Vincent Middle High School
2016-2017
Student-Parent Handbook

VINCENT MIDDLE HIGH SCHOOL
42505 Highway 25
Vincent, AL. 35178
MAIN OFFICE: 205-682-7300
FAX: 205-682-7305
Twitter: VMHS_Jackets
Website: http://www.shelbyed.k12.al.us/schools/vmhs

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2016-2017 Bell Schedules

Regular	Late Start:	Afternoon Activity
1st: 7:45-8:35 (50) 2nd: 8:40-9:30 (50) 3rd: 9:35-10:25 (50) 4th: 10:30-11:20 (50) 5th: 11:25-12:15 (50) 6th: 12:20-1:10 (50) 7th: 1:15-2:05 (50) 8th: 2:10-3:00 (50)	1st : 9:00-9:40 (40) 2nd: 9:45-10:25 (40) 3rd: 10:30-11:10 (40) 4th: 11:15-11:58 (43) 5th: 12:03-12:46 (43) 6th: 12:51-1:31 (40) 7th: 1:36-2:16 (40) 8th: 2:21-3:00 (39)	1st: 7:45-8:30 (45) 2nd: 8:35-9:20 (45) 3rd: 9:25-10:10 (45) 4th: 10:15-11:00 (45) 5th: 11:05-11:50 (45) 6th: 11:55-12:40 (45) 7th: 12:45-1:30 (45) 8th: 1:35-2:20 (45) AA: 2:25-3:00 (35)
1st lunch: L: 10:30-10:50 (20)-6th GPS: 10:55-11:20 (25)	1st lunch: L: 11:15-11:35 (20)-6th GPS: 11:38-11:58 (20)	1st lunch: L: 10:15-10:35 (20)-6th GPS: 10:40-11:00 (20)
2nd Lunch: GPS: 10:30-10:55 (25) L: 11:00-11:20 (20)-7th/8th	2nd Lunch: GPS: 11:15-11:35 (20) L: 11:38-11:58 (20)-7th/8th	2nd Lunch: GPS: 10:15-10:35 (20) L: 10:40-11:00 (20)-7th/8th
3rd Lunch: L: 11:25-11:45 (20)-9th/10th GPS: 11:50-12:15 (25)	3rd Lunch: L: 12:03-12:23 (20)-9th/10th GPS: 12:26-12:46 (20)	3rd Lunch: L: 11:05-11:25 (20)-9th/10th GPS: 11:30-11:50 (20)
4th Lunch: GPS: 11:25-11:50 (25) L: 11:55-12:15 (20)-11th/12th	4th Lunch: GPS: 12:03-12:23 (20) L: 12:26-12:46 (20)-11th/12th	4th Lunch: GPS: 11:05-11:25 (20) L: 11:30-11:50 (20)-11th/12th

Morning Activity	Delayed Start (Weather)	Early Release (Weather)
1st: 7:45-8:30 (45) MA: 8:35-9:10 (35) 2nd: 9:15-10:00 (45) 3rd: 10:05-10:50 (45) 4th: 10:55-11:40 (45) 5th: 11:45-12:30 (45) 6th: 12:35-1:20 (45) 7th: 1:25-2:10 (45) 8th: 2:15-3:00 (45) 1st lunch: L: 10:55-11:15 (20)-6th GPS: 11:20-11:40 (20) 2nd Lunch: GPS: 10:55-11:15 (20) L: 11:20-11:40 (20)-7th/8th 3rd Lunch: L: 11:45-12:05 (20)-9th/10th GPS: 12:10-12:30 (20) 4th Lunch: GPS: 11:45-12:05 (20) L: 12:10-12:30 (20)-11th/12th	1st: 10:00-10:33 (33) 2nd: 10:38-11:11 (33) 3rd: 11:16-11:49 (33) 4th: 11:54-12:27 (33) 5th: 12:32-1:05 (33) 6th: 1:10-1:43 (33) 7th: 1:48-2:21 (33) 8th: 2:26-3:00 (34) 1st lunch: L: 11:54-12:14 (20)-6th GPS: 12:17-12:27 (10) 2nd Lunch: GPS: 11:54-12:04 (10) L: 12:07-12:27 (20)-7th/8th 3rd Lunch: L: 12:32-12:52 (20)-9th/10th GPS: 12:55-1:05 (10) 4th Lunch: GPS: 12:32-12:42 (10) L: 12:45-1:05 (20)-11th/12th	1st: 7:45-8:20 (35) 2nd: 8:25-9:00 (35) 3rd: 9:05-9:40 (35) 4th: 9:45-10:20 (35) 5th: 10:25-11:00 (35) 6th: 11:05-11:40 (35) 7th: 11:45-12:20 (35) 8th: 12:25-1:00 (35) 1st lunch: L: 9:45-10:05 (20)-6th GPS: 10:08-10:20 (12) 2nd Lunch: GPS: 9:45-9:57 (12) L: 10:00-10:20 (20)-7th/8th 3rd Lunch: L: 10:25-10:45 (20)-9th/10th GPS: 10:48-11:00 (12) 4th Lunch: GPS: 10:25-10:37 (12) L: 10:40-11:00 (20)-11th/12th

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42505 Highway 25
Vincent, AL. 35178

TELEPHONE:
MAIN OFFICE: 205-682-7300
FAX: 205-682-7305

SCHOOL COLORS:
Black
Gold

SCHOOL MASCOT:
Jackets

ALMA MATER:

Down where southern skies are brightest,
Stands ole VHS
With her banners proudly waving
In her black and gold
Sing her praises ever loyal
Full of cheer and joy
Hail to thee, our Alma Mater
Dear ole Vincent High

SCHOOL SLOGAN:
"Together…we swarm!"

MAIN OFFICE:

Michele Edwards, Ed. D: Principal
Kelvin Riley: Assistant Principal
Landon Manning: Administrative Assistant
TBA: Office Manager-Bookkeeper
Karen George: Registrar
Sandra Gibson: Secretary

GUIDANCE OFFICE:

Jessica Gandy: 9th-12th grade Counselor
Roxanna Traylor: 6th-8th grade Counselor

OFFICE OF SUPERINTENDENT:

Mr. Randy Fuller
P.O. Box 1910
Columbiana, Alabama 35051

SHELBY COUNTY BOARD OF EDUCATION MEMBERS:

Aubrey Miller (President)
Peg Hill (Vice-President)
Jane Hampton
Jimmy Bice
Kevin Morris

Student Fees	Cost
AP Classes	
AP Biology *(plus cost of AP exam)*	*$25.00*
AP Calculus – AB *(plus cost of AP exam)*	*$20.00*
AP Chemistry *(plus cost of AP exam)*	*$25.00*
AP English, Language and Literature *(plus cost of AP exam)*	*$20.00*
AP Music Theory *(plus cost of AP exam)*	*$20.00*
AP Psychology *(plus cost of AP exam)*	*$20.00*
AP Spanish *(plus cost of AP exam)*	*$20.00*
AP Studio Art: 2-Dimensional Design, 3-Dimensional Design, and Drawing *(plus cost of AP exam)*	*$40.00*
AP U.S. Government and Politics *(plus cost of AP exam)*	*$20.00*
AP U.S. History *(plus cost of AP exam in Grade 11)*	*$20.00*
Fine Arts *(Additional fees may be collected as needed to cover costs of competition.)*	
Arts, Visual I	*$30.00*
Arts, Visual II, III, IV	*$35.00*
Band (Concert, Jazz, Percussion, Symphonic, Wind, Visual Ensemble)	*Band Fees Determined Locally*
Concert Choir	*$25.00*
Fine Arts (continued) *(Additional fees may be collected as needed to cover costs of competition.)*	
Theater I, II, III, IV	*$20.00*
Foreign Language	
American Sign Language I, II, III, IV	*$15.00*
Spanish I, II, III, IV	*$15.00*
Physical Education and Other Electives	
Driver Education	*$40.00*
Physical Education (LIFE) – Suggested Donation	*$5.00*
Physical Education (All Other P.E. Electives)	*$10.00*
Science	
Anatomy and Physiology	*$20.00*
Biology (Suggested Donation)	*$15.00*
Biology, Honors	*$20.00*
Chemistry	*$20.00*
Chemistry, Honors	*$20.00*
Environmental Science	*$15.00*
Physical Science (Suggested Donation)	*$10.00*

Student Fees	Cost
CAREER/TECH HIGH SCHOOL FEES	
Agriscience	
Agriscience-Foundations *(year)*	*$40.00*
Agriscience-Foundations *(semester)*	*$20.00*
Architecture and Construction	
Construction Finishing and Interior Systems	*$40.00*
Construction Framing	*$40.00*
Construction Site Prep and Foundations	*$40.00*
Introduction to Metal Fabrication *(year)*	*$40.00*
Senior Career Pathway Project – Architecture and Construction	*$40.00*
Business/Marketing	
Business Technology Applications *(BTA)*	*$30.00*
Multimedia Design	*$30.00*
Multimedia Publications	*$30.00*

CLUBS

All clubs will meet during club time or at a time approved by the principal. **The club sponsor must be present at all meetings. For further details and requirements, please see the school's website.**

- *Art Club-MS/HS*
- *Big Brothers/Big Sisters-MS/HS*
- *Battle of the Books-MS/HS*
- *Best Robotics-MS/HS*
- *Beta Club-HS*
- *Destination Imagination-MS/HS*
- *Drama Club-MS/HS*
- *Future Business Leaders of America-HS*
- *Future Teachers of America-MS/HS*
- *Future Farmers of America-HS*
- *Fellowship of Christian Athletes-MS/HS*
- *First Priority-MS/HS*
- *HOPE-MS/HS*
- *Math Team-MS/HS*
- *Mu Alpha Theta-HS*
- *Peer Helpers-HS*
- *Scholar's Bowl-MS/HS*
- *Sociedad Honoraria Hispanica-HS*
- *Student Government Association-MS/HS*

GRADING PROCEDURES

Grades will be based on the Shelby County Schools approved grading scale.

Categories/Weight:				Assignment Categories
	A-	90 -	100%	Gold-60%
	B -	80 -	89%	Silver-30%
	C -	70 -	79%	Bronze-10%
	D -	60 -	69%	
	F -	Below	60%	

STUDENT POLICIES AND REGULATIONS

(The administration retains the right to alter any policy or regulation when deemed to promote the welfare of any student or students, or to promote the public trust of Vincent Middle High School.)

AFTER-SCHOOL SUPERVISION:

Students staying after school must be supervised by a sponsor or teacher. Students will not be allowed to remain on campus without direct supervision of a school employee.

AP CLASSES:

All students taking an AP class are required to take the AP exam. Ms. Miller will give more information on the cost of the AP test by the second semester.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED):

An AED is placed in the school for the protection of our faculty and students. Any tampering with the defibrillator's or storage boxes will be handled in the same way as setting off the fire alarm. The result can be suspension.

ASSEMBLY PROGRAMS:

Students are to be dismissed to programs by announcement and will sit with their TEACHER and their CLASS during assembly programs. Rude or improper behavior may result in removal from the assembly and from all other programs for at least one semester. Once students are dismissed from the assembly, they should leave in an orderly manner and report to their designated classroom.

ATTENDANCE:

Each and every time a student is absent from class the chances of success are reduced and the student's education is compromised. Furthermore, excessive absences could result in loss of credit for an entire semester's work, possible Saturday School detention, and/or referral to Early Warning Court. If a student must be absent, a note from a doctor's office or a parent

must be filed with the school office within three (3) days. Only for excused absences will students be allowed to make up work missed. The Shelby County Board of Education recommends a minimum attendance of 164 days per school year. Therefore, **a student who accumulates more than 12 absences (6 per semester for grades 9-12) during a school year is subject to loss of credit and/or retention. Absences beyond 6 per semester must be documented with a doctor's or court excuse or permission of the principal. Completing and submitting the form to administration does not guarantee automatic approval**. Unexcused absences put both the student and parents in danger of being considered in violation of the compulsory attendance laws of the state of Alabama. **NOTE: Please see the Student Code of Conduct and Attendance for definitions of excused and unexcused absences, and for other important information.**

CELL PHONES/MP3 PLAYERS/VIDEO GAMES:

Electronic devices and cellular telephones are to be stored in school lockers and/or student vehicles during the school day. **Use of these devices are ONLY allowed if the teacher uses the device for classroom instruction per the BYOD, Bring Your Own Device, SCBOE policy. If a student uses these devices at school, the phone or device will be taken and will only be returned when a parent can come to the school to pick up the device**. The school is not responsible if a student's device is lost or stolen.

CHECK IN/OUT POLICY:

The Shelby County check-out procedure states that students may only be checked out of school by their parent, guardian, or an individual designated by the parent on a check-out authorization form. **Only the people listed on the check-out authorization form will be placed in the computer for check out authorization. Parents should be aware that signing the check-in slip only acknowledges that student was late. To be excused, the student or parent must bring an acceptable note (see Code of Conduct for acceptable reasons for absences).** Students may not be checked out of school by a fax or a phone call; one of the adults on the student's check out list must sign out the student in person. Identification will be requested.

COLLEGE VISITS:

VMHS recognizes the value of college visits. Therefore, juniors will be given one college visit per year, and seniors will be allowed two. In order to have the absence excused (4X), students should request the absence in advance and must return proof from the college that they attended.

DELIVERIES

Office staff cannot efficiently perform their duties when they are asked by a parent or others to deliver messages to students. Only in the case of extreme emergencies will messages be delivered to a student. No deliveries of flowers, balloons, etc. will be made to students.

DRESS CODE POLICY:

The student dress code is outlined in the Shelby County Code of Conduct and Attendance. Skirts, shorts and dresses must be mid-thigh or longer in front and back. No slits or leg openings may be above mid-thigh. Leggings, or other similar garment (i.e. jeggings), should be worn with the appropriate outer garment (i.e. shorts, dress, or skirt) **and must be of proper length.**

All hats and backpacks are to be stored in students' lockers during the school day. Students with hats or backpacks during the day will have the items confiscated and returned the last day of the semester.

Clothing that is too tight or loose to fit appropriately is unacceptable at school. Tank tops (regardless of the width of the strap) are not allowed for any student. Shirts should cover the entire chest and back area. Administrators will have the final judgment on the appropriateness of a student's dress.

E-CIGARETTES:

Electronic cigarettes are not allowed on school property.

EMERGENCY SITUATIONS:

In any emergency situation, students are to follow the instructions of the principal and their teachers.

FIGHTING:

Fighting is a class III violation of the code of conduct. A police report will be filed for any fight; furthermore, students may be subject to loss of privileges such as driving to school and serving as a teacher's aide. **Students suspended from school may not return to school without a parent meeting with an administrator.**

FIRE DRILLS:

THE SIGNAL FOR A FIRE DRILL IS THE ACTIVATION OF THE FIRE ALARM. Fire drills will be held in accordance of state guidelines. Instructions on how and where to leave the building are posted in each classroom.

FOOD ON CAMPUS:

Students cannot have meals delivered to campus or eat food brought to school in carryout containers or packaging from outside vendors.

HALL REGULATIONS:

No student shall leave any classroom without a signed agenda book. Students should remind teachers who send them on errands that they need to sign their agenda book. Any student in the hall without a signed agenda book will be subject to disciplinary action.

IN-SCHOOL DETENTION:

In the event a student checks out on a day he or she has been assigned ISD, he or she will be required to complete another full day of ISD. A student must complete a "successful" day of ISD in order to return back to class.

INTERNET ACCEPTABLE USE POLICY:

The use of computers at Vincent Middle High School is a privilege afforded to our students to enrich their education and prepare them for the technology they will use both in college and the workforce after graduation. Students who abuse this privilege in any way will be barred from using the computers in the future and subject to discipline appropriate for the offense. Disciplinary measures can include detention hall, ISD, out of school suspension, expulsion, and / or legal charges if the offense is in violation of state and federal law. Students are to use the computers only for educational purposes related to their classes. The list of things that students may not use computers for includes, but is not limited to, games, chat rooms, downloading any type of music, movies, videos, etc. Students are not to use the internet to access any type of pornographic sites, sites containing profanity, or other sites inappropriate for the educational setting. At no time will a student be allowed to use a faculty member's computer for any reason. Students are required to read, sign, and follow the Shelby County Schools Internet Use Policy.

LEAVING SCHOOL GROUNDS:

Students are not to leave school grounds without permission from an administrator or through proper check out procedures. **Once a student arrives on campus, by bus, car, or walking, they are considered at school and may not leave.** Students who are "absent" or who check out cannot come on the campus unless they check in at the office. Violation of these regulations will lead to disciplinary action. Additionally, students are not permitted to visit any other Shelby County School campus without following proper check in procedures.

LOCKERS/AGENDA BOOK:

Students must purchase a locker and an agenda book, and an optional parking pass (if they drive). The replacement fee for a lost agenda book will be $5.00. Students are not to share lockers. All students will be responsible for keeping their lockers locked at all times. The school is not responsible for any lost or stolen items. A locker form must be signed by the student and their parent or guardian before a locker can be rented. **STUDENTS ARE NOT ALLOWED TO CHANGE LOCKERS.**

MAKE-UP TEST POLICY:

(1) Any test missed must be discussed with the teacher the day the student returns to school. (2) The student is responsible for asking the teacher about making the arrangements to take the test. Tests should be made up within a reasonable length of time, usually three days. (3) The following absences allow students to make up tests missed: (a) personal illness; (b) death in the immediate family (in other cases where a student attends a funeral, arrangements must be made with principal and the student's teachers before the absence); (c) permission of the principal; and (d) court. (4) A properly coded absence must be entered in the computer before a make-up test will be given. (5) In the event that a test is given on the day the student returns to school, the student will be required to take the test unless the test was assigned during the student's absence, or other circumstances exist which prevent the student from having appropriate time to prepare for the test.

MEDICINE:

ALL medications, whether prescription or non-prescription, chemicals, vitamins, pills, herbs, or other substances, must be turned in to the office by the student's parent/guardian in the original container. In addition, a School Medication Authorization form—available in the office—must be completed by the parent/guardian (by a licensed prescriber if medications are to be

administered for more than two weeks) before any medication can be administered by the school. Parents who anticipate their child needing long-term medicine should review the SHELBY COUNTY SCHOOLS ADMINISTRATION OF MEDICATION PROCEDURES.

MEETINGS:

All student meetings or practices must have a sponsor or authorized SCBOE person present. All student activities must be supervised on and off campus.

OPENING OF THE SCHOOL BUILDING:

Students who arrive before 7:40 A.M. must report to the cafeteria or other designated area unless they have **a signed agenda book** to make up a test or receive teacher tutoring. Doors to the school will open at 7:00 A.M. Students should not arrive to school prior to that time.

PARKING LOT REGULATIONS:

Some general rules are listed below for those students who drive to school and use the student parking lot: (1) a parking form must be signed by each student and by his or her parent or guardian agreeing to rules, regulations and random drug testing; (2) students must purchase a parking decal after the required form is signed and completed **(passes will not be issued until all paperwork has been returned)**; (3) **students must park in a designated parking space;** (4) once arriving on campus, students must park in the student parking lot and **immediately leave their car to enter the building;** (5) students may not return to their cars at any time during the day without an administrator escort; (6) the parking lot is off limits to all students during school hours, except for those students who have driving permits from the College and Career Center. Students are expected to drive safely. Violation of safety expectation and traffic rules could result in the temporary or permanent loss of driving privileges.

PARTICIPATION IN AFTER-SCHOOL ACTIVITY POLICY:

In order for a student to participate in any after-school activity, he or she must be present at least four periods of the school day. The only exceptions to this policy are for authorized absences which are approved by the office or students who participate in the Dual Enrollment Program.

PHYSICAL EDUCATION:

High School students must take one year of PE/Life, one year of JROTC, or two years of marching band. **Students are required to dress out in clothing appropriate to the gymnasium (PE uniform), and to participate**

in all activities. Failure to dress out and participate will result in loss of credit. Students present at school will be considered physically able to participate. **Non-participation for medical reasons shall require a doctor's note. This note will be sent to front office, not to the PE teacher.**

SCHEDULE CHANGE POLICY:

Staffing and scheduling is based on classes that students select during the spring semester. Each change in a student schedule that is approved by administration or counseling department will involve a fee of $15 per incident. No changes will be made to schedules for either the first or second semester unless it is for **academic purposes.** Students must learn to complete tasks they undertake and should not drop a course just because it is difficult. **Schedule changes cannot be made after the first three days of each semester.**

SCHOOL BUS REGULATIONS:

There are some general rules of behavior for students who ride buses to school, go on field trips, and to the College and Career Center: (1) no bus driver shall be required to wait for a child after the scheduled departure time; (2) no bus driver shall allow any student to load or unload except on the school grounds and at their designated bus stop unless approved from an administrator; (3) **students are considered under the school rules from the time they leave for school, and must observe all rules and instructions of the bus driver;** (4) students must conduct themselves in an orderly fashion. Talking should be kept low and should cease when the school bus nears a railroad crossing; (5) no student will be permitted to ride a bus, except children assigned to that bus; (6) students are expected to keep the bus clean and should never write on or deface the school bus in any way; (7) students should never use the rear door of the bus to load or unload except in an emergency; (8) drivers have the right to assign seats and make other reasonable and necessary rules to ensure safety; and (9) students whose poor conduct results in a report to the principal will be subject to disciplinary action. (10) Students should not attempt to get off the bus at any stop other than their home stop. Violations may result in temporary or permanent removal from the bus.

SCHOOL INSURANCE:

School insurance is available to all students. This insurance is limited in coverage, and the school assumes no responsibility in insurance matters.

These forms can be picked up from the office, and should be mailed directly to the insurance company.

SEMESTER EXAMS:

Semester examinations given at the end of each semester shall be used to evaluate student achievement when conducted in such a way that they effectively estimate the achievement of the goals and objectives set forth by the State Board of Education and/or local curriculum guidelines of the Shelby County Board of Education.

All students in grades 9-12 shall take semester examinations for the appropriate courses in which the students are enrolled. Semester exams will be administered according to a schedule recommended by the Superintendent and reviewed by the Board of Education.
Because it has been determined that semester exams are very important to the learning experience of students in Shelby County, the following guidelines have been recommended:

1. Semester Exams shall be designed to test subject matter and aligned with the standards of the appropriate Alabama Course of Study.
2. Semester Exams must be comprehensive common assessments.
3. The semester exam shall be used to determine 20% of the semester grade.
4. An administrator shall review all final exams at least 5 school days prior to being administered to students.
5. Data gathered from results should be used for guiding instruction
6. All regular classroom projects and tests should be completed two days prior to the first day of semester exams
7. If a senior has a passing grade and as a result of the semester exam the student has a failing grade, they will have a second opportunity to take the exam.

Exemptions

1. Seniors with an A average in their core class may be exempt from the semester exam the second semester.
2. Students taking an Advanced Placement Test will be exempt from the semester exam in that class.

SEXUAL HARASSMENT:

Sexual harassment is considered a serious offense at Vincent Middle High School. Any student who feels he or she may be a victim of sexual harassment should notify an administrator or counselor immediately so appropriate action may be taken.

STUDENT ALCOHOL AND DRUG USE:

Alcohol and controlled substances are strictly forbidden by Board of Education policy -- JCDAB/JCDAC. Being under the influence of, consuming, soliciting, or possessing alcohol or a controlled substance on school property or at a school event shall subject the student to disciplinary action and/or prosecution.

TARDINESS:

We stress being on time for several reasons: (1) being prompt is an important lesson to be learned that will be valuable throughout life; (2) when students are late to class they may miss important opportunities for learning; and (3) the student entering the classroom late draws the attention, breaks the train of thought, and compromises the learning of everyone inside. A pattern of tardiness is disrespectful of other students.
The following is the new tardy policy:

Student drivers who arrive late to school may lose parking privileges.

1-3	Tardies	Warning
4-6	Tardies	After-School Detention
7+	Tardies	In-School Detention/Early Warning Court Pre-referral

A student who appears on the tardy list consecutive times will receive the following consequences:

4-9	Tardies	In School Detention
10+	Tardies	Suspension and possible referral to Truancy court

TELEPHONE:

The telephone in the office is a **business phone**. In case of illness or emergency, **office personnel will make necessary calls for students**. Students will not be called to answer phone calls. **No long distance calls are allowed.**

TEXTBOOK POLICY:

Textbooks will be checked out to students, but remain the property of the Shelby County School System. Students are expected to bring their books to school / class each day and to keep all textbooks in good condition. Some classes will have a classroom set of textbooks only. The students in those classes have the option of checking out textbooks on a daily basis with the teacher.

WEATHER DRILLS:

The signal for a tornado drill is an announcement over the PA System. Tornado drills are held throughout the school year. Instructions on where to go during a tornado drill are posted in each classroom.

TRANSCRIPTS:

Transcripts will be charged at a rate of $2.00 a transcript. A transcript request form must be completed and signed. These forms are located in the front office. After graduation, one transcript per graduating senior will be provided to the college of the student's choice at no charge.

VALEDICTORIAN/SALUTATORIAN POLICY:

The Valedictorian/Salutatorian policy is posted on the Shelby County Schools website. Questions can be answered by contacting the school.

VISITOR POLICY:

For the safety of all students, faculty, and staff, any visitor to the school must report to the office. Parents/Guardians are welcome to eat lunch with their student with office approval. Student visitors are not permitted on the campus or in the buildings. Visitors may visit teachers only during the teacher's preparation time. Visitors will not be allowed to enter a class during instructional time

NCAA INITIAL-ELIGIBILITY CENTER:

Many colleges are regulated by the National Collegiate Athletic Association (NCAA), an organization that has rules on eligibility, recruiting, and financial aid. If you are planning on enrolling in college as a freshman and you wish to participate in Division I or Division II athletics you must be certified by the NCAA Initial-Eligibility Center. Please see the Athletic Director and the High School Counselor for information.

EQUAL EDUCATIONAL OPPORTUNITIES:

It is the policy of Vincent Middle High School that no person shall be denied the benefits of any education program or activity on the basis of race, color, handicap, creed, national origin, age, or gender.

LIBRARY MEDIA CENTER (LMC):

All library media materials are the property of Vincent Middle High School. Books and audio materials are checked out for two weeks.

Students with overdue materials or outstanding fines are not allowed to check out additional materials until all obligations have been cleared.

Penalties for overdue, lost, and/or damaged books are:

- Overdue fines are 10¢ charge per day after book's due date.
- Lost book: Students must pay replacement cost of the book plus a non-refundable $5.00 processing fee
- Damaged books: Students must pay according to the amount of damage determined by the media specialist.
- Students who lose or damage more than three books per semester may be subject to loss of library checkout privileges.
- Overdue materials not returned to the LMC by the end of the school year are considered to be lost and must be replaced at the expense of the person in whose name the materials are checked out. The replacement cost will be the current price of the book plus a non-refundable $5 for processing.

Library Use Policies:

- **Independent students must have a student planner/agenda signed by a teacher or administrator (even during lunch)**
- Food, Drinks, and Gum are NOT allowed
- Students must comply with the Shelby County Schools Technology Policies and Shelby County Student Code of Conduct
- Library hours are posted outside the LMC door. Any changes in the schedule will be posted outside of LMC
- Students must sign-in and out
- Magazines and newspapers may be read in the LMC