

# SCIENCE HILL HIGH SCHOOL

1509 John Exum Parkway

Johnson City, TN 37604

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<http://sciencehillhighschool.weebly.com>



**SY 2017-18**

## 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 \_\_\_\_\_

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## BELL SCHEDULES

REGULAR DAY SCHEDULE		TWO HOUR DELAY SCHEDULE	
PERIOD 1	7:40 - 9:11	PERIOD 1	9:40 – 10:40
BREAK	9:11 – 9:31 (SECOND CHANCE BREAKFAST)	PERIOD 2	10:48-11:47
PERIOD 2	9:31 – 11:02	PERIOD 3)	11:55 – 1:37
PERIOD 3	11:10 - 1:05 1 <sup>st</sup> lunch 11:02 – 11:26 2 <sup>nd</sup> lunch 11:55 – 12:19 3 <sup>rd</sup> lunch 12:42 – 1:05		1 <sup>st</sup> lunch 11:47 – 12:11 2 <sup>nd</sup> lunch 12:31 – 12:53 3 <sup>rd</sup> lunch 1:13 – 1:37
PERIOD 4	1:13 - 2:45	PERIOD 4	1:45 - 2:45

The school day begins at 7:40AM and ends at 2:45PM. The school year consists of two sessions; fall session and spring session. Each session has two terms. Each term is made up of two nine weeks grading periods. Students will have the opportunity to earn eight credits per year.

## ADMINISTRATION

ADMINISTRATOR	TITLE
Todd Barnett	Principal
Josh Carter	Assistant Principal: 9 <sup>th</sup> Grade Academy
Dr. Carmen Bryant	Assistant Principal :Curriculum, Technology and Accountability
George Laoo	Assistant Principal: Student Services and Activities
Jonathan Minton	Assistant Principal: Facilities and Operations
Melanie Riden-Bacon	Assistant Principal : Topper Academy
Dr. Julia Decker	Assistant Principal: CTE Director
Keith Turner	Assistant Principal: Athletic Director

## COUNSELORS

COUNSELOR	GRADE ASSIGNMENT
Benny Tolley	9 <sup>th</sup> Grade
Traci Honeycutt	10-12 <sup>th</sup> Last Name A – D
Joe McPherson	10-12 <sup>th</sup> Last Name E – J
Sue Ellis	10-12 <sup>th</sup> Last Name K – Q
Josh Jarnigan	10-12 <sup>th</sup> Last Name R – Z

STUDENT GOVERNMENT ASSOCIATION OFFICERS 2017-18			
SENIOR CLASS OFFICERS		JUNIOR CLASS OFFICERS	
President	Allison Taylor	President	Delia Mwinyelle
Vice President		Vice President	Reagan Pelitier
Secretary	Hannah Thigpen	Secretary	Thao Pham

<b>SENIOR CLASS REPRESENTATIVES</b> Hudson Adams Caroline Arze Marlo Banton Abby Dotson Molly Hance Abby Knox Kristin Kudialis Chloe Lyons Anna Malicote Young Jae Paek Aysha Patel David Thomas Yazer Zaatini	<b>JUNIOR CLASS REPRESENTATIVES</b> Jaden Carpenter Olivia Chester Riley Cox Kara Lucchesi Brooke Madden Annemarie Massey Jaden Minton Ester N'Sapo Brady Potter Karen Ramos Gabrielle Rozek Maddie Sturgill Hannah Stump
<b>SOPHOMORE CLASS OFFICERS</b> President           Christine Lianga Vice President   Parker Dugger Secretary         Kate Southerland	<b>SOPHOMORE CLASS REPRESENTATIVES</b> Elizabeth Carlson Lindsay Diehl Katherine Klynn Isabelle Garcia Sophia Gaudiano Saavni Goenka Kaden Honeycutt Keaton Honeycutt Helen Hoyer Karissa Korman Madilyn Rowe

## SHHS PARENT TEACHER STUDENT ASSOCIATION

Title	2017-2018	Email
President	Theresa Shaw	<a href="mailto:alabama@aol.com">alabama@aol.com</a>
1st VP Programs	Paula Treece	<a href="mailto:petreece@aol.com">petreece@aol.com</a>
2nd VP Fundraising	Karen McMackin	<a href="mailto:mcmackin.karen@gmail.com">mcmackin.karen@gmail.com</a>
Treasurer	Beverly Whipkey	bevsbaskets@msn.com
Secretary	Rae Grosserode	<a href="mailto:tngrosserode@comcast.net">tngrosserode@comcast.net</a>
Bridge Program	Teresa Morton	<a href="mailto:morton.teresa@gmail.com">morton.teresa@gmail.com</a>
Fundraising	Kristin Marshall	<a href="mailto:kristin_d_marshall@yahoo.com">kristin_d_marshall@yahoo.com</a>
Hospitality	Misty Potter	bradysmom01@yahoo.com
Leadership 9/12	Theresa Shaw	<a href="mailto:alabama@aol.com">alabama@aol.com</a>
Legislative	Beth Simpson	<a href="mailto:esimpson823@gmail.com">esimpson823@gmail.com</a>
Library	Karen Keller	<a href="mailto:koltensmom@hotmail.com">koltensmom@hotmail.com</a>
Membership	Rebecca Horvath	rebeccasjh@hotmail.com
Outreach	Lillian Isaac	lisaac420@yahoo.com

Reflections	Janette Peterson	<a href="mailto:5pete@comcast.net">5pete@comcast.net</a>
Run For The Hill	Crystal Landers	<a href="mailto:clanders.fitness@gmail.com">clanders.fitness@gmail.com</a>
Volunteer Coordinator	Leslie Igou	<a href="mailto:blccigou@gmail.com">blccigou@gmail.com</a>

## 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 9<sup>th</sup> – 12<sup>th</sup> 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.

# JOHNSON CITY FIVE YEAR STRATEGIC PLAN 2017-2022

## 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.

## MISSION

The mission of Johnson City Schools is to enable all students to achieve excellence.

## 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.

## 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

The mission of Science Hill High School is to develop lifelong learners and equip them with the skills necessary to be successful in an ever-changing global environment.

### Vision

Excellence: Empowerment:: Everyone: Every day.

### We Believe:

- Every member of our community will enjoy a safe, comfortable and welcoming atmosphere.
- Students learn best in a positive, engaging learning environment.
- Students should have access to a broad range of resources, experiences and information in order to be adequately prepared for a rapidly changing global economy.
- A significant component of becoming a life-long learner is the capacity to take ownership and responsibility for one's learning.
- Great effort and a positive attitude are keys to a successful learning experience.
- Every member of our community has value and voice.
- We practice "Ethical Stewardship"...we do the right thing every day because it's the right thing to do.

## **SCHOOL ACTION PLAN**

The SHHS School Improvement Action Plan can be viewed on the school web page.

## **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.

## **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 College, King College, 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.

## **SCHOOL TRADITIONS**

### **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!

## **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 PUBLICATIONS**

### **ACADEMIC CALENDAR**

The high school academic calendar is located on our school web page under calendars. This calendar is very detailed with all of the academic activities, nonstudent days, testing dates, and extracurricular activities (except athletics). Please use this calendar instead of or in conjunction with the school system calendar as the high school has altered some of the school system events to meet the unique needs of the high school students, teachers, and parents.

### **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.

### **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 and are also posted throughout the building. In addition, there will be verbal announcements each morning when not testing.

### **THE COMMENT**

The Comment is a system-wide newsletter published twice yearly (Fall and Spring) by the Johnson City Schools. Copies are provided to students, faculty, and businesses. The Comment may also be accessed on the system's web site ([www.jcschools.org](http://www.jcschools.org)).

### **TOPPER TIDBITS**

This quarterly newsletter is produced and posted on the school web site for parents. The newsletter is filled with information concerning upcoming activities and events taking place at Science Hill. If you do not have Internet access, please stop by the main office for a paper copy.

### **WEB PAGE**

Science Hill's web page can be accessed at <http://sciencehillhighschool.weebly.com/>. Our school web page contains information regarding student services, academics, sporting events, school calendar, Topper Tidbits, and daily announcements. All teachers at Science Hill High School are encouraged to have a class web page or Canvas that includes teacher contact information.

## 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: **Mitzi Stiltner**

## CLUBS AND ORGANIZATIONS

CLUBS, ORGANIZATIONS, AND TEAMS	FACULTY SPONSOR(S)
American Sign Language Club	Kiki Garman Diamond
Art Club	Margie Brown
Art Lit Film Society	Dr. Lisa Swor
Band	Dr. Carson Vermillion, Dan McGuire
Beta Club	Tammy Keller and Bess Laufenberg
Book Club	Kayla Wilson
Chess Club	John Morrell
Chorus	June Oaks
Cosmetology (Skills USA)	Charlene Hogg
Drama: Drama 101 Showstoppers	Tracy Hoilman Rick Marshall
FBLA (Future Business Leaders of America)	Mike Crumley, Rose Hilton, Marsha Salyer, Debbie Mottern and Kevin Conner
FCCLA (Family Career Community Leaders of America) Child Care Culinary Arts PACE	Linda Smith Sasha Johnson Heather Connor
FFA (Future Farmers of America)	Chris Dockery
French Club	Anne Gregg
German Club	Karen Guinn
HOSA – Future Health Professionals	Tamela Harris, Barbara Lester, Paula McPherson and Jan Mould
iGreen Environmental Club	Amy Foster
Interact Club	Caroline Darden, Rachel Brouillette
International Student Organization	Marcia Torbett
Investors Club	Tim Vanthournout
JROTC (Junior Reserve Officer Training Corps)	Col. Johnson
Latin Club	Beth Brading
Medieval Battle Association	Jerry Sayers
Mock Trial	Charles Griffith
Mountain Bike Team	Dwayne Letterman

Mu Alpha Theta	Guy Mauldin
Orchestra	Susan Lambert
Physics Club	Mike Taylor
Quidditch Club	Jessica Schiwitz
Rho Kappa	Jessica Schiwitz, Kayla Wilson
Robotics Team	Jeff Kleven
Ruriteen	Tom Bier
Scholars Bowl	Tom Bier, Michael Laviano
Science Bowl	Elizabeth Bennett, Rachel Brouillette
Science Hill Community Outreach	Caroline Darden
Sci/Fi Club	Nicole Kelley
ShowStoppers	Richard Marshall
Sisters of the World	Dalia Martinez
Skills USA	Charlene Hogg, Jeff Kleven, Patty McFadden, Rich Murray, Brent Sluder and Robbie Tester
Spanish Club	Kayla Jimenez Gomez
Spirit Club	Tracy Coggins, Celia Street
Spoken Word	Nicole Kelley
Student Government Association	Mitzi Stiltner, Barbara Sutton, Angela Taylor, Kayla Wilson
Topper Dance Team	Van VanEaton, Kellie Bowman
Ultimate Frisbee Club	Michael Laviano
Unity	Marvin Christman / Tracy Honeycutt
The Wataugan Yearbook	Mitzi Stiltner

## STUDENT ACTIVITIES

### FINE ARTS EVENTS

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

### GRADUATION

Graduation for the Class of 2018 will be held on Saturday, May 26, 2018 at 10:00AM. Location currently is TBA.

### GRADUATION PRACTICE

Seniors are required to participate in Graduation Practice (Friday, May 25, 2018 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. All absences from practice must be preapproved by the administration.

## **HOMECOMING**

Fall Homecoming is September 11-15, 2017. The Varsity Homecoming Football game is Friday, September 15 versus Knox. Bearden High School. Various Homecoming events will take place during the entire week.

## **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 5, 2018 from 9:00PM – 12:00AM in the Grand Topper Hall at the SHHS Main Campus.

## **MILITARY BALL**

This semi-formal ball is held each year for the JROTC cadets and guests. The Ball will be held Saturday, April 28, 2018 6:30PM – 11:00PM at a location to be determined.

## **SENIOR SPEAKER GUIDELINES FOR GRADUATION**

The Senior Class will elect their graduation speaker by ballot. Any senior who would like to be considered should pick up an application from the main office starting on April 5, 2018. The applications are due back to the main office no later than 3pm on April 12, 2018. Once applications and speeches are approved, the speaker candidates will present their speeches to the senior class at the scheduled senior meeting on April 19, 2018. Applicants for Senior Speaker must meet the following eligibility requirements:

- Applicants will meet all attendance requirements during his/her senior year.
- No ISS or OSS during senior year.
- At least a 3.0 GPA through the 7th session.
- Recommendations from at least 4 teachers from his/her senior year classes.
- Speech must be approved by an administrator.
- Graduation speech must be given during the Senior Meeting on April 19, 2018.

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

- Speaker applicants will be approved using criteria listed above.
- On April 17, 2018 at 3:00 PM applicants will submit a written copy to a five member selection committee and perform the speech in its entirety. This committee will consist of: one English teacher, one Administrator, one PTSA/community member, one SGA member from the Junior class, and one Senior class sponsor.
- The committee will then select the top three (3) speeches.
- Those three candidates will speak before the Senior Class, who will then elect their Senior Speaker by written ballot.

## **SGA (STUDENT GOVERNMENT ASSOCIATION)**

The SGA is a student organization in charge of student activities. They plan, organize, and implement community service projects, school service projects, pep rallies, Homecoming, SGA dances, Thanksgiving Food Drive, Junior/Senior Prom, and Yearbook Signing Day. SGA members will also serve as a leadership team with the principal.

SGA 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 SGA. Students may pick up applications in April to run for a SGA office for the next school year.

The goal of SGA 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 10-12 must meet the following guidelines:

- Submission of a completed application by the deadline to the principal.
- Minimum GPA (cumulative) of 3.0.
- No out-of-school suspensions for any reason during the current school year.
- Campus-wide officer candidates must be interviewed by SGA 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 Government 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.

### **THANKSGIVING FOOD DRIVE**

Each year the Student Government 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 21, 2017.

### **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 9-12 campus and members of the community. The Veterans Program will be held on November 10, 2017.

## **AWARDS AND HONORS**

### **TENNESSEE SCHOLARS**

In order for a senior to be recognized as a Tennessee Scholar, the student must meet all the following requirements by March 1 (students taking applicable credits that spring will be still considered but need to submit paperwork by March 1):

- 4 English courses
- 4 Mathematics courses (Algebra 1, Geometry, Algebra 2, and one higher level course)
- 3 Science courses (Biology 1, Chemistry, 1 higher science [Physics preferred])
- 3 Social Studies courses (History, Government, and Economics)
- 1 Fine Arts course
- 2 Foreign Language courses in the same language
- 2 Career Technical Education courses (One must be in computer application.)
- 80 hours of community service
- Overall “C” average
- 95% attendance each year
- No out-of-school suspensions
- Successful completion of all exit exams

\*Approved dual credit and/or online courses are acceptable.

### **ATHLETIC BANQUETS**

Athletic coaches are responsible for organizing their own athletic banquets. Dates and locations of banquets will be approved by the Athletic Director.

### **MILITARY AWARDS PROGRAM**

The JROTC Awards Program is Wednesday, March 28, 2018 from 6:00 – 8:00pm in the SHHS Auditorium.

### **SENIOR ACADEMIC AWARDS PROGRAM**

Sponsored by the Johnson City Board of Education, this program recognizes seniors with a cumulative GPA (grade point average) of 3.5 or above by the end of the 7<sup>th</sup> session. The program will be held in the Auditorium on April 5, 2018 at 6:30 PM and is by invitation only.

### **SENIOR AWARDS DAY**

A program will be held to recognize seniors who have been selected for awards and scholarships on May 17, 2018 at 6:30 PM.

### **UNDERCLASSMEN AWARDS PROGRAM**

Freshmen, sophomores, and juniors who have earned recognition for academic achievement will be honored in an awards program May 21, 2018 at 6:30 PM. A reception for honorees and their families will follow.

*\*\*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.*

## **ATHLETICS**

Science Hill is proud of its athletic program and records. As a member of the TSSAA and the Big 7 Conference in all 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 40.

### **ACADEMIC ASSISTANCE FOR ATHLETES**

The Athletic Committee, with the cooperation of the coaches, has developed an academic assistance program for Science Hill athletes. All cooperation in identifying, referring, and tutoring will be appreciated.

Procedures for academic assistance include the following:

- The athletic director 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 two weeks 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 (excluding varsity football for the school year) are available for purchase. Student and adult passes may be purchased from Janet Phillips in the Student Activities Office on the main campus (232-2205). Student passes are \$60, and adult passes are \$75. Varsity football ticket prices are \$7.00 (general admission). All other varsity sports ticket prices are \$5.00 for students and adults. Football reserve season tickets are \$45.00 and \$70.00.

## **ATHLETIC SIGNINGS**

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

## **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.

## **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.

## **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.
- 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, alcohol, or other drugs. A student athlete may be suspended or removed from a team for a conduct violation.
- Hazing and initiations are strictly prohibited in high school athletics.
- 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.

## **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.**

## **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.

## **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.

## **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 has also been purchased for athletes. See Mark McDonald for proper insurance forms.

## **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.

## **PHILOSOPHY**

It is our 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.

## **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.

## **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 1<sup>st</sup>.
- 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 May 1, 2017 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 Alternative Center 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 Alternative Center Administrator.

## 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

The following are certain legal provisions concerning school attendance of which parents, guardians, and students should be aware.

- Tennessee laws define violation of the **Tennessee Compulsory School Attendance Law** (Tennessee Code Annotated, section 49-6-3007) as five (5) unexcused absences during the school year. A child's violation of the compulsory School Attendance Law is included within the legal definition of the "unruly" in Tennessee.
- The Court may find a young child to be dependent and neglected under Tennessee laws if the child's parent or guardian (through no fault of the child) unlawfully keeps the child out of school in violation of the Tennessee Compulsory School Attendance Law.
- A parent/guardian may be charged with the contributing to the unruliness of a minor if the parent/guardian contributed to or encourages the truancy of a minor (Tennessee Code Annotated, Section 37-1-156). The parent or guardian of a young child may be charged with contributing to the dependency of a minor if he or she unlawfully keeps the child out of school (Tennessee Code Annotated Section 37-1-157). These are criminal offenses punishable as Class A misdemeanors.
- If a child has more than five (5) unexcused absences and is found to be unruly by the Johnson City Juvenile Court, the youth may be placed on probation with the court for an indefinite period of time. Both the youth and the parent/guardian may have responsibilities under the Order of the Court.
- If a child is found to be unruly, the Court may assess the parent/guardian a fine of \$50.00 and may require the parent or guardian to complete five (5) hours of community service (Tennessee Code Annotated, Section 49-6-3007).
- Tennessee Code Annotated, Section 49-6-3017, requires the principal of a school to notify the Department of Safety if a student (who is 15 or older) has excessive absences (10 consecutive or 15 total unexcused absence in a semester) or fails to make satisfactory academic progress (passing grades in 3 subjects). The Department of Safety will suspend the student's driving privileges.
- Any student under age 18 is considered a dropout 1) after ten consecutive days or 2) fifteen unexcused absences in a single semester [T.C.A 49-6-3007 and 49-6-3017] and system policies and procedures on truancy have been followed.
- Any student age 18 or over is considered a dropout after ten (10) days of unexcused absences, or if within these ten days contact has been made and this person so

informs the system that he/she is not returning and has not transferred to another school.

### **ABSENCE REPORTING**

When a student is absent, it is expected that a **parent** will call 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 EXCUSED**

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

- Personal illness- after the 8<sup>th</sup> 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 Mr. Laoo, grades 9-10 see Mr. Minton and Topper Academy students see Mrs. Riden-Bacon.
- 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.
- Students are not granted "free" days to visit colleges and universities. These absences are excused only through the use of the THREE (3) parent request days.
- Science Hill **DOES NOT** acknowledge **SENIOR 'SKIP' DAYS**. These absences will be designated as unexcused.

### **ABSENCES UNEXCUSED**

All absences	The school attendance office will attempt to contact parents or guardians.
2 <sup>nd</sup> absence	Letter sent home to parent/guardian requesting a phone call to the attendance office.
3 <sup>rd</sup> absence	Referral to Truancy Board

\* After 10 unexcused absences, we are required to make a report to the Tennessee Department of Children's Services.

**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 Marvin Christman, Attendance Supervisor.

### **TRUANCY INTERVENTION PLAN**

As an initiative to reduce truancy, Science Hill High School has developed a Truancy Intervention Board. The Truancy Intervention Board is an effective tool to help reduce truancy. The goal of the Truancy Intervention Board is to improve the students' attendance, to prevent unruly petitions from being filed against the student, and to

prevent the students' involvement with the court resulting from truancy. The following process will be used to refer a student to the Truancy Intervention Board:

- After a student has four (4) unexcused absences a truancy referral is made to a truancy board to schedule a meeting with the parent/guardian and student to the Truancy Intervention Board.
- An action plan will be developed at the students' initial appearance before the Truancy Board which will focus on the students' attendance record, any individual or identified family issues contributing to the students' failure to attend school.
- Following the initial appearance involving the student and parents, the Truancy Board will review the student and parent/guardians compliance with their responsibilities. If a student has additional unexcused absences after implementation of the action plan, the school will file an unruly truancy petition against the student.

### **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.

In order for a student to have an excused absence for a doctor's visit, the attendance office must have a note from the doctor's office on file. 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.

## FIELDTRIPS AND EXTRACURRICULAR ACTIVITIES

- ALL fieldtrips must have academic value.
- Students in violation of the attendance policy and not in good academic standing may not attend fieldtrips.
- All fieldtrips must have prior approval of the principal.
- Fieldtrips must be placed on the Science Hill High School Master Calendar immediately following the principal's approval.
- Overnight trips must have Board approval. Please note that the deadline for inclusion of a field trip request on the Board agenda is typically 12:00 PM on the Monday two weeks before the next regular Board meeting.
- Fieldtrips are strongly discouraged after March 9, 2018 due to State and school specific testing. This doesn't include competitive events over which the school has no control. All others will be at the discretion of the Administrative team.
- The sponsoring teacher or coach must provide a list of approved students 4 days in advance to person designated above in chart. The sponsoring teacher should emphasize to the students taking the trip that work missed must be made up. Students who do not make up work missed on previous trips may not be allowed to participate in future trips. Teachers sponsoring a trip must allow students to make up tests during the sponsoring teacher's class time. *Any teacher who sees one of his/her student's name on a fieldtrip list and he/she has not made up his/her work from a previous fieldtrip should notify the sponsoring teacher.*
- 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 perform for different groups in our community. These groups include choir, band, drama, orchestra, ROTC drill teams, clubs, etc. Fieldtrips for such performances may be limited to two days per session.
- Athletic fieldtrips are limited to two days per team.

## 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.

## 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:

- 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.

## **SCHOOL PROGRAMS**

Students participating in off-campus school programs (clinical experiences, work-based learning, ETSU classes) during the school day may leave and return to campus at the approved times. All students are required to wear official name tags issued by the sponsoring teacher.

## **TARDINESS**

Tardiness is disruptive to the learning environment. Tardiness shows disrespect for the teacher and fellow students and hampers the educational process for all concerned. 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.**

Tardy 1-2	Administrative warning
Tardy 3-4	Automated Parent phone call
Tardy 5-9	Student will serve Administrative Detention.
Tardy 10+	Student will serve Administrative Detention that day and may receive further discipline as determined by administrator.

### **Second – fourth period tardies report to teacher.**

Tardy 1-2	Teacher warning
Tardy 3-4	Parent phone call from teacher
Tardy 5-9	Teacher will refer to Administrator for detention.
Tardy 10+	Teacher will refer to Administrator. Student will serve detention and may receive further discipline as determined by administrator.

## **TUITION**

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

## **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. Alternative Center (AC) discipline follows the same guidelines as the Science Hill Campuses unless otherwise stated in the AC handbook or through other AC correspondence.

**ON THE THIRD DISCIPLINE REFERRAL, DRIVING PRIVILEGES MAY BE REVOKED FOR THE REMAINDER OF THE SESSION.**

## **ACADEMIC DISHONESTY POLICY**

Science Hill insists on strict standards of academic honesty in all courses to include the IB Diploma Programme. 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. Academic dishonesty includes the following:

- 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.

All will be penalized severely; all rules and expectations apply to every student, as well as every faculty and staff member. Academic dishonesty violates the school's mission and expectation for the students and will not be tolerated at Science Hill High School.

## **CUTTING CLASS**

Any student caught cutting class will receive disciplinary action.

## **DETENTION**

Detention may be assigned for minor school or classroom violations such as unexcused absences, tardies, dress code violations, lack of materials, disruption, or other non-compliant behavior.

## **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 before school, during regular class changes, and during the student's lunch break. THESE ARE THE *ONLY* TIMES DURING THE SCHOOL DAY THAT ARE CONSIDERED "NON-INSTRUCTIONAL TIME." All other times are considered INSTRUCTIONAL TIME, a time during which all cell phone use is prohibited.

- 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.
- 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 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).

### **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.

### **PROFANITY**

Vulgar language will not be tolerated on the Science Hill campus or at school sponsored functions. Profanity directed toward a staff member, any adult or another student will result in disciplinary action according to the code of conduct. The disciplinary action will depend on the severity of the violation.

### **PROTOCOL FOR PARENTS FILING A CONCERN**

- Student's classroom teacher if involved
- Student's counselor
- Assistant Principal
- Associate Principal
- Principal
- Director of Secondary and Student Services
- Superintendent of Schools

### **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. ◀

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.

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**

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 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 receive the following school discipline:

FIRST OFFENSE	ISS: 3 days
SECOND OFFENSE	ISS: 5 days & counseling
THIRD OFFENSE	OSS: 3 days
ADDITIONAL OFFENSES	Alternative Placement

## **E-CIGS**

The possession and/or use of all smoking innovation devices by students to include E-CIGS and Vapes are not permitted. Any student in violation will receive the same school discipline used for tobacco. E-CIGS may be treated as drug paraphernalia when appropriate.

## **VANDALISM**

Vandalism to personal or school property will result in suspension and may result in the filing of criminal charges. The student must make arrangements for restitution for the damage prior to returning from the suspension. Restitution will become a student obligation.

## **SCHOOL RULES**

### **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.
- The overhead pedestrian bridge crossing John Exum Parkway may be used only for access to and from the campus. Loitering on the bridge is prohibited.
- 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.
- Students will only use bathrooms designated by administration depending on location of dance.
- Only disc jockeys approved by the SHHS administration will be used at SHHS dances.
- Only SHHS 9<sup>th</sup> - 12<sup>th</sup> grade students may attend dances. (Exception- the Junior/Senior Prom).
- Administrators and faculty chaperones will monitor the entrance, exits, bathrooms, dance area, etc.
- 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**

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.

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 (including but not limited to tank tops, spaghetti straps, halter tops, low-cut tops, midriffs, inappropriate holes, and short shorts/skirts); pajamas and house shoes.

All pants will be worn at the waist and “sagging” will not be allowed. Hair colors and hair styles that are disruptive to the learning environment are not acceptable. Accessories that pose a threat to the safety of students are not permissible (such as spiked jewelry, spiked collars, chains, and trench coats).

Head coverings, bandannas, and sunglasses are unacceptable inside the school buildings during the day. It is within the administration’s discretion to determine appropriate dress and grooming.

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 Library Media Center or Auditorium.
- Students may not have fast foods or other commercial foods delivered or brought to campus during the school day. It is a violation of federal guidelines and could result in the school system’s loss of the Free and Reduced Lunch Program.
- Vending machines are not the responsibility of Science Hill High School. Science Hill will not reimburse money lost in machines.

### **HARASSMENT AND/OR BULLYING**

Actions, words, looks, cyber bullying or other forms of bullying that cause embarrassment or humiliation to another person are considered harassment. Harassment is neither condoned nor tolerated. Students who feel they have been harassed should report it to an administrator, counselor, or teacher. Refer to the Johnson City Schools Code of Conduct.

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.

### **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. (See pages 11-12 for a list of school sponsored clubs and organizations).

### **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.

## **LOST AND FOUND**

Students should check in the Attendance Office on their campus for lost items. Any items found should be given to the Main 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. If you are aware of a situation that needs our attention, please report it to any staff person.

Students using electronic devices on campus for recreational use during school hours may only listen to the device in one ear for safety reasons.

## **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.

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.

## **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 shop 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. ◀

# IMMUNIZATION REQUIREMENTS

## Science Hill High School

**9th Grade** \* Should have received a Tdap booster and 2nd varicella prior to entering 7th grade

- \_\_\_\_\_ 4 DPT
- \_\_\_\_\_ 4 Polio
- \_\_\_\_\_ 2 MMR
- \_\_\_\_\_ 3 HBV
- \_\_\_\_\_ 2 Varicella (chickenpox) or date of disease\*\*
- \_\_\_\_\_ 1 Tdap booster\*

**10th Grade** \* Should have received a Tdap booster and 2nd varicella prior to entering 7th grade

- \_\_\_\_\_ 4 DPT
- \_\_\_\_\_ 4 Polio
- \_\_\_\_\_ 2 MMR
- \_\_\_\_\_ 3 HBV
- \_\_\_\_\_ 2 Varicella (chickenpox) or date of disease\*\*
- \_\_\_\_\_ 1 Tdap booster\*

**11th Grade**

- \_\_\_\_\_ 4 DPT
- \_\_\_\_\_ 4 Polio
- \_\_\_\_\_ 2 MMR
- \_\_\_\_\_ 3 HBV
- \_\_\_\_\_ 1 Varicella (chickenpox) or date of disease  
(2 if out of state transfer)

**12th Grade**

- \_\_\_\_\_ 4 DPT
- \_\_\_\_\_ 4 Polio
- \_\_\_\_\_ 2 MMR
- \_\_\_\_\_ 3 HBV
- \_\_\_\_\_ 1 Varicella (chickenpox) or date of disease  
(2 if out of state transfer)

\*As of July 2011, 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 (on the appropriate DTaP/DT/Td line of the certificate).

\*\*As of July 2011, 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 ANY other grade.

Most colleges require Meningococcal Vaccine (for meningitis), 2 Varicella, 2 Hep A and a TB Skin Test in addition to above requirements.

## CLINIC

The clinic is available to students and staff from 7:15 – 2:45 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.
- 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
  - 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.

## **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. 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 <sup>st</sup> Offense	\$10.00 and parents are called
2 <sup>nd</sup> Offense	Loss of driving privileges for 1 month
3 <sup>rd</sup> Offense	Loss of driving privileges for the rest 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 driving privileges will be revoked. (See Student Driving Privileges and grades)
- 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
- Driving/Parking privileges may also be revoked for the following reasons:
  - Fail 2 or more classes (session)
  - Exceed tardies (session) as per tardy policy
  - Truancy (more than 5 unexcused absences)
  - More than 2 occurrences of out-of-school suspension (session)
  - 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 or the parking lot of Heritage Baptist Church. (SHHS is grateful to Heritage Baptist Church for granting permission for such use of their parking lot.) Walkways from the loading zone to the building are provided. Due to bus traffic, students should not be dropped off in Lots 1 - 3.

## STUDENT LOADING ZONE NINTH GRADE

Parents will pick up and drop off students at the access road (Topper Lane) behind the 9<sup>th</sup> grade academy.

## FEES AND OBLIGATIONS

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

### FEE LIST SY 2017-18 (Per Semester)

Athletics	Insurance	25.00
Car	Car registration	\$ 5.00
English	9 <sup>th</sup> -12 <sup>th</sup> (paperback books, videos, computer supplies)	\$ 6.00
Fine Arts	Art 9-12	\$ 20.00
	Pottery	25.00
	Band Camp	125.00
	Fee for use of school-owned instruments	50.00
	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
	Uniform fee	50.00
World Language	World Language – (workbooks, dictionaries, magazines, diskettes, cassettes)	\$ 5.00
Locker	Locker fee per student	\$ 1.00
Math	Batteries, workbooks	\$ 5.00
Science	AP/IB Biology lab fee	\$ 15.00
	AP Chemistry lab fee	15.00
	AP Physics	15.00
	All other science classes	5.00
Senior Fee	Parchment, Processing transcripts	5.00
Social Studies	Social Studies fee	5.00
Special Ed	Life Skills (activities and consumables)	\$ 10.00
	OJT (once per year)	10.00
	World of Work	10.00
Tech (CTE)	Advanced Computer Applications	\$ 10.00

	Anatomy and Physiology	20.00
	Architectural & Engineering Design I, II, III	10.00
	Business Communication Design	10.00
	Chemistry of Cosmetology	20.00
	Clinical Internship	20.00
	Computer Applications	10.00
	Criminal Justice I, II and Criminal Justice III: Investigation	10.00
	Culinary Arts I, II, III	20.00
	Dental Science	20.00
	Dental Science Clinical	20.00
	Design Principles of Cosmetology	20.00
	Digital Arts & Design I, II,III	10.00
	Early Childhood Education Careers I,II,III	10.00
	Event Planning	15.00
	Family Studies	10.00
	Fundamentals of Construction	20.00
	Greenhouse Management	10.00
	Health Science Education	20.00
	Hospitality and Tourism Exploration	10.00
	Hospitality Management	10.00
	Hospitality Marketing	10.00
	Introduction to Human Studies	10.00
	Landscaping and Turf Science	10.00
	Lifespan Development	10.00
	Maintenance and Light Repair I,II,III,IV	20.00
	Medical Terminology	20.00
	Medical Therapeutics	20.00
	Nursing Education Clinical	20.00
	Personal Finance	5.00
	Pharmacological Sciences	20.00
	Principles of Cosmetology	20.00
	Principles of Law, Corrections, and Security	10.00
	Principles of Manufacturing	10.00
	Principles of Plant Science and Hydroculture	10.00
	Rehabilitation Careers	20.00
	Residential & Commercial Construction I, II	20.00
	Welding I, II	10.00
Wellness/PE	Wellness	\$ 5.00
	Lifetime Sports	5.00

### 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

Until restitution has been made, students may not be issued a replacement textbook. While unpaid, this amount is considered an obligation.

## OBLIGATIONS

Financial obligations are accrued when a student damages school property, damages or fails to return a textbook, media center material, counseling materials, uniforms, ROTC 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.

## GRADUATION REQUIREMENTS

To graduate from Science Hill High School, students must meet the graduation requirements established for the year they first entered the 9th grade. Students should plan to exceed these requirements in order to prepare adequately for post-high school study or a vocation. Please note that walking at Graduation is a privilege – not a right.

Please note that on the block schedule, students have 32 opportunities in four years to be on track to earn a Science Hill High School diploma. 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.

## COMMUNITY SERVICE REQUIREMENT

The Tennessee Diploma Project requires an exit activity prior to graduation. Students attending Science Hill High School are required to complete 40 hours of community service. 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 in the Registrar's office, Main office, Attendance office or printed from the Counselor webpage.

Any organization of student/parent choice may be used to acquire hours. If a student needs help finding ways to volunteer, each school office has a list of possible youth organizations to choose from. Science Hill and Johnson City Schools are not liable for students during volunteer work. It is totally up to the parent and student as to what type of volunteer activities to complete in order to acquire the 40 hours. For International Baccalaureate (IB) requirements concerning community service please see the IB Handbook or the IB Counselor.

## STATE OF TENNESSEE MINIMUM HIGH SCHOOL REQUIREMENTS

<b>CLASS OF 2013 AND THEREAFTER</b>	<b># OF CREDITS REQUIRED</b>
<b>MATH</b> (Including Algebra I, Geometry, Algebra II and a higher level math)	4.0 CREDITS
<b>SCIENCE</b> (Including Biology, Chemistry or Physics, and a lab course)	3.0 CREDITS
<b>ENGLISH</b>	4.0 CREDITS
<b>SOCIAL STUDIES</b>	3.0 CREDITS
<b>PE / WELLNESS</b>	1.5 CREDITS
<b>PERSONAL FINANCE</b>	0.5 CREDITS
<b>WORLD LANGUAGE</b> (May be waived for students not going to a University to expand and enhance the elective focus).	2.0 CREDITS
<b>FINE ARTS</b> (May be waived for students not going to a University to expand and enhance the elective focus).	1.0 CREDITS
<b>ELECTIVE FOCUS</b> (Math/ Science, Career Technical, Fine Arts, Humanities, ROTC, Advanced Placement (AP) or International Baccalaureate (IB))	3.0 CREDITS
<b>SHHS REQUIRES 6 ADDITIONAL ELECTIVE CREDITS</b>	6.0 CREDITS

According to the revised (2008) Tennessee State Board of Education rules and regulations, the following is the minimum credits needed for the state of Tennessee for a high school diploma.

- Total Credits Required by Tennessee: Twenty-two (22).
- Total Credits required by Science Hill High School: Twenty-eight (28).

### **NCAA CLEARINGHOUSE ([www.eligibilitycenter.org](http://www.eligibilitycenter.org))**

Student Athletes who plan to participate in an NCAA sport in college must submit an online application and transcript to NCAA Clearinghouse. See the Athletic Director for additional information. Credit Recovery courses do not meet NCAA eligibility requirements.

### **REGULAR DIPLOMAS FOR GRADUATION**

Students have an opportunity to earn one of three regular diplomas for graduation. All diplomas **must** include meeting the standards for required credits and community service hours. Determination of “Graduating with Honors” and “Graduating with Distinction” is made at the end of the students’ seventh semester. “Graduating with

International Baccalaureate” is an additional diploma awarded to students in the IB Diploma Programme and is determined in the summer following graduation pending completion of all IB requirements and IB test scores.

<p><b>*GRADUATING WITH SHHS HONORS</b></p> <p>Determined at end of 7<sup>th</sup> semester.  <i>++ Criteria subject to change pending State and/or School Board review. Any updates will be posted on school web page.</i></p>	<ul style="list-style-type: none"> <li>• Be on track to earn a Science Hill diploma and have 3.0 or higher.</li> <li>• Score at or above college readiness benchmarks on the ACT or SAT. Seventh semester ACT benchmarks will be used to determine if eligible. Check your ACT Test score sheet for current benchmark scores. Highest scores will be used.</li> <li>• Complete 40 hours of community service</li> <li>• SAT score of 460 in Critical Reading and 520 in Math</li> </ul>
<p><b>*GRADUATING WITH DISTINCTION</b></p> <p>Determined at end of 7<sup>th</sup> semester.  <i>++ Criteria subject to change pending State and/or School Board review. Any updates will be posted on school web page.</i></p>	<ul style="list-style-type: none"> <li>• Be on track to earn a Science Hill diploma.</li> <li>• Maintain a B average (GPA 3.0 +) and complete 1(one) additional approved credential will graduate with distinction.</li> <li>• Complete 40 hours community service.</li> </ul> <p>Approved credentials include:</p> <ul style="list-style-type: none"> <li>• Nationally recognized industry certification</li> <li>• Tennessee Governor’s School</li> <li>• All State musical organization</li> <li>• National Merit finalist or semi-finalist</li> <li>• Composite score of 31 or higher on the ACT</li> <li>• Score of 3 or higher on two AP exams</li> <li>• International Baccalaureate Diploma Programme</li> <li>• 12 or more hours of transcribed post-secondary credit.</li> </ul>
<p><b>IB DIPLOMA</b></p>	<ul style="list-style-type: none"> <li>• Earn the 28 required credits and meet the IB Diploma Requirements</li> </ul>
<p><b>SHHS REGULAR DIPLOMA</b></p> <p><i>*Students transferring from other districts will be evaluated accordingly.</i></p>	<ul style="list-style-type: none"> <li>• Earn the 28 required credits</li> <li>• Complete 40 hours of community service</li> </ul>

**\*All documentation must be received before the beginning of semester 8 to be considered for Graduation with Honors or Distinction.**

**DUAL ENROLLMENT:** Opportunities exist for high achieving students to earn college credit while still in high school. Students that meet ACT and GPA requirements (which vary by college) may be eligible to enroll in college courses at a discounted tuition rate. Opportunities exist for high achieving students to earn college credit while still in

high school. Students that meet ACT and GPA requirements (which vary by college) may be eligible to enroll in college courses at a discounted tuition rate.

Students must see their counselor to obtain a dual enrollment packet. All of the area colleges offer some type of dual enrollment classes, but the individual requirements will vary. The dual enrollment process will proceed as follows:

- The student will return the completed packet to their counselor.
- The counselor will sign where appropriate and make copies. The student must request that their ACT score and transcript be sent to the college.
- The student will take their copy to the college admissions office and complete the dual enrollment grant information online
- Once the student is contacted by the university that they have been accepted, they will be able to register for the college class they choose.
- Once the student has enrolled in the college class, they **must** print a copy of their college schedule and turn it in to their counselor
- Important: This entire process **MUST** be completed no later than the first day of school for fall classes or the last day of school in the fall semester for spring classes!!

## COLLEGE ENTRANCE REQUIREMENTS

<b>Subject</b>	<b>Entrance to: UT, ETSU, Austin Peay Memphis, MTSU, TN State, TN Tech*</b>	<b>Recommendations for highly selective colleges, Honors, or AP courses recommended</b>	<b>NCAA**</b>	<b>NESTCC and 2 year community colleges</b>
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	2 Credits of the same language	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.

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### **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.

## **SENIORS**

### **August**

- Attend a regional College Fair to investigate further those colleges to which you will probably apply.

## **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).
- Complete Autobiographical Statement 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.

## **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.

**COLLEGE VISIT NIGHT (SHHS AUDITORIUM)**

August 17, 2017 (6:00pm)

**COLLEGE FAIR (FREEDOM HALL)**

August 31, 2017 6-8 PM

**FINANCIAL AID NIGHT (ETSU)**

Date and time to be determined. Check with your counselor for specific information as it becomes available.

**GRADING POLICY**

**FINAL EXAM POLICY**

Final exams are required of ALL STUDENTS in ALL CLASSES in GRADES 9-12 on the date and at the time scheduled. Final exams count 15% of the last term of the session. For classes requiring a State End of Course exam, those test grades will count 15% of the session grade and final exams will be counted as a regular test grade.

**GRADE CALCULATION**

<b>NON EOC COURSE</b>
1 <sup>st</sup> Nine Weeks
2 <sup>nd</sup> Nine Weeks
Final Exam (counts 15%)
*IB courses are calculated differently.

**GRADE POINT AVERAGE (GPA)**

- Credits are awarded based on final grades.
- When a student repeats a class, the higher grade is used in calculating the GPA. The lower grade for the class that is repeated is then given a mark of NC or no credit.
- A four point (4.0) scale of final grades is used to calculate the cumulative GPA.
- A cumulative GPA is calculated at the end of the 11<sup>th</sup> grade (6<sup>th</sup> session) for use by seniors in college admission applications.
- Class rank for seniors is determined from a cumulative GPA calculated at the end of the seventh session.
- Upon graduation, an official transcript with class rank and cumulative GPA is generated for seniors.
- Summer school grades and/or grades for courses taken outside the regular curricular offerings at Science Hill High School will be used in calculating the

cumulative GPA for the session immediately following completion of the course work.

## GRADES

- Letter grades will be recorded each term and are posted to the transcript at the end of each session.
- Grades are available daily on grade book portal.
- Mid-term progress reports are available on grade book portal in each subject at 4 ½ weeks.
- Final grades are available on grade book portal under the grade history section.

Parents or students may request a hard copy or email copy at the end of each term. Email requests to Crystal Barrett at [barrettc@jcschools.org](mailto:barrettc@jcschools.org). Please refer to the counseling web page found on our school web page to request access to grade book portal.

## GRADING CLASSIFICATION

All students move to the next grade each year as a cohort regardless of number of credits earned. However please review chart below to see recommended number of credits needed for each grade level to be on track for graduation the senior year (fourth year). All students are expected to graduate in four years.

<b>FRESHMAN</b>	GOAL: 8 CREDITS	TOTAL: 8 CREDITS
<b>SOPHOMORES</b>	GOAL: 8 CREDITS	TOTAL: 16 CREDITS
<b>JUNIORS</b>	GOAL: 8 CREDITS	TOTAL: 24 CREDITS
<b>SENIORS*</b>	GOAL: 8 CREDITS	TOTAL: 32 CREDITS

\*Students are recommended to start the senior year with no less than 20 credits to be able to earn 8 credits and graduate with required 28 credits.

## GRADING SCALE

Grade	Scale	Percentage Range	
A	4.0	93	100
B	3.0	85	92
C	2.0	75	84
D	1.0	70	74
F	0.0	0	69

Grades are reported as letter grades. No term average of less than 50 will be recorded.

Weighted courses reflect the weighted points in the letter grade in grade portal.

### \*\*\*Advanced Placement and International Baccalaureate:

May include the addition of five (5) percentage points to the grades used to calculate the semester average.

## RANK IN CLASS FOR SENIORS

Rank in class is determined for seniors at the end of the 7th session using the cumulative GPA. Class rankings in the top 50% are reported in increments of 5%. Class rankings that fall in the lower 50% are reported as either in the 3<sup>rd</sup> or 4<sup>th</sup> quartile.

### **TEST INFORMATION:**

Dates will be announced as they become available and will be posted on the academic calendar.

### **WEIGHTING FOR ADVANCED PLACEMENT AND INTERNATIONAL BACCALAUREATE COURSES**

May include the addition of 5 points to grades used to calculate the session average in all IB Courses and in the following AP Courses:

- AP Biology
- AP Calculus AB
- AP Calculus BC
- AP Chemistry
- AP English Lit
- AP European History
- AP Government
- AP Physics B
- AP Micro Economics
- AP Music Theory
- AP Statistics
- AP US History

### **WEIGHTING FOR HONORS COURSES AND NATIONAL INDUSTRY CERTIFICATION**

May include the addition of 3 points to grades used to calculate the session average in the following courses:

- Algebra 1 Honors
- Advanced Algebra and Trig Honors
- Ancient History Honors
- Biology Honors
- Chemistry Honors
- English 1 Honors
- English 2 Honors
- English 3 Honors
- Geometry Honors
- Pre-Calculus Honors
- World History/Geography Honors

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

- Arts and Communications Tech (Computer Repair)
- 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.**

# **ASSESSMENT POLICY**

## **PHILOSOPHY/PURPOSE**

The primary purpose of assessment at Science Hill is to inform, and thereby improve student learning. Assessment informs teachers of how the students are progressing and the effectiveness of their instruction, allowing them to improve instruction and guidance. It informs students of their progress in meeting their achievement goals and the effectiveness of their learning strategies, allowing them to grow as lifelong learners. It informs parents of where their student stands, in terms of preparing for college and/or life in general. It gives all of the stakeholders the information needed to help the students reach their full potential.

## **METHODS OF ASSESSMENT**

Science Hill uses a variety of assessment methods. Some are developed internally, by the individual teacher or by the department. Others are developed externally, by the state or the International Baccalaureate Organization (IBO). Some assessments are formative; ongoing assessments which can be either formal or informal and are used to determine strengths and weaknesses in order to improve progress. Others are summative; formal assessments measuring mastery based on specific criterion, often used to determine grades for reporting progress.

Science Hill teachers are well trained in assessing student knowledge. Each IB teacher has access to the IBO websites. Each teacher has gone through training on the course guides, expectations, and assessment practices of the IBO. They are well aware of the criterion by which the students are judged and the rubrics used to determine the scores.

A strong emphasis is placed on self-evaluation by students. The criteria by which they will be judged are clearly explained for assignments and they are given practice evaluating sample work using it. They are then encouraged to use this knowledge to evaluate their own work.

## **IB DIPLOMA SPECIFIC ASSESSMENTS**

There are two primary types of assessments used to determine a student's grade in an IB subject. These are the Internal Assessments and the External Assessments.

The Internal Assessment is an assessment graded by the IB teacher. A representative sample is then mailed to the IBO examiners to be moderated in order to ensure consistency from school to school. It usually consists of oral exams, lab reports, projects or portfolios, depending on the subject. It can count for up to 50% of the student's final IB subject grade.

The External Assessments are examinations given at the end of each course. These are mailed away and graded by examiners working for IBO. They are usually given in two parts on subsequent days. They make up the rest of the students IB subject grade.

In order to get the IB Diploma, a student must also write an Essay for the Theory of Knowledge class, an Extended Essay and complete the Community Service Requirement.

## **STATE SPECIFIC ASSESSMENTS**

Science Hill also administers all tests required by the State of Tennessee. These tests may vary over time but include assessments such as End of Course, and the ACT.

## **REVIEW OF ASSESSMENT POLICIES AND PROCEDURES**

The assessment policies and procedures are reviewed each year in order to make sure that any changes can be made as needed to meet IBO and State of Tennessee requirements. The review committee consists of at least three teachers from various parts of the IB Diploma Programme faculty who collaborate on the language and changes of the assessment document.

## **LANGUAGE POLICY**

Science Hill High School supports language development in a variety of ways. All teachers at the school are also language teachers. The language instruction is English, with German, French, Latin, and Spanish taught as additional languages. Dedicated students can join a language-oriented club or take AP or IB level language courses. Native speakers of Spanish also have the opportunity of furthering their skills in our two “Spanish for Native Speakers” courses. Students with a different mother tongue may elect to develop that language to satisfy the school’s world language requirement. English Language Learning (ELL) students receive support from an on-site certified ESL teacher and an ELL-dedicated math tutor. Teachers and administrators can receive in-house Spanish training at the school’s Spanish-for-Teachers sessions.

Science Hill is committed to helping all interested students benefit from the IB Program. If a student requires language support to succeed, the school is equipped to provide it. The school maintains a language profile of each IB student that includes languages and language status. Language status options are ELL, T1 (Transitional 1<sup>st</sup> Year), T2 (Transitional 2<sup>nd</sup> Year), G (exited from ESL program while in high school), and NELB (Non-English Language Background, has another language in her/his background but has never required ESL services).

## **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.

### **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 developed 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 Melanie Riden-Bacon (928-0380).

Programs offered include the following:

- Alternative Learning Center
- G.O.T. Diploma Program
- Adult High School

### **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.

OdysseyWare® software is used for Credit Recovery (CR). Courses have been linked to Tennessee State Standards.

### **CREDIT RECOVERY PROCEDURES**

- Students will be given a pre-test, assigned computer work, take a post-test, and complete unit tests.
- Student work (tutorials and mastery tests) can be done at a site other than the school BEFORE 7:00AM AND AFTER 4:00PM.
- Students may use notes, books and web sources to complete the Odysseyware® courses.
- Pre-tests and post-tests must be taken at the school site with the Credit Recovery teacher.
- A final grade of 70 will be recorded upon successful completion.

### **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. Second Chance Breakfast will be served at various locations on campus from 9:08-9:16AM. Lunch is served during regularly scheduled lunch times from various locations throughout the school.

Cost for meals is as follows:

<b>Meal</b>	<b>Full Price</b>	<b>Reduced Price</b>
Breakfast	1.75	.30
Lunch	2.85	.40

## **COUNSELING SERVICES**

Science Hill has five 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**

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, Topper Student Center 7am – 12pm, 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](http://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](http://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 \$5.00 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 Counselor’s Row Room 527. Additional forms and assistance with Parchment are also available in the Registrar’s office.

### **PARENT/TEACHER CONFERENCES**

A parent may schedule an appointment with a counselor by calling the receptionist in the Science Hill Counseling Office at 232-2184. Calls will be forwarded to the counselor’s voice mail. Parents are to report to the main office on each campus they are visiting to receive a visitor’s pass before going to a classroom.

Parent/Teacher Conference	September 14, 2017 (3:00 – 6:30pm) by appt.
Parent/Teacher Conference	February 15, 2018 (3:00 – 6:30pm) by appt.

Please call 423-232-2190 to set up an appointment with teacher(s).

### **PARENT PORTAL**

- Parents may access student reports any time using Gradebook Portal.
- To request a progress report, the parent may contact the student’s counselor.
- The student will be given a Progress Report Information Sheet that will be completed and returned to the counselor.
- After the completed Progress Report Information Sheet is returned by the parent, the counselor will give the parent/student a progress report for each class for which the report is requested.
- Copies of the section from the Progress Report Information Sheet entitled Weekly Progress Report Request Form will be placed in each teacher’s mailbox. This form will contain information that should be helpful to the parent.
- The student will give the Progress Report Form to the teacher on Thursday and the teacher will then return the completed form to the student on Friday. The teacher is not expected to return forms given to them on Friday.
- The progress reporting will automatically discontinue at the completion of the current nine week term. If the parent desires to continue the process, a request for reinstatement must be completed.

### **STUDENT GRADEBOOK PORTAL**

- Students may access student reports any time using Gradebook Portal.
- Students’ username is their first name + PowerSchool number

- Students' default password is their birthday in the following format mm/dd/yyyy. Students must change password from default in order to use wi-fi and Office 365.

## **PASSWORD SERVICES**

Log into the website <http://arms.jcschools.org> (there is also a link on our website [www.jcschools.org](http://www.jcschools.org), click on "Password Services" located on the left side panel) to **set up your security questions and change your password**. You may also return to this site if you forget your password and need to reset it. Log in with your current username and password. You will be prompted to change your password. Once you change your password, log back into **Password Services** to setup your security questions.

After changing your password, you may use your username and your newly created password to access the Johnson City Schools' **wireless network** with your personal device and access online programs.

You will also now use this username and password to access the **gradebook portal**. The password change may take up to 24 hours to process. If your new password does not work, try the password above (mm/dd/yyyy format) until your newly created password processes.

## **CANVAS**

Canvas is the Learning Management Software for Johnson City Schools. It is used to supplement classroom learning via secure courses. Each student receives a unique login and password. Furthermore, only students that are registered for a course can access its content. This enables instructors to post copyrighted material, track which students are accessing particular course materials, and assess students online. Additionally, there is a location to post grades to track progress but it is used at the discretion of the instructor.

To access Canvas go to [www.jcschools.org](http://www.jcschools.org) and select Canvas from the Quick Links menu or from the Canvas icon at the top of the page.

The student Canvas login is your username (first name + PowerSchool Number) @jcschools.org, i.e. (**carlos12345@jcschools.org**). The default password is the student's date of birth in the format: mm/dd/yyyy (you must include the slashes and leading zeros). If you have ever changed your password to access Office365 or to access wifi in JC Schools, THAT will be your Canvas password.

If you have problems with your password, click Password Services on the JC Schools home page and follow instructions for retrieving your password and setting up account security questions. If this does not work, send an email to [studenthelp@jcschools.org](mailto:studenthelp@jcschools.org).

## **MICROSOFT OFFICE 365**

As a student of Johnson City Schools you also have access to the **Microsoft Office Suite** of applications in the cloud along with unlimited storage for your files. You will use the same username and password to access this site, this may also take up to 24 hours for your password change to complete. To access Microsoft Office 365 go to <https://login.microsoftonline.com> (also a link on the left side of the main Johnson City Schools webpage "Office 365"). To login to Office 365, **enter your username followed**

by @jcschools.org and your password. In order to receive emails, your actual email address is username@students.jcschools.org.

### **MEET AND GREET**

Parents and students may visit with Science Hill faculty at The Grand Topper Hall on Thursday, August 10, 2017 from 3:00 – 6:30pm.

### **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, AP, or IB. 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

### **SCHOOL SERVICES**

Science Hill IB supports our students as they navigate their way through the Diploma Programme. Such support is provided through our counseling department and special services.

#### **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. In addition, counselors meet with the DP coordinator basis to discuss student concerns and to suggest courses of intervention.

### **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.

#### **Special Services**

Our Student Services department supports students entering the program who have been identified as needing special services. Students entering with Individual Educational Plans (IEP's) are paired with a caseworker that partners with the DP Coordinator and teacher to deliver quality instruction to students with disabilities. To support this mission, a copy of the IB publication, *Candidates with special assessment needs*, is made available to all parties.

Accommodations to or modifications of formative and summative assessments are made to provide students with special needs an equal opportunity to demonstrate their level of attainment. Particular attention is paid to the selection course subjects that will provide the best opportunity for students to succeed. (For example, students with auditory processing disabilities are encouraged to take Latin for their Group 2.)

The DP coordinator is kept informed of any special accommodations needed for IB exams. The coordinator is responsible for making the necessary arrangements with IB Cardiff.

### **SCHOOL SUPPORT PROGRAM**

The School Support Program (SSP) 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 teacher provides 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

- 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 Alternative Center 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
- OdysseyWare® 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.

### **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 1<sup>st</sup> session their child is enrolled in the program.

For more information contact Dr. Julia Decker at 232-2200.

### **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.

## **LIBRARY MEDIA CENTER AND STUDENT POLICIES**

### **CALCULATORS**

Calculators may be checked out from the 9-12 LMC for one day and will be due before 7:40AM the following school day.

## **COMPUTERS**

Games are not permitted. Users are not allowed to load any programs onto LMC computers. Any non-compliance of computer regulations may result in a student's suspension of computer privileges.

Individual student use of computers will be subject to availability; **scheduled classes have priority**. Students must register and show their student ID card at the circulation desk before using any LMC computer unless accompanied by a teacher. The cost of printing non-school related documents from LMC computers will be 10 cents per sheet.

All computer use is monitored. 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. ◀

## **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.
- 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 and non-student days.
- An effort will be made to send a notice on campus to students with obligations. Student obligations must be cleared in the media center. All obligations to the LMC must be cleared or special arrangements made prior to additional materials being checked out. Obligations not cleared by the end of the school year will be subject to school policy.

## **FOOD OR DRINK**

Food or drink is not permitted anywhere in the media center except with administrative approval.

## **LIBRARY MEDIA CENTER ID CARD**

All students desiring to check out materials and equipment or use a computer are asked to present a form of identification. A due date is stamped in the back of each book. Books should be returned on or before the due date or a fine will be incurred.

Students should plan to use reference materials in the LMC. Reference books are not available for checkout.

## **MATERIALS LOST OR DAMAGED**

### **DAMAGED**

A fee will be charged to replace damaged material according to the value of the destroyed or abused material. A Library Media Specialist will assess the fee. There is a \$5.00 charge to replace lost ID cards.

### **REPLACEMENT**

The cost for lost books, periodicals, AV materials, and equipment will be the replacement cost.

### **THEFT OF LMC MATERIALS**

Tennessee State Law, Public Chapter 725 states that “any person who takes library materials from any school library without authorization is subject to search and to prosecution as a shoplifter. ◀

### **PERIODICALS**

- Back issues of magazines may be obtained at the circulation desk. Periodicals may be checked out for overnight use.
- Magazines for overnight use must be checked out on the student’s ID card.
- Magazine articles and article summaries are available on the library databases.

### **LMC SCHEDULE**

The Library Media Center will be open from 7:00AM to 4:00PM, Monday – Friday extended or abbreviated hours will be announced and posted.

### **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 school-approved hall pass. Hall passes are required during lunch. **Food or drink is not permitted in the LMC except with administrative approval.**

<b>QUESTIONS/PROBLEMS</b>	<b>CONTACT PERSON</b>	<b>PHONE</b>
ACT/SAT Forms	Counselors/Student Center	232-2184
Topper Academy	Melanie Riden-Bacon	928-0380
Attendance	George Lao	232-2191
Athletics		
Athletic Director	Keith Turner	232-2195
Athletic Trainer	Mark McDonald	232-2158
Basketball (Boys)	Ken Cutlip	232-2197
Basketball (Girls)	David Whaley	232-2190
Baseball	Ryan Edwards	232-2190
Cheerleading Varsity	Rose Hilton/ Melissa Cutlip	232-2190
Cheerleading JV	Dee Minutolo	232-2190
Cheerleading 9th	Dee Minutolo	232-2192
Cross Country (Boys)	Garrett Roberts	232-2190
Cross Country (Girls)	Mary Adams	233-2190
Football	Stacy Carter	232-2190
Golf (Boys/Girls)	Kevin Vannoy	232-2190
Soccer Boys	David Strickland	232-2190
Soccer Girls	David Strickland	232-2190
Softball	Jerry Higgins	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	232-2190
Athletic Adult Passes	Janet Phillips	232-2205
Athletic Student Passes	Janet Phillips	232-2205
Band	Dr. Carson Vermillion	232-2193
Bookstore	Rose Marie Hilton	232-2190
Buses	J C Transit	434-6278
Career Information	Counselors	232-2184
Chorus/Vocal Music	June Oaks	232-2194
Conferences with teachers	9-12 Main Office	232-2190
Counselors		
9 <sup>TH</sup> Grade	Benny Tolley	232-2184
10-12 A - D	Tracy Honeycutt	232-2184
10-12 E - J	Joe McPherson	232-2184
10-12 K - Q	Sue Ellis	232-2184
10-12 R - Z	Josh Jarnigan	232-2184
Clubs and Activities	George Lao	232-2190
College Information	Counselors	232-2184
Drama	Rick Marshall Tracy Hoilman	232-2161
Early Dismissals	Attendance Office	232-2191
Financial Aid Forms	Counselors	232-2184

Free Lunch	Cafeteria Manager	232-2190
Grade Portal	Dr. Carleton Lyon Crystal Barrett	434-5275 232-2190
IB	Aaron Wood	232-2190
JROTC	Col. Johnson SFC Cole	232-2151
Lockers	Marvin Christman	232-2191
Lost and Found	Attendance Office	232-2191
Parking	Anthony McInturff	232-2190
Schedules	Counselors	232-2184
Special Education Services	Dr. Ginger Woods	434-5215
Career Technical Ed (CTE)	Dr. Julia Decker	232-2200
Testing	Aaron Wood	232-2147
Tuition	Dr. David Timbs	434-5219

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