

SCIENCE HILL HIGH SCHOOL

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Seeking Significance

SY 2022-2023

STUDENT HANDBOOK

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.

Name _____

Address _____

City _____ Zip _____

Phone _____ Grade _____

NON-DISCRIMINATION STATEMENT

Johnson City Schools prohibits discrimination on the basis of race, color, national origin, religion, sex, gender, age, or disability. Johnson City Schools does not condone or practice discrimination in admission or access to, treatment of, or employment in, its programs or activities. Any person who feels he or she has been discriminated against may make an inquiry or file a complaint.

SHHS MISSION, VISION, AND BELIEF STATEMENTS

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.

We Believe:

- ...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 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.

JOHNSON CITY FIVE YEAR STRATEGIC PLAN 2017-2022

MISSION

The mission of Johnson City Schools is to enable all students to achieve excellence in learning, social responsibility, and self-worth.

VISION

The vision of Johnson City Schools is to be a progressive school system that is globally competitive in all areas. All students have equal opportunity to learn and be successful while meeting high expectations and are 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.

TABLE OF CONTENTS

NON-DISCRIMINATION STATEMENT	2
SHHS MISSION, VISION, AND BELIEF STATEMENTS	2
AT A GLANCE	5
ADMINISTRATIVE TEAM	5
COUNSELORS	5
SHHS PARENT TEACHER STUDENT ASSOCIATION	5
HISTORY OF SHHS	9
ACADEMICS	11
GRADUATION REQUIREMENTS	11
ATHLETICS & EXTRACURRICULARS	24
COUNSELING	32
EXPECTATIONS AND BEHAVIOR	39
LIBRARY MEDIA SERVICES	49
LIBRARY MEDIA SERVICES	50
LIBRARY MEDIA SERVICES	51
TRANSPORTATION	52
GENERAL INFORMATION	55
INDEX	65

ADMINISTRATIVE TEAM

ADMINISTRATOR	TITLE
Dr. Josh Carter	Principal
Dr. Carmen Bryant	Assistant Principal: Curriculum and Professional Learning
Jesse Cigarroa	Assistant Principal: Facilities and Operations/ School Safety
Dr. Charles Corwin	Assistant Principal: CTE and Special Populations
George Lao	Assistant Principal: Science Hill Topper Academy
Dr. Aaron Wood	Assistant Principal: Testing/AP Coordinator
Wes Smith	Assistant Principal: Scheduling, Grades, and Enrollments
Keith Turner	Assistant Principal: Athletic Director
Tim Vanthournout	Assistant Principal: Student Services and Activities

COUNSELORS

COUNSELOR	GRADE ASSIGNMENT
Joe McPherson	Last Name A - Carpenter
Kim Thompson	Last Name CARR - FI
Holly English	Last Name FL – JE
Ryan Goines	Last Name JI – MC
Suzanne Reaves	Last Name ME – P
Seth Douglas	Last Name Q – TE
Josh Jarnigan	Last Name TH - Z
Kelly Medlin	Topper Academy

SHHS PARENT TEACHER**STUDENT ASSOCIATION**

Title	2022-2023	Email
Past President	Paula Treece	petreece@aol.com
VP – Programs	Staci Webb	staciwebb31503@yahoo.com
Secretary	Jamia Rentz	jamiarentz@aol.com
Treasurer	Missy Reece	blmmr@gmail.com
Bridge Program	Kris Hatcher	krishatcher@bellsouth.net
Contests	Misty Potter	bradysmom01@yahoo.com
Membership	Allison Smith	smitha.speer@gmail.com
Volunteers	Kim Reid	

SHHS BELL SCHEDULES SY 2022-2023

REGULAR DAY SCHEDULE	
PERIOD 1	7:40 - 9:14
PERIOD 2	9:21 - 10:57
PERIOD 3	11:04 - 1:04 1 st lunch 10:57 - 11:19 2 nd lunch 11:26 - 11:48 3 rd lunch 12:13 - 12:35 4 th lunch 12:42 - 1:04
PERIOD 4	1:11 - 2:45

TWO HOUR DELAY SCHEDULE	
PERIOD 1	9:40 - 10:37
PERIOD 2	10:44 - 11:41
PERIOD 3	11:48 - 1:44 1 st lunch 11:41 - 12:03 2 nd lunch 12:10 - 12:32 3 rd lunch 12:43 - 1:15 4 th lunch 1:22 - 1:44
PERIOD 4	1:51 - 2:45

HOMEBASE SCHEDULE	
PERIOD 1	7:40 - 9:32
PERIOD 2	9:39 - 11:09
PERIOD 3	11:16 - 1:10 1 st lunch 11:09 - 11:31 2 nd lunch 11:38 - 11:50 3 rd lunch 12:13 - 12:35 4 th lunch 12:48 - 1:10
PERIOD 4	1:17 - 2:45

ACTIVITIES SCHEDULE	
PERIOD 1	7:40 - 9:01
PERIOD 2	9:08 - 10:30
PERIOD 3	10:37 - 12:36 1 st lunch 10:30 - 10:52 2 nd lunch 11:00 - 11:22 3 rd lunch 11:44 - 12:07 4 th lunch 12:14 - 12:36
PERIOD 4	12:43 - 2:00
ACTIVITIES PERIOD	2:00 - 2:45

IMPORTANT DATES

MEET AND GREET

Parents and students may visit with Science Hill faculty during our annual Meet and Greet. This year it will be held in Grand Topper Hall on Thursday, August 11, 2022 from 3:00 – 6:30 pm.

COLLEGE VISIT NIGHT at SHHS

August 18, 2022 beginning at 5:30 pm in Grand Topper Hall

COLLEGE FAIR at Freedom Hall Civic Center

September 2, 2021, 6:00- 8:00pm

PARENT/TEACHER CONFERENCES

A parent may schedule an appointment with a counselor by calling Nicole Cahoon at extension 2021. Parents may report to the Main Office to receive a visitor's pass before meeting with the Counselor.

Parent/Teacher Conference	September 8, 2022 (3:00 – 6:00pm) by appt.
Parent/Teacher Conference	February 9, 2023 (3:00 – 6:00pm) by appt.

Parent Teacher Conferences on the dates above are “drop-in”, no appointment is necessary. Individual teacher conferences may be scheduled by contacting the teacher(s) by email or by calling 423-232-2190.

HOMEcoming

Fall Homecoming is September 30, 2022. The Varsity Homecoming Football game is Friday, September 30 versus Morristown East High School. Various Homecoming events will take place during the entire week.

VETERANS DAY

Each November, a program is conducted at Science Hill honoring those who have borne the battle to keep America free. This program is sponsored by the JROTC department and attended by the 11-12 campus and members of the community. The Veterans Program will be held on November 11, 2022 at 9am.

THANKSGIVING FOOD DRIVE

Each year the Student Activities Association coordinates the collection and distribution of food to needy student families within the Science Hill High School student population. In the past, approximately 80 families per year have received enough food for breakfast, lunch, dinner, and a complete Thanksgiving dinner. Thanksgiving boxes will be delivered November 22, 2022.

MILITARY AWARDS PROGRAM

The JROTC Awards Program is Wednesday, April 19, 2023 from 6:00 – 7:30pm in the SHHS Auditorium.

ACT- Senior Makeup

Makeup ACT testing for Class of 2023 will be held on Tuesday, October 19, 2022.

IMPORTANT DATES

ACT- Junior Testing

Required ACT Testing for all juniors will be held on Tuesday, March 1, 2022. Only Juniors attend on this date.

SENIOR ACADEMIC ACHIEVEMENT AWARDS PROGRAM

Sponsored by the Johnson City Board of Education, this program recognizes seniors with a non-weighted cumulative GPA (grade point average) of 3.5 or above by the end of the 7th session. The program will be held in the Auditorium on Monday, March 27, 2023 at 6:00 PM and is by invitation only.

MILITARY BALL

This semi-formal ball is held each year for the JROTC cadets and guests. The Ball will be held Saturday, April 22, 2023 6:30PM – 11:00PM, location TBA.

JUNIOR / SENIOR PROM

The prom is sponsored by the Junior Class each year for the Senior Class. The prom will be held on Saturday, May 6, 2023 8:00PM-11:00PM in the Grand Topper Hall at the SHHS Main Campus.

SENIOR AWARDS DAY

A program will be held to recognize seniors who have been selected for awards and scholarships on Monday, May 15, 2023 at 8:30 AM.

SHHS 9-11 ACADEMIC AWARDS PROGRAM

Freshmen, sophomores, and juniors who have earned recognition for academic achievement will be honored in an awards program on Tuesday, May 16, 2023 at 6:30 PM in the Auditorium.

***Award Ceremony dates are tentative at the time of handbook publication due to factors related to State of Tennessee test dates and use of snow days during the school year.*

GRADUATION PRACTICE

Seniors are required to participate in Graduation Practice (Friday, May 26, 2023) at 1:00PM in order to be included in the Graduation Ceremony. Seniors need to be on time to 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 2023 will be held on Saturday, May 27, 2023 at 10:00AM. Location to TBA. Only graduation regalia provided by the school may be worn during the ceremony.

HISTORY OF SHHS

The area in and around what is now Johnson City, TN has been referred to as “The Cradle of Tennessee.” James Needham and Gabriel Arthur first passed through this area in 1673. In 1760, Daniel Boone camped on a creek nearby and carved upon a tree, “D. Boone cilled a bar 1760.” Later, in 1769, William Bean located on the Watauga River at the mouth of Boones Creek; his son, Russell Bean, was the first white child born in Tennessee. In 1772, the settlers on the Watauga organized the Watauga Association, which was the first free and independent community established by men of American birth on this continent. In 1776, a portion of North Carolina west of the Allegheny Mountains formed the Washington District, the first civil division in the United States. Named for George Washington, it eventually became Washington County.

It was in this area, rich in historical tradition, that the Science Hill Male and Female Institute was started in the year 1867. The first building was erected on land owned by Tipton Jobe. Labor and materials for the task were furnished by individual citizens. The first session in this building began August 24, 1868. The Rev. John B. Pence was principal. The town at that time 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. The students of the school were cared for in the years 1911-1912 and 1912-1913 by the East Tennessee State Normal School, which opened for students October 10, 1911. The present campus-style plant was occupied in 1961.

Beginning with the 1971 addition of the SHHS Technology Center, the school has experienced many additions, expansions, and two grade reconfigurations. From 1998 through 2012, the eighth grade was a part of SHHS, necessitating that eighth and ninth grades be housed in what had been Liberty Bell Middle School. The SHHS Alternative Center is now housed in the Market St. building once known as Henry Johnson Elementary School. Other sophomores, juniors, and seniors are served at the main campus.

Projects under construction from 2010 to 2012 at the 10/12 campus included a new two-story academic wing, a large expansion of the cafeteria, an additional administrative area, and a new multi-purpose physical education facility. Currently, the Johnson City Schools reconfiguration allows Science Hill to serve 9th – 12th grade students on three campuses: the Main Campus, the College Career and Technical Education Campus, and the Alternative Center Campus. Construction on a new field house began during Spring 2015 and opened for team use in time for the 2015 Football season. A special thanks to the Alumni, Board of Education, and City of Johnson City for our great facilities.

OVERVIEW

SCIENCE HILL SCHOOL BELL

In commemoration of the fifty-year class reunion of the Class of 1927, the bell from the old Science Hill building was placed in front of the old main office when Science Hill moved to its present location. Due to new construction the bell was moved to the front of the new main office. The bell is tolled on special occasions.

SCHOOL MASCOT

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

SCHOOL ALMA MATER

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

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.

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

SCHOOL 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!

DAILY ANNOUNCEMENTS

Student information such as school activities, sporting events, testing dates, scholarships, etc. are published and emailed daily by 9:30AM to classrooms. The daily announcements are posted daily on the school web page, in PowerSchool and are also posted throughout the building. In addition, there will be verbal announcements each morning when not testing.

WEB PAGE

Science Hill's web page can be accessed at <http://www.jcschools.org/sh>
Our school web page contains Information regarding student services, academics, sporting events, school calendar and daily announcements.

YEARBOOK

The school yearbook, The WATAUGAN is published once a year and distributed to students in May. Science Hill offers classes in which elective credit can be earned by students who work on this publication. Sponsor: **Morgan Rado**

GRADUATION REQUIREMENTS

To graduate from Science Hill High School, students must meet the graduation course 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.

Please note that 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 student’s 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 leave students 6 credits to take as electives. Any student who attends a Tennessee Public High School their junior year is required to take the ACT to graduate and receive a regular high school diploma. Students must have a satisfactory record of attendance and discipline. All students must also take and pass a United States Civics Test and complete a project-based civics assessment administered in the Government course to graduate and receive a regular high school diploma.

ENGLISH	4 credits	English 1, English 2, English 3, English 4
MATH	4 credits	Algebra 1, Geometry, Algebra 2, and a fourth higher level math course above Algebra 1 <i>(Students must be enrolled in a math every year.)</i> *Math credits earned prior to entering ninth grade may meet specific diploma requirements but four additional math credits must be earned while in high school and students must be enrolled in a math every year.
SCIENCE	3 credits	Biology, Chemistry or Physics, and a third science lab course
SOCIAL STUDIES	3 credits	World History & Geography, US History & Geography, US Government & Civics, Economics
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: Math & Science, Humanities, Fine Arts, Career and Technical Education program, JROTC, Advanced Placement / Dual Enrollment
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

ACADEMICS

ALLOWABLE SUBSTITUTIONS

- Two credits of JROTC may substitute for one credit of Wellness and 0.5 credit of Personal Fitness. One additional credit of JROTC may substitute for the 0.5 credit of Personal Finance and 0.5 credit of Government.
- One credit of fall marching band may substitute for 0.5 credit of Personal Fitness. Beginning with SY 2019-2020, the 0.5 credit Personal Fitness requirement may be met by substituting a documented and equivalent time of physical activity in SHHS Marching Band, any TSSAA activity or sport, Unity, or Swim & Dive Team.

Area of Focus

Students will complete an area of focus earning no less than **three** credits in a program of study focusing on a particular concentration made up of three focused electives beyond the graduation requirements.

Math & Science	Any additional three math and/or science classes that are above the graduation requirement
Humanities	Any additional three English, Social Studies and/or World Language classes beyond the graduation requirement. It can be a combination of any of these classes
Fine Art	Any additional three performing or visual art classes beyond the graduation requirement
CTE	Three classes in the same CTE Program of Study
JROTC	Three JROTC classes taken that do not already count for other substitutions. (2 credits can be substituted for Wellness requirement, 1 additional credit can count for PE/Finance requirement, and 3 additional credits can count for focus)
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
Human Performance and Exercise Science	Any two additional P.E. classes beyond the graduation requirement plus Human Anatomy and Physiology.

Mandatory ACT

The Tennessee Department of Education requires that all students must take the ACT if enrolled in a Tennessee Public School during their junior year of high school. All juniors will take the ACT on the state testing date in the spring semester.

Civics Exam

Every student must pass a Civics Exam before graduation to earn a regular diploma. This exam will be administered through Canvas in Government classes. Any student enrolled in AP Government, dual enrollment social studies or transfers in with a Government credit must still take the Civics exam. Students must also complete the project-based civics assessment, which is completed through the Government classes.

Community Service

Students attending SHHS must complete 40 hours of community service as a requirement for graduation. The community service hours must be completed

outside of the regular school day. As hours are completed, students need to submit a signed verification form to the Registrar so hours can be logged. A verification form of hours may be picked up from any of the offices. The form can also be found on the school website under Quick Links on the homepage. Any organization of the student or guardian's choice may be used to acquire hours. If a student needs help finding ways to volunteer, the Registrar's office has a list of possible youth organizations. You can also visit the counselor's website. For additional information, consult the student handbook for Science Hill High School.

Diplomas for Graduation

For information regarding Alternate Academic Diploma, AP Capstone Diploma, and AP Capstone Certificate, see the SHHS Program of Studies.

Graduation Distinctions

For information regarding State Honors, District Distinction, Tennessee Tri-Star Scholars, State Distinction, and Seal of Biliteracy, see the SHHS Program of Studies.

Beginning with school-year 2022-2023, SHHS will transition to a Latin System based on weighted GPA for the purposes of Honors Recognition.

Summa Cum Laude	4.25 and above
Magna Cum Laude	4.00 – 4.24
Cum Laude	3.75 – 3.99

End of Course Exams and Final Exams

All students will be required to take the state End of Course examinations (Algebra 1, Geometry, Algebra 2, English 1, English 2, Biology 1, U.S. History) and the EOC results will be 15% of the semester grade. Students who do not take the EOC exam will receive a grade of zero for the EOC. EOC courses will also have a final exam, which will count as a test grade in the last quarter of the semester.

Classes that do not have an associated EOC exam may administer a final exam. These exams will count as a regular test grade. These exams will follow a published schedule and cannot be taken early. Make-up dates May 31, 2023 and June 1, 2023.

Final Grades and GPA

Credits are awarded based on the final grades at the end of each semester for semester long courses and at the end of the year for yearlong courses. The final grade for the course is what is recorded on the student's transcript. The cumulative GPA is calculated from final grades. Graduation GPA is calculated after the Fall Semester of the senior year.

ACADEMICS

Credit for High School Courses Completed in Middle School

High school credits earned in middle school will only be accepted with the following conditions:

- The course taken in middle school must be equivalent to the high school course and cover the same academic standards.
- Grade and credit for the course MUST be included on the student's transcript from the middle school for the credit to be issued on the Science Hill transcript
- High school courses taken in middle school without a transcribed credit will be noted on student's transcript as successfully taken. Student course placement in high school will be based on these requirements.

Incoming ninth graders with high school credit earned in middle school may retake those courses at Science Hill High School to earn a better grade. Math credits earned in middle school may meet specific diploma requirements but four additional math credits must be earned while in high school and students must be enrolled in a math every year.

Transfer Credits

Students who transfer into Science Hill High School from non-block schedule schools will be awarded credits for which they have earned. Students who have not completed a full-credit in core academic courses will be registered, schedule permitting, for the same full-credit course at Science Hill. The original ½ credit will still be awarded to the student and appear on the transcript. For students who transfer in with ½ credit in non-core courses, counselors will analyze the transfer transcript and award credit and may also recommend an alternate route via our online offerings to complete the full credit.

The student may pre-test and then complete work based on the pre-test and the resulting credit will appear on the Science Hill transcript as a regular course fulfilling the credit requirement.

Topper Academy

As a "school within a school", Topper Academy provides an educational setting that provides both face-to-face and blended instruction to enable students to complete academic requirements in a self-paced, personalized environment. 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). Topper Academy staff will analyze the transcripts of incoming students and plan a personalized pathway for each student.

Grade Classification

Students are classified as freshmen (cohort) at the beginning of their first year in high school. Students roll up to the next grade regardless of number of credits earned but must earn the required credits to graduate. Students have 4 years to graduate with their entering freshman class. **Ninth graders who earn fewer than four credits may begin their sophomore year at the Topper Academy to recover credits.**

World Language/Fine Arts Waiver

Most four-year universities require two high school credits in a world language and one fine art to be eligible for enrollment. Students not planning to attend a four-year university have the option of waiving this requirement, but must complete three additional credits from within another Area of Focus.

Students choosing this option must meet with their counselor and return a completed World Language waiver form.

Repeating a Course/Improving Grade

Students who fail a course required for graduation must earn the credit in one of the following ways:

- Repeat the full course in a SHHS traditional setting in the school year
- Repeat the full course in a SHHS online course in the summer or school year
- Complete the course in a SHHS credit recovery setting in the summer or school year

For students who repeat the course in either the SHHS traditional or online setting, on the student's

transcript, "NC" for non-credit will be issued for the failed course, and the failing grade will be removed from the student's cumulative GPA. The student's transcript and cumulative GPA will reflect the grade earned in the repeated course.

Students must receive approval by their counselor to complete the failed course through SHHS credit recovery. Administrative guidelines establish the process for earning credit through this program. For students who repeat the course in credit recovery, on the student's transcript, "NC" for non-credit will be issued for the failed course, and the failing grade will be removed from the student's cumulative GPA. Students passing credit recovery courses will receive a maximum grade of 70%. "CR" will be listed by the course name to indicate the course was completed through Credit Recovery. The NCAA does not recognize credits earned through a credit recovery program.

Students who desire to improve their grade in a course taken at Science Hill must do so in one of the following ways:

- Repeat the full course in a SHHS traditional setting in the regular school year
- Repeat the full course in a SHHS online course in the summer or school year

In extenuating circumstances the counseling staff and administration of Science Hill may approve a student to repeat the full course in a Niswonger Foundation online course, which requires the student to pay a class access fee of \$125 or the current rate for the Niswonger course.

Students must receive approval by their counselor and a SH administrator to improve a grade in a course for which they already have credit. Generally, students are not permitted to repeat a course to improve a grade if they have already passed the next course in the sequence. On the student's transcript, "NC" for non-credit will be issued for the original course, and the original grade will be removed from the student's cumulative GPA. The student's transcript and cumulative GPA will reflect the grade earned in the repeated course.

ACADEMICS

Science Hill High School Grading Scale

Grade	Percentage Range
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

- All high school courses are weighted on the above percentage scale.
- Honors courses will have three (3) points added to the calculated average at the end of the semester.
- Statewide Dual Credit courses will have four (4) points added to the calculated average at the end of the semester if the student took the State Dual Credit Challenge Exam.
- Local Dual Credit courses will have four (4) points added to the calculated average at the end of the semester if the student took the local dual credit challenge exam.
- Industry Certification-aligned courses will have four (4) points added to the calculated average at the end of the semester if the student took the industry certification exam.
- Advanced Placement courses will have five (5) points added to the calculated average at the end of the semester. Student must take the AP exam in May to receive the extra points. (see AP Policy)

Calculating GPA

Each student will be assigned two Grade Point Averages (GPA's). One GPA will follow the State of

Tennessee's 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 grade 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 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 Certification Classes (must earn Industry Cert), **Local Dual Credit Courses** (must complete course and take challenge exam), **Statewide Dual Credit** (must complete course and take challenge exam): A = 4.75, B = 3.75, C = 2.75, D = 1.75, F = 0.75

Honors Courses (must complete the course) A = 4.5, B = 3.5, C = 2.5, D = 1.5, F = 0.5

DUAL ENROLLMENT – see Dual Enrollment Application

GRADING POLICY

FINAL EXAMS

Classes that do not have an associated EOC exam may administer a final exam. These exams will count as a regular test grade. These exams will follow a published schedule and cannot be taken early.

For classes requiring a State End of Course exam, those test grades will count 15% of the semester grade and final exams will be counted as a regular test grade in the last term of the semester (Q2 & Q4).

Early Final Exams: *Students are not permitted to take final semester exams prior to the scheduled exam date and time.* Make-up dates May 31, 2023 and June 1, 2023.

ACADEMICS

EXAM SCHEDULE

Grades 9-12

December 19, 2022, 1st and 2nd block exams

December 20, 2022, 3rd and 4th block exams

Senior Exams

May 16, 2023, 3rd and 4th period exams

May 17, 2023, 1st and 2nd period exams

Grades 9-11

May 23, 2023, 1st and 2nd period exams

May 24, 2023, 3rd and 4th period exams

GRADE CALCULATION

NON EOC COURSE	
1 st Nine Weeks	(50%)
2 nd Nine Weeks	(50%)

**JOHNSON CITY SCHOOLS
2021-22 SHHS TESTING CALENDAR**

As required by T.C.A. § 49-6-6007, assessments for the 2021-22 school year

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
TCAP End of Course (EOC) <i>English I/II</i> <i>Algebra I/II</i> <i>Geometry</i> <i>Biology</i> <i>U.S. History</i>	Fall block: November 29 – December 16, 2021 Spring Block: April 18 – May 6, 2022	9-12	Required by Federal Govt. (ESSA) & TN law (TCA) to assess student's mastery of TN state standards Test length: see hyperlink at bottom of page*	Individual profile reports from the Tennessee Department of Education
SDC Exams <i>Plant Science</i> <i>Criminal Justice</i> <i>U.S. American History</i> <i>Pre-Calculus</i> <i>Speech and Comm</i>	Fall Block: TBD Spring Block: TBD	9-12 9-12	College-level courses taught at the high-school level. Students take the online challenge exam to assess mastery of the postsecondary-level learning objectives	Students which meet or exceed the exam 'cut score' receive college credit that can be applied to any TN post-secondary institution
ASVAB – optional aptitude test	Fall Administration: TBD – Sept. 28 th , 29 th or 30 th	10-12	It measures a student's strengths and potential for success in military training Test Length = 3 hours	Individual profile reports from the Career Exploration Program
District Checkpoints <i>English I/II</i> <i>Algebra I/II</i> <i>Geometry</i> <i>Biology</i>	Fall Checkpoint 1: Sept. 20 – Oct. 1 Fall Checkpoint 2: Nov. 8 – 23 Spring Checkpoint 1: Feb. 21 – March 4 Spring Checkpoint 2: April 11 – 22	9-12	Formative tests used to assess student's mastery of TN state standards Test length = 20 – 90 minutes	Results provided upon request

ASSESSMENT	DATE	GRADE LEVEL	REQUIREMENT & PURPOSE	RESULTS
ACT Exam <i>English</i> <i>Math</i> <i>Reading</i> <i>Science</i>	Senior Retakes Oct. 5, 2021 Senior Retake Make-up Oct. 19, 2021 Junior First Time March 1, 2022 Junior Make-up March 29, 2022	12 11	TN graduation requirement Assesses student's achievement and college readiness Test length = 3 – 3 ½ hours	Individual profile reports from ACT through the MyACT portal.
PSAT/NMSQT <i>Math, Reading and Writing</i>	Initial Exam Wednesday, Oct. 13, 2021	10-11	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 = 3 ½ - 4 hours	Individual profile reports from College Board
WIDA Screener WIDA ACCESS <i>Reading, Writing, Speaking, Listening</i>	At registration February 14 – March 26, 2022	English Language Learners	Placement test for ESL services Required by Federal Govt. (ESSA) to assess student's progress in acquiring English Test length = 3 – 3 ½ hours	No result provided Individual profile reports in August
TCAP – Alt & MSAA <i>Reading, Math, Science, Social Studies</i>	March 14 – April 29, 2022	Some students in grades 3-11	Required by Federal Govt. (ESSA) & TN law (TCA) to assess student's mastery of TN state standards Test length = 4 – 6 hours	Individual profile reports from the Tennessee Department of Education in August
Advanced Placement Exams	We expect that 2022 AP Exams will be administered during the first two full weeks of May 2022 with late testing occurring during the 3 rd week of May	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 ½ - 4 hours	College Board releases scores directly to students through the MyAP portal in July

WEIGHTING FOR ADVANCED PLACEMENT

Shall include the addition of 5 points to grades used to calculate the semester average in AP Courses upon completion of the AP exam:

WEIGHTING FOR DUAL CREDIT, DUAL ENROLLMENT AND CAPSTONE INDUSTRY CERTIFICATION COURSES;

Shall include the addition of 4 percentage points to grades used to calculate the semester average in the following courses:

- SDC Intro to Plant Science
- SDC Criminal Justice
- SDC Pre-Calculus
- SDC Speech and Communication

** SDC= State Dual Credit

Students must take National Exam to receive a weighted grade in the following course areas:

- Business and Information Tech
- Construction Tech
- Health Science Ed (Med Tech)
- Hospitality and Tourism (Culinary Arts)
- Human Services (Cosmetology) and Transportation (Automotive Tech)

**** Courses not listed here do not meet the Tennessee Department of Education requirements to be weighted.**

SCHOOL SUPPORT PROGRAM

This program is designed for students who are not progressing in school as well as they are able. The reasons for the underachievement may be academic or organizational issues, conduct or attendance problems, social or emotional concerns. Teachers, counselors, administrators, parents or the students themselves may refer persons for whom they have interest.

The School Support leaders provide a variety of services to students, parents, teachers, and administrators:

- Attendance monitoring and attendance plans
- Baseline behavioral and academic assessment; review of records and services
- Behavior and Academic monitoring with Daily or Weekly Progress Reports
- Parent Conferences; Parent-Teacher Conferences
- Peer Interventions
- Time Out or Crisis Intervention

ACADEMICS

- Individual and Group Counseling
- Home-School Contracting
- Assignment and Homework Organization
- Ongoing parental communication via phone, notes, progress reports, e-mail
- Liaison with and services for Topper Academy students, staff, and administration
- Referrals for other interventions both within the school setting and to community agencies and entities
- Professional library of behavioral and academic interventions

A number of supports are available to Science Hill High School students. The School Support teacher can help to arrange activities such as:

- After school tutoring
- Referrals for therapeutic counseling
- Edmentum® credit recovery
- Content-subject specific tutoring.

Students who have earned their way out of alternative placement are typically placed on the School Support Program caseload for a period of time.

SCIENCE HILL 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. The Topper Academy is a facility and program designed to best meet the needs of students who do not otherwise perform up to 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. For information on any of these programs, see George Lao (928-0380).

CREDIT RECOVERY

Credit Recovery is traditionally defined as a way to "recover" credit for a course that a student has not successfully completed. Credit Recovery programs, in general, have a primary focus of helping students stay in school and graduate on time. Parental permission required for participation.

WORK-BASED LEARNING

Students who apply and are approved for Work-Based Learning (WBL) may leave school only one period of the day (i.e. the last period unless given special consideration) for work-based learning. Only juniors and seniors may request WBL. Due to work regulations, no WBL experience will be permitted in the medical field except through the Health Science Education clinics. Students must follow all rules and regulations pertaining to WBL guidelines.

SENIOR SPEAKER GUIDELINES FOR GRADUATION

The senior class will elect their graduation speaker by ballot.

Applicants for Senior Speaker must meet the following eligibility requirements:

- Satisfactory attendance during senior year
- No OSS during senior year
- 3.0 or greater unweighted GPA through 7th session
- Recommendations from at least 4 teachers from senior classes
- Speech approved by administration

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

- Speaker applicants will be approved using criteria listed above.
- Speaker applicants will perform 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.
- Those three candidates will deliver their speech to the senior class during the senior meeting. The senior class will then elect their Senior Speaker by ballot.

Important Dates:

- | | |
|------------------------------|--|
| • April 3, 2023 | Applications become available in main office. |
| • April 14, 2023 | Completed applications due back to main office no later than 3:00pm. |
| • April 19, 2023 (Tentative) | Selection Committee meeting after school for all applicants. |
| • April 26, 2023 (Tentative) | Senior meeting where top 3 speakers will deliver their speech and seniors will vote. |

ATHLETICS & EXTRACURRICULARS

ATHLETICS

Science Hill is proud of its athletic program and records. As a member of the TSSAA and the Big 5 Conference in most sports, SHHS offers the following: baseball, basketball, cheerleading, cross-country, football, golf, soccer, softball, swimming/diving, tennis, track, volleyball, and wrestling. Students who are interested in participating in the Science Hill High School athletic program should contact the Athletic Director. Also see NCAA Clearing House Eligibility requirements on pg 12.

PHILOSOPHY

It is Science Hill High school's belief and expectation 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.

GOAL

Our goal in athletics is to help each student reach his/her academic and athletic potential and to become a more productive member of society.

OBJECTIVES

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

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.

ATHLETICS & EXTRACURRICULARS

ATHLETIC BANQUETS

Athletic coaches are responsible for organizing their own athletic banquets. All banquets must take place in Grand Topper Hall. Dates to be determined by coach.

ATHLETIC CALENDAR

The high school athletic calendar is located on our school web page under calendars. 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.

ATHLETIC SIGNINGS

Athletic signings will be arranged through the athletic director during non-school hours. Students may attend by invitation only.

DRUG TESTING FOR ATHLETES

Science Hill High School 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. Also, Science Hill High School reserves the right to screen athletes under the suspicion of alcohol by a breath alcohol test.

ELIGIBILITY

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

EQUIPMENT

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.

ATHLETICS & EXTRACURRICULARS

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 Mark McDonald for proper insurance forms.

ACADEMIC ASSISTANCE FOR ATHLETES

Procedures for academic assistance include the following:

- The athletic director or designee will tag the athletes in the computer upon receipt of team rosters.
- Coaches will check mid-term grades of all athletes.
- Coaches will be given a grade card for all 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 E in any subject the preceding grading period will be required to complete a Progress Report form every week for all classes.
- Athletes are to get a 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 form – No practice or competition until the form is turned in.
- Failure to complete assignments – No practice or competition until completed.

ATHLETIC PASSES

Athletic passes permitting attendance at all regular season home athletic events are available for purchase for students only. Student passes may be purchased from Janet Phillips in the Student Activities Office on the main campus (232-2205). Student passes are \$60. Varsity football ticket prices are \$8.00 (general admission). All other varsity sports ticket prices are \$6.00 for students and adults. Football reserve season tickets are \$45.00 and \$70.00.

PRACTICE

Individual coaches determine practice schedules for each sport. An athlete should never miss a practice without consulting the coach. Parents are responsible to pick up student athletes in a timely fashion.

ATHLETICS & EXTRACURRICULARS

STUDENT ADMISSION TO GAMES

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).

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.

TENNESSEE SECONDARY SCHOOLS ATHLETIC ASSOCIATION (TSSAA)

- 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, 2021 before participating in a practice or game.

SHHS GUIDELINES FOR GOOD STANDING

- Students in grades 9-12 must take 4 credit earning classes per session. Anything less must be approved by the principal in writing.
- Students must earn 3 full credits per session in order to be eligible for the following session.
- Students must have a completed Parent Consent Form on file.
- Student's parent or guardian must meet with the head coach prior to the student participating in that sport.
- Students placed at the Science Hill 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. In cases where the student appears to be ready to return to good standing, exceptions may be granted by the Principal upon recommendation of the Athletic Director and/or the Topper Academy Administrator.

ATTENDANCE

Athletes are expected to be in class except with an excused absence. An athlete must be in school 3 hours and 31 minutes on the day of a game or practice to participate.

ATHLETICS & EXTRACURRICULARS

CONDUCT

Student athletes are to demonstrate good sportsmanship, to give respectful attention to classroom activities, and to 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, their school, or their team.
- Hazing and initiations are strictly prohibited in high school athletics.
- Student athletes with an in-school or 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.
- 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 need to 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.
- 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.

STUDENT ACTIVITIES

FINE ARTS EVENTS

The art, band, choir, drama, and orchestra departments present programs at various times throughout the year. Check the daily announcements, and school calendar on the school web site for dates and locations.

SAA (STUDENT ACTIVITIES ASSOCIATION)

The SAA is a student organization in charge of student activities. They plan, organize, and implement community service projects, school service projects, pep rallies, Homecoming, SAA dances, Thanksgiving Food Drive, Junior/Senior Prom. SAA is made up of four campus wide senior officers, four senior, junior, and sophomore class officers and representatives. No officers will be elected in ninth grade and any ninth grade student is eligible to participate in SAA. Students may pick up applications in April to run for a SAA office for the next school year.

ATHLETICS & EXTRACURRICULARS

The goal of SAA is for the most qualified students to fully utilize leadership abilities and influence to make Science Hill a community of excellence. In order to reach that goal, students in grades 9-12 must meet the following guidelines:

- Submission of a completed application by the deadline to the principal.
- Minimum GPA (cumulative) of 3.00.
- No out-of-school suspensions for any reason during the current school year.
- Campus-wide officer candidates must be interviewed by SAA advisors in April before the election and have an interview score of 20 or higher.
- Teacher evaluations will be sent to all teachers in the current school year. Teacher evaluation average score must be 20 or higher for officers, 15 or higher for representatives.
- Any student who commits off campus criminal behavior which results in the student being legally charged will be suspended from participation in Student Activities immediately by the principal. The incident will be reviewed by the principal. This policy is also in effect during the summer break, and violations occurring then will be dealt with prior to the student's participation the following year.
- If removed from office for ANY reason the student is not eligible to run for office the following year.

FIELDTRIPS AND EXTRACURRICULAR ACTIVITIES

- ALL fieldtrips must have academic value.
- Students in violation of the attendance policy and/or not in good academic standing may not attend fieldtrips.

- Fieldtrips will be authorized for competitive events. These must be taken after school or on weekends if possible. Since students are motivated by competition such as state and national contests, district, regional competitions, etc., such will be authorized within reason.
- Some groups are performance oriented and must be afforded reasonable opportunity to display the skills they have learned. These groups are called upon many different times during the school year to compete or perform for different groups in our community. These groups include athletics, choir, band, drama, orchestra, ROTC drill teams, clubs, etc. Fieldtrips for such performances may be limited to two days per semester/season.

ATHLETICS & EXTRACURRICULARS

CLUBS AND ORGANIZATIONS

CLUBS, ORGANIZATIONS, AND TEAMS	FACULTY SPONSOR(S)
ACT Prep Club	Becky Mazoff
Asian Culture Appreciation Club	TBA
Band	Dr. Carson Vermillion, Dan McGuire
Beta Club 11-12	Tammy Keller
Beta Club 9-10	Bess Laufenberg
Bowling Club	Kurt Dauksch
Chess Club	Missy Phillips
Coding Club	Jaime Hise Andrews
Chorus	June Oaks
Criminal Justice	Chad Robinson
Dungeons & Dragons Club	Russell Minatel
Drama: Drama 101 Showstoppers	Hunter Graybeal Rick Marshall
FBLA (Future Business Leaders of America)	Rose Hilton, Debbie Mottern and Kevin Conner
FCA (Fellowship of Christian Athletes)	Nancy McDonald, Ryan Edwards
FCCLA (Family Career Community Leaders of America) Culinary Arts Social Health Services	Debbie Mottern Sasha Johnson Heather Connor
Feeding America	Sean Samuel
FFA (Future Farmers of America)	Chris Dockery
First Robotics	Jeff Kleven
French Club	Anne Gregg
German Club	Candice Quade
Green Team	Chris Dockery
Hats for the Homeless	Justin Douglas
Hilltopper Herald	Jeff Price
HOSA – Future Health Professionals	Paula McPherson, Kayla Clawson and Kristine Taylor
Huddle Club	TBA
Investors Club	Ian Herrin
Kandi Club	Kiki Garman
Langston Leadership Club	Jennifer Delahoussaye
Medieval Battle Association	Wendy Ratliff
Model UN	Sean Samuel
Mountain Bike Team	Craig Lancaster
Mu Alpha Theta	Mark Pickering
Orchestra	Susan Lambert
Psychology Club	Jared Forbes and Justin Douglas

Project 7	Elizabeth Still
Rho Kappa	Jessica Connor, Kayla Edwards
Scholars Bowl	Michael Laviano, Tom Bier, Ben Davenport
Science Bowl	Elizabeth Bennett
Science Hill Debate Team	Rick Marshall and Hunter Graybeal
Science Hill Taxidermy	Victor Burk
ShowStoppers	Richard Marshall and Hunter Graybeal
Skills USA	Charlene Hogg, Matt Glover, Rich Murray, Brent Sluder and Robbie Tester
Spanish Club	Kayla Jimenez Gomez and Hilary Delgado
Spirit Squad	Tracy Coggins, Celia Street
Spoken Word	Nicole Brown
Student Activities Association	Mitzi Stiltner, Barbara Sutton, Angela Taylor
Ultimate Frisbee Club	Michael Laviano
Unity Dance Team	Kim Thompson, Jennifer Delahoussaye, Shanna Fudge
The Wataugan Yearbook	Morgan Rado
Weight Lifting Club	Jackson Rhudy
Yoga Club	Barton Burris
Young Freedom Fighters	Russell Minatel

COUNSELING

COUNSELING SERVICES

Science Hill has eight full time counselors to assist students by providing information and counseling services. See page 3 for a list of counselors. Some of the services provided include:

- Assistance in planning the student's academic program.
- Coordination of college testing.
- Coordination of information related to colleges and careers.
- Referral of student to the school psychological examiner, mental health personnel, human services, or other community specialists.
- Implementation of individual and group counseling programs.

CAREER INFORMATION

Information concerning career opportunities is available through the counseling offices.

COLLEGE INFORMATION

Counseling

The counseling department provides personal, educational and career counseling. We believe that the complexity of the program requires counselors who are very familiar with the diploma program practices and requirements, so they will be best able to support their students. This support comes in conversations with the student on course and college planning, facilitating conversations between teachers, students and parents when intervention is needed, and providing stress and time management coaching.

The counseling offices have many resources available. Some may be checked out for use at home. College planning materials are available for checkout in the library. Scholarship information is available on the counseling web page.

LETTERS OF RECOMMENDATION

LETTERS OF RECOMMENDATION SHOULD BE REQUESTED AT LEAST ONE MONTH BEFORE THE DUE DATE. A current resume should be given to the counselor when a request for a letter of recommendation is made. This procedure should also be followed when requesting letters of recommendation from teachers.

STUDENT APPOINTMENTS WITH A COUNSELOR

Students may make an appointment to see counselors in the following locations: Main Office 8am – 3pm, Registrar’s Office 7am – 3pm, and CTE Office 7am – 3pm. The student will be given a note to be initialed and timed by the teacher when the student leaves class. The teacher will decide to release the student from class or to have the student remain in class. If the student needs to remain in class, another appointment can be made. The student **MUST** bring the initialed note to the counselor. The student must have the counselor initial the note for the student to return to the classroom teacher at the end of the appointment.

TRANSCRIPTS

Parchment is used for the secure online transmission of student transcripts to colleges, universities, NCAA Clearinghouse, dual enrollment classes, etc... All students should create a free Parchment account at Parchment.com. Click “Sign Up Now”, enter login information and create a password that will be easy to remember. Search for Science Hill High School as the school that holds the transcript, and complete the authorization by eSigning the online form. To order transcripts select destinations such as colleges, graduate schools, employers or yourself. Destinations can be searched, or names and addresses can be entered if not found on the search. Select whether a current transcript should be sent or if the transcript should be held until the next grading period. The status of each request will be emailed and updated in your Parchment account. Allow up to one week for processing of each request. Refer to support.parchment.com, your Counselor or the Registrar for additional assistance.

Seniors need to request a final transcript be sent to the college of their choice prior to graduation. When creating the final transcript request on parchment, you need to change “processing time” 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.

In addition, seniors must complete the Transcript Release Form and pay a \$10.00 fee for graduation and transcript processing expenses prior to requesting transcripts needed for college applications.

Release forms and senior fee payments should be turned in to the Registrar’s Office located in the Main Office. Additional forms and assistance with Parchment are also available in the Registrar’s office.

COUNSELING

COLLEGE ENTRANCE REQUIREMENTS

Subject	Entrance to: UT, ETSU, Austin Peay Memphis, MTSU, TN State, TN Tech*	Recommendatio ns for highly selective colleges, Honors, or AP courses recommended	NCAA**	NESTCC and 2 year community colleges
English	4 Credits College Prep	4 Credits	4 Credits	4 Credits
Math	4 Credits must be Alg. 1, Geometry, Alg. 2 and Higher Level Math	4 Credits begin with Algebra 1	3 Credits*** beginning with Alg. 1	3 Credits
Science	2 Credits 1 must be a Biology, Chemistry, or Physics	3 Credits	2 - 3 Credits 1 must be a lab course	3 Credits
Social Studies	2 Credits US History Anc. History Euro History Mod History World Geo World History	3 Credits	2 - 3 Credits	3 Credits
Arts: Visual or Performing	1 Credit from art, music, theatre	Check college website	None	None
World Language	Check College website for information	3 - 4 Credits of the same language	None	None
Electives		Most electives should be college prep courses	4 Credits (Div I) or 3 Credits (Div II) from the first four areas listed or from foreign language	Technical courses recommended

*Each state has different requirements for admission.

**See the Athletic Director, Keith Turner for GPA and SAT score requirements.

***One additional credit must be taken in either math or science.

TIMELINE FOR COLLEGE ADMISSIONS**JUNIORS****September**

- Inquire about PSAT/NMSQT (National Merit Scholarship Qualifying Test) test date, time, and place in October.
- Meet with your school counselor to review your courses for this year and plan for your senior year.
- Attend College Fair to get more information about colleges.

October

- Take PSAT/NMSQT
- Consider taking the Armed Services Vocational Aptitude Battery (ASVAB) in February.

December

- Receive results of the PSAT/NMSQT. Read material sent with your scores and consult your counselor to determine how you might improve.
- This can be excellent preparation for your SAT and ACT.

January

- Continue to think about which college you'd like to explore.

February

- Continue to prepare for SAT and ACT. Register to take a test.

March

- Investigate prospective colleges by searching their websites and planning a visit.

April

- When selecting your senior courses, be sure to continue to challenge yourself.
- Take the SAT and ACT (double check date, time, and place).
- Continue to evaluate colleges. Begin eliminating some choices from the original list.

May

- Look into summer jobs.
- Take AP if appropriate.
- Consider enrolling in an academic course at a local college, pursuing a summer school program, or working as a volunteer.

June

- Plan visits to colleges during the summer.
- Take SAT II tests if appropriate.

July and August

- Visit colleges. Take tours and have interviews.
- Continue to refine your college list.

COUNSELING

SENIORS

August

- Attend a regional College Fair to investigate further those colleges to which you will probably apply.
- Attend Senior Conference Night at SHHS

September

- Sign up for Nov. SAT or Oct. ACT.
- Meet with your counselor to be sure that your list includes colleges appropriate to your academic and personal record.
- Review your personal records with your counselor to ensure their accuracy.
- Apply online to College or Technical Schools.
- Plan visits to colleges (if you didn't get to them during the summer or if you want to return for a second visit).
- Attend Freedom Hall College Fair
- Complete Resume to help counselors write letters of recommendations.

October

- Begin to gather the information needed for applications.
- Line up your teacher recommendations.
- If applying for "early decision", also prepare applications for back-up schools.
- Start submitting your applications.
- Sign up for Dec. /Jan. SAT II if appropriate or Dec. ACT.
- Take Oct. ACT if appropriate and have scores sent to colleges.

November

- Continue filing applications to colleges.
- TN Promise Deadline

December

- Take SAT or ACT test. Have scores sent to colleges on your list.
- File your last college application.

December (continued)

- Attend Financial Aid Program.
- Consult your counselor again to review your final list of colleges. Be sure you have all bases covered.
- If you applied for "early decision", you should have an answer by now.

January

- Keep working on your grades
- File for Financial Aid through FAFSA n-line.

February, March, and April

- Remember to monitor your applications to be sure that all materials are sent and received on time.

Before May 1

- Decide on the one college or technical school which you will attend. Send your tuition deposit.
- Notify the other colleges that accepted you that you have selected another college.

May

- Take Advanced Placement Exams
- Complete Senior Checkout Form indicating where you want your final transcript sent.

SCHEDULE ADJUSTMENT PROCEDURE

The master schedule has been balanced and course sections established based on the number of students requesting courses. Therefore, students will be held to the decisions made during registration. Students are expected to follow the schedule for classes which will be generated from the courses chosen during registration. This includes class levels such as Honors and AP. All class change requests have to be made in writing on the class change request form with a valid reason for the change. Forms will be available in the main office and Student Topper Center during the first week of school only. Sometimes course requests exceed the number of sections possible. Alternate courses are then considered first before placing students in non-requested courses.

During the first week of school, counselors will consider requests for schedule changes for the following reasons only:

- A student has failed the preceding class in the course sequence.
- A student does not meet the required pre-requisite or co-requisite.
- Summer school attendance results in a need for a new course request.
- A senior not registered for a required course for graduation.
- Does not have a class every period.
- An Administrator deems the move beneficial for balancing courses or for balancing student schedules.
- Student wishes to try a more challenging course in English, math, science or social studies.
- Teacher recommendation

The following are not acceptable for requesting a course change:

- Teacher preference.
- Fear of low grade or course difficulty (keep this in mind when registering for Honors/Advance/AP courses)
- Summer reading not completed.
- Changed mind



**Excellence. Empowerment.
Everyone. Everyday.**

Deadline Friday, August 19, 2022

Petition for Honors/AP Course Exit

Student's Name: Last	First	MI	Course:
Grade Level:		Teacher:	

I request an exit from the course stated above for the following reason(s):

I have completed all the requirements for this petition.

I have conferenced with the teacher about my course performance and have implemented recommendations for improvement.

I have attended all recommended tutoring sessions (before school/after school).

I have completed all assignments.

Teacher's Signature:

I have discussed the implications of a course change with my counselor.

Counselor's Signature:

As the student (or parent/guardian), my signature below indicates that I understand the implications of a course change on my (or my student's) schedule, course weighting, and potential completion of the AP Capstone Diploma.

Signature of Student:	Date:
Signature of Parent/Guardian:	Date

Counselor/Admin Use Only	
<input type="checkbox"/> Petition Granted	
<input type="checkbox"/> Petition Denied	

Admin Signature: _____

ATTENDANCE

During the school year, Science Hill High School will continue to emphasize the value of instructional time. **We expect students to be in school and on time to each class every day.** Daily attendance records are kept by teachers for each class.

ATTENDANCE POLICY

Johnson City Schools' Truancy Plan

First Day of school:

A written copy of the Johnson City Schools' Attendance Requirements is in each school's student handbook.

Truancy Violations:

Tier 1: Completed at the individual schools (possible phone conversation)

Violation – Five **unexcused** absences

Consequences:

1. Parents will receive a letter notifying them of # of absences and a meeting will be scheduled.
2. 30-day Attendance Contract signed by student, parent, and school officials, which outlines specific attendance expectations for the student.
3. Family and school officials will review the contract in 30 days. If one or more unexcused absence(s) occur, family will move to Tier 2.
4. If no further unexcused absences occur, the family and school officials will review the contract at 60 days to review the attendance requirements.

Tier 2: Completed at the individual schools:

Violation: The student has acquired **one or more additional unexcused** absence(s) after initial contract

Consequences:

1. Family is required to provide doctor's excuses for all absences.
2. Counselors and/or school official will conduct individual assessment of student's absences to determine reason for the absences.
3. Possible referral to counseling or other services as deemed necessary by the above assessment.
4. Family and student must still follow conditions set forth in the original contract.

Tier 3: Completed at Central Office/Juvenile Court:

Violation: The student has acquired **one or more additional unexcused absences** after the Tier 2 assessment.

EXPECTATIONS AND BEHAVIOR

Consequences:

1. Family is required to provide doctor's excuses for all future absences
2. Truancy Board will review the case with family and make the appropriate referrals to community based services, such as: counseling, parenting classes, in-home services.
3. The case will be reviewed with the family every 30 days until the end of the contract.

If the student has further unexcused absences or fails to comply with the contract after progressing to Tier 3, a petition will be filed in Juvenile Court.

Also, failure to comply with a referral to the counselors or school official (Tier 2) or to cooperate at any Tier will result in the case to automatically proceed to the next tier and ultimately to Juvenile Court.

ABSENCE REPORTING

When a student is absent, it is expected that a **parent/guardian** will call or provide written documentation to the Attendance Office to report the absence and the reason for the absence. Calls should be received within three days of the student returning to school for the absence to be considered excused.

ABSENCES

Students are expected to be in class every day. However, the following are school approved absences from school:

- Personal illness- after the 5th day of absence due to illness, a doctor's excuse is required.
- Death in the family (limited to three days).
- Parent request limited to THREE (3) days per year (prior approval is required). Grades 11-12 see Jesse Cigarroa, grades 9-10 see Mr. Vanthournout and Topper Academy students see Mr. Laoo.
- Illness in family requiring student to provide temporary help for family member (requires a statement from a physician).
- Special religious holidays regularly celebrated by students of a particular faith.
- There is a policy for college visits. Please see your counselor for more information.

EXPECTATIONS AND BEHAVIOR

DRIVER'S LICENSES: Tennessee law requires the principal of a school to notify the Department of Safety if a student is absent from school for 10 consecutive unexcused absences or 15 unexcused absence/session or if a student fails to make satisfactory academic progress. Upon notification, the Department of Safety will suspend the youth's driver's license or will prohibit the youth from obtaining his/her driver's license. Issues related to Driver's permits/licenses are to go through Cody Ewing.

EARLY DISMISSAL

A parent call to the Attendance Office is necessary for a student to secure a dismissal slip. Early dismissal slips from 12pm to 1:15pm need to be arranged before 11:30am and picked up by the student in the Attendance Office. Students living at home, regardless of age, require a parent to contact the attendance office in order to check out of school.

The slip showing the time of dismissal must be shown to the teacher when it is time for the student to leave school and must be kept for use as an admit upon return to school. **Students must check in through the Attendance Office when returning to school on the same day of 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.**

DISMISSAL FROM CLASS

A student may be dismissed from class as a school excused absence for the following reasons:

- Dismissal slip issued by a school counselor.
- Dismissal slip issued by an administrator.
- Student's name appears on fieldtrip or activity list.

If a student needs to leave school due to an illness or injury, a doctor's note must be provided upon return to school for an excused absence unless the school nurse sends the student home.

MAKE-UP WORK

Students with absences are expected to complete the work missed. The student should meet with teachers *within 2 school days* of returning to school to make arrangements to complete work missed. See guidelines below:

EXPECTATIONS AND BEHAVIOR

- School Administrators have the discretion to allow or not allow make-up work for unexcused absences and out-of-school suspensions.
- It is recommended that students who are to be absent due to school-sponsored activities meet with their teachers, if possible, prior to the activity to get assignments and to schedule a time to turn in any assignments or projects and to take tests or quizzes.

DISCIPLINE

The Code of Conduct and school rules are in effect at ALL school-sponsored activities. References to policies and rules in the Code of Conduct for Johnson City Schools are identified by a symbol (◀) following the statement. Topper Academy (TA) discipline follows the same guidelines as the Science Hill Campuses unless otherwise stated in the TA handbook or through other TA correspondence.

DEFINITION OF TERMS

1. **OSS: (Out of School Suspension)** 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.
2. **ISS: (In-School Suspension)** student will be assigned to the In-School classroom for the duration of the suspension. All class work will be completed in the ISS classroom.
3. **After School Detention:** students will attend detention in the library from 2:45 – 4:00. Students will check-in with the detention supervisor and complete class work during detention.
4. **Friday School:** students will attend detention on selected Fridays from 2:45 – 5:00. Friday school will take place in the library. Students will check in with the Friday School supervisor and complete classwork while in detention.
5. **Lunch Detention:** students will eat lunch in the lunch detention classroom. Students may purchase their 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.

TARDINESS

Tardiness is disruptive to the learning environment. Students at Science Hill High School are expected to be in class on time. Failure to meet this expectation may result in disciplinary action.

First period tardies report to the Attendance Office to Check In

Tardy 1-2	Teacher Warning (Documented)
Tardy 3-4	Parent Phone Call (Documented)

Tardy 5-6	Student will serve After School Detention or Lunch Detention
Tardy 7	Student will serve After School Detention or Lunch Detention plus a Mandatory Parent meeting will be scheduled with the counselor and an Administrator.
Tardy 8-9	Student will be assigned Friday School – Parent contacted
Tardy 10+	Administrator assigned discipline (ISS, OSS, etc)

Second – fourth period tardies report to teacher.

Tardy 1-2	Teacher Warning (Documented)
Tardy 3-4	Parent Phone Call (Documented)
Tardy 5-6	Student will serve After School Detention or Lunch Detention
Tardy 7	Student will serve After School Detention or Lunch Detention plus a Mandatory Parent meeting will be scheduled with the counselor and an Administrator.
Tardy 8-9	Student will be assigned Friday School – Parent contacted
Tardy 10+	Administrator assigned discipline (ISS, OSS, etc)

ACADEMIC HONESTY POLICY

Science Hill insists on strict standards of academic honesty in all courses. Schoolwork 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 acknowledgements and how to paraphrase. Examples of failure to follow Academic Honesty guidelines include:

EXPECTATIONS AND BEHAVIOR

- Plagiarism: the act of passing off someone else's work as your own;
- 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;
- Also including, but not limited to, any other behavior that creates an unfair advantage: taking unauthorized material into an examination room, disrupting an examination by misconduct, any effort at passing on information related to an examination, failures to comply with examination instructions, impersonating another student, stealing examination papers.

Academic Honesty applies to all students in all classes. Violations of this policy will not be tolerated at Science Hill High School.

CUTTING CLASS

Any student caught cutting class will receive disciplinary action.

DRUG TESTING

Students who are suspected of being under the influence of an alcoholic beverage, drug, or narcotic shall be subject to drug testing. ◀

ELECTRONIC DEVICES

Students will be allowed to use personal cell phones during non-instructional times before school, during regular class changes, and during the student's lunch break. All other times are considered INSTRUCTIONAL TIME, a time during which all cell phone use is at the discretion of the teacher.

- Students who have phones in class are responsible for having their phones turned off or otherwise silenced so that incoming calls will not interfere with instruction.
- Students are expected to be in class on time. Finishing a phone call in the hall is not a justification for tardiness to class and constitutes use of a cell phone during instructional time.
- The taking of photos or the recording of videos, whether by cell phone or any other device, in places where privacy is a reasonable expectation is strictly prohibited.

EXPECTATIONS AND BEHAVIOR

- Using cell phone cameras to record altercations on school grounds or at school events is prohibited. In such cases, phones may be confiscated as evidence.
- The use of cell phones for the purpose of cheating is strictly prohibited. As a means of protecting instructional time and/or providing test security, teachers may elect to collect students' cell phones during any class and return them at the end of the period.
- The teacher may allow the use of cell phones during class for instructional purposes.

FIGHTING

Physical fighting will not be tolerated at school or at any school activity and may result in 3 or more days of out-of-school suspension. Electronic recording of a fight may result in similar disciplinary action including confiscation of the device. Additionally, Disorderly Conduct charges may be placed by the School Resource Officer (SRO). Students who get in multiple fights may receive an alternative placement.

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.

LEAVING CAMPUS WITHOUT PERMISSION

Leaving campus without permission will result in disciplinary action and may result in loss of driving privileges.

LOITERING ON CAMPUS (INCLUDING PARKING LOTS)

Students are not allowed to remain on campus after 3:00PM unless under the direct supervision of a teacher or other school personnel. Students may be charged with trespassing.

PROFANITY

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

SEARCHES

General searches of school property by a school official may be conducted at any time. With reasonable suspicion, a search of persons or vehicles may be conducted by school officials. ◀

A refusal to be searched will be considered an admission of guilt.

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

EXPECTATIONS AND BEHAVIOR

Use of metal detectors to minimize the risk of weapons on campus has been determined to be a desirable technique for 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.

TOBACCO/VAPING/E-CIG

According to the Code of Conduct for the Johnson City Schools, use or possession of tobacco, tobacco-related products, and all smoking innovation devices by students on school property or during school fieldtrips or other school functions is not permitted. Students are also prohibited from possessing or using these products on fieldtrips and at school functions. ◀ Any student in violation may receive a citation to report to Juvenile Court and/or receive the following school consequences:

FIRST OFFENSE	ISS: 3 days
SECOND OFFENSE	ISS: 5 days and Juvenile Court Referral
THIRD OFFENSE	OSS: 3 days and Juvenile Court Referral

VANDALISM

Vandalism to personal or school property will result in suspension and may result in the filing of criminal charges. Restitution will become a student obligation.

CAMPUS LIMITS DURING SCHOOL HOURS

- Students are not to be in the parking lots during the school day unless they have a note from an administrator.
- Other than the legitimate use of parking lots, students are not to be in areas where they do not attend classes.
- The use of skateboards is not permitted on school grounds at any time.

DANCE GUIDELINES FOR STUDENTS

The purpose of these guidelines is to provide an atmosphere at all SHHS dances that will encourage fun as well as respect and safety for all students.

- Students will only enter and exit through the door designated by administration depending on location of dance.
- Only SHHS 9th - 12th grade students may attend dances. (Exception- the Junior/Senior Prom).

Administrators, faculty chaperones, and security personnel will monitor the entrance, exits, bathrooms, dance area, etc.

EXPECTATIONS AND BEHAVIOR

- Police officer(s) will be on duty at all SHHS dances.
- Students will be subject to pass through standard security procedures prior to entering the dances.

DISPLAYS OF AFFECTION

Public display of affection is not appropriate at school. Kissing and other forms of intimate contact are not allowed on campus or at school activities. Repeated incidents may be considered as insubordination.

DISPLAY OF PRINTED MATERIALS

- Content and size of materials must be cleared with administration.
- Students are responsible for removal of materials and disposal in the school dumpsters following an event or campaign.
- For security purposes printed materials may be displayed in wall holders and bulletin boards. Materials may not be displayed on windows or glass doors.

DRESS AND GROOMING

It is within the administration's discretion to determine appropriate dress and grooming. Students are expected to display good taste in matters of dress and grooming at all Science Hill High School activities. Attire and grooming should not disturb or distract from classroom instruction 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, sexual messages or messages with double meaning; revealing clothing; and house shoes. Shirts must cover the waistband of pants. 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).

OFFENSE 1-2	Warning and student will be asked to address issue.
OFFENSE 3+	Addressed as insubordination.

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. Science Hill will not reimburse money lost in machines.
- **ALL food deliveries must come through the front office.**

HARASSMENT AND/OR BULLYING

Actions, words, cyber bullying or other forms of bullying that cause embarrassment or humiliation to another person are considered harassment. Harassment is neither condoned nor tolerated. Refer to the Johnson City Schools Code of Conduct.

EXPECTATIONS AND BEHAVIOR

Science Hill uses the Olweus Definition of Bullying: “Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has a hard time defending himself or herself.” The Olweus Bullying Prevention Program, US

Bullying Behavior is defined by three components: The Olweus Bullying Prevention Program, US

- Involves an aggressive behavior;
- Typically involves a pattern of behavior repeated over time;
- Imbalance of power or strength.

Students who feel they have been harassed should report it to an administrator, counselor, or teacher.

SOCIAL CLUBS

Social clubs are NOT SPONSORED, RECOGNIZED, OR ENDORSED by Science Hill High School. Any social club functions such as Fall Formal, Sweetheart Dance, Spring Fling, or initiation activities are NOT sanctioned by Science Hill or Johnson City Schools. Activities for these groups ARE NOT permitted during school hours 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.

LIBRARY MEDIA CENTER AND STUDENT POLICIES

LMC SCHEDULE

The Library Media Center will be open from 7:00 a.m. to 3:30 p.m., Monday – Friday. Extended or abbreviated hours will be announced/posted when possible.

LMC STUDENT USE

Students may come to the LMC individually or with a scheduled class. When an individual student comes to the LMC without a scheduled class, he/she must have a hall pass from the teacher.

LIBRARY MEDIA CENTER STUDENT ID CARDS

All students desiring to check out materials and equipment should present a form of identification. Students will receive a free ID as part of class pictures. If lost, the library media specialist can create a replacement ID at a cost of \$3.00. With ID, students are allowed to have five items checked out at any time. This number is limited, however, by items that are overdue.

LIBRARY BOOK OVERDUES

Each library book is stamped with the due date. Books should be returned on or before the due date to avoid a fine. A library BOOK DROP is located near the counselors' offices for students who are unable to bring the items to the library. The book drop is checked each afternoon at approximately 1:30.

LIBRARY MEDIA SERVICES

DAMAGED/LOST BOOKS AND MATERIALS

Damaged books and materials must be repaired or replaced. The library media specialist will determine the cost of the repair by the amount of damage. Books lost or damaged beyond use will be assessed at current replacement cost.

PERIODICALS

Students may check out magazines for overnight use. Back issues of magazines are kept for a two-year period and may be obtained through the circulation desk.

REFERENCE DATABASES

Students may use EBSCO and JSTOR for class assignments and projects. Teachers will have user names and passwords. Students wishing to do their own online exploration should see the library staff for more information.

CALCULATORS

Calculators are available in 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.

CHROMEBOOKS

With the distribution of Chromebooks to the student body, the library no longer has computers for class use. There are a couple of desktop computers to access the online catalog or for teacher/assistant use. New students should see the library staff to obtain a device for the year. **Day User Chromebooks** are ONLY for students who have not secured a device for the school year or are having their devices worked on by the tech team or by the JCS technicians.

All computer use is monitored by Johnson City Schools. The LMC adheres to the Johnson City Board of Education Policies #6.320 and #4.406 "Use of the Internet," #1.805 Use of Electronic Mail (E-mail), #5.609 Internet Use, and #4.407 Web Pages. See the Code of Conduct for Internet Rules for more information.

LMC FINES

- A \$.25 fine per day is charged for overdue books and periodicals. Fines will be charged from the date due and will continue until a maximum of \$5.00 per session is reached.
- A \$1.00 fine per day is charged for overdue calculators, audio books, and other equipment up to a maximum \$5.00 per session.
- A \$5.00 fine per day is charged for Day User Chromebooks that are not returned by 3 p.m., the same day. This daily fine will assess to a maximum fine of \$25.00.
- Students with fines are limited to checking out one book at a time until those fines have been paid.
- No charge is made for excused absences (with a note from the attendance office) and non-student days.
- An effort will be made to send an overdue notice to students with obligations who remain on campus at the time. Student obligations must be cleared in the media center with the librarian or the library assistant. All obligations to the LMC must be cleared or special arrangements made prior to checking out additional materials. Obligations not cleared by the end of the school year will be subject to school policy.
- Student Chromebook fines are to be settled with the library staff.
- Seniors are responsible for returning their devices and chargers to the library prior to graduation.
- Books and materials not returned will be marked LOST, and the students will be responsible for the cost of the items.

ADDITIONAL INFORMATION

More detailed information can be found on the Science Hill High School Library Media Center webpage.

TRANSPORTATION

TRANSPORTATION

BUS TRANSPORTATION

Bus Transportation is provided for the students by the Johnson City Transit System
Students must not walk between buses to the parking lot.

STATE LAW PROHIBITS VEHICLES MOVING WHEN SCHOOL BUSES ARE PRESENT. ◀

BUS ROUTES AND SCHEDULES

Questions concerning bus routes, schedules, and policies should be directed to the Supervisor of School Buses at 434-6278.

DISCIPLINARY CODE: WILL BE DISTRIBUTED SEPARATELY TO STUDENTS IN A HANDOUT IN HOMEROOM.

STUDENT CERTIFICATE OF COMPULSORY ATTENDANCE

Tennessee State Law requires students who wish to attain a state driver's permit or driver's license to be in compliance with the following criteria:

- The student **MUST** be making satisfactory academic progress (must pass 3 classes).
- The student **MUST** have a good discipline and attendance record.

The school official who issues the certificate of compulsory school attendance will do so provided the student is in compliance with the criteria required by the Tennessee State Law. (Reference TCA 40-6-3017.) Compulsory Attendance verification can be obtained from the Attendance Office.

The names of students who do not meet state attendance and academic criteria will be forwarded to the Tennessee Department of Safety for revocation of their driver's license.

STUDENT DRIVING AND PARKING POLICY

Parking and driving at SHHS is a privilege. Student driving and/or parking privileges can be revoked as a disciplinary measure.

Although bus service is provided, many students choose to drive a vehicle to school. In order to use the available parking spaces fully and fairly, the parking regulations listed below are in effect for the current school year. These regulations governing student-driven vehicles on campus are necessary for order and safety. **The school system is not responsible for damage or loss of property regarding vehicles on campus.**

STUDENT DRIVING AND PARKING REGULATIONS

- All students who desire to drive to school MUST register their vehicles with Mr. McInturff (Security Officer) in the cafeteria on specified days. The decal is to be placed on back window – driver side.
- Parking fees are nonrefundable. Parking fees are \$5.00 EACH year. There is a \$2.00 fee to replace lost decals.
- Senior parking lots are located on Lots 2 & 3.
- Parking for underclassmen will be in the Driving Range.
- Vehicles not registered or found in violation of parking guidelines are subject to:

1 st Offense	\$10.00 fine and parents are called
2 nd Offense	Assigned parking for 1 month
3 rd Offense	Assigned parking for the remainder of the school year.

- Students are not to park in staff or visitor parking areas, fire lanes, on the grass, or other areas designated as no-parking-zones.
- Upon arrival at school, **the student's vehicle is not to be moved** until the student leaves at the end of the school day unless the student has permission through the school office. **Leaving campus for lunch is not permitted** and is not an acceptable reason for moving a vehicle. Students leaving campus without permission will receive in-school suspension and may be assigned parking by our school security team.
- Students must obey the **10 MPH** speed limit at all times when driving on campus.
- Unless permission is granted otherwise, students are prohibited from going to their vehicles during the school day. Lounging in vehicles in the parking lot will not be allowed.
- **STUDENTS ARE NOT ALLOWED TO DRIVE ON THE TOP PARKING LOT FROM 7:00AM UNTIL THE BUSES LEAVE AT APPROXIMATELY 2:45PM.**
- **PARKING AT OR AROUND THE FIELD HOUSE IS NOT PERMITTED.**
- Students must obey all traffic laws on campus including but not limited to:
 - 10 MPH speed limit
 - One-way streets
 - Illegally parked
 - Stop signs
 - Wearing seatbelts
 - Failure to yield
 - Reckless Driving
 - Repeated failures to follow traffic in parking guidelines.

Non-compliance will result in administrative action and possible JCPD citations.

TRANSPORTATION

- Driving/Parking privileges may be revoked for the following reasons:
 - Fail 2 or more classes (semester)
 - Exceed tardies (semester) as per tardy policy
 - Truancy (more than 5 unexcused absences)
 - More than 2 occurrences of out-of-school suspension (semester)
 - Cutting class (leaving campus in car)

Violation of these regulations will result in suspension of driving privileges.

STUDENT LOADING ZONE MAIN CAMPUS

Parents who transport students to and from the Main Campus are to use the cul-de-sac behind the cafeteria and parallel to John Exum Parkway, Topper Lane behind SHHS, or the New gym parking lot.

Student Loading Zone Traffic is one-way from the hours of 7:00-7:45 am and 2:15-3:00 pm.

BUS SAFETY COMPLAINT PROCEDURE

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

1. All complaints shall be submitted to the transportation supervisor by calling the transportation office at 423-794-2360 or email wallaceg@jcschools.org.
2. When calling with a complaint please provide if possible the bus number, time of day, and location of bus. Example: Bus number 22, at 3:30pm, corner of Maple Street and South Roan Street.

As governed by law the transportation supervisor shall begin an investigation of all bus safety complaints within twenty-four (24) hours of complaint.

PROTOCOL FOR PARENTS FILING A CONCERN: It is the desire of the SHHS staff for all students to have a positive experience. In the event that a parent has a concern, please follow the steps below.

1. Contact student's classroom teacher if involved
2. Contact student's counselor if appropriate
3. Contact Assistant Principal – Wes Smith
4. Principal- Dr. Josh Carter
5. Secondary Supervisor- Dr. David Timbs
6. Superintendent of Schools- Dr. Steve Barnett

PARENT PORTAL

- Parents may access student grades and attendance any time using the Gradebook Portal.
- Science Hill will issue report cards to students at the end of each grading period.
- To request a Parent Portal account, go to the Science Hill website and click on 'Science Hill Gradebook Parent Request' under Families.

STUDENT SINGLE SIGN-ON PORTAL

- The Johnson City Schools Single Sign-On Portal is a tool for students to access district and instructional technology resources from one location, with one login. To access the Single Sign-On Portal, go to www.jcschools.org and select the Single Sign-On link at the top of the page. The direct link to the Single Sign-On Portal is <https://portal.jcschools.org> . Each student receives a unique login and password.
- Upon your first login, you will be prompted to answer four security questions to setup the self-service password reset tool. You can pick from the list of questions by using the drop-down arrow on the question field.
- If you forget your password in the future, go back to the Single Sign-On login page and select the "Forget Password" link. Once you do this, you will initiate the password reset process. You will be required to enter your username and then answer two of your security questions to enter a new password.
- When you login on the Single Sign-On Portal, you will see apps to common applications used by our school (Canvas, PowerSchool, OneDrive, etc)

GENERAL INFORMATION

STUDENT HEALTH

The purchase of school health insurance is available to each student under a group plan. Students will be given information regarding the cost and coverage near the beginning of the school year. All students enrolled in Career Technology Education classes are encouraged to take the insurance. Students who participate in regular school-sponsored programs which require trips away from the school campus are encouraged to have school insurance or an approved equivalent.

EMERGENCY MEDICAL CARDS

Students are required by law to have emergency medical information on file in the clinics. These must be completed on an annual basis. ◀

CLINIC

The clinic is available to students and staff from 7:30 – 3:00 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 to see the nurse. Students do not need a pass to the clinic if it is between classes.

If a student needs to leave school due to an illness or injury, a doctor's note must be provided upon return to school for an excused absence unless the school nurse sends the student home.

The school is not allowed to supply medicine of any kind unless school medication and permission forms are completed by parent and/or doctor. These forms must be kept on file with the school nurse and resubmitted every year. **MEDICATION SHOULD BE ADMINISTERED AT HOME.** When medication must be given at school, the following guidelines apply:

- All medication must be turned into the clinic. No student may carry prescription or nonprescription medications (Exceptions may exist for students with IHP or 504 plan).
- A completed medication administration sheet for either prescription or non-prescription medications must be on file in the clinic. A new form must be completed for any changes.
- More detailed information will be required for students with emergency medication conditions.
- Written instructions **signed by the parent** will be required and will include the following:
 - Child's name
 - Name of medication
 - Name of physician
 - Time to be self-administered
 - Dosage and directions for self-administration (non-prescription medicines must have labeled directions)
 - Possible side effects, if known

GENERAL INFORMATION

- Termination date for self-administration of the medication
- The parent or guardian is responsible for informing the designated official of any change in the student's health or change in medication.
- Non-prescription drugs must be brought to school with the manufacturer's original label and the student's name affixed to the container.
- Any questions should be referred to SHHS School Nurse at 423-794-2216. If you are unable to reach the school nurse please call the School System Nurses' office at 232-5380, located in the Columbus Powell Central Office.

GENERAL INFORMATION

IMMUNIZATION REQUIREMENTS

Immunizations must be up to date.

9TH Grade

- 5 DPT
- 4 Polio
- 2 MMR
- 2 Hep A- Unless out of state transfer
- 3 HBV
- 2 Varicella (chickenpox) or date of disease
- 1 Tdap booster

10TH Grade

- 5 DPT
- 4 Polio
- 2 MMR
- 2 Hep A- Unless out of state transfer
- 3 HBV
- 2 Varicella (chickenpox) or date of disease
- 1 Tdap booster

11th Grade

- 5 DPT
- 4 Polio
- 2 MMR
- 2 Hep A- Unless out of state transfer
- 3 HBV
- 2 Varicella (chickenpox) or date of disease
- 1 Tdap booster

12TH Grade

- 5 DPT
- 4 Polio
- 2 MMR
- 2 Hep A- Unless out of state transfer
- 3 HBV
- 2 Varicella (chickenpox) or date of disease
- 1 Tdap booster

- DPT- Dose 5 is not necessary if dose 4 was administered at age 4 years or old and at least 6 months have elapsed between dose 3 and 4.
- Tdap is required for 7th grade entry; Tdap is NOT required if a TD booster dose is recorded or given less than 5 years before 7th grade entry.
- The varicella requirements is for 2 doses of varicella-containing vaccine or history of disease for all students entering K or 7th grade, and NEW Entrants into a Tennessee school in

FEES AND OBLIGATIONS

LOCKER FEE: The locker deposit is \$1.00 per student. Lockers are assigned by Anthony McInturff (during Lunch Time at the Kiosk) and the deposit is paid at the time the locker is assigned. Please refer locker problems to Anthony McInturff.

FEE LIST SY 2022-2023 (Per Semester USD)

Athletics	Insurance	\$ 25.00
Online Courses	Online Courses Access Fee (per course)	\$ 50.00
Car	Parking registration	\$ 5.00
Fine Arts	Art 9-12	\$ 20.00
	AP Art	25.00
	Band Camp	125.00
	Fee for use of school-owned instruments	50.00
	Ceramics	25.00
	Chorus – all classes	20.00
	Tuxedo rental and cleaning (males)	50.00
	Gown purchase (females) *student's to keep	60.00
	Drama - Showstoppers	15.00
	Theatre Arts I	10.00
	Orchestra -Instrument maintenance	50.00

FEE WAIVERS

Fees are due when the student begins a class. Fee waivers may be granted to a student who qualifies for free or reduced lunch. A student who qualifies for free or reduced lunch and who wants to be exempt from paying the fees **MUST** complete the free or reduced lunch form for the family (if he/she has not been notified of approval through Direct Certification). When a parent has been notified that the student has been approved for free or reduced lunch, the student is automatically approved for fee waivers. This does **not** apply to lost or damaged books or to any school equipment.

LOST OR DAMAGED TEXTBOOKS

The following reimbursement schedule shall be used as a guide for collecting fines for lost or destroyed books (Board Policy 4.401):

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

While unpaid, this amount is considered an obligation.

GENERAL INFORMATION

OBLIGATIONS

Financial obligations are accrued when a student damages school property, damages or fails to return a textbook, media center material, counseling materials, uniforms, JROTC or athletic equipment. **Transcripts will not be sent to colleges or to another high school until obligations are cleared. Diplomas will be held.**

◀ Financial obligations will be taken care of in the Topper Student Center on the main campus.

HILLSIDE CAFE

Students may purchase school supplies and school spirit items from “The Hillside Café” adjacent to the Library and Cafeteria during operating hours. All proceeds are spent purchasing items for the school.

CAFETERIA

Breakfast and lunch are served out of the cafeteria. Breakfast is served 7:00 – 7:30AM.

LOST AND FOUND

Students should check in the Main Office on their campus for lost items. Any items found should be given to the Attendance Office secretaries. 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 High School is responsible for lost, damaged, or stolen money or personal items.

SAFETY

Science Hill staff, consisting of faculty, secretaries, counselors, administrators, school resource officers, security personnel, and custodians, work to provide a clean, orderly and safe place to learn. We ask that everyone assist in this process by helping keep Science Hill clean and operating in an orderly and safe manner. Students are our greatest source of information to prevent an on-site emergency. Anyone who has heard of a student with a weapon or a plan to harm students or staff has the responsibility to let school staff/administration know. If a student is unable to report to school staff/administration, please call 911. If you are aware of a situation that needs our attention, please report it to any staff person.

GENERAL INFORMATION

SAFETY DRILLS AND CODES

Per Tennessee Code Annotated 49-6-801-814, the SAVE (Schools Against Violence in Education) Act establishes specific school safety planning requirements for schools and school districts. In order to be prepared for emergency situations, SHHS conducts periodic drills. Students are to be attentive and follow directions given by their teachers or directions given over the PA system.

STUDENT SERVICES

SPECIAL ACCOMMODATIONS

Special accommodations for persons with disabilities will be made upon request. Please contact Connie Reaves (232-2160) in advance with any special accommodation requests.

SPECIAL NEEDS POLICY

Science Hill provides services to students who have been identified through Tennessee State and United States federal criteria as a student with a disability requiring special education. We strive to have a community of dedicated staff and involved parents that meet the diverse academic, emotional, and social needs of all students in a respectful and positive environment.

STUDENT TEACHERS / INTERNS / FIELD OBSERVATIONS

In an effort to help ensure quality instruction in the public schools both now and in the future, the Johnson City Schools system 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 valuable training for tomorrow's teachers. In return, student teachers, interns, and field experience students provide assistance for the instructional program at Science Hill under the direct mentor leadership of our teachers.

SHHS administration reserves the right to make appropriate placements and determine the amount of time student teachers will be allowed to instruct a class.

TUITION

Tuition students must submit applications for tuition to the Central Office on E. Maple Street. Payments for tuition can also be made at the Central Office location. See the application for current tuition rates and payment schedules.

GENERAL INFORMATION

TOPPER TOTS

Science Hill offers an on-site preschool program for SHHS students who have children ages 6 weeks to 5 years old. **Space is limited** and is available on a first come – first served basis. There is a weekly charge for tuition and only payment of the deposit will reserve your child a spot. Child care vouchers are accepted. Students with children attending Topper Tots must be at school while the child is in attendance at SHHS Topper Tots. Failure to attend all classes will result in disciplinary action.

Transportation for children attending Topper Tots is not provided. The preschool is closed the first and last week of school for mandatory testing. Students using the preschool will take a child care class the 1st session their child is enrolled in the program.

For more information contact Dr. Charles Corwin at 232-2200.

VISITORS

School Board Policy does not allow students to invite visitors to campus during the school day. When parents or guest speakers visit our campus, they must obtain and display a visitor's pass from the office and must be escorted at all times. Visitor badges must be worn at all times while on campus.

QUESTIONS/PROBLEMS	CONTACT PERSON	PHONE
ACT/SAT Forms	Counselors/Student Center	232-2184
Topper Academy	George Lao	928-0380
Attendance	Cody Ewing	232-2191
Athletics		
Athletic Director	Keith Turner	232-2195
Athletic Trainer	Mark McDonald	232-2158
Basketball (Boys)	TBA	232-2197
Basketball (Girls)	David Whaley	232-2190
Baseball	Ryan Edwards	232-2190
Cheerleading Varsity	TBA	232-2190
Cheerleading 9th	Kelsey Cloyd	232-2192
Cross Country (Boys)	David Nutter	232-2190
Cross Country (Girls)	Maggie Whitson	232-2190
Football	Stacy Carter	232-2190
Golf (Boys/Girls)	Kevin Vannoy	232-2190
Soccer Boys	David Strickland	232-2190
Soccer Girls	Rick Kind	232-2190
Softball	Megan Harmon	232-2190
Swimming (Boys/Girls)	Chris Coraggio	232-2190
Tennis (Boys/Girls)	Kelly Lane/Erin Williams	232-2190
Track (Boys/Girls)	Anthony Jones	232-2190
Volleyball	Laura Cook	232-2190
Wrestling	Jimmy Miller, Jon Renner	232-2190
Athletic Adult Passes	Janet Phillips	232-2205
Athletic Student Passes	Janet Phillips	232-2205
Band	Dr. Carson Vermillion	232-2193
Buses	J C Transit	434-6278
Career Information	Counselors	232-2184
Chorus/Vocal Music	June Oaks	232-2194
Conferences with teachers	Nicole Cahoon	232-2190
Counselors		
Last Name A-CARPENTER	Joe McPherson	232-2184
Last Name CARR - FI	Kim Thompson	232-2184
Last Name FL - JE	Holly English	232-2184
Last Name JI - MC	Ryan Goines	232-2184
Last Name ME- P	Suzanne Reaves	232-2184
Last Name Q – TE	Seth Douglas	232-2184
Last Name TH - Z	Josh Jarnigan	
Clubs and Activities	Tim Vanthournout	232-2190
College Information	Counselors	232-2184
Drama	Rick Marshall Hunter Graybeal	232-2161
Early Dismissals	Attendance Office	232-2191
Financial Aid Forms	Counselors	232-2184
Grade Portal	McKayla Collie	232-2190
JROTC	Col. Mike Mestan 1Sgt. James Byington	232-2151

Lunch	Cafeteria Manager	232-2199
Lockers	Anthony McInturff	232-2191
Lost and Found	Main Office	232-2190
Parking	Anthony McInturff	232-2190
Schedules	Counselors	232-2184
Special Education Services	Dr. Ginger Woods	434-5215
Career Technical Ed (CTE)	Dr. Charles Corwin	232-2200
Testing	Dr. Aaron Wood	232-2147
Tuition	Dr. David Timbs	434-5219

INDEX

ABSENCE REPORTING	28	EARLY DISMISSAL	29
ABSENCES	28	ELIGIBILITY	11
ACADEMIC ACHIEVEMENT PROGRAM	8	<u>EXPECTATIONS AND BEHAVIOR</u> 27, 28, 29, 30, 32, 33, 35, 36, 37	
ACADEMIC AWARDS PROGRAM...	8	FEE WAIVERS	48
ACADEMIC DISHONESTY POLICY	31	FEES	48
<u>ACADEMICS</u> .. 11, 12, 13, 14, 15, 2, 4, 5, 7, 8, 9		FIELDTRIPS.....	15
AFFECTION	36	FIGHT SONG	10
ALMA MATER.....	10	FIGHTING	33
ANNOUNCEMENTS.....	10	FINAL EXAM POLICY	3
<u>AT A GLANCE</u>	5	FINES	40
ATHLETIC BANQUETS	11	FORGERY	33
ATHLETIC PASS	12	<u>GENERAL INFORMATION</u> 44, 45, 46, 47, 48, 49, 50, 51	
<u>ATHLETICS & EXTRACURRICULARS</u> 10, 11, 12, 13, 14, 15, 16		GRADING POLICY	3
ATTENDANCE	27	GRADUATION	8
BELIEF STATEMENTS.....	2	GRADUATION PRACTICE	8
BUS ROUTES AND SCHEDULES..	41	HARASSMENT/BULLYING	36
BUS TRANSPORTATION.....	41	homecoming	7
CAFETERIA	49	ID CARD.....	38
CAMPUS LIMITS.....	35	<u>IMPORTANT DATES</u>	7, 8
CELL PHONES	32	JOHNSON CITY SCHOOLS TSIP	3
CLUBS, ORGANIZATIONS, AND TEAMS	16	LEAVING CAMPUS	33
COLLEGE ADMISSIONS TIMELINE	22	LETTERS OF RECOMMENDATION	18
COLLEGE ENTRANCE REQUIREMENTS	20	LIBRARY MEDIA CENTER	38
CONTACT INFORMATION	52	<u>LIBRARY MEDIA SERVICES</u> .. 38, 39, 40	
<u>COUNSELING</u> ... 18, 19, 20, 22, 23, 24		LOADING ZONE	43
COUNSELOR APPOINTMENTS.....	19	LOCKER FEE	48
CUTTING CLASS.....	32	LOITERING	33
DANCE GUIDELINES	35	LOST AND FOUND	49
DISCIPLINE.....	30	MAKE-UP WORK	29
DISMISSAL	29	MASCOT	10
DRESS CODE	36	MATERIALS LOST OR DAMAGED	39
DRIVER PERMIT/LICENSE	41	MILITARY AWARDS PROGRAM.....	7
DRIVING AND PARKING POLICY .	41	MILITARY BALL	8
DRIVING AND PARKING REGULATIONS.....	42	MISSION	2
DRUG TESTING.....	11	NON DISCRIMINATION.....	2
DRUG TESTING ATHLETES.....	11	OBLIGATIONS.....	49
DRUG TESTING STUDENTS.....	32	<u>OVERVIEW</u>	9, 10
		PARENT/TEACHER CONFERENCES	7
		PERIODICALS	39
		PRINTED MATERIALS	36
		PROFANITY.....	33

PROM	8	TOBACCO	35
SAFETY.....	49	TOPPER ACADEMY.....	8
SAFETY DRILLS AND CODES	50	TOPPER TOTS	51
SCHEDULE ADJUSTMENT		TRANSCRIPT REQUESTS.....	19
PROCEDURE.....	24	TRANSIT SYSTEM	41
SCHOOL SUPPORT PROGRAM.....	7	TRANSPORTATION	41, 42, 43
SEARCHES	33	TSSAA	13
SENIOR AWARDS DAY	8	TUITION	50
SENIOR SPEAKER.....	9	VANDALISM	35
SGA	14	VETERANS DAY	7
SOCIAL CLUBS	37	VISION	2
STUDENT ACTIVITIES	14	VISITORS.....	51
STUDENT HEALTH	45	WEB PAGE	10
STUDENT TEACHERS	50	WEIGHTED COURSES	7
TARDIES.....	30	WORK-BASED LEARNING.....	8
THANKSGIVING FOOD DRIVE	7	YEARBOOK.....	10