule is set by MSS and posted to the MSS website, in the EOC teacher's classroom, on the school calendar, and through school newsletters, school announcements, and Canvas messages to students.

Students or parents with questions about the EOC exam should first contact the EOC teacher. For additional support, contact the principal, Dr. Holly Corwin.

Advanced Placement Exams

Students enrolled in an AP course will register on the AP platform during the first week of the course. Exams are ordered for students based on enrollment through the AP platform. Students who do not sit for their exam will not receive the 5 points added to the calculated average at the end of the semester nor the weighted GPA for an AP course. All makeup exams must be paid for by the end of the last day of the initial AP administration window. Students will be charged the makeup or unused exam fee unless AP waives it for a qualifying reason. Contact the school counselor for additional support with AP exams.

JOHNSON CITY SCHOOLS TESTING CALENDAR

As required by T.C.A. § 49-6-6007, assessments for the 2025-26 school year

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
TCAP End-of-Course <i>English I/II</i> <i>Algebra I/II</i> <i>Geometry</i> <i>Biology</i> <i>U.S. History</i>	Fall block: December 1-18, 2025 Spring Block: April 13-May 5, 2026	High School	Required by Federal Govt. (ESSA) & TN law (TCA) to assess student's mastery of TN state standards Test length: see link*	Individual profile reports from the Tennessee Department of Education
*TN state assessment times: https://www.tn.gov/education/districts/lea-operations/assessment/testing-times-by-grade-subject.html				
ACT Exam <i>English</i> <i>Math</i> <i>Reading</i>	Seniors: October 1, 2025 Juniors: March 11, 2026	12 11	TN graduation requirement Assess student's college readiness	Individual profile reports from ACT through the student's MyACT portal

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
<i>Science</i>			Test length≈3-3½ hours	
District Checkpoints <i>English I/II</i> <i>Algebra I/II</i> <i>Geometry</i> <i>Biology</i> <i>U.S. History</i>	Fall Checkpoints: Week of Sept. 29, 2025 Spring Checkpoints: Week of March 9, 2026	High School	Formative tests used to assess student's mastery of TN state standards Test length≈30-90 mins	Results provided by classroom teacher
ESL Screener English Learners Assessment <i>Reading, Writing</i> <i>Speaking, Listening</i>	At registration Feb. 2–Mar. 27, 2026	English Language Learners	Placement test for ESL services Required by Federal Govt (ESSA) to assess student's progress in acquiring English Test length≈3-3½ hours	No results provided Individual profile reports provided in August
TCAP-Ait & Dynamic Learning Maps <i>Reading, Math, Science, Social Studies</i>	Fall 2025–Spring 2026	Some students in grades 3-11	Required by Federal Govt (ESSA) & TN law (TCA) to assess student's mastery of TN state standards Test length≈4-6 hours	Individual profile reports from the Tennessee Department of Education in August
EasyCBM Progress Monitoring <i>Reading, Writing, Math</i>	August through May	Students receiving RTI services	Progress monitoring required by TDOE to assess reading and math skills Test length≈5-20 mins	Results sent home periodically during the school year
NAEP <i>Reading</i> <i>Math</i> <i>Science</i>	January 27 -March 7, 2026	TBD	Required by Federal Govt (ESSA) to assess reading, math, and science skills Test length≈60-90 mins	No results provided
Advanced Placement Exams First two full weeks of May with late testing during the 3rd week of May To view the calendar for AP Exams, go to https://apstudents.collegeboard.org/exam-dates		9 – 12 Required for students enrolled in fall or spring AP courses	Opportunity for students to earn college credit based on exam performance Exam fees are paid by the JCS Board of Education Test length≈3-4 hours	College Board releases scores directly to students through the MyAP portal in July
SDC Exams <i>Criminal Justice, Speech & Communications</i>	Fall Block: December 2025 Spring Block: May 2026	9 – 12 Required for students enrolled in course	College-level courses taught at the high-school level; students take the online challenge exam to assess mastery of the postsecondary-level learning objectives Test length≈2-3 hours	Students who meet or exceed the exam 'cut score' receive college credit that can be applied to any TN post-secondary institution

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
PSAT/NMSQT <i>Math</i> <i>Reading</i> <i>Writing</i>	October 1, 2025	10 – 11 Student choice	Measures what a student has learned in school, determines if he/she is on track, and opens doors for opportunities to prepare and pay for college Test length≈3½-4 hours	Individual profile reports from College Board
ASVAB <i>Armed Services</i> <i>Vocational Aptitude</i> <i>Battery</i>	Fall Administration: September 25, 2025 Spring Administration: February 25, 2026	10-12 Student choice	Multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational success in the military Test length≈3-3½ hours	Individual profile reports from the Career Exploration Program
More assessment information may be found on the TN Department of Education website: https://www.tn.gov/education/districts/lea-operations/assessment.html				

JOHNSON CITY SCHOOLS TESTING CALENDAR

As required by T.C.A. § 49-6-6007, assessments for the 2025-26 school year may be found here:
<https://www.jcschools.org/departments/curriculum-instruction/summative-assessment>

Return to In-Person Learning Contract

Students that attend MSS will sign a Return to In-Person Learning Contract. The details on the contract are below:



Market Street School Return to In-Person Learning Contract

Purpose:

Upon enrollment at Market Street School, progress is closely monitored for three weeks. If it is determined that adequate progress is not being met after this time, a meeting will be scheduled with both student and parent/guardians to allow us to work on a support plan together. If adequate progress and improvement are made after this intervention meeting, the student may continue with Market Street School. If adequate progress is not made, a “Return to School of Zone” notice **requiring** the student to return to in-person learning will be issued.

All students who reside within the LEA will be subject to this process throughout each semester.

Process:

Academic progress will be reviewed at week 3 from the student's enrollment date. Students who do not maintain at least a 50% average in every class will be under review to be returned to in-person learning after 4.5 weeks. Other expectations regarding the monitoring of student progress (academic, attendance, and discipline) are outlined in the MSS Student Handbook.	
- 3 Week Review	- The student and parent will be notified of the required intervention meeting due to insufficient progress. - Progress plan/contract with school administration will be signed as strategies for improvement are discussed.
- 4.5 Week Review	- Return to in-person learning is mandatory if the student does not have at least a 50% average or higher for each class.
- Week 5 to the end of the semester	- Academic progress is closely monitored by teachers and school administration.
- End of Semester Review	- Mandatory return to in-person learning results if the student fails more than one class.

Contract:

If the student does not meet with administration for a required intervention meeting or fails to make sufficient progress/improvement following this process, a "Return to School of Zone" notice will be issued to the student and parent indicating a mandatory return to in-person learning, and the school of zone will be informed that the student will be returning. In signing this, I understand the ramifications and possible consequences of my student not making adequate progress at Market Street School.

Parent/Guardian Signature: _____
Date: _____

Student Signature: _____
Date: _____

Administrator Signature: _____
Date: _____

ATTENDANCE

The Johnson City Schools School Attendance Requirements

1. It is essential that each student be present every day school is in session. Research indicates there is a direct correlation between school attendance and success in school. We believe it is important to expect and to assist students in being in school and on time. Students who are present at school derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.
2. Appointments should be scheduled outside of the school day, when possible, and vacations during the appointed breaks.
3. The implementation of the progressive truancy intervention plan will begin after five (5) unexcused absences:
 - a. **Tier 1-** System-wide Preventative Action- communication from school regarding attendance, automated call or text to parents on every absence, home visits, community awareness, and school wide incentives for good attendance.
 - b. **Tier 2-** The student has acquired **five unexcused absences-** a meeting is held at the school with parent/guardian, student and school attendance team. An attendance contract is created with strategies to improve student attendance.
 - c. **Tier 3-** The student continues to accumulate unexcused absences- The student is referred to the Johnson City Schools' Truancy Board. The case will be reviewed and appropriate community based referrals will be made, such as counseling, parenting classes, in-home services, etc.

If the student has further unexcused absences or fails to comply with the contract after progressing to Tier 3, a petition is filed with Juvenile Court. If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition is filed.
4. A student must be in school for 3 hours and 31 minutes to be considered present for the day.
5. If a student is not feeling well, they are allowed five (5) absences per year, without going to a doctor. A written parent note is required upon the student returning to school. **After the allowed five (5) parent note days, a doctor/dentist note is required for additional absences.**
6. Parents should call the school by 9:00 a.m. when their child will be absent. After an absence, our policy requires that a written excuse from the parent or a doctor excuse, be sent to the office the day the child returns to school.
7. A student is allowed three (3) parent request days per year. The principal must approve parent request days.
8. Johnson City School Board Policy 6.200 states "Upon recommendation of the principal, students in grades K-8 who are absent more than twenty (20) days may not

be promoted to the next grade. All absences, excused or unexcused, are counted in the maximum number of days that may be missed during a session or school year.”

DRIVER PERMIT & LICENSE SUSPENSION

Tennessee law, T.C.A. 49-6-3017, requires the principal, or their designee, to notify the Tennessee Department of Safety if a student is absent from school for 10 consecutive or 15 days total unexcused absences during a single semester. Drivers between the ages of 14 and 18 who fail to maintain adequate attendance may have their driving privileges and/or ability to obtain a driver's license suspended for a first offense. Second offenses have a mandatory suspension until the age of 18 or the driver submits a diploma or GED or the driver submits proof of emancipation. When notice of failure to comply is submitted to the Department by the school, the driver is sent a notice of proposed suspension. The driver must submit proof of compliance within 30 days in order to avoid suspension. Questions related to driver's permits/licenses should be directed to the principal, Dr. Holly Corwin.

BEHAVIOR EXPECTATIONS & DISCIPLINE

The Johnson City Schools Code of Conduct (<https://www.jcschools.org/students/student-code-of-conduct>), Market Street school rules/expectations (found in this handbook), and classroom teacher rules/expectations (in class syllabus and posted in classroom) are in effect during school hours and all school-sponsored activities. The Market Street School will follow the same JCS Code of Conduct and SH school rules unless otherwise stated in the student handbook or other correspondences from the administrator of the programs.

Each student has the responsibility to know and adhere to reasonable rules and regulations established by the Board and set forth in the Student Code of Conduct, including but not limited to:

- Respect the human dignity and worth of every other individual;
- Refrain from libel, slanderous remarks, and obscenity in verbal, written, and electronic expression;
- Study and maintain the best possible level of academic achievement;
- Be punctual and present;
- Dress and groom in a manner that meets reasonable standards of health, cleanliness, modesty, and safety;
- Maintain and/or improve the school environment, preserve school and private property, and exercise care while using school facilities;
- Refrain from bullying or any other behavior that would lead to physical or emotional harm or disrupt the educational process;
- Respect the authority of school administrators, teachers, and other authorized personnel in maintaining discipline in the school and at school-sponsored activities;
- Obey the law and school rules as to the possession or the use of alcohol, illegal drugs, and other unauthorized substances or materials;
- Possess on school grounds only those materials which are acceptable under the law and accept the consequences for articles stored in one's locker or vehicle; and
- Know and adhere to school rules regarding the distribution of literature.

DEFINITION OF DISCIPLINE TERMS

Summary Suspension

- Student is immediately out of school suspended for not more than two days to

restore order or protect the persons on the school grounds. Administration shall investigate and decide on further disciplinary action, if any, at least by the end of the school day following the summary suspension. Make-up work is at the discretion of school administrators and will be discussed with parents and student prior to their leaving school.

Out of School Suspension (OSS)

- Student may not attend school or any school activity during the duration of the suspension. Make-up work is at the discretion of school administrators and will be discussed with parents and student prior to their leaving school.

In School Suspension (ISS)

- Student is assigned to the ISS classroom for the duration of the suspension. All classwork will be completed in the ISS classroom. The student would come in-person to attend ISS at SH-Market Street Campus.

Friday School

- Student attends detention on assigned Friday from 2:45 – 5:00 in the SH library. Student checks in with the Friday School supervisor and completes classwork, homework, makeup work, or detention assignments during that time.

Change of Placement

- Student is placed in a new educational setting. Communication with students and parents/guardians will occur if MSS is exercising its right of placement.

ACADEMIC HONESTY POLICY

Market Street insists on strict standards of academic honesty in all courses for all students. Violations of this policy will not be tolerated and are subject to disciplinary action or academic consequences such as completion of alternative assignments, issuing a reduced grade or zero for the assignment, and disqualification from school honors and awards.

Academic work must be based on a student's original ideas, while fully acknowledging the work of others. Teachers will provide guidance on when and how to use acknowledgments and how to paraphrase. Examples of failure to follow academic honesty guidelines include:

- Plagiarism – the act of passing off someone else's work as your own, including AI language models such as ChatGPT
- Fabrication of data – manufacturing data for a table, chart, survey, or similar requirement
- Collusion – supporting academic dishonesty of another student, as in allowing work to be copied or submitted by another
- Duplication of work – the presentation of the same work for different assessments and/or diploma requirements
- Any other attempt to create an unfair advantage, including but not limited to, taking unauthorized material into an examination room, disrupting an examination by misconduct, passing on information related to an examination, failing to comply with examination instructions, impersonating another student, and theft of assignment or examination papers

FORGERY

Duplication or alteration of forms/documents or the signing or initialing of names other than a student's own name is considered forgery and will result in disciplinary action.

INTERNET USE

All computer use is monitored by Johnson City Schools and school issued devices are subject to review for content. See the JCS Code of Conduct and Technology Responsible Use Agreement for technology and internet rules and disciplinary actions.

PERSONAL COMMUNICATION DEVICES

Students will be allowed to use personal cell phones/communication devices during non-instructional times before school, during class changes, and during their lunch break. All other times are considered instructional time, during which use of personal communication devices including, but not limited to, cell phones, smartwatches, and tablets, is prohibited. Students with documented medical conditions or disabilities that require the use of cell phones for communication should contact the school's administration to discuss their specific needs. Reasonable accommodations will be provided to ensure the student's safety and well-being.

From Johnson City Schools Board of Education Policy 6.312, the administration of Market Street School, or any Johnson City School campus, can impose stricter guidelines on personal communication device use at any time, including mandatory, secure storage of devices during the school day to include non-instructional time. Students assigned for any reason to lunch detention, ISS, and alternative school will have stricter guidelines on cell phone/communication device use while assigned to these placements.

Cell Phone/Personal Communication Device Expectations

- Students who have cell phones/personal communication devices in class are responsible for having their phones turned off or otherwise silenced so notifications will not interfere with instruction.
- As a means of protecting instructional time and/or providing test security, teachers may collect students' cell phones/personal communication devices during any class and return them at the end of the period.
- Using a cell phone, or other personal communication device, to take photos or record videos in places where privacy is a reasonable expectation is strictly prohibited. This includes any restroom, locker room, and school clinic, whether on school grounds or while attending any school related event or activity.
- Using cell phones, or other personal communication or recording devices, to record altercations on school grounds or at school events is prohibited. In such cases, phones/devices may be confiscated as evidence.
- The use of cell phones/personal communication devices for the purpose of cheating is strictly prohibited.
- Cell phones/personal communication devices used in violation of these rules and expectations will be subject to confiscation at any time.

Consequences

Failure to follow the cell phone/personal communication device expectations will be considered a violation of the Student Code of Conduct and can result in disciplinary action.

HARASSMENT, INTIMIDATION, AND/OR BULLYING

Market Street School uses the Olweus Bullying Prevention Program definition of bullying, "Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself."

Bullying Behavior is defined by three components:

1. Involves aggressive behavior
2. Typically involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Actions, words, intimidation, cyberbullying, or other forms of bullying that cause embarrassment, fear, or humiliation to another person are considered harassment. Harassment is neither condoned nor tolerated. Students who feel they have been bullied or harassed should report it to an administrator, counselor, teacher, or other MSS staff

member.

PROFANITY

Students are expected to speak in a courteous and appropriate manner at school and school-sponsored activities. Profanity in the form of language and/or gestures directed toward classmates, staff members, or any other person will result in disciplinary action.

FIGHTING

Physical fighting will not be tolerated at school or school-sponsored activity and may result in three or more days of out-of-school suspension. Disorderly conduct charges may be placed by the School Resource Officer (SRO). Students in multiple fights during the school year may receive an alternative placement. Using cell phones, or other devices, to record altercations on school grounds or at school events is prohibited. In such cases, phones/devices may be confiscated as evidence and may result in disciplinary action.

TOBACCO, VAPES, E-CIGS

Use or possession of tobacco, tobacco-related products, and all smoking innovation devices by students on school property, during school field trips, or at other school functions is not permitted. Students are prohibited from possessing or using these products on field trips and at school functions. Any student in violation may receive a citation to report to Juvenile Court and/or receive disciplinary action.

CONSEQUENCES FOR POSSESSION OR USE OF TOBACCO, VAPES, E-CIGS	
First Offense	ISS: 3 days
Second Offense	ISS: 5 days and Juvenile Court Referral
Third Offense	OSS: 3 days and Juvenile Court Referral

SEARCH & SEIZURE

General searches of school property by a school official may be conducted at any time. With reasonable suspicion, a search of persons or vehicles may be conducted by school officials. A refusal to be searched will be considered an admission of guilt.

Illegal items, including knives or other possessions reasonably determined to be a threat to the safety or security of others, may be seized by school authorities. Items used to disrupt or interfere with the educational process may be temporarily removed from the student's possession.

Metal detectors may be used to minimize the risk of weapons on campus and to maintain campus security. Surveillance with a metal detector shall not be considered a search governed by policies related to search of students.

School surveillance cameras can be used as a monitoring device and a source of evidence.

DRUG TESTING

Students who are suspected of being under the influence of an alcoholic beverage, drug, or narcotic shall be subject to drug testing. Any student who refuses a drug test will receive the same consequences as if they tested positive.

VANDALISM

Vandalism to school property at any time and vandalism to another's personal property while at school or at a school-sponsored activity will result in suspension and may result in the filing of criminal charges. Restitution will become a student obligation.

DRESS AND GROOMING

MSS administration has discretion to determine appropriate dress and grooming. Students are expected to display good taste in matters of dress and grooming while on school grounds or attending school-sponsored events or activities. Attire and grooming should not disturb or distract from the learning environment or exhibit disrespect in any way.

The list of unacceptable attire includes, but is not limited to: clothing with offensive messages, including advertisements for drugs, alcohol, violence, gangs, sexual messages or messages with double meaning, and revealing clothing. Pants shall be worn at the waist. Accessories that pose a threat to the safety of students are not permissible (such as sunglasses, spiked jewelry, spiked collars, chains, etc.). Any attempt to hide a student's identity is strictly prohibited. Violations of this policy may lead to disciplinary action for insubordination.

DISPLAYS OF AFFECTION

Public display of affection is not appropriate at school. Kissing and any form of intimate contact are not allowed on campus or at school activities. Repeated incidents may be considered insubordination and subject to disciplinary action.

STUDENT SERVICES

SCHOOL SUPPORT PROGRAM

This program is designed for main campus students who are not progressing in school as well as they should. Reasons for referral may include missing academic skills or study skills, ability to organize and meet deadlines, behavior management, attendance issues, and social/emotional concerns. Students who have returned to main campus from alternative placement are placed on the School Support Program caseload. Teachers, counselors, administrators, parents, or the students themselves may refer students for whom they feel have a need for support.

The School Support staff provides a variety of services:

- Attendance monitoring and improvement plans
- Behavior and academic assessment, monitoring, and progress reports
- Conferences with students, parents, and other school staff
- Peer interventions
- Time out or crisis intervention
- Individual and group counseling
- Home & school contracting
- Study skills, assignment, and homework organization, tutoring referrals
- Ongoing parental communication via phone, notes, progress reports, e-mail
- Liaison with Market Street School students, staff, and administration
- Referrals for other interventions both within the school setting and community agencies

A number of academic specific supports are available to Science Hill High School students. The School Support staff is available to assist in arranging support such as:

- After school tutoring
- Credit recovery programming recommendations
- ACT and AP exam preparation resources

CREDIT RECOVERY

Credit Recovery is a way to "recover" credit for a course that a student did not pass but made at least a 50 as the final grade. The focus of the program is to help students stay in

school and graduate on time. Parental permission is required for participation. Contact MSS school counselor for more information.

SPECIAL EDUCATION, ESL, 504

MSS provides support for any student identified through special education, ESL, or 504 services. Each student is assigned a case manager who ensures services and supports are in place and provided as determined by the student's individualized plan. For more information on the plan and the services it provides or for more support, reach out to the MSS case manager or school counselor.

Parents who feel their child should be considered for services through special education, ESL, or 504 should contact their MSS counselor or principal, Dr. Holly Corwin.

HOMELESS EDUCATION PROGRAM

Johnson City Schools provides a Homeless Education Program for students who qualify for assistance under the McKinney-Vento Homeless Assistance Act, Title IX, Part A of Every Student Succeeds Act, which states that a child or youth is considered homeless if he or she lacks "a fixed, regular, and adequate nighttime residence." Some of the services offered by program include:

- Expediting school enrollment and assisting with the transfer of school records
- Arranging tutoring, enrichment activities, and transportation
- Providing essential school supplies and clothing needed for a specific class
- Acting as a referral source and coordinating services between the schools and agencies to meet the students' various needs as well as the needs of their families
- Providing information to parents and unaccompanied youth regarding their education rights as homeless individuals and the resources available to them

Contact the MSS counselor or the JCS Homeless Education Program Coordinator at 423-434-5226 for more information on these services.

COUNSELING SERVICES

MSS has one full time counselor to assist students by providing college and career supports and counseling services. Some of the services provided include:

- Guidance in planning the student's academic program
- Coordination of information related to colleges and careers
- Referral for therapeutic services, human services, or other community specialists
- Facilitation of individual and group counseling programs

Students can use their email to make an appointment with their counselor, Chad Plaisted. They can set up an appointment to come to SH-MSJ to meet with him during the school hours of 7:30-3:30 pm or request an appointment slot if needed at another time.

College and Career Information

The counseling department provides students and their parents with college and career guidance. This support comes through conversations about post-secondary goals, course selection, and college planning as well as facilitating conversations between teachers, students, and parents when intervention is needed and providing stress and time management coaching. The MSS counselor provides information through the counselor's page of the MSS website, in the Canvas course, by school announcements, and during family involvement nights and student registration. Students can make an appointment with their counselor for specific needs related to college and career advice.

Letters of Recommendation

Letters of recommendation requested from school staff should be requested at least one month before the due date. Provide the writer of the recommendation with a current resume,

details on the reason the recommendation is needed (college app, job application, etc.), and any other details that will assist them in writing a reference.

HEALTH SERVICE

The Johnson City Schools Coordinated School Health connects physical, emotional, and social health with education. This coordinated approach improves students' health and their capacity to learn through the support of families, communities, and schools working together. For more information, contact the Coordinated School Health Coordinator, Mrs. Jennifer Norton, RN, BSN, at 423-232-5380.

HEALTH INFORMATION CARD

Students are required by law to have current health and emergency medical information at the school. This form is online and completed at the start of each school year.

CLINIC

The clinic is available to students in-person from 7:00 – 3:30 each school day..

MEDICATION

Medications should be limited to those required during school hours and necessary to maintain the student's attendance in school. If a student requires medication at school, the following guidelines must be followed:

- All medication must be turned in at the office or clinic by a parent/guardian. No student is to carry prescription or non-prescription medications unless ordered by a physician and documented on the appropriate form.
- All prescription medication must be accompanied by a medication administration permission form completed and signed by a physician and parent. For students requiring emergency medication for a chronic health condition (such as adrenal insufficiency, severe allergy, anaphylaxis, asthma, and seizure), a specific order form is available to assist with the plan of care while at school. Please request from the school nurse or a copy is available online at <https://www.jcschools.org/departments/health-services/medication-and-health-service-forms>.
- Non-prescription medication must be accompanied by a permission for medication administration form completed and signed by the parent. The student's parent/guardian must give permission in writing to administer medications while at school by TCA 49-50-1602(a)(2). Non-prescription medication that is given on a regular basis (longer than a 4-week period) will require a physician's signature. A child will be limited to 5 doses every 9 weeks unless accompanied by a medication administration permission form completed and signed by a physician. Johnson City Schools will follow the manufacturer's label and/or Johnson City Schools Medical Director's standing orders. Johnson City Schools will not administer any medications that are off-label or not approved by the Food and Drug Administration.
- The first dose or administration of any medication should be given at home.
- All controlled substance medications (ADHD meds, etc.) will need to be verified and counted by the nurse or designee once received and when the medication is picked up at the end of the school year. Johnson City Schools will only accept a 30-day supply of controlled medication.
- Prescription medicine must be in a properly labeled prescription bottle. If the medicine is over the counter, it must be in a new and unopened bottle or in a blister pack that is sealed and labeled. Any medicine sent to school loose and unlabeled will not be administered. Expired medication will not be given at school. Johnson City Schools' staff will not administer complementary or alternative medicine or medications containing Salicylate (such as aspirin or aspirin-containing products).

such as Excedrin and Pepto-Bismol) without a doctor's order due to the danger of Reye's Syndrome.

- The parent is responsible for picking up any remaining or unused medication. If the parent does not pick up the remaining or unused medication, it will be discarded at the end of the school year.

Forms for medication can be found at

<https://www.jcschools.org/departments/health-services/medication-and-health-service-forms>.

Contact the SH clinic nurse with questions or for support.

IMMUNIZATIONS

Students entering school for the first time (preschool, kindergarten, first grade, and other students for whom there is no health record) must have a physical examination done no earlier than August 1 of the year preceding the year of enrollment. This documentation must be presented by the time of entrance. All other new students and transfer students will have thirty days to present the record of a physical examination by a physician or other health provider. The physical examination contained in the records from the student's previous school will be acceptable. Students who do not provide proof of a complete physical examination will be denied admission to school until the appropriate documentation is presented.

No student, including preschool, kindergarten, or first grade, those from out-of-state, and those from nonpublic schools, will be permitted to enroll and/or attend school without proof of immunizations, as defined by the Commissioner of Public Health, except as allowed by the McKinney/Vento Homeless Education Assistance Improvements Act of 2001. It is the responsibility of the parents or guardians to have their child(ren) immunized and to provide proof of immunization to the school which the student is to attend.

Exceptions will be granted to any student whose parent/guardian files with school authorities a signed, written statement that such measures conflict with one of the following:

- Their religious tenets and practices if in the absence of an epidemic or immediate threat of an epidemic; or
- Due to medical reasons, if the student has a written statement from their doctor excusing them from the immunization.

For more information about immunization requirements in Tennessee, visit

<https://bit.ly/TNDeptHealth>.

MEAL PAYMENT OPTIONS

The school cafeteria accepts personal checks, cash, and online payment for school meals. To pay for school meals online, go to <https://MySchoolBucks.com>, which is a secure and convenient way to apply funds to a meal account and check the account balance. Register using the student's name, school, and birth date.

Recognizing there may be instances of lost or forgotten money or other complications preventing students from having money to pay for their meals, JCS has a 3-tiered system to allow for limited meal charges. MSS is the recipient of the community-sponsored fund that provides up to two lunches per nine weeks for each student who needs assistance. Re-payment to this fund is not required, but in the mindset of "paying it forward," we encourage students to do so.

NUTRITION AND ALLERGY INFORMATION

Johnson City School Meals uses Nutrislice, an online and convenient way to view the school lunch menu, at <http://jcschools.nutrislice.com>. With Nutrislice you can:

- View nutrition and allergen information for each food
- See images and descriptions of the foods served

Please remember that most meals served in Johnson City Schools have options and choices. Students are not required to take all items offered and may decline an item or choose an offered item without any special diet request. A Special Diet Request form is only used if a parent requests consideration for a food item to be replaced or substituted or if the parents want the cafeteria to monitor specifically what is on a child's tray due to a life-threatening allergy or severe intolerance. After the form is completed by a licensed medical authority, return to the cafeteria manager at MSS. The form and other nutritional and allergy information are at <https://www.jcschools.org/departments/food-service/nutritional-and-allergy-information>.

ATHLETICS

MSS can participate in athletics for the school they are zoned. If a MSS student is zoned for SHHS, then they can participate for SHHS athletics. If they are zoned for LBMS or ITMS, they can participate in their school of zone. If they are outside of JCS district, then they can participate at the school they are zoned.

Please see SHHS, LBMS, ITMS or the school of zone Handbook for specifics about their athletic requirements and policies.

CLUBS AND ORGANIZATIONS

To enhance the student experience in high school, MSS is partnering with Science Hill High School, Liberty Bell Middle School, and Indian Trail Middle School to offer a wide variety of clubs, teams, and organizations in which students can become involved. MSS students will be able to attend any club and organization as long as they remain in good standing as a student in MSS and meet all expectations and requirements the school has set for the club / organization and the school that club/organization is affiliated with.

MSS students will be able to participate in clubs at SHHS for grades 9-12. For students grade 6-8, they will attend the middle school of their zone to participate in clubs and activities. If tuition students will like to participate in grades 6-12, then they will attend Indian Trail Middle School to participate.

For a full list and the sponsors, please go to the school's website for more details. Science Hill, Liberty Bell Middle School, and Indian Trail Middle School have zero tolerance for hazing in any club, team, or organization. Any student or parent with knowledge of hazing in a club or organization is asked to immediately report it to a school administrator or counselor.

FEES AND OBLIGATIONS

FEE WAIVERS

When a parent is notified that the student is approved for free or reduced lunch, the student is automatically approved for fee waivers. This does not apply to lost or damaged books or school equipment.

LOST OR DAMAGED TEXTBOOKS

By JCS Board Policy 4.401, students must make restitution for lost or damaged textbooks. While unpaid, this amount is considered a student obligation.

Age of Book	Amount Owed
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1-2 years	100% of replacement cost
3-4 years	75% of replacement cost
5 or more years	50% of replacement

Textbooks adopted by Johnson City Schools are at <https://www.jcschools.org/departments/curriculum-instruction/district-textbooks>.

OBLIGATIONS

Financial obligations are accrued when a student has unpaid fines and/or damages or loses school property, textbooks, media center items, counseling materials, uniforms, Chromebooks, etc. Transcripts will not be sent to colleges or other high schools until obligations are cleared and diplomas will be held. Financial obligations are paid in the Main Office.

CONCERNS

MSS staff strives for all parents and students to have a positive experience. Should a parent or student have a concern, please email or call the appropriate staff person in an effort to find solutions. We ask parents/students to begin with the appropriate person, and then follow up with contacts in the order listed if unable to resolve the concern.

1. Contact student's teacher, if involved and appropriate
 - Email through Pearson platform
2. Contact student's counselor, if appropriate – Chad Plaisted
 - PlaistedC@jcschools.org or 423-928-0380
3. Contact Program Coordinator and Teacher Lead – Amy Davis
 - Davisa1@jcschools.org or 423-794-2371
4. Contact Program Coordinator SH-MS – Jeremy Malone
 - MaloneJ@jcschools.org or 423-928-0380
5. Contact Principal – Dr. Holly Corwin
 - CorwinH@jcschools.org or 423-928-0380
6. Contact Secondary Supervisor – Dr. Josh Carter
 - CarterJ@jcschools.org or 423-434-5200
7. Contact Superintendent of Schools – Dr. Erin Slater
 - SlaterE@jcschools.org or 423-434-5200