

STUDENT HANDBOOK

2026 - 2027

1509 John Exum Parkway
Johnson City, TN 37604

423.232.2190

PUBLICATION DATE AND UPDATES

Original publication date July 28, 2026

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SPECIAL ACCOMMODATIONS

Special accommodations at school events for persons with disabilities will be made upon request. Please contact the SH Administrative Assistant, Ms. Ashley Turner, at 423-232-2160 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

SCIENCE HILL

Science Hill is a comprehensive secondary school for grades 9-12 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

Develop, equip, and graduate all students with the knowledge and skills necessary to follow their chosen path in life.

Vision

To be significant in the lives of our students and our community.

Pillars of Significance

The key areas of focus or priorities to achieve the vision of significance are connections, relationships, self-evaluation, service, empowerment, purpose, openness, and excellence.



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.

Three Year School Plan Goals

1. 79% of students will score proficient on the 9 - 12 ELA EOC by 2029.
2. 72% of students will score proficient on the 9 - 12 Math EOC by 2029.
3. Increase the percentage of all graduates identified as College and Career Ready to 71% by 2029.
4. Decrease the percentage of chronically absent students to 10.6% by 2029.

JOHNSON CITY SCHOOLS

Johnson City Schools is a publicly-funded district with 11 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.

Three Year District Plan Goals

1. 70% of students will score proficient on the 3rd grade ELA TCAP by 2029.
2. 70% of students will score proficient on the K - 12 ELA TCAP by 2029.
3. 70% of students will score proficient on the K - 12 Math TCAP by 2029.
4. Increase the percentage of all graduates identified as College and Career Ready to 71% by 2029.
5. Decrease the percentage of chronically absent students to 10.6% by 2029.

ABOUT SCIENCE HILL

HISTORY

In 1867, the Science Hill Male and Female Institute was started. The first building was on land owned by Tipton Jobe. Labor and materials were furnished by individual citizens. The first session in this building began August 24, 1868. The Reverend John B. Pence was principal. At that time, the town was unincorporated and known as Johnson's Depot. It was incorporated in 1869 under its present name, Johnson City. Science Hill has the distinction of being the first purely private corporation in Johnson City. On January 20, 1880, a charter was granted to Science Hill. It was first operated as a private

school and later taken over as a free public school. In 1889, the school was organized into a graded system. From 1911 – 1913, the students of the school were cared for by the East Tennessee State Normal School, which opened for students October 10, 1911. The present campus opened in 1961. In 1977, in commemoration of the fifty-year class reunion of the class of 1927, the bell from the former Science Hill building was placed in front of the main office. The bell is tolled on special occasions.

Beginning with the 1971 addition of the SHHS Technology Center, the school has experienced many additions and expansions as well as two grade reconfigurations. From 1998 through 2012, the eighth grade was part of SHHS, necessitating that eighth and ninth grades be housed in what had been Liberty Bell Middle School. The SHHS Alternative Center became housed in the Market Street building once known as Henry Johnson Elementary School. At the main campus, projects under construction from 2010 to 2012 included a two-story academic wing, a large expansion of the cafeteria, an additional administrative area, and a multi-purpose physical education facility. This reconfiguration allowed Science Hill to serve 9th – 12th grade students on three campuses: Main Campus, College Career and Technical Education Campus, and Topper Academy Campus. In summer 2021, a science facilities renovation began. A special thanks to the alumni, Board of Education, and City of Johnson City for great facilities.

MASCOT & COLORS

Science Hill High School is the home of the **HILLTOPPERS** or **TOPPERS**.
The school colors are **MAROON** and **GOLD**.

ALMA MATER

In the heart of our great city
Reared against the sky
Proudly stands our Alma Mater
As the years roll by

Forward ever be our watchword
Conquer and prevail;
Hail to thee, our Alma Mater,
Science Hill High, all hail.

Hail to thee, our Alma Mater
Hail oh Science Hill High,
And the school we love so dearly,
Shall never die.

Forward ever be our watchword
Conquer and prevail;
Hail to thee, our Alma Mater
Science Hill High, all hail.

FIGHT SONG

Hail! Hail! Toppers hail!
Hail for we shall win tonight's game.
Fight on to the end. Fight for victory and win.
Rah! Rah! Rah!
Hail to victory!
We shall never be defeated.
Fight on for Science Hill High,
For the maroon and gold!

YEARBOOK

The school yearbook, The Wataugan, is published once a year to chronicle the lives and times of SHHS students. It is available to students and staff for online purchase through https://bit.ly/SH_Jostens. Science Hill offers journalism classes for students who work on this publication. Contact the journalism teacher/yearbook sponsor, Mrs. Morgan Rado, for more information.

The SHHS Library Media Center archives yearbooks, which are available for review by contacting the Library Media Specialist, Mrs. Anne Timbs.

DIRECTORY

SCHOOL ADMINISTRATORS

Dr. Carmen Bryant	Principal	BryantC@jcschools.org
Dr. Charles Corwin	Administrator of CTE Program	CorwinC@jcschools.org
Dr. Holly Corwin	Administrator of Topper Academy	CorwinH@jcschools.org
Matt Eads	Administrator of Student Services	EadsM@jcschools.org
Whitney Pearson	Administrator of Safety & Student Activities	PearsonW@jcschools.org
Chad Plaisted	Administrator of Attendance and Special Services	Plaistedc@jcschools.org
Tom Poisal	Assistant Athletic Director	PoisalT@jcschools.org
Wes Smith	Administrator of Student Services & Records	SmithW@jcschools.org
Lauren Temm	Administrator of Curriculum and Instruction	TemmL@jcschools.org
Keith Turner	Athletic Director	TurnerR@jcschools.org
Dr. Aaron Wood	Administrator of Facilities, Operations, & Technology	WoodA@jcschools.org

SCHOOL NURSES

Amy Kostrzewa, RN	KostrzewaA@jcschools.org
Jessica Meeks, RN	MeeksJ@jcschools.org

SCHOOL RESOURCE OFFICERS

Jeff Jenkins, JCPD	JenkinsJ3@jcschools.org
Tony Ward, JCPD	WardT@jcschools.org
Matt Myers, JCPD	MyersM1@jcschools.org

SCHOOL COUNSELORS

COUNSELOR	STUDENTS BY LAST NAME	EMAIL
Joe Story	A – CARP	StoryJ@jcschools.org
Dr. Kim Thompson	CARR – E	ThompsonK@jcschools.org
Dr. Stacey Philbrick	F – HON	PhilbrickS@jcschools.org
John Burleson	HOO – MAQ	BurlesonJ1@jcschools.org
Suzanne Reaves	MAR – PA	ReavesS@jcschools.org
Seth Douglas	PE – STI	DouglasS@jcschools.org
Eva Price	STO – Z	PriceE@jcschools.org
Ryan Goines	Topper Academy	GoinesR@jcschools.org
Josh Jarnigan	Career Counselor for All Students	JarniganJ@jcschools.org

SCHOOL STAFF

To contact staff by email, visit https://www.jcschools.org/directory.
To contact staff by phone, call SH at 423-232-2190 to leave a message.
Staff will respond to communications within two business days.

PTSA OFFICERS

To learn more about PTSA opportunities and events, visit https://sciencehill.jcschools.org/ptsa.

President	Adrienne Spina
President-Elect	Emmalea Johnston
Treasurer	Allison Battle
VP/Fundraising	Elizabeth Tetrick
Social Media	Kristy Seeley
Secretary	Amy Greene
Hospitality	Elizabeth Goines
Hospitality	Lisa Ward
Homecoming Dance	Jennifer Bradford
VP Spirit Wear	Jaclyn Willis
Scholarship	Yasmin Gibson

BELL SCHEDULES

The Science Hill Main Office is open weekdays (except holidays) from 7:00 – 3:30.

On regular school days, students may enter the building at 7:00 am and must exit by 3:00 pm unless under the direct supervision of a staff member.

REGULAR SCHOOL DAY	
BLOCK 1	7:40 – 9:16
BLOCK 2	9:23 – 10:57
BLOCK 3	11:04 – 1:04 1st lunch 10:57 – 11:19 2nd lunch 11:44 – 12:06 3rd lunch 12:13 – 12:35 4th lunch 12:42 – 1:04
BLOCK 4	1:11 – 2:45

TWO HOUR DELAY	
BLOCK 1	9:40 – 10:40
BLOCK 2	10:47 – 11:47
BLOCK 3	11:54 – 1:36 1st lunch 11:47 – 12:09 2nd lunch 12:16 – 12:38 3rd lunch 12:45 – 1:07 4th lunch 1:14 – 1:36
BLOCK 4	1:43 – 2:45

END OF DAY ACTIVITY PERIOD	
BLOCK 1	7:40 – 9:01
BLOCK 2	9:08 – 10:30
BLOCK 3	10:37 – 12:36 1st lunch 10:30 – 10:52 2nd lunch 11:16 – 11:38 3rd lunch 11:45 – 12:07 4th lunch 12:14 – 12:36
BLOCK 4	12:43 – 2:00
ACTIVITY	2:00 – 2:45

EXTENDED FIRST BLOCK	
BLOCK 1	7:40 – 9:32
BLOCK 2	9:39 – 11:09
BLOCK 3	11:16 – 1:10 1st lunch 11:09 – 11:31 2nd lunch 11:50 – 12:12 3rd lunch 12:19 – 12:41 4th lunch 12:48 – 1:10
BLOCK 4	1:17 – 2:45

LUNCH

Students attend the lunch period assigned to their 3rd block class.

1st Lunch
- Go to lunch and then report to 3rd block class.

2nd & 3rd Lunch
- Report to 3rd block class, dismissed to lunch by bell/teacher, and then return to 3rd block class.

4th Lunch
- Report to 3rd block class, dismissed to lunch by bell/teacher, then report to 4th block class.

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 Science Hill faculty in their classrooms during Open House on Thursday, July 30, 2026, from 3:00 – 6:00 pm. Student Services, PTSA, and School Counselors will be available in Grand Topper Hall to provide information about available support for students and families.

Senior Class Parent Meeting and Tri-Cities College Fair

On Thursday, August 27, 2026, from 6:00 – 7:00 pm at Freedom Hall Civic Center, seniors and their parent/guardian have the opportunity to hear Science Hill counselors 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, 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 3, 2026, and Thursday, February 4, 2027, from 3:00 – 6:00. On these dates, no appointment is necessary. Teachers and counselors 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 the teacher or counselor directly.

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

Individual student pictures for the yearbook are on Tuesday, September 15, 2026, during the school day. Students are called alphabetically by grade level to have their pictures taken. Picture proofs are distributed during homeroom. Students requiring a retake will have their pictures taken again on Tuesday, October 20, during the school day.

Homecoming Dance

The homecoming dance is a semi-formal event, sponsored by the SHHS PTSA, on Saturday, September 26, 2026, from 7:00 - 10:00 pm in Grand Topper Hall. Science Hill students may purchase one ticket for the event. No guest tickets can be purchased. This event is only for SHHS students. All attendees are subject to search and must have the school issued student ID to enter.

Homecoming

Fall homecoming week is September 28 - October 2, 2026. The SHHS homecoming parade and varsity homecoming football game are Friday, October 2, versus Morristown East. Various school approved homecoming events will take place during the week.

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 21, 2026. Only seniors report to school. All other students will have assignments to complete on Canvas.

ACT testing for juniors is on April 7, 2027. Only juniors report to school. All other students will have assignments to complete on Canvas.

Senior Class Picture Retakes

Seniors schedule appointments for retakes directly through CADY. Contact the yearbook sponsor, Mrs. Morgan Rado, with questions about senior pictures. *Fall retake day TBD.

Trunk or Treat
SHHS sponsors a community Trunk or Treat on October 27, 2026, 5:00 pm – 7:00 pm in Grand Topper Hall. This event is open to any child through 5th grade and their parent/guardian.

Veterans Day
The SHHS JROTC sponsors a Veterans Day program on November 11, 2026, to honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good. The in-person program for 11th and 12th grade students is held at 9:00 am, while 9th and 10th grade students watch the live stream from their first block classrooms.

Thanksgiving Food Drive
The Student Activities Association coordinates the donation and collection of food and distribution of Thanksgiving food boxes for families in need. Food donation and collection take place through 1st block classes. Thanksgiving boxes will be delivered to SHHS families on Tuesday, November 24, 2026. Contact a SHHS school counselor for more information.

Arts Recognition
In January 2027, the Board of Education recognizes the Science Hill visual and performing arts. At the January Board meeting, the SH fine arts groups are highlighted, and throughout the month, student work is on display in the gallery of the Board Room at the Central Office.

Military Ball
This event is held for SHHS JROTC cadets and guests. The military ball is a semi-formal event on Saturday, February 20, 2027, 5:00 – 10:00 pm at The Kitchen at Grace Meadows Farm. All guests are subject to search.

Career and Technical Education (CTE) Open House
Parents, students, community members, and industry partners visit with Science Hill CTE faculty in the classrooms to learn about the opportunities available in CTE and how these programs can lead to successful careers during CTE Open House on Thursday, February 25, 2027, from 3:00 – 6:00 pm.

Senior Academic Achievement Awards
The Johnson City Board of Education recognizes seniors with a non-weighted cumulative GPA of 3.5 or above at the end of 7 semesters. The program is Monday, March 29, 2027, at 6:00 pm in the SHHS Auditorium. This program is by invitation only for recognized students and their guests.

Military Awards
The JROTC awards program is Thursday, April 15, 2027, at 6:30 pm in the SHHS Auditorium.

Junior & Senior Prom
The prom is a formal event on Saturday, May 1, 2027, from 8:00 – 11:00 pm in Grand Topper Hall. Juniors and seniors may purchase up to two tickets for the event. All guests, who are not SHHS students, must be approved by SHHS administration to attend. All attendees are subject to search and SH students must have the school issued student ID to enter. Guests of SH students must have a valid ID.

Senior Breakfast & Awards
The senior awards program recognizes seniors who have been selected for course awards, scholarships, and other state and local recognitions. The in-person program is held on Tuesday, May 18, 2027, at 8:30 am and is open to 12th grade students, while 9th-11th grade students may watch the live stream from their classrooms. Parents and siblings of recognized seniors may attend the awards.

The senior breakfast, sponsored by the PTSA, is held in Grand Topper Hall before the awards. All

seniors participate in the breakfast. No guests/underclassmen are allowed at the breakfast.

Underclassmen Academic Awards
Freshmen, sophomores, and juniors who have earned recognition for academic achievement are honored on Tuesday, May 18, 2027, at 6:00 pm in Topper Nation. This program is by invitation only for recognized students and their guests.

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 Thursday, May 20, 2027. 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 Friday, May 21, 2027, at 9:00 AM at Freedom Hall. 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 2027 is on Saturday, May 22, 2027, at 10:00 am in the Freedom Hall arena. Only graduation regalia provided by the school may be worn during the ceremony. Contact assistant principal, Wes Smith, 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 Science Hill staff works to provide a safe and secure environment to learn.

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.

Any written, verbal, or physical communication or concerning behavior that conveys an intent to harm someone else or commit an act of school violence, as determined by the school / district Threat Assessment Team, may result in disciplinary action. Per Tennessee Code Annotated, a School Resource Officer will be a member of the school and district threat assessment teams. T.C.A. § 49-6-2701(b).

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 SROs at SHHS are educators in safety and law-related issues, law-related counselors, and of course, law enforcement officers. The officers, while in school, become involved in a variety of functions aimed at prevention of violence and crime.

SAFETY INCIDENTS & DRILLS

To be prepared for emergency situations, SH 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 Transportation, Dr. Tim Vanthornout, or Supervisor of Mental Health Services, Dr. Holly Corwin.

<u>Fire</u>
Implemented upon fire or risk of fire in building (delayed fire drill)

- Announcement through fire alarm system
- Follow soft lock down procedures until given further instructions - shelter in place or evacuate the building
- If you see fire, hear fire, or smell fire, always evacuate without awaiting further instructions
- If an announcement is made to evacuate the building, stay with the class and teacher and evacuate to the designated area

<u>Weather or Natural Disaster</u>
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

<u>AED (Automated External Defibrillator)</u>
Implemented when someone is found unconscious

- 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
- AED locations
    - SHHS Main Building – Main Office, by elevator both downstairs and upstairs, auditorium lobby, and school clinic
    - Gyms – Old Gym lobby on boy’s bathroom side and New Gym near offices on girl’s locker room side

- CTE – CTE Main Office hallway
- Football Field/Track – New Fieldhouse hallway, Stadium press box, and visitor's side bathrooms
- Topper Academy – Hallway outside gym

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 SHHS administrators, campus monitors, nurses, and SROs carry an opioid antagonist such as Narcan. Also, staff members and athletic coaches have access to and can administer an opioid antagonist in an emergency situation

IDENTIFICATION (ID) BADGES

Ensuring the safety and security of all students and staff is one of the top priorities each and every day at Science Hill. The purpose of student and staff identification badges is to increase the sight security of people on Science Hill 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.

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 each semester 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, will be issued. If a student gets off the bus or car line and realizes they do not have their ID badge to wear that day, they should immediately report to the ID Station to receive a one-day temporary ID sticker. Students who report to class without an ID will be given a one-day temporary ID sticker in their classroom.

If a student loses their school issued ID, then a replacement must be immediately requested through the ID Desk located in the Hub Desk.

Replacement Procedure

- The Hub Desk takes requests for new IDs before school or during the student's assigned lunch period.
- 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 FAILURE TO FOLLOW STUDENT ID EXPECTATIONS *after taking corrective action upon arrival to school*	
Offenses 1-5	Warning
Offenses 6-9	One day lunch detention; Parent Square message
Offense 10	One day ISS and Counselor Meeting
Offense 11+	Multiple days of ISS
On any offense, refusal to take corrective action by immediately wearing the school issued ID may result in disciplinary action. Any missed lunch detention may result in a day of ISS.	

CAMPUS VISITORS

When invited parents or guests visit our campus, they must sign in at the Main Office or CTE Office to obtain a visitor pass that must be worn at all times. Visitors should be escorted by a SH 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. Contact the assistant principal for communications, Dr. Carmen Bryant, 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 423-232-2190 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 Science Hill website and click on 'Science Hill Gradebook Parent Request' under Families or go to https://bit.ly/SH_ParentPS_Request.
- 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.

Daily Announcements and Calendars

- Daily announcements and events on the school academic and activities calendar are available to parents on the SHHS website at https://sciencehill.jcschools.org/announcements.

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 SH 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 are enrolled in Canvas Classes for each of their four classes each semester. Teachers use Canvas to post the course syllabus, content, assignments, and announcements. Each teacher will go over the expectations for Canvas use in their course.
- Students are enrolled in a Canvas page named “Student Resource HUB 2026-27”. This Canvas course is used for informational and communication purposes. Students will receive information from the administration about school events, community service, tutoring, athletics, extra-curricular opportunities, etc.
- Students are enrolled in a Canvas Class named "School Counselor." Through this class, students can access content and support related to academic, college/career, and social-emotional needs. The course includes pages for each grade level, including helpful guides and resources. Counselors use announcements in the Canvas class to communicate important deadlines and information that will guide students during their time at Science Hill.
- Canvas Messaging is used by staff to communicate with students. Teachers, counselors, and student support use Canvas Messaging to remind students of opportunities such as scholarships, deadlines for tests such as the PSAT, supports such as tutoring, etc. Students must check their Canvas Messages daily.
- For help using and understanding Canvas, see a teacher.

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 a member of the T3: Topper Tech Team in the SHHS Library Media Center.

Daily Announcements and Calendars

- Daily announcements and events on the school academic and activities calendar are read over the intercom during 1st block, posted to the SHHS website at https://sciencehill.jcschools.org/announcements, and run on the monitors throughout the halls.

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

Newsletters from the principal, Dr. Carmen Bryant, are sent to ParentSquare on the first and third Fridays of the months of the school year. The current newsletter, as well as archived newsletters, are available at https://sciencehill.jcschools.org/newsletter.

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

The SHHS Program of Study contains the official listing of approved high school courses of study for students. Courses are organized by departments or programs. Included are course descriptions, grade levels, credits, prerequisites, and other information related to the courses. The Program of Study also includes school, district, and state information on graduation requirements, grading, schedule changes, and optional programs. View the current Program of Study at https://sciencehill.jcschools.org/programs/program-of-studies. For more information about the Program of Study, see a school counselor.

SCHOOL PROFILE

The school profile is updated annually and available in September at https://sciencehill.jcschools.org/about/profile. A school profile provides summary information about the school's demographics, curricular offerings, and grading system. During the application process for colleges, scholarships, athletic eligibility, etc., the school profile may be requested as part of the application to assess the applicants within their own unique context, gauging students' accomplishments against the resources available to them at their school. For more information about the school profile, see a school counselor.

WEB PAGE

The SHHS school web page is https://sciencehill.jcschools.org/. It contains information on student services, academics, counseling, school events, lunch menus, 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 and Science Hill High School maintain 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
SHHS PTSA Facebook – Science Hill High School PTSA
SHHS Facebook – ScienceHillJCS
SHHS Twitter – ScienceHill_JCS
SHHS Instagram – ScienceHill_JCS

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 could 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 at SH Topper Academy 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.

- During school, rising 10th - 12th grade students receive a class registration packet containing a course list, graduation status report, transcript, and online course registration form. Once students have their packets, they register for classes online from home with their parent/guardian input on course selection.
- By appointment, rising 9th 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 9th grade classes.

All information on class registration is at https://sciencehill.jcschools.org/class-registration.

SCHEDULE CHANGES

Course offerings in the SHHS schedule are selected to meet student interests and state requirements. Sometimes total student course requests exceed the number of possible course sections; therefore, not everyone will receive the classes they choose. Student requested alternate courses are considered before placing students in courses they did not request. Students are expected to follow the schedule of classes they receive at the start of school, which is generated from the courses chosen during registration. You will be held to the decisions you made during the registration process. This includes higher level classes such as AP or Honors.

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 on the schedule change request form, which can be found at The Hub. Counselors 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 assistant principal, Mr. Wes Smith.

GRADUATION REQUIREMENTS

To graduate from Science Hill High 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 Science Hill 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 Government 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 one additional math *Students must be enrolled in math for at least 3 years of high school. Math credits earned before ninth grade can count toward diploma requirements, but students must complete three additional math credits and be enrolled in math for at least three years of high school.
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, 3rd 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.

Seniors - ACT testing is on Wednesday, October 21, 2026. Only seniors report to school. All other students will have assignments to complete on Canvas.

Juniors - ACT testing is on Wednesday, April 7, 2027. Only juniors report to school. All other students will have assignments to complete on Canvas.

Civics Exam

Every student must pass a civics exam with an 85% to earn a regular diploma. Seniors take the exam on their own through the “Student Resource HUB 2026-27” 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 SHHS 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 Hub or the SHHS Registrar. Verification forms are in The Hub and on Counselor Row. The form is also on the school website (From the SH home page, click on Counselors, then click Community Service, then under Important Links find “Community Service Form”). 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 SHHS diploma and state or locally specified criteria. All graduation distinctions must meet the 28 credits for a Science Hill 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 a school counselor 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 4.5/5.0 or higher on the 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 SHHS 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 SH 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.
- For information on other special diploma types, such as the Alternate Academic Diploma, AP Capstone Diploma, and AP Capstone Certificate, see the SHHS Program of Studies at https://sciencehill.jcschools.org/programs/program-of-studies.

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.
- 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.

Terms & Report Cards

TERM	MIDTERM	TERM GRADES DUE	REPORT CARDS AVAILABLE
Quarter 1	September 2	October 2	October 16
Quarter 2	November 11	December 18	January 8
Quarter 3	February 5	March 12	March 26
Quarter 4	April 23	May 20 (seniors) May 27 (underclassmen)	June 4

Midterm grades and report cards will not be printed unless requested by parent or student.

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):
  - 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

Science Hill uses a transcript service called Parchment for the secure online transmission of student transcripts to colleges, universities, NCAA Clearinghouse, dual enrollment classes, etc. Students create a free account at https://bit.ly/SHHS_Parchment. Click "New Account Learner," then enter the information and create a password then click "Sign Up." You can then order official high school transcripts for colleges, employers, or yourself. The status of each order will be emailed to you and updated in the Parchment account. Allow up to one week for the processing of each request. For assistance, use the Parchment online support or contact a school counselor or the SH Registrar, Kristi Robinson.

Seniors should request a final transcript be sent to the college of their choice prior to graduation. When creating the final transcript request on Parchment, change "When do you want this sent?" from "Send Now" to "Hold for Grades." Please note that the request will be held until all grades are stored and final. Final transcript requests should be completed by mid-June.

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 SHHS and posted to the SHHS website, in the EOC teacher's classroom, on the school calendar, and through school newsletters, and school announcements.

Students or parents with questions about the EOC exam should first contact the EOC teacher. For additional support, contact assistant principal, Lauren Temm or Dr. Aaron Wood.

Final Exams

All teachers have the discretion to give a final exam in any of their courses. Final exams count as a regular test grade for the quarter. Please note, a state End of Course (EOC) examination is not a final exam. By state and JCS Board of Education policy, the EOC exam counts as 15% of the semester grade for the EOC course. Students or parents with questions about final exams should first contact the classroom teacher.

Final exams will follow the published schedule and cannot be given early. Final exam make-ups require administrator approval. Contact assistant principal, Mr. Wes Smith, to be considered for a final exam make-up date.

Final Exam Schedule

1st Semester Grades 9 – 12

- December 17, 2026, 1st and 2nd block exams
- December 18, 2026, 3rd and 4th block exams
- Make-up exams (Administrative approval required) – January 5, 2027, 9:00 am

2nd Semester Seniors Only

- May 19, 2027, 3rd and 4th block exams
- May 20, 2027, 1st and 2nd block exams

2nd Semester Grades 9 – 11

- May 26, 2027, 1st and 2nd block exams
- May 27, 2027, 3rd and 4th block exams
- Make-up exams (Administrative approval required) – June 2, 2027, 9:00 am

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 assistant principal serving as the AP Coordinator, Dr. Aaron Wood, for additional support with AP exams.

JOHNSON CITY SCHOOLS TESTING CALENDAR

As required by T.C.A. § 49-6-6007, assessments for the 2026-27 school year

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
TCAP End-of-Course *English I/II* *Algebra I/II* *Geometry* *Biology* *U.S. History*	Fall: Nov 30 - Dec 17 Spring: April 19 - May 6	High School	Required by Federal Govt (ESSA) & TN law (TCA) to assess student 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 *English* *Math* *Reading* *Science*	October 21 Seniors April 7 Juniors	12 11	TN graduation requirement Assess student's college readiness Test length≈3-3½ hours	Individual profile reports from ACT through the student's MyACT portal
District Checkpoints *English I/II* *Algebra I/II* *Geometry* *Biology* *U.S. History*	Fall Checkpoint: Sept 28 - Oct 2 Alg 1A Winter Checkpoint: Dec 14 - 18 Spring Checkpoint: March 8 - 12	High School	Formative tests used to assess student mastery of TN state standards Test length≈30-90 mins	Results provided by classroom teacher
ESL Screener **English Learners Assessment** *Reading, Writing* *Speaking, Listening*	At registration Feb 1 – March 26	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 - Alt & Dynamic Learning Maps *Reading, Math,* *Science,* *Social Studies*	Fall 2026 – Spring 2027	Some students in grades 9 - 11	Required by Federal Govt (ESSA) & TN law (TCA) to assess student mastery of TN state standards Test length≈4-6 hours	Individual profile reports from the Tennessee Department of Education in August
EasyCBM Progress Monitoring *Reading, Writing,* *Math*	August - 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

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
NAEP *Reading* *Math* *Science*	January - March 2027	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 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
PSAT/NMSQT *Math* *Reading* *Writing*	October 21	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 *Armed Services Vocational Aptitude Battery*	Fall Window: September 22 - 24 Spring Window: February 23 - 25	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**				

ATTENDANCE

Research indicates a direct correlation between school attendance and success in school. For students to academically grow and make progress, we expect them to be in school and on time for each class every day. Students who are present at school derive maximum benefit from the instructional program and develop habits of punctuality, self-discipline, and responsibility.

Johnson City Schools' attendance expectations and truancy violations will be reviewed with students during the first week of school in homeroom. Daily attendance records are kept by office staff and each block's attendance records are kept by teachers. Parents can monitor student attendance through the PowerSchool portal. When students must be absent, parents should communicate with the Attendance Office at SH. Students who are struggling with attendance will be referred for tiered support.

ABSENCES

Students are expected to be in school every day. A student must be in school for 3 hours and 31 minutes to be considered present for daily attendance. When possible, appointments should be scheduled outside the school day, and vacations should be planned during breaks shown on the school calendar. If circumstances require absence from school, the following are considered as excused absences from school:

- Student illness – limited to five days per year for illness documented by a parent note and without going to a doctor
    - After the five parent note days for illness, a doctor/dentist note is required for additional absences

- Parent requested absence – limited to three days per year and prior approval is required from a SHHS Administrator
- College visits – please see a SH counselor for more information on the college visits procedure.

Absence Reporting
Parents should call the school by 9:00 a.m. when their child will be absent. After an absence, policy requires that a written excuse from the parent or a doctor's excuse be sent to the office the day the child returns to school.

Make-Up Work
All students are expected to make up the work missed during an absence. It is the responsibility of the student to meet with the teacher within two days of returning to class to plan for the completion of work to be made up. Work that is assigned at least five days prior to an absence and due during the absence must be turned in the day the student returns to class. Students who are to be absent due to school sponsored activities are to meet with their teachers prior to the activity to get assignments and to schedule a time to take any missed tests, quizzes, etc.

School Related Dismissal from Class
Students should be in every class every day unless otherwise absent with parent permission or school permission. A student may be dismissed from class as a school excused absence for the following reasons:

- Dismissal slip issued by a school counselor for a counseling appointment
- Dismissal slip issued by an administrator or other school staff for a student conference
- Health related dismissal by school clinic
- Student's name appears on field trip or school activity list

EARLY DISMISSAL

For a student to receive an early dismissal, a parent must come to or call the Attendance Office. Students living at home, regardless of age, require a parent to contact the Attendance Office in order to receive an early dismissal. Students will not be allowed to leave campus at any time without the permission of a parent or guardian. Leaving campus without permission will result in disciplinary action and driving privileges may be revoked.

Upon Attendance Office approval of the early dismissal, the student will receive an attendance slip showing the time of dismissal, and the slip must be shown to the teacher when it is time for the student to leave school. Students will keep the slip to show staff who may question the student leaving campus early (campus monitors, SROs, admin, etc.). Students who leave early and return on the same day must check in through the Attendance Office when returning to school. For any early dismissal to be excused, it must follow the guidelines outlined for excused absences.

TARDINESS

Students are expected to be in class on time because tardiness is disruptive to the learning environment. Before school, students should arrive at their 1st block building by 7:35 in order to arrive at class by 7:40. Walking from the range, restroom lines, etc. are not excused reasons for tardiness to school. Between classes, students should use their time wisely to allow for walk time from class to class as well as needed breaks at the restroom, vending, etc. Students should listen to the warning bells as cues to move quickly to the next block in order to arrive on time.

Late to School/Class
If students arrive late to school, they must report to the Main Office, HUB or CTE Office to check in and receive a tardy slip showing the time of arrival at school. The tardy slip is given to the teacher when the student arrives at class. For a tardy to school to be excused, it must follow the guidelines outlined for excused absences.

If students arrive late to class after they have been at school, they report to their classroom teacher to check in as tardy. For a tardy to class to be excused, the student must have a note from a school staff

member excusing the tardiness. Excessive unexcused tardiness to class will result in disciplinary action.

CONSEQUENCES FOR UNEXCUSED TARDIES TO BLOCK 1	
Tardy 1 - 3	Teacher warning given to student.
Tardy 4 - 5	Teacher warning to student and communication with parent.
Tardy 6 - 7	Teacher referral. Attendance Interventionist conference with student and communication with parent
Tardy 8 +	Teacher referral. Administrator assigns discipline (such as Lunch Detention, ISS, OSS, etc.) and potential loss of driving and/or parking privileges. Potential referral for change of placement.

CONSEQUENCES FOR UNEXCUSED TARDIES TO BLOCKS 2 - 4	
Tardy 1 - 2	Teacher warning given to student.
Tardy 3	Teacher warning to student and communication with parent.
Tardy 4	Teacher referral. Attendance Interventionist conference with student.
Tardy 5	Teacher referral. Attendance Interventionist conference with student and contact with parent.
Tardy 6 - 7	Teacher referral. Administrator assigns lunch detention. *Any missed lunch detention may result in a day of ISS
Tardy 8	Teacher referral. Administrator assigns ISS and a potential parent meeting will be scheduled with the counselor and an administrator.
Tardy 9	Teacher referral. Administrator assigns multiple days of ISS and/or OSS.
Tardy 10 +	Teacher referral. Administrator assigns discipline (such as ISS, OSS, etc.) and potential loss of driving and/or parking privileges. Potential referral for change of placement.

TRUANCY INTERVENTION

A progressive truancy intervention plan is in place in all Johnson City Schools. Tier Two begins after five unexcused absences. If the parent/student refuses to participate in any part of the plan, the process will stop and a truancy petition will be filed.

Tier One

- Preventative action communications for all students
- Actions – school calendar sent home for students/parents; attendance policy in student handbook reviewed with students; on the day of every absence, an automated call or text is made to primary contact in PowerSchool; classroom level and school-wide incentives; letters sent to students/parents who missed 10+ unexcused absences during the previous school year

Tier Two

- Interventions for students with five unexcused absences
- Actions – conference with student and parents held by the SH Attendance Team; attendance contract created with strategies to improve student attendance; follow up meetings to review/discuss progress; individualized assessment completed with possible referrals to counseling or community-based services

Tier Three

- Interventions for students who continue to accumulate unexcused absences
- Actions – referral to Johnson City Schools Truancy Board; appropriate community-based referrals made (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 Three, a petition will be filed in 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.

DRIVER PERMIT & LICENSE SUSPENSION

Tennessee law, T.C.A. § 49-6-3017, requires the school to notify the Tennessee Department of Safety if a student who is 15 years of age or older has more than 10 consecutive unexcused absences or 15 total unexcused absences during a single semester. Students under the age of 18 who fail to maintain the attendance requirements established by Tennessee law may have their driving privileges suspended or may be denied issuance of a learner permit or driver license. A second or subsequent withdrawal for excessive unexcused absences results in suspension of driving privileges until the student reaches 18 years of age, as provided by Tennessee law. After the school notifies the Department of Safety, the student will receive a Notice of Proposed Suspension. The student has 30 days from the date the notice is sent to provide documentation of compliance before the suspension takes effect. Questions related to driver's permits/licenses should be directed to the Truancy Office at SHHS.

BEHAVIOR EXPECTATIONS & DISCIPLINE

The Johnson City Schools Code of Conduct, Science Hill 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. Topper Academy follows the same JCS Code of Conduct and SH school rules.

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.

After School Detention

- Student attends detention in the SH library from 2:45 – 4:00. Student checks in with the detention supervisor and completes homework, makeup work, or detention assignments during that time.

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.

Lunch Detention

- Student has lunch in the lunch detention classroom. If needed, the student should purchase lunch in the café prior to reporting to the detention classroom. Students will remain in the detention room for the duration of the lunch period.

Change of Placement

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

ACADEMIC HONESTY POLICY

Johnson City Schools and Science Hill 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 or Gemini
- 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

AI STUDENT POLICY

Johnson City Schools has student guidelines on appropriate use of AI tools to promote the ethical, safe, and responsible use of AI in classrooms. Teachers will reinforce these guidelines and expectations with students on a regular basis. Students who use AI will do so to support their learning rather than replace it. Students will use JCS approved AI tools as a resource for assistance, rather than as a substitute for their own work. Student use of AI will focus on developing digital literacy skills. 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.

Purpose of AI Use

- Support learning, not replace it.
- As a resource, not a replacement for your own work.
- Brainstorm, organize ideas, improve writing, enhance creativity & critical thinking, research
- Develop Digital Literacy Skills

Available AI Resources

- Magic School
- Gemini for Edu
- Resources in the single sign-on portal: Wayground, Canva, Curipod, Kira, Adobe Express

*The SSO list may change, resources must be school approved

Academic Expectations

❌Full AI-written work and/or faked citations aren't acceptable.
❌Full AI-written work could be plagiarism: not acceptable. School rules may apply if misuse occurs.
✅Grammar fixes and summaries are acceptable. *May not be acceptable in English class.
✅Brainstorming, visuals, and conducting research is acceptable.
⚠️Always check your sources.
⚠️Academic integrity is imperative. If you're unsure if your use of AI is considered plagiarism or cheating, discuss it with your teacher.

Transparency: Clearly identify how you used AI for assignments

- List the resource used
- List the input/directions you provided
- Identify what you kept/changed
- Describe how you checked for accuracy

Privacy & Safety

- Never input your name, ID, or any personal information.
- Only use school approved platforms, on your school issued device, logged into your school issued account.

Review & Revisit

- Review these guidelines before using AI on a project.
- As AI evolves, these guidelines may change.
- Always discuss AI usage with your teacher to know the classroom expectations.

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.

Students are not permitted to use personal laptops, hotspots, or other electronic devices during classes.

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,

wireless ear buds or headphones, cell phones, smartwatches, and tablets, is prohibited. Students with documented medical conditions or disabilities that require the use of cell phones 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 Science Hill High School, or any Science Hill 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.

CONSEQUENCES FOR FAILURE TO FOLLOW CELL PHONE/PERSONAL COMMUNICATION DEVICE EXPECTATIONS	
First Offense	Teacher warning given to student and teacher phone call to parent
Second Offense	Teacher warning given to student and teacher phone call to parent
Third Offense	Teacher refers student to administration and administrator assigns one day ISS
Fourth Offense	Teacher refers student to administration and administrator assigns two days ISS
Fifth Offense	Teacher refers student to administration and administrator assigns OSS
Sixth Offense	Teacher refers student to administration and administrator may assign alternative school placement
Refusal to secure and/or silence the phone will result in out-of-school suspension	

MOVEMENTS DURING SCHOOL HOURS

When leaving the classroom, the student is responsible for wearing their school-issued ID and having a hall pass from the teacher.

- Any time students are in the hall during class time, they should have a hall pass or note indicating they have permission to be outside of class.
- Students are not to be in the parking lots during the school day unless they have a note from an administrator.
- Students are not to be in areas where they do not attend classes (for example – being in the CTE building when not in a CTE class).
- The use of skateboards is not permitted on school grounds at any time.
- During the 3rd block, students should only be in Grand Topper Hall, Hillside Café, or the Library (if open) during their assigned lunch time. Students are not allowed to eat lunch in the library.

RESTROOMS

SH has two types of restroom configurations – multiple stall restrooms and single stall restrooms. Multiple stall restrooms are located in the 100s, 200s, CTE, and gyms. Single stall restrooms are located in Grand Topper Hall, the 400s, and 600s.

<u>Restroom Expectations</u>

- Stall Use – One student at a time may be in each stall in a multiple stall restroom or single stall restroom. If more than one student is found in a single stall, they may be subject to search by administration.
- Respect for Privacy – Students will respect the privacy of others in the restroom. Avoid loitering, peeking under stall doors, or engaging in any form of invasive behavior. Using a cell phone, or other device, to take photos or record videos in places where privacy is a reasonable expectation is strictly prohibited.
- Cleanliness and Hygiene – Maintain cleanliness and proper hygiene practices in the restroom. Clean up after yourself by disposing of waste in designated bins, washing hands with soap, and leaving the restroom in a tidy state.
- Timely Use of Facilities – Be mindful of others waiting to use the restroom. Avoid excessive time spent in the restroom for purposes other than necessary hygiene needs. Students are expected to return directly to their classroom.
- Reporting Issues – If there are maintenance or cleanliness issues in the restroom, report them to a teacher or administrator. This helps ensure a safe and sanitary environment for all students.

CUTTING CLASS

Any student who misses class without permission may receive disciplinary action. This includes:

- Not reporting to class or
- Leaving class and not returning
- Being more than 5 minutes late to class without a note from a staff member

Teachers can report “cutting class” based on unverified absences from their class recorded in PowerSchool, or students may be found “cutting class” by school staff such as campus monitors, teachers, SROs, administration, etc.

LEAVING CAMPUS WITHOUT PERMISSION

Leaving campus without permission during the school day will result in disciplinary action and may result in loss of driving privileges. Students are not allowed to leave campus at lunch.

LOITERING ON CAMPUS

Students are not allowed to remain in campus buildings after 3:00 pm unless under the direct supervision of a teacher or staff member. This includes loitering in parking lots. Students may be charged with trespassing.

HARASSMENT, INTIMIDATION, AND/OR 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 themselves.

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 SH staff member.

INTENT TO HARM

Any written, verbal, or physical communication or concerning behavior that conveys an intent to harm someone else or commit an act of school violence, as determined by the school/district Threat Assessment Team, may result in disciplinary action. Per Tennessee Code Annotated, a School Resource Officer will be a member of the school and district threat assessment teams. T.C.A. § 49-6-2701(b).

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 disciplinary action and/or a citation to report to Juvenile Court. Consider this as your notice that a citation may be given.

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

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.

FOOD AND DRINK

- Students are expected to keep all areas of the school clean by properly disposing of trash.
- Food and drink may not be brought into the Auditorium.
- Vending machines are not the responsibility of Science Hill High School, and we cannot give reimbursements for money lost in machines.
- Food deliveries must be to the Main Office secure vestibule. Students will not be dismissed from class to pick up food deliveries or provide PIN numbers. The only time students may pick up food is during their lunch period; therefore, all food deliveries should be scheduled for the student's lunch time. Food delivery pick-up by the student is at the Truancy Office doorway on the 500s hall.

DRESS AND GROOMING

SHHS 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.

Students found to be in unacceptable attire will be provided the opportunity to correct their dress through the SHHS Clothes Closet or by calling home to have clothes brought to school.

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Each school day the State of Tennessee requires schools to give students the opportunity to participate in a moment of silence and recitation of the Pledge of Allegiance. If a student objects to participating, they are exempt. Students not participating may not be disruptive or distract others who do participate.

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.

SCHOOL DANCE EXPECTATIONS

All SH dances will have an atmosphere that encourages fun as well as respect and safety for all students.

- Students will enter and exit the dance through the door designated by administration.
- When students leave a dance, they may not re-enter.
- Only currently enrolled SH 9th - 12th grade students may attend school dances.
    - Exception – For Junior/Senior Prom, students may invite one guest, who must be approved by the SH administration to attend
- Administrators, faculty chaperones, and security personnel will monitor the entrance, exits, bathrooms, dance area, etc.
- Police officers and security guards or campus monitors will be on duty at all SHHS dances.
- Students will be subject to pass through security procedures prior to entering the dances. No large bags or backpacks are allowed at dances.
- SH students must have the school issued ID to enter a dance. Approved guests must have a valid photo ID.
- All Johnson City Schools Code of Conduct and Science Hill school expectations and rules are to be followed.

SOCIAL CLUBS

Social clubs are not sponsored, recognized, or endorsed by Science Hill or Johnson City Schools. Any social club functions advertised as winter formal, sweetheart dance, spring fling, or initiation activities are not sanctioned as school activities. Social club activities are not permitted during school hours, at school sponsored activities, or on school grounds (including school events such as Homecoming, Spirit Week, etc.). Students participating in social club activities on school grounds will be 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 Topper Academy 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 a SHHS school counselor for more information.

TOPPER ACADEMY

The Science Hill High School administration and staff are committed to the goal of helping all students achieve their academic best. It is, however, the responsibility of students and parents to work with the school in attaining this goal. When students are found to be deficient in their academic performance, behavior, and/or attendance, each student’s performance is reviewed by a school placement committee to determine whether the student should be assigned to the Topper Academy alternative program. The alternative program is designed to best meet the needs of students who do not otherwise perform to the expectation in a regular setting. As a result, Topper Academy may have additional policies and procedures in place beyond the scope of the SHHS Handbook.

As a “program within a school,” Topper Academy provides a face-to-face and blended learning educational setting that enables students to complete academic requirements in a self-paced, personalized, and supportive environment. Topper Academy provides a smaller teacher-to-student ratio, support services for social-emotional, behavior, and attendance deficits, and an alternative schedule to meet the needs of students. All courses offered at Topper Academy meet the graduation requirements for both a State of Tennessee diploma (22 credits) and a Science Hill High School diploma (28 credits).

Admission to Topper Academy is only by referral. Contact the Topper Academy administrator, Dr. Holly Corwin or Jeremy Malone, or the SHHS Administrator, Wes Smith.

SPECIAL EDUCATION, ESL, 504

SH 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 SH case manager or school counselor.

Parents who feel their child should be considered for services through special education, ESL, or 504 should contact their SH counselor or an assistant principal for special services, Dr. Charles Corwin (504), Dr. Aaron Wood or Chad Plaisted (special education), Whitney Pearson (ESL).

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

COUNSELING SERVICES

Science Hill has nine full time counselors 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 counseling course in Canvas to make an appointment with their counselor, or make an appointment in the following locations—Main Office between 7:00 am – 4:00 pm, Registrar's Office (room 504) between 7:30 am – 3:00 pm, and CTE Office between 7:00 am – 3:00 pm. The student will then receive a counseling office note to be initialed and timed by the teacher when the student leaves class for the counseling appointment. When the student arrives at the counseling appointment, they must bring the note, initialed and timed by the teacher, to the counselor. At the end of the appointment, the counselor will initial the note for the student to return to the classroom teacher.

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 SH counselors provide information through the counselor's page of the SH website, in the Canvas counseling 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.

LOCKERS

Students request a locker during their lunch period at the Hub desk.

FOOD SERVICE

The goal of the Johnson City School Nutrition Department is to help students meet their nutrition needs on a daily basis so they can be ready to learn. Contact the SHHS Cafeteria Manager, Megan Backers, at 423-232-2199 or the JCS Supervisor of Food Service, Hannah Upchurch, at 423-434-5228, or Assistant Supervisor, Marly Eggers, at 423-434-5229 with questions about food service.

Breakfast and lunch are served in the cafeteria in Grand Topper Hall. Breakfast is served from 7:00 – 7:30 am, and lunch is served on a schedule through 3rd block classes. Each student has a computerized meal account in the cafeteria. Students are assigned a unique account number. The account will be coded appropriately as full pay, reduced price, or free status. This information is confidential.

Menus are posted at https://www.jcschools.org/departments/food-service/breakfast-lunch-menus.

SHHS CAFETERIA MEAL PRICES		
	Breakfast	Lunch
Regular Cost	$ 2.75	$ 3.50
Reduced Cost	$ 0.30	$ 0.40
No Cost	Complete meal at no cost	

MEAL ASSISTANCE APPLICATIONS

In a household where one or more family members are currently receiving SNAP, FDPIR, or TANF benefits, any child in the household can be automatically eligible for free meals. In July of each year, parents of previously enrolled children should receive a letter or call about the direct certification eligibility.

At the start of the school year, parents may apply for the Free/Reduced Price Meal Program at http://ezmealapp.com/. If children are not already pre-approved as noted above, parents are strongly urged to complete and return this form regardless of income. Only one application should be completed for the entire family. Be sure to list all children, even those at other schools. Letters are sent home to notify households of the status at which the child qualifies – free, reduced, or full pay. Students enrolling mid-year can get a free and reduced-price meal application at the school office.

- Note: With free and reduced-price meal benefits, a student can only get a complete meal. If the student wants only milk or juice, they must pay full price for that a la carte item. The cafeteria manager can assist parents and students with ways to fully utilize meal benefits.

For more information on free or reduced cost meals, visit the JCS Food Service website at https://www.jcschools.org/departments/food-service.

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. SH 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 SHHS. The form and other nutritional and allergy information are at https://www.jcschools.org/departments/food-service/nutritional-and-allergy-information.

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 through the returning student or new

student registration process.

CLINIC

The clinic is available to students from 7:00 – 3:15 each school day. If a student needs to leave class to go to the clinic, a clinic pass must be filled out by the teacher and brought to the clinic with the student. Students do not need a pass to the clinic if the visit is between classes, at lunch, or after school. Before school, students should report to class first, and then if ill, they can come with a clinic pass.

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.

ALLERGENS

The school district is committed to providing a safe and supportive educational environment for students with documented food and environmental allergies. In collaboration with parents/guardians, healthcare providers, and school personnel, reasonable measures will be implemented to reduce the risk of allergen exposure and to respond appropriately in the event of an allergic reaction.

These measures may include, but are not limited to:

- Development and implementation of an Individual Health Plan (IHP)
    - By implementing a healthcare plan, the school district does not assume responsibility for preventing all exposures to allergens. Rather, the district will make reasonable efforts to reduce known risks and provide appropriate care consistent with the students' healthcare needs, applicable law and guidance, and available resources.
- Staff education and training regarding the student's allergy and emergency response procedures
- Availability of prescribed emergency medications as ordered by the student's healthcare provider
- Reasonable accommodation within the educational setting, as appropriate
    - Students with medical documentation may be provided school meal substitutions according to the medical professional's recommendation.
    - The parent/guardian acknowledges that, while reasonable precautions will be taken, exposure to allergens may still occur while at school or while under the supervision of school personnel.

Despite these efforts, the school district cannot guarantee an allergen-free environment. Allergens may be present in classrooms, cafeterias, school buses, playgrounds, extracurricular activities/events, field trips, school-sponsored events, classroom celebrations, food brought from home, and other settings beyond the direct control of school personnel.

Parents/guardians are encouraged to communicate changes in the student's allergy status as early as possible, provide current medical documentation and medications as required, and discuss any concerns regarding planned school activities with school staff, including school administrators, school nurse, and when applicable, cafeteria personnel.

TRANSPORTATION, PARKING/DRIVING, CAR LINE, WALKING

Transportation through the Johnson City Transit System and students driving on campus are privileges, and failure to follow the expectations may result in loss of the opportunity. Questions concerning bus routes, schedules, and policies should be directed to the Supervisor of School Buses at 423-434-6278.

BUS TRANSPORTATION

The Transportation Department begins and ends the educational day by providing safe, professional, and efficient transportation to eligible students. This includes travel to and from school, educational field trips, special programs, and other events and competitions. Bus transportation is provided to residential addresses by the Johnson City Transit System.

Request for School Bus Transportation

- Complete the 26-27 Transportation request form. More information can be found at https://www.jcschools.org/departments/transportation. The form is also available in the SH Main Office and The Hub.
- Return completed form to the SHHS Main Office or The Hub. The school will send the form to Transit.
- Transit will complete the transportation information and fax the completed form to the school, along with the effective day of service. Please allow 3-4 days for school bus service to begin.
- The Hub at SH will contact the student to let them know the bus numbers.
- If the address changes during the school year, notify the school office and complete another form with the correct address.
- Please familiarize yourself with the exact location of the stop in your neighborhood and the location of the bus in the SHHS afternoon bus line
    - After school, the bus line is outside Grand Topper Hall. The bus lineup is posted on monitors throughout the school hallways. If you have any questions about the location of your bus at dismissal, please ask a school administrator during lunch.

Bus Stop Safety

- Be at the stop 5-10 minutes before the bus is scheduled to arrive
- Wait in plain sight, but stay away from the road
- No horseplay while waiting for the bus
- Do not step onto the roadway until the bus has come to a complete stop and the driver has given the OK signal

Johnson City Transit School Division - Bus Code of Conduct

FRONT SEAT OFFENSES:

Student will receive a verbal warning and be placed on front seat of the bus as a result of the following:

1. Failure to remain seated while bus is in motion
2. Unnecessary noise
3. Failure to obey the driver
4. Littering bus interior
5. Improper boarding/departure procedures
6. Failure to wear seat belts (where available)

Depending on the severity of the offense, the student may be suspended and/or placed on the front seat. Repeat occurrence of front seat offenses will result in suspension of riding privileges.

THREE (3) DAY BUS SUSPENSION:

1. Rude, discourteous and/or bullying conduct on the bus or at the bus stop (horseplay)
2. Using profanity
3. Spitting or other actions that threaten the health of passengers and/or the driver
4. Throwing objects outside bus
5. Making obscene gestures or verbal comments

6. Spraying perfumes or other types of aerosol irritants on the bus
7. Video use of cell phones, cameras, or any other electronic devices

FIVE (5) DAY BUS SUSPENSION:

1. Possession of tobacco products
2. Tampering with bus equipment
3. Other behavior relating to safety, well-being and respect for others (reckless horseplay)
4. Destruction of personal property of others

TEN (10) DAY BUS SUSPENSION:

1. Fighting on the bus or at the bus stop
2. Bringing articles on board the bus which may cause injury to others.
3. Destruction of property or bus equipment (plus payment for damages)
4. Throwing objects in or out of bus with intent to do bodily harm and/or create property damage

INDEFINITE BUS SUSPENSION:

1. Attacking the driver
2. Use of combustible material – this includes vaping materials/equipment
3. Verbal threats and/or intimidation of students/driver on the bus or at the bus stop
4. Possession of weapons on the bus or at the bus stop
5. Possession of drugs and/or paraphernalia on the bus and/or at the bus stop
6. Repeated occurrences of misbehavior

Other behavior not specifically listed will be decided on a case by case basis depending on the severity of the incident.

After serving two 2-week suspensions, the 3rd suspension will be for the remainder of the school year.

BUS LINE SAFETY

- Students should never walk between buses as the bus line is moving even if it looks like there is room to make it across the street between the moving buses.
- Students should never walk in front of a moving bus no matter how slow they appear to be moving.
- Campus drivers must follow the “School Bus Stop Law” as they would on any other road.
- It is illegal to pass a school bus that has stopped to load or unload students. Never pass on the right side of the bus, as this is where the children enter or exit. This is illegal and can have tragic results. You must stop and remain stopped until:
    - The bus has started moving, or
    - The driver motions for you to proceed, or
    - The visual signals are no longer activated such as the red flashing lights going off and/or the stop arm being pulled back.

BUS SAFETY COMPLAINT

The following procedure will govern how students, teachers, staff, and community members shall submit bus safety complaints.

- All complaints shall be submitted to the Transportation Supervisor by calling the transportation office at 423-794-2360 or emailing VanthornoutT@jcschools.org.
- When calling with a complaint, provide if possible the bus number, time of day, and location of the bus (for example – bus number 22, at 3:30 pm, corner of Maple Street and South Roan Street).
- The Transportation Supervisor shall begin an investigation of all bus safety complaints within twenty-four hours of the complaint.

STUDENT DRIVING AND PARKING

Although bus service is provided, many students choose to drive a vehicle to school. To maintain order and safety on campus roadways and parking lots and to use the available parking spaces fully and fairly, the parking regulations listed below govern student-driven vehicles on campus. Neither the school system nor SHHS is responsible for damage to vehicles or loss of property in vehicles on campus.

Parking and driving at SHHS is a privilege. Student driving and/or parking privileges can be revoked as a consequence of student attendance, behavior, or failure to make academic progress. Driving and/or parking privileges may be revoked for the following reasons:

- Failing two or more classes during one semester
- Exceeding ten tardies in one semester
- Being truant — more than five unexcused absences
- More than two occurrences of out-of-school suspension in one semester
- Skipping class and leaving campus in a vehicle without permission

All students who drive to school must register their vehicles annually to receive a parking tag, which is placed on the rearview mirror. At the start of the school year, students register their vehicles during their lunch period and receive a parking tag at The Hub. There is a $5 fee for this tag. After the start of the school year, students register their vehicles at The Hub.

Student parking areas:

- Senior parking is in the “Tiered Parking” lots facing Liberty Bell Boulevard
- Parking for underclassmen is in “The Range” on the corner of Liberty Bell Boulevard and Cotty Jones Lane

Parking and driving violations include but are not limited to:

- Failing to follow Tennessee driver laws
- Parking in staff or visitor parking areas, in fire lanes, on grass, or in other areas designated as no parking zones
- Moving a vehicle during the school day unless the student has permission from the Main Office
- Leaving campus for lunch
- Leaving campus without permission
- Driving between school buses during dismissal
- Exceeding the speed limit — do not exceed 10 MPH at any time on campus
- Driving in a reckless or irresponsible manner that places the driver, occupants, pedestrians, or other vehicles at risk
- Remaining in or going to vehicles during the school day unless the student has permission from a school administrator
- Driving in the top lot of the tiers during bus drop off/pick up times from 7:00 am – 7:45 am and 2:10 pm – 2:55 pm; this area is strictly reserved for buses
- Parking at or around the field house is not permitted
- Failing to obey traffic laws on campus including but not limited to:
    - 10 MPH speed limit
    - One-way streets
    - Illegal parking
    - Stop signs
    - Wearing seatbelts
    - Failure to yield
    - Reckless driving
    - Use of cell phone while driving
    - Repeated failures to follow traffic and parking guidelines

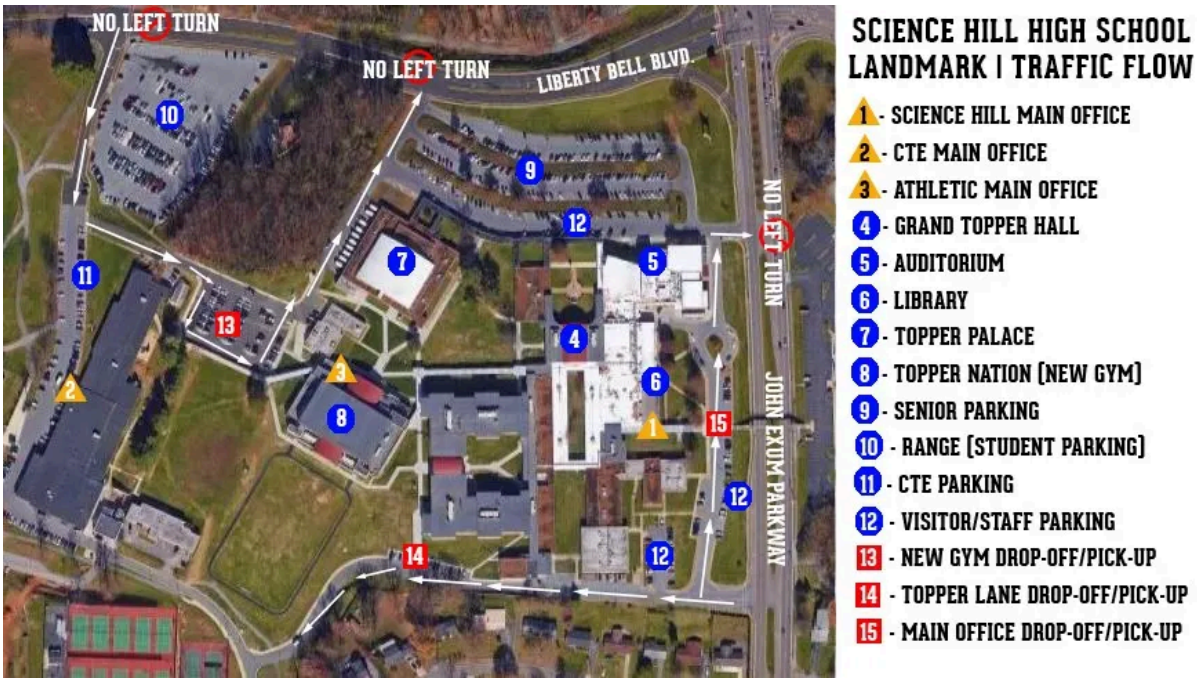
CONSEQUENCES FOR PARKING/DRIVING VIOLATIONS
Non-compliance will result in administrative action and disciplinary consequences.

STUDENT DROP OFF AND PICK UP

For safety and security, areas of campus are designated for morning drop-off and afternoon pick-up. Students should exit their vehicles promptly and carefully using crosswalks and/or sidewalks. Drivers should not pass vehicles in the car line. Please wait for students to exit their vehicles and then pull forward.

Car Line Locations

- Main Campus Locations (all are one-way from 7:00 – 7:45 am and 2:15 – 3:00 pm)
    - Coach Bob May Lane facing John Exum Parkway
    - Topper Lane off John Exum Parkway
    - Little Lane off Cotty Jones Lane
- CTE
    - At CTE Main Office – Cotty Jones Lane off Liberty Bell Boulevard or Morningside Drive



Tips for Morning Drop-Off

- For morning drop-off, the highest traffic volume occurs from 7:20 - 7:35.
- Slowdowns in traffic can be avoided by dropping off from 7:00 - 7:20.
- Grand Topper Hall opens for students at 7:00. They can go to tutoring, meet with friends, finish homework, grab breakfast, or just relax prior to going to class at 7:25 am.
- Use right turns when possible. Right turns minimize the necessity to cross lanes of oncoming traffic and help traffic move smoothly.

Tips for Afternoon Pick-Up

- Avoid arriving on campus prior to the 2:45 dismissal. Parking is limited and additional vehicles parked on the curbs and in long car lines creates slowdowns in traffic on the main roadways as well as congestion should emergency vehicles need to come on campus or be on the main roads adjacent to the campus.
- For afternoon pick-up, the highest traffic volume occurs from 2:45 - approximately 2:55 when all buses and most student drivers are leaving campus.

- Slowdowns in traffic can be avoided by picking up after 2:55 when buses and most student drivers are off campus.

Unauthorized Areas for Drop-Off and Pick-Up
Students who are dropped off or picked up in an unauthorized area will first be given a verbal warning. Repeat offenses will require a parent conference to discuss safety and could result in JCPD citations. Areas that are not to be used for drop-off/pick-up:

- Students should not exit vehicles for drop off or enter vehicles for pick up from main roads or turn lanes, including John Exum Parkway and Liberty Bell Boulevard. This violates traffic laws and places drivers and students in danger.
- The top lot of tiered parking; this area is reserved for bus loading and unloading.
- The staff parking lots (marked as 12 on the map) do not allow for clear sight of students entering and exiting vehicles as staff is parking. This places drivers and students in danger.

WALKING TO AND FROM SCHOOL

For safety, students who walk on/off campus at drop-off/pick-up should use crosswalks at intersections. To cross Liberty Bell Boulevard or John Exum Parkway, use the crosswalks at the red light. Failure to use crosswalks could result in a JCPD citation for jaywalking.

LIBRARY MEDIA CENTER

Johnson City Schools libraries develop students who are critical thinkers and thoughtful users of information through teaching, collaboration, and a rich collection of resources.
Our school libraries are diverse, student-centered learning hubs that promote teacher and student success through collaboration, inquiry, and literacy across all disciplines. Our collections provide students with a wide variety of age-appropriate materials from which to select in their pursuit of personal interests and learning. We ensure equitable services and access to high quality, educational, relevant resources for students.

INFORMATION ON SERVICES

The Library Media Center is open on Monday through Friday from 7:25 am – 3:00 pm. Extended or abbreviated hours and closures will be posted in the library lobby. Students may come to the LMC before school, during lunch (after you have finished your meal), or after school. When a student comes to the LMC during class time, they must have a hall pass from the teacher.

Library Collection
The school library collection can be accessed on the school website or at https://jcschoolstn.follettdestiny.com/.

Check-Out

- Students are allowed to have five library collection items checked out at any time. This number is limited if the student already has items that are overdue. Items should be returned on or before the due date to avoid a fine. A library book drop is located in the hall outside the library for students' convenience. The book drop is checked each afternoon at approximately 1:30.
- Calculators are available through the LMC for one-week check out and must be renewed each week (on the same day) as long as needed; otherwise, the overdue calculator will accrue a daily fine.
- Freshmen are loaned a school-issued Chromebook and charger upon their enrollment at SHHS and keep it until they graduate or drop from SHHS. New enrollment students should see the library staff to obtain their devices. Day User Chromebooks are loaned to students who lack the requirements for home use or having their devices repaired by the school. All Chromebooks and chargers must be returned or a fine will be charged to the student.
- SHHS subscribes to reference databases, EBSCO and JSTOR, for use on class assignments and projects. Teachers will provide the user names and passwords. Students wishing to do their own online exploration should see the library staff for more information.

- Recently purchased textbooks are issued through the LMC (for example - Algebra 1, Geometry, and Algebra 2). At the beginning of the semester, teachers will bring their classes at an assigned time to the LMC to check-out the textbooks, and at the end of the semester, teachers will bring students to the library to return the textbooks. Students must make restitution for lost or damaged textbooks. While unpaid, this amount is considered a student obligation.

Fines

- A $0.10 fine per day is charged for overdue books and periodicals. Fines will be charged from the date due and will continue up to a maximum of $5.00 per session.
- A $1.00 fine per day is charged for overdue calculators, audiobooks, and other equipment up to a maximum of $5.00 per session.
- A $5.00 fine per day is charged for Day User Chromebooks that are not returned by 3:00 pm on the day of check out. This daily fine will be assessed to a maximum fine of $25.00.
- Students with fines are limited to checking out one book/item at a time until all fines are paid.
- No fines are charged for excused absences in PowerSchool and non-student days.
- An effort will be made to send an overdue notice to students with library fines. Student fines, including Chromebook charges, must be paid in the Media Center with the library staff. Fines not cleared by the end of the school year will be turned in to the Main Office for the obligations list.
- Seniors are responsible for returning their Chromebooks and chargers to the library prior to graduation; otherwise, they will be placed on the obligation list.
- Damaged or lost library books, textbooks, materials, or Chromebooks must be repaired or replaced. The library media specialist will determine the cost of the replacement or repair by the amount of damage. Items damaged beyond use will be assessed at current replacement cost. The student is responsible for the cost of repair or replacement.

T3: Topper Tech Team

- Students working in the Library Media Center on the Topper Tech Team (T3) are the first level of support for students and staff. This team will assess, diagnose, and repair student Chromebooks. While this process is occurring students will have access to a Day User Chromebook.

STUDENT ACTIVITIES

GUIDELINES FOR GOOD STANDING

Students in violation of the code of conduct, attendance policy, and/or not in good academic standing may lose the opportunity to participate in field trips and extracurricular activities. Participation in student activities is a privilege and not a right. Contact the assistant principal over student activities, Whitney Pearson, with questions.

ATHLETIC EVENTS

The high school athletic calendar is located on our school web page under athletics. This calendar contains all of the athletic events scheduled with our school. Athletic events are added as seasons get closer, and many events change due to weather but are updated as soon as possible.

Any student who enters an athletic event without paying will be prohibited from attending athletic events for a season. If the given student is an athlete, he/she will also be suspended from participating in 10% of their given sport(s).

FINE ARTS

Fine Arts at SHHS includes visual art, band, chorus, theater, and orchestra. All are available as courses during the school day. Some have after-school clubs in which students can become involved outside of the school day.

The Fine Arts department presents programs at various times throughout the year. Check the daily announcements and school calendar on the JCS or SHHS website for dates and locations.

CLUBS AND ORGANIZATIONS

To enhance the student experience in high school, Science Hill offers a wide variety of clubs, teams, and organizations in which students can become involved. For a full list and the sponsors, go to the SHHS website at https://sciencehill.jcschools.org/programs/clubs. Students must have a signed parent permission form before participating in any club or organization. Forms are available from the club sponsor. Science Hill has 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.

GRADUATION SENIOR SPEAKER GUIDELINES

The senior class will select the graduation speaker by voting using a paper ballot.

Applicants for Senior Speaker must meet the following eligibility requirements:

- Satisfactory attendance during senior year
- No OSS during senior year
- 3.0 or higher unweighted GPA through the 7th semester
- Recommendations from at least four teachers of their senior courses
- Speech approved by administration

The procedure for selecting the Senior Speaker will be as follows:

- Speaker applicants will be approved using eligibility requirements listed above.
- Speaker applicants will deliver their speech in its entirety to a selection committee consisting of one or more teachers, one or more administrators, one or more community members, and one or more student representatives.
- The selection committee will select the top three speakers.
- The top three speakers will deliver their speeches to the senior class during the spring senior meeting.
- The senior class will then select their Senior Speaker by ballot.

IMPORTANT DATES FOR SENIOR SPEAKER SELECTION	
March 24, 2027	Applications available in the SH main office
April 7, 2027	Completed applications due to SH main office no later than 3:00 pm
April 14, 2027 (Tentative)	Qualified applicants deliver speeches to the selection committee
April 21, 2027 (Tentative)	Senior meeting—top three speakers deliver speeches and seniors vote

ATHLETICS

Science Hill is proud of its athletic programs and records. As a member of the TSSAA and TISCA, we offer baseball, basketball, bowling, cheerleading, cross-country, dance, football, golf, lacrosse, soccer, softball, swimming/diving, tennis, track, volleyball, and wrestling. Science Hill expects that students who participate in athletics take full advantage of their opportunities to learn, instill self-discipline, enrich their knowledge of life, and develop a desire to improve and work as a member of a team. Students who are interested in participating in the Science Hill High School athletic program should contact the Athletic Director, Mr. Keith Turner, or Assistant Athletic Director, Mr. Tom Poisal.

Athletics Is A Privilege – Not A Right

- The athletic department encourages participation in athletics as an extra-curricular activity and such participation is a privilege. No one is guaranteed a place on the team.
- Students must be ready to meet the standards established by the school or face the possibility of not being a member of a team.

- Talent alone will not be the sole criterion for selection. Other factors such as attitude, desire, cooperation, and self-discipline will play important parts.
- Playing time is solely at the discretion of the coach.
- The coach will address complaints only when the athletic director and/or another administrator are present.
- Parents/legal guardians must refrain from making derogatory remarks about other parents, coaches, players, or the program.

GOALS & OBJECTIVES

The goal of athletics is to help each student reach his/her academic and athletic potential and become a more productive member of society. Athletes will:

- Develop self-confidence and a positive self-concept.
- Set and work toward the accomplishment of goals.
- Grow socially, emotionally, and physically in a nurturing environment.
- Develop self-discipline.
- Learn teamwork and cooperation.
- Develop a desire to excel.
- Learn to treat others as we would have others treat us.
- Receive self-satisfaction of accomplishment and enjoyment of participation.
- Develop an awareness and respect for a high degree of physical fitness through exercise and good health habits.

ELIGIBILITY

The Tennessee Secondary Schools Athletic Association (TSSAA) governs interscholastic athletics. To be eligible to play high school sports, student-athletes must have the following:

- A student-athlete must have six (6) full credits in the preceding year.
- A student-athlete must not be nineteen (19) years of age on or before August 1st.
- A student-athlete is permitted eight (8) sessions of eligibility beginning with the ninth grade.
- A student-athlete must have a medical examination dated after April 15, 2026, before participating in a practice or game.

It is the student's responsibility to meet the requirements for eligibility. Information and assistance are available from the Athletic Director.

GUIDELINES FOR GOOD STANDING

<u>Academics</u>

- Students in grades 9-12 must take 4 credit earning classes per session. Anything less must be approved in writing by the principal.
- Students must earn 3 full credits per session to remain in good standing.
- Athletes may earn a maximum of two summer school credits toward eligibility.

<u>Attendance</u>

- Athletes are expected to be in class except with an excused absence. An athlete must be in school for 3 hours and 31 minutes on the day of a game or practice to participate.
- Individual coaches determine practice schedules for each sport. An athlete should never miss a practice without first consulting the coach. Parents are responsible for picking up student-athletes in a timely fashion. No transportation is provided to or from practice.

<u>Conduct</u>

- Student-athletes are to demonstrate good sportsmanship, give respectful attention to classroom activities, and show respect for other students and faculty.
- Student-athletes will have many opportunities to represent their school and city. They should not do anything to embarrass themselves, their parents, school, or team.
- Hazing and initiations are strictly prohibited in all high school athletics. Science Hill has zero

tolerance for hazing activities.

- Student-athletes with out-of-school suspension may not participate in any extracurricular activity (practice or game) on the day(s) of suspension.
- As a member of an athletic team, students are expected to be properly groomed. Appearance, expression, and actions are important attributes of an athlete.
- Any equipment issued to a student-athlete becomes the responsibility of the student-athlete. He/she is responsible for lost or damaged equipment. Students who do not turn in athletic equipment at the end of that sporting season will not be eligible for participation in any other sport.
- Student-athletes are not to use tobacco, e-cigs, vapes, alcohol, or other drugs. A student-athlete may be suspended or removed from a team for a conduct violation.
- Student-athletes will digitally sign and return to their coaches the Anti-Bullying, Harassment, and Hazing Pledge form prior to participating on any Science Hill High School athletic team. Bullying, harassment, and hazing are not tolerated at Science Hill.
- Athletes charged with off-campus criminal, drug, or alcohol offenses will be subject to the sanctions outlined in the random drug testing policy. This may result in permanent suspension from participating in athletics. This policy is also in effect during the summer break, and violations occurring then will be dealt with prior to the student-athlete's participation the following year.
- Any student-athlete, who is under a mandatory one-year expulsion, as defined by the Johnson City Schools Code of Conduct, will not be eligible to participate in athletics during that mandatory one-year expulsion.
- Students placed at Topper Academy may be approved to participate in athletic conditioning/practices but may not be allowed to participate in games during the session in which they are placed at TA. In cases where the student appears to be ready to return to main campus in good standing, exceptions may be granted by the SHHS Principal and upon recommendation of the Athletic Director and/or the Topper Academy Administrator.

Parent/Guardians

- Students must have a completed parent consent form on file.
- Student's parent/guardian must meet with the head coach prior to the student participating in that sport.

DRUG TESTING FOR ATHLETES

Science Hill is concerned with the physical, emotional, and mental well-being of all of its students, including those who participate in athletics. While the use of alcohol and other drugs is a potential problem for all students, unique pressures and risks exist for those participating in athletics. Recent trends in professional and high-profile college athletics have increased the pressure associated with drug and alcohol abuse. The misuse and abuse of alcohol and other drugs will not be tolerated.

Drug Testing Procedure

All student-athletes involved in the Science Hill High School athletic program will be subject to random drug testing throughout the calendar school year, from August until May each year until their eligibility ends.

- The testing will be accomplished by the collection of urine specimens on the random test dates.
- The collection procedures will be conducted by a representative from a professional medical organization, and the samples will be sent to a certified laboratory for testing.
- A certified medical review officer from the medical organization will contact school administration with test results as well as the selection of the random candidates.
- Science Hill High School reserves the right to screen athletes under the suspicion of alcohol by a breath alcohol test.

TRAVEL
The school may provide transportation to out-of-town athletic events. When transportation is provided, student-athletes must travel to and from the out-of-town event in the provided transportation. Exceptions may be granted with prior school approval of parent(s) written request.

INSURANCE
Coverage for Science Hill High School is a secondary coverage plan that covers only after parents have filed on their insurance plan. A catastrophic plan for very serious injury is provided through TSSAA. See a SHHS athletic trainer for proper insurance forms.

ACADEMIC ASSISTANCE FOR ATHLETES
Procedures for academic assistance include the following:

- The athletic director or designee will flag athletes in PowerSchool upon receipt of team rosters.
- Coaches will check midterm grades of their athletes.
- Coaches will be given a report card for their athletes at the end of each term.
- Coaches will keep the progress reports for each athlete on file until that athlete graduates or no longer is a member of the team.
- The teacher will contact the coach or the athletic director if a problem occurs.
- Athletes with a D or F in any subject during the preceding grading period will be required to complete a progress report form every week for all classes.
    - Athletes are to get a progress report from the coach and take it to class on Friday.
    - The teacher will complete the form and return it to the athlete on the following Monday.
    - The athlete will present the form to the coach on Monday prior to the practice or competition.

Consequences for not following academic assistance procedures:

- Failure to return progress report – No practice or competition until the form is returned
- Failure to complete assignments – No practice or competition until on track in course

ATHLETIC BANQUETS & SIGNINGS
Athletic coaches organize athletic banquets for their athletes. All banquets take place in Grand Topper Hall. Dates are determined by the coach.

Athletic signings are for Science Hill students actively participating in the athletic program for which they are signing. Signings are approved and arranged through the Athletic Director and held during non-school hours.

FEES AND OBLIGATIONS

CLASS FEES
Online: Fast and convenient, visit ScienceHill.jcschools.org/schoolfees or go to the Science Hill High School website, click on “School Fees,” then “Science Hill Miscellaneous Fees.” From there, choose the fees to pay, add them to the cart, and check out.

Check: Write individual checks for each fee, then return each fee payment to the course teacher or athletic coach.

Cash: Return cash payment, in the exact amount, to the course teacher or athletic coach.

2026 - 2027 SHHS CLASS FEES Approved by JCS Board of Education on 3/2/2026			
Department	**Class Fee**	**Cost (USD)**	**Contact Person**
Fine Art	AP 2-D Art & Design - Materials Fee AP Drawing - Materials Fee	$ 25.00	Mike Austin, AP Art Teacher
Fine Art	Ceramics 1 & 2 - Materials Fee	$ 25.00	Erik Hansen, Ceramics Teacher
Fine Art	Visual Art 1 & 2 - Materials Fee	$ 20.00	Mike Austin, Margie Brown, or Barton Burris, Visual Art Teachers
Instrumental Music	Band - Activity Fee Band - Programming Fee	$ 50.00 $ 125.00	Dr. Carson Vermillion, Band Director
Instrumental Music	Orchestra - Activity Fee	$ 50.00	Susan Lambert, Orchestra Director
JROTC	JROTC - Activity Fee	$ 10.00	1st Sgt Rodney Byington, JROTC Instructor
ShowsToppers	ShowsToppers 1 & 2 - Activity Fee	$ 10.00	Hunter Graybeal, ShowsToppers Director
Vocal Music	Chorus & Choir - Concert Attire Fee Chorus & Choir - Activity Fee	$ 50.00 $ 20.00	June Oaks, Choral Director

2026 - 2027 SHHS OTHER FEES & FINES Approved by JCS Board of Education on 3/2/2026			
Category	**Fee or Fine**	**Cost (USD)**	**Contact Person**
Exams	AP unused exam fee	$ 40.00/exam	Dr. Aaron Wood, Assistant Principal
Graduation	Cap, gown, & diploma cover for SHHS senior graduation ceremony	$ 50.00 (estimate) Final fee is set by and paid directly to the vendor – Herff Jones	SHHS Counselors
Library	Overdue books and periodicals	$ 0.10/day up to $ 5.00 per offense	Anne Timbs, Librarian
Library	Overdue calculators, audiobooks, and other equipment	$ 1.00/day up to $ 5.00 per offense	Anne Timbs, Librarian
Library	Overdue Chromebooks for day users	$ 5.00/day up to $ 25.00 per offense	Anne Timbs, Librarian
Library	Copies/Printing	$ 0.10/page $ 0.25/page in color	Anne Timbs, Librarian
Online Courses	Online course access fee	$ 50.00/course	Wes Smith, Assistant Principal
Parking	Parking registration fee	$ 5.00	Matt Eads, Assistant Principal
Student ID	2nd replacement ID badge and each one after	$ 5.00/replacement	Matt Eads, Assistant Principal

FEE WAIVERS

A student who qualifies for free or reduced lunch and wants to be exempt from paying class fees must complete the free or reduced lunch form if they have not been notified of approval through direct certification. 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
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, JROTC or athletic equipment, 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.

LOST AND FOUND

A lost and found is in the Main Office of each campus. Any items found should be given to the Main Office of the building in which the item was found. Those items not claimed by the end of each term will be given to a non-profit organization or discarded. Neither the school system nor Science Hill is responsible for lost, damaged, or stolen money or personal items.

CONCERNS

SHHS 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
    - See https://www.jcschools.org/directory for staff emails or 423-232-2190
2. Contact student's counselor, if appropriate
    - See https://sciencehill.jcschools.org/counselors for counselor emails or 423-232-2190
3. Contact Assistant Principal – Mr. Wes Smith
    - SmithW@jcschools.org or 423-232-2190
4. Contact Principal – Dr. Carmen Bryant
    - BryantC@jcschools.org or 423-232-2190
5. Contact Secondary Supervisor – Dr. Josh Carter
    - CarterJ@jcschools.org or 423-434-5200
6. Contact Superintendent of Schools – Dr. Erin Slater
    - SlaterE@jcschools.org or 423-434-5200

AREA	CONTACT PERSON	PHONE
ACT/SAT National Testing	School Counselors	232-2184
AP Exams	Dr. Aaron Wood, AP Coordinator	232-2190
Attendance/Truancy	Nikki Salyer Brittany Hart	232-2191
Athletics		
Athletic Director	Keith Turner	232-2195
Assistant Athletic Director	Tom Poisal	232-2195
Athletic Trainer	Randy Hodge	232-2158
Basketball (Boys)	Jon Higgins	232-2190
Basketball (Girls)	Beau Hauldren	232-2190
Baseball	Ryan Edwards	232-2190
Bowling (Boys/Girls)	David Abel	232-2190
Cheerleading	Laura Rees	232-2190
Cross Country (Boys/Girls)	Wes Jones	232-2190
Dance	Elizabeth Bennett	232-2190
Football	Stacy Carter	232-2190
Golf (Boys/Girls)	Kevin Vannoy	232-2190
Lacrosse (Boys)	Chris Dockery	232-2190
Lacrosse (Girls)	Kim Costello	232-2190
Soccer (Boys)	David Strickland	232-2190
Soccer (Girls)	Ron Kind	232-2190
Softball	Josh Edens	232-2190
Swimming/Diving (Boys/Girls)	Chris Coraggio	232-2190
Tennis (Boys/Girls)	Kelly Lane/Erin Williams	232-2190
Track (Boys/Girls)	Wes Jones	232-2190
Volleyball	Laura Cook	232-2190
Wrestling (Boys/Girls)	Jimmy Miller/Clark Ramey	232-2190
Athletic Passes	Brittany Hensley	232-2205
Band	Dr. Carson Vermillion, Director of Bands	232-2193
Bookkeeping	Dorothy Holmer, Bookkeeper	232-2190
Bus Transportation	Eldonna Janutolo, Johnson City Transit	434-6278
College & Career Information	Josh Jarnigan, Counselor	232-2184
Chromebooks	Dr. Aaron Wood, Asst Principal	232-2190
Chorus/Vocal Music	June Oaks, Choral Director	232-2194
Clubs and Activities	Whitney Pearson, Asst Principal	232-2190
Conferences with Teachers	Wes Smith, Asst Principal	232-2190
Counseling Office Supports	School Counselors	232-2184
Career Technical Education	Dr. Charles Corwin, Asst Principal	232-2200
Community Service Forms	Kristi Robinson, Registrar	232-2190
Curriculum	Lauren Temm, Asst Principal	232-2190
Discipline	Matt Eads, Asst Principal Whitney Pearson, Asst Principal Chad Plaisted, Asst Principal	232-2190
Doctor's Notes	Tonya Edwards, Attendance Office	232-2191
Drama and Theatre	Hunter Graybeal, Theater	232-2161
Driver Permit Forms	Kristin Marshall, Student Services	232-2187

AREA	CONTACT PERSON	PHONE
Early Dismissals	Tonya Edwards, Attendance Office	232-2191
English Language Learners	Whitney Pearson, Asst Principal	232-2190
Financial Aid Forms/FAFSA	School Counselors	232-2184
504 Plans	Dr. Charles Corwin, Asst Principal	232-2190
Gradebook Portal - PowerSchool	McKayla Collie, Student Information	232-2190
Grading	Wes Smith, Asst Principal	232-2190
JROTC	Major Jonathan King/1Sgt. James Byington, ROTC Instructors	232-2151
Library Services	Anne Timbs, Library Media Specialist	232-2190
Lockers	Kristin Marshall, Student Services	232-2187
Lost and Found	Alyssa Lane, Receptionist	232-2190
Market Street School (Virtual School for Grades 1-12)	Dr. Julia Decker, Principal	928-0380
Obligations	Nicole Cahoon, Registrar's Office	232-2190
Orchestra	Susan Lambert, Orchestra Director	232-2190
Parking Tags	Matt Eads, Asst Principal	232-2190
Parking Tickets	Matt Eads, Asst Principal	
Principal's Office	Ashley Turner-Moon, Administrative Assistant	232-2190
Schedule of Courses	School Counselors	232-2184
School Meals	Megan Backers, Cafeteria Manager	232-2199
School Nurses (medications, medical needs, injuries)	Amy Kostrzewa, RN Jessica Meeks, RN	232-2190
School Pictures - through CADY	Moragan Rado, School Sponsor	232-2190
Senior Pictures - through CADY	Morgan Rado, School Sponsor	232-2190
School Resource Officer	Matt Myers, JCPD Tony Ward, JCPD	232-2190
Senior Supplies (cap, gown, etc) Junior Jewelry (class rings, etc) through Herff-Jones	Ashley Turner-Moon, Administrative Assistant	232-2190
Special Education Services	Chad Plaisted, Asst Principal Dr. Aaron Wood, Asst Principal	232-2190
Student IDs	Matt Eads, Asst Principal	232-2190
Tardies	Matt Eads, Asst Principal Lauren Temm, Asst Principal	232-2190
Testing	Lauren Temm, Asst Principal	232-2190
Textbooks	Lauren Temm, Asst Principal	232-2190
Transcripts	Kristi Robinson, Registrar	232-2190
Tuition	Wes Smith, Asst Principal	232-2190
Visual Arts	Mike Austin, Art Teacher	232-2190
Yearbook - through Jostens	Morgan Rado, School Sponsor	232-2190