



2026 -2027

**Midwest City High School
Student-Parent Handbook**

Midwest City High School

213 Elm Dr
Midwest City, Oklahoma 73110

Office Hours 7:00 AM- 4:00 PM

Main Office	739-1741
Freshmen	Ext. 5166
Sophomore/Junior Office	Ext. 5153
Senior Office	Ext. 5147

Administration

Superintendent.....Dr. Rick Cobb
Principal.....Chara Patterson
Assistant Principal (12th Grade).....Kathleen Shadron
Assistant Principal (11th Grade).....Tyler McIntosh
Assistant Principal (10th Grade).....Corey Russell
Assistant Principal (9th Grade).....Allison Moore
Athletic Director.....Jacques Washington

Guidance Counselors

Margaret Wade.....A-E
Anita Keith.....F-L
Brandi York M-R
Hailey Thomas.....S-Z

Notice of Non-Discrimination

The Mid-Del Public School District No. 1052 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to Boy Scouts and other designated youth groups.

Civil rights compliance inquiries related to the Mid-Del Public School District No I-52 may be directed to the Assistant Superintendent of Teaching and Learning, 7217 S.E 15th, Midwest City,

Oklahoma, 73110, telephone number 405-737- 4461 Ext. 1225

This handbook is designed to provide information about Midwest City High School and is a supplement to the Mid--Del Student Expectations Policies, Procedures, and Safety Guidelines, which are available on the school website. We expect our students to understand and follow the rules and regulations of our school and our district. Please keep these handbooks throughout the school year.

School District Mission

“MCHS...Safe/Challenged/Ready...Believe”

When the young people of Mid-Del enter our schools, they will be safe.

When they enter our classrooms, they will be challenged.

When they leave our schools, they will be ready.

Our Mission

Through collaborative work, teachers, faculty, and staff at Midwest City High School create a safe, inclusive learning environment where students respect one another's differences and are empowered to be advocates for their success. We develop partnerships with families and the community to remove barriers, inspire creativity, and engage students in meaningful learning experiences. Our unwavering commitment to excellence prepares them to face the ever-changing world with confidence and resilience.

Our Vision

Midwest City High School is the standard for excellence in education where students succeed in academics, arts, and athletics, and prepares Bombers to make a positive impact on the world.

Our Collective Agreement

- We will be positive, active, contributing members of our collaborative team.
- We will teach the essential learnings of our agreed-upon curriculum, unit by unit, and develop and implement local common formative assessments to monitor each student's learning.
- We will use evidence of student learning to inform and improve our practice, seeking out the most promising practices to better meet the needs of individual students and support student learning.
- We will keep parents/guardians informed of the progress of their children.
- We will use best practices daily in the classroom to stimulate student engagement.

- We will use technology to effectively enhance the curriculum, instruction, and assessments.

School Colors Black and Gold

School Mascot Bomber

Bomber Fight Song

Come on and Fight team,
Get on the drive for victory,
Fight team, get on the go, GO! GO! GO!
Hit them you fighting sons of Bombers
Fight on to meet our foes.
So hit that line team with all your Bomber Glory,
Fight on till we are through,
It's your job, and it's an honor
For the Midwest Bomber crew!

Midwest City High School Alma Mater

May memories of our high school
Go with us through life.
And be an inspiration
To aid us in our strife,
And when our school life's over,
May we fore'er be bold,
And loyal to our colors,
The glorious Black and Gold.
MCHS, MCHS, our hearts go out to thee,
With hope and gladness, singing,
We pledge thee loyalty.

School-Wide Procedures

Normal Bell Schedule

1 st Hour	7:45 – 8:35
2 nd Hour	8:40 – 9:30
3 rd Hour	9:35 – 10:30
Freshman 4 th Hour	10:35 – 11:25
Upper Class Lunch	10:30 – 11:10
Upper Class 4 th Hour	11:15 – 12:05
Freshman Lunch	11:25 – 12:05
5 th Hour	12:10 – 1:00
6 th Hour	1:05 – 1:55
7 th Hour	2:00 – 2:50

Late Start

Every 9th- 12th grade student will start school 45 minutes later on Wednesdays to ensure teachers have time to collaborate about student instruction and achievement. Teachers will report to school at the regular contracted time.

Late Start Bell Schedule

First Hour	8:15 -8:55	40 Minutes
Second Hour	9:00 -9:40	40 Minutes
Third Hour	9:45-10:25	40 Minutes
Upperclassmen Lunch	10:30-11:10	40 Minutes
Upperclassmen 4th Hour	11:15 -11:55	40 Minutes
Freshmen 4th Hour	10:30-11:10	40 Minutes
Freshmen Lunch	11:15-11:55	40 Minutes
5th Hour	12:00-12:40	40 Minutes
Remediation Time	12:45-1:20	35 Minutes
6th Hour	1:25-2:05	40 Minutes
7th Hour	2:10-2:50	40 Minutes

Student Attendance

In order to implement Board policy and encourage attendance in school, the following procedures and guidelines shall be used:

- No student shall receive an excused absence without proper documentation. Written or verbal communication from the parent may be considered acceptable by the principal. (Notes will not be accepted at MCHS). The principal may ask for documentation at any point during a period of absence for any student.
- This documentation must be submitted within **five school days of the absence.**
- Excused absences are those due to illness or personal injury, medical and dental appointments, court appearances, and religious holidays.
- If proper documentation for an excused absence is presented, the absence will not count for purposes of passing or failing.
- Any student who acquires 10 or more unexcused absences per semester will be at risk of not receiving credit for the semester.
- If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing the work missed.
- Students who are absent during the school day may not participate in any activity after school without the permission of the principal.
- A student is counted absent 20 minutes after class begins.

Principals will make the final determination as to whether or not an absence is excused or unexcused.

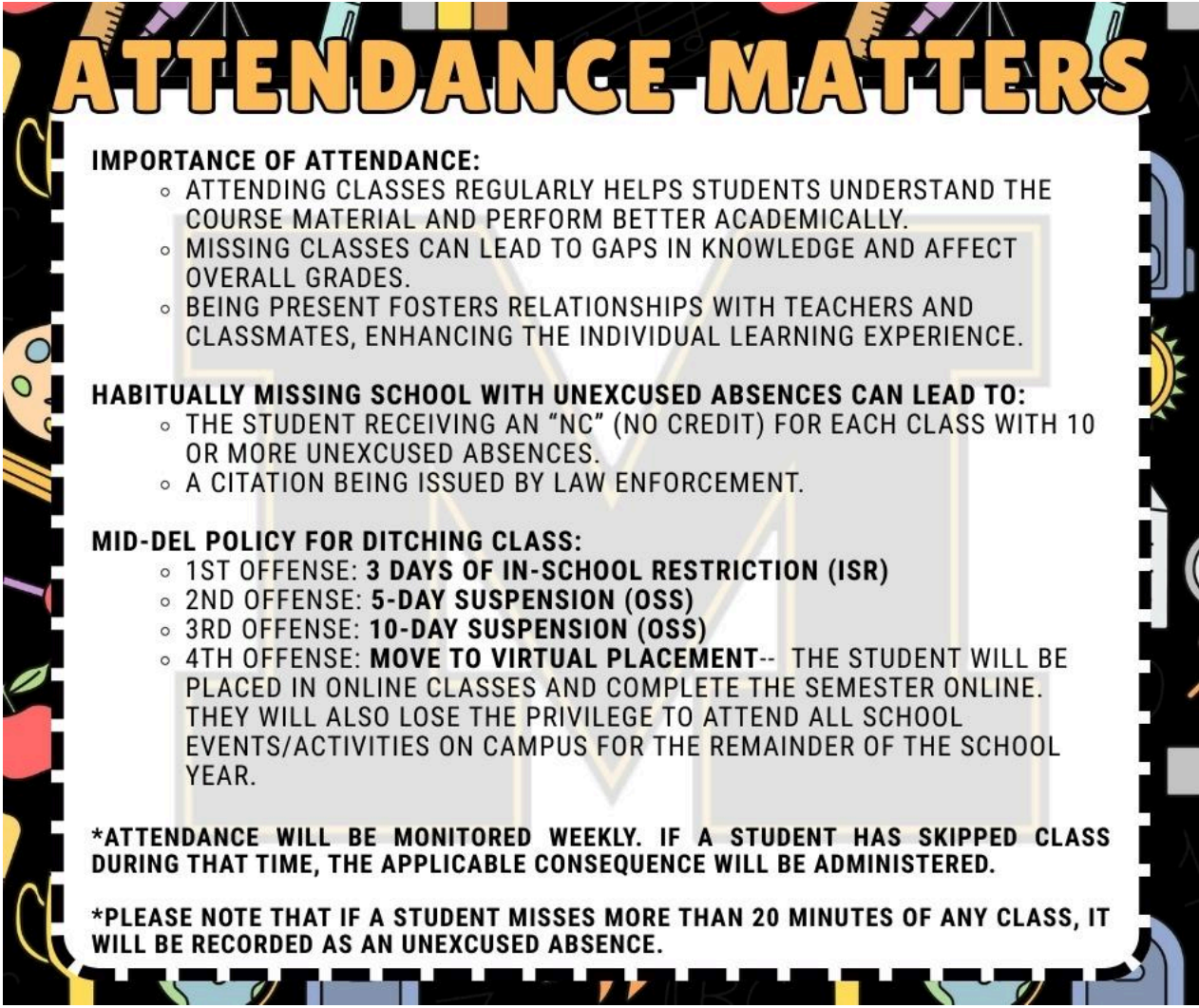
Attendance Office Procedures

Office	Extension	Location
Freshman	1741	West Wing
Sophomore/Junior	5153	B101
Senior	5147	Main Office

The attendance office hours are 7:30 a.m. to 4:00 p.m. Parents are asked to notify the appropriate attendance office early in the morning on the day of their absence. Parents of technology center students should contact the technology center as well as the high school.

An excused absence may be obtained by one of the following methods: parent contact, administrative approval, school activity, or doctor's statement. *Notes will not be accepted.*

All absences must be cleared within five (5) days of the absence.



ATTENDANCE MATTERS

IMPORTANCE OF ATTENDANCE:

- ATTENDING CLASSES REGULARLY HELPS STUDENTS UNDERSTAND THE COURSE MATERIAL AND PERFORM BETTER ACADEMICALLY.
- MISSING CLASSES CAN LEAD TO GAPS IN KNOWLEDGE AND AFFECT OVERALL GRADES.
- BEING PRESENT FOSTERS RELATIONSHIPS WITH TEACHERS AND CLASSMATES, ENHANCING THE INDIVIDUAL LEARNING EXPERIENCE.

HABITUALLY MISSING SCHOOL WITH UNEXCUSED ABSENCES CAN LEAD TO:

- THE STUDENT RECEIVING AN "NC" (NO CREDIT) FOR EACH CLASS WITH 10 OR MORE UNEXCUSED ABSENCES.
- A CITATION BEING ISSUED BY LAW ENFORCEMENT.

MID-DEL POLICY FOR DITCHING CLASS:

- 1ST OFFENSE: **3 DAYS OF IN-SCHOOL RESTRICTION (ISR)**
- 2ND OFFENSE: **5-DAY SUSPENSION (OSS)**
- 3RD OFFENSE: **10-DAY SUSPENSION (OSS)**
- 4TH OFFENSE: **MOVE TO VIRTUAL PLACEMENT--** THE STUDENT WILL BE PLACED IN ONLINE CLASSES AND COMPLETE THE SEMESTER ONLINE. THEY WILL ALSO LOSE THE PRIVILEGE TO ATTEND ALL SCHOOL EVENTS/ACTIVITIES ON CAMPUS FOR THE REMAINDER OF THE SCHOOL YEAR.

***ATTENDANCE WILL BE MONITORED WEEKLY. IF A STUDENT HAS SKIPPED CLASS DURING THAT TIME, THE APPLICABLE CONSEQUENCE WILL BE ADMINISTERED.**

***PLEASE NOTE THAT IF A STUDENT MISSES MORE THAN 20 MINUTES OF ANY CLASS, IT WILL BE RECORDED AS AN UNEXCUSED ABSENCE.**

Tardy Policy and Truancy Policy

It is critical that students arrive at class on time and are seated and ready to learn. Students have adequate time to exit their classroom so that they can make it to the next class before the bell rings. Students should not be permitted to leave class early except those who are transitioning from the band/orchestra Room, PAC, and fieldhouse. Those students should be dismissed no more than 3 minutes before the dismissal bell.



MCHS ATTENDANCE GUIDE

PARTNERING WITH FAMILIES FOR STUDENT EXCELLENCE & SUCCESS



ATTENDANCE MATTERS – EVERY DAY COUNTS!

When students show up to class, they build strong relationships, stay on track with their learning, and gain the confidence to succeed. Daily attendance isn't just about showing up—it's about staying connected and growing together every single step of the way!

SUPPORTING PUNCTUALITY (TARDINESS)

- **1st Offense:** Student is assigned In-School Restriction (ISR) for that class period.
- **2nd Offense:** Student is assigned ISR for the remainder of the day.
- **3rd Offense:** Student is assigned three (3) days of ISR.
- **4th Offense:** Out-of-school suspension is assigned.

Further tardies will involve direct support and progressive administrative steps to restore attendance habits.

CLASS TIME INTEGRITY (SKIPPING CLASS)

- **1st Incident:** Three (3) days of In-School Restriction (ISR).
- **2nd Incident:** 5-day out-of-school suspension.
- **3rd Incident:** 10-day out-of-school suspension.
- **4th Incident:** Transition to a virtual placement for the remainder of the semester.

**Continued class absences will require further administrative action.*

MAINTAINING ACADEMIC CREDIT (NO CREDIT POLICY)

10-Day Absence Limit: Regular attendance ensures students earn the high school credits they work hard for. A student who misses ten (10) days or parts of days within a semester will not receive a passing credit for that course.

Transcript Impact: On the 10th absence in a credit-bearing course, a "No Credit" (NC) mark is recorded on the transcript. If the student maintains a passing grade at the end of the semester, they receive an NC for the class. If the student is failing, the failing grade will be recorded.

WE ARE HERE TO HELP!

If your family needs assistance or has questions, please reach out to your student's grade-level principal:

9TH GRADE

Allison Moore

admoores@mid-del.net

10TH GRADE

Corey Russell

crussell@mid-del.net

11TH GRADE

Tyler McIntosh

tmcintosh@mid-del.net

12TH GRADE

Kathleen Shadron

kshadron@mid-del.net

Checking Out of School

Students leaving school before regular dismissal time must check out through the main office before leaving campus. Parent contact with the office will be necessary before a student is cleared to leave, and identification will be required. If a student does not check out before leaving school, he/she will receive an unexcused (truant) admit for the hours absent that day. Truancy will result in disciplinary action. Students must check out through their appropriate office if leaving the building during lunch and not planning to return to their afternoon classes. **To check out the student, the individual must be on the student's approved PowerSchool list. The individual checking the student out must also present proper identification and complete the checkout process through the kiosk at the MCHS front entrance.**

Leaving Class

Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If a student must leave the classroom, a hall pass will be issued by the teacher. If it is necessary for the student to leave school, they will be called down to their grade-level attendance office once the checkout process has been completed. If a student leaves class without the teacher's permission, disciplinary action may be taken by the grade-level administrator.

Hall Passes

Students will utilize Five Star for hall passes. Teachers will not issue passes in the first or last 10 minutes of class.

Make-up Work

A student with an absence will be permitted to make up his/her work within the number of days absent plus one additional day. For example, for a day's absence, the student has two days to make up for missed work. Exceptions will be made for long illnesses and hospitalization.

Pre-Arranged Absences

Occasionally parents must leave town, and students must accompany them. Such absences are discouraged but are sometimes unavoidable. In this case, the student must obtain a pre-arranged leave form from the principal. It is the responsibility of the student to acquire and complete work missed within the makeup work policy constraints.

Discipline

We follow the Mid-Del Student Expectations Handbook. We aim to cultivate a safe learning environment and a culture of respect. Students are expected to behave appropriately and follow all

school rules and procedures. Students who fail to meet the expectations will be issued the appropriate consequences. We follow the Mid-Del Student Expectations Student Handbook. Often, student discipline and offenses are situational and are of varying degrees; therefore, a range of responses are indicated in many categories. The principal will use discretion when issuing consequences for students' behavior.

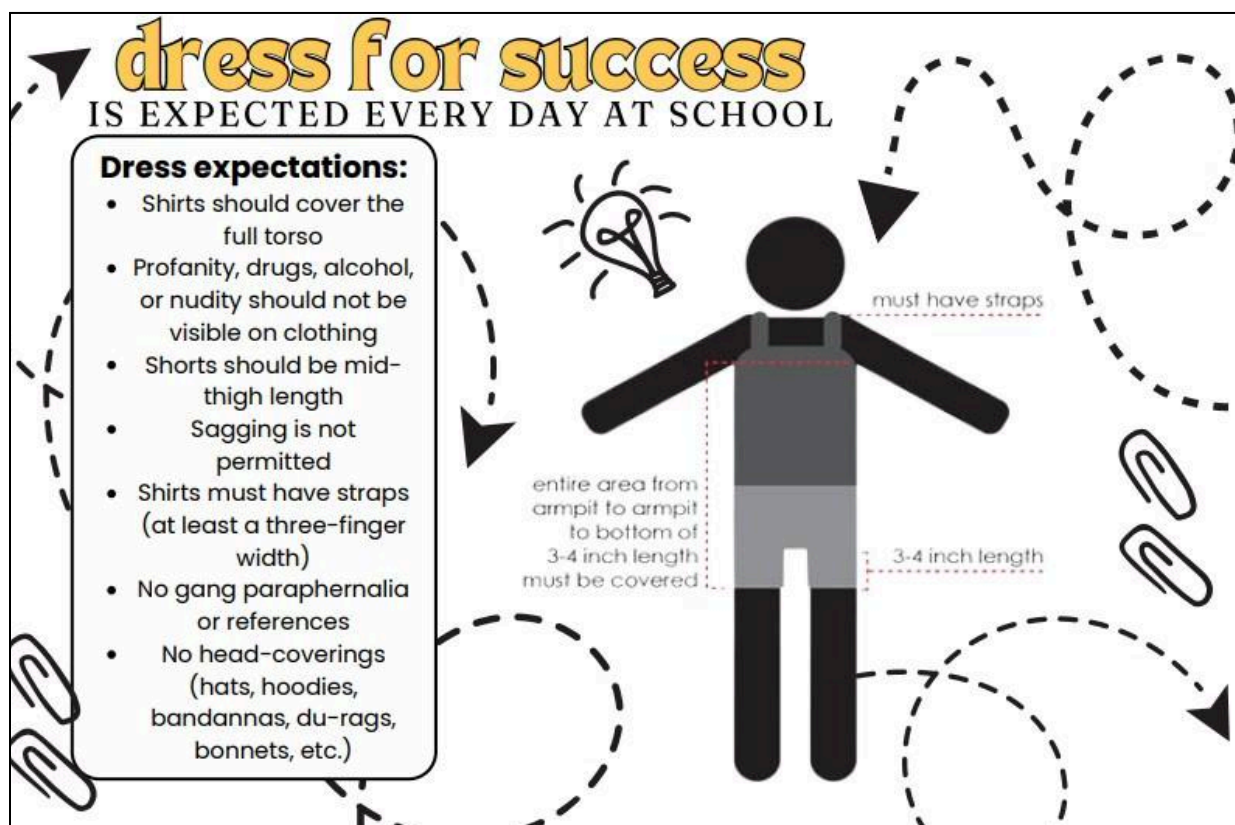
After School Detention

After-school detention is a program designed as an alternative to more severe discipline. Teachers can use ASD as a discipline option for tardies, an infraction of classroom rules, or an infraction of school rules. After-school detention will be held on Tuesdays and Thursdays from 3:00 to 4:00. Students will be required to follow rules while there, and they are required to work the entire time.

Appropriate Dress

- A. "With a respect for diversity, and an understanding that public school exists for more than education, but to prepare the minds of our students for professional life beyond high school, we establish this policy to create a safe learning environment."
- B. All MCHS students will wear a lanyard and student ID around their neck while in school or when attending any school function.
- C. All students are expected to adhere to common practices of modesty, cleanliness, and neatness. They should dress respectfully within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it. Students who fail to comply with this dress code may be sent home and be subject to disciplinary actions.
- D. Students are prohibited from wearing attire that carries connotations of immorality, vulgarity, obscenity, nudity, sexual suggestiveness, gang, or secret societies/fraternities either at school or at school functions. In addition, student attire shall not display or promote alcohol, tobacco, or drugs.
- E. ANY OTHER CONSIDERATIONS WILL BE DETERMINED BY THE INDIVIDUAL SCHOOL ADMINISTRATORS. THE SCHOOL ADMINISTRATION SHALL HAVE THE RIGHT TO CONSIDER ANY CURRENT FASHION TO DETERMINE ITS ACCEPTABILITY FOR THE SCHOOL YEAR.
- F. Clarification regarding apparel should be obtained BEFORE wearing it to school; this can be cleared by the school administration. Students in violation of this policy will be subject to disciplinary action as determined by the school's administration.
- G. Teachers are charged with the responsibility of enforcing student dress codes in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedures for discipline referrals regarding dress code violations.
- H. Shoes must be worn.
- I. Caps, hats, doo rags, hoodies, bonnets/shower caps, or other head coverings may not be worn inside the building. Bandanas (any bandana style) are NOT allowed. Cultural head wraps are acceptable.

- J. Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement and when in the seated position, etc.). Low-cut tops or blouses are inappropriate. Transparent and/or see-through material is considered unacceptable.
- K. Crop tops, tube tops, halter tops, mesh clothing, and undershirts are unacceptable. Strapless or spaghetti-strap tops and dresses without jackets are also prohibited.
- L. Pants are to be worn at the natural waistline (**NO SAGGING**) with both pant legs rolled down.
- M. Please note: If you arrive at school dressed inappropriately, you will be kept out of class until you are dressed appropriately.**
- N. Sunglasses are not to be worn inside the building.



Student IDs

At the beginning of the year, students are issued an ID for security purposes. New students will be issued when they enroll. All students must wear the current school year MCHS lanyard and student ID daily. If a student forgets/loses their ID, they must either purchase a new ID or be placed in ISR until they can acquire one.

Students must wear their ID at all times. They may not alter their ID or lanyards. Their name, grade, and picture must be visible at all times. If an ID is altered, the student will be required to purchase a new ID. Students are not allowed to switch IDs with other students. If caught wearing someone else's ID that student will be assigned ISR for three days.

ID and Lanyard Cost: \$5 (purchased in the Sophomore/Junior office- Lower B Hall)

Clear Backpack Policy

Clear backpacks are required for all Mid-Del middle and high school students in grades 6-12. The safety of our students and staff is our top priority, and the District has taken several steps to ensure schools are a safe learning environment. Students will be able to carry the following in their backpacks: a pouch and a small clutch bag no larger than **5.5 inches x 8.5 inches** to hold personal items such as cellphones, money, and personal hygiene products.

FREQUENTLY ASKED QUESTIONS:

- Are mesh backpacks allowed? No, mesh backpacks are not permitted. Students will only be permitted to use clear backpacks.
- Can the backpack have mesh pockets? Yes, mesh pockets are permitted on the backpack, as long as staff are able to clearly see through the bag.
- Can the front pocket of the backpack have a mesh organizer? Yes, a mesh organizer is permitted in the backpack, as long as staff are able to clearly see through the bag.
- Will backpacks with padded backs be accepted? The backpack must have clear visibility through all dimensions, excluding the backpack bottom.
- Are transparent colored backpacks allowed? No. Colored transparent backpacks are not allowed. Only fully clear backpacks are permitted.
- Can the backpack have colored straps? Yes. The backpack may have colored straps.
- Will athletic/spirit bags and instrument cases, which are not clear, be allowed on campus? Yes, however, these bags must be stored as soon as the student arrives at school. They must be placed in lockers or secured in fine arts classrooms or athletics locker rooms as designated by school instructors.
- What are the size specifications for the clear backpacks? There are no size specifications for the clear backpacks.
- Are company or trademarked logos allowed on the front of the backpack? Small company logos are allowed, as long as staff are able to clearly see through the bag.
- Are lunch boxes/bags permitted? Yes, non-clear lunch boxes are permitted; however, they will be locked in a secure location during the day except for grade-level lunches.
- Are students allowed to carry non-clear purses? No. All purses must be clear. The only non-clear items allowed are small clutch bags inside the clear backpack that must be 5.5 inches x 8.5 inches.

Midwest City High School's **PERSONAL DEVICE** Policy

Violation	 Consequence 
1st offense	The student brings the device to the office for secure storage until the end of the school day. The student must retrieve the device between 2:50 pm- 3:20 pm.
2nd offense	The student brings the device to the office for check-in. The student's parent/guardian must retrieve the phone between 2:50 pm- 3:20 pm. One day of ISR will be assigned to the student.
3rd offense	The student brings the device to the office for check-in. The student's parent/guardian must retrieve the phone between 2:50 pm- 3:20 pm. Two days of out-of-school suspension (OSS) will be assigned to the student.
4th offense	An immediate office referral should be issued. The student brings the device to the office for check-in. A parent must retrieve the phone between 2:50 pm- 3:20 pm. Three days of out-of-school suspension (OSS) will be assigned to the student. Daily device check-in will be required for the remainder of the year.
<i>Additional offenses: Any violation beyond the 4th offense (e.g., use of an alternate or burner phone) may result in a multi-day OSS based on the severity.</i>	

Office Telephone

The office telephone is a business phone and should be used by students only in cases of life-safety emergencies. In order to protect the privacy of students and to limit classroom interruptions, students will be limited to making phone calls in the appropriate grade-level office. Teachers will limit the hall passes to the office to make a phone call for a life-safety emergency. Students need to use the telephone in their appropriate attendance office.

Student Phone Messages

Student phone messages shall be received only from parents, guardians, and emergency contacts listed on the students Power School. Students will not receive messages from anyone who is not listed as a contact on the students Power school. Messages must be of an emergency nature in order to interrupt class.

Visitors

All visitors to Midwest City High School must remain in the vestibule and be escorted into the building by a staff member. Once in the building, visitors must register in the attendance office and state the purpose of the visit. The principal or designee will have the prerogative to approve or disapprove the visit. The visitor will be required to wear an identification badge while he/she is a guest in the school. The identification badge must be surrendered to the secretary in the Attendance Office before leaving campus.

Student visitors are not allowed on the Midwest City High School campus or in classrooms.

Grading

The following grading scale was adopted by the Mid-Del School Board for evaluating students:

- A - Excellent (90 - 100)
- B - Above Average (80 - 89)
- C - Average (70 - 79)
- D - Poor Effort (60 - 69)
- F - Failing (59 - and below)
- I - Incomplete (Student has been granted a certain period of time to complete work or receive a failing grade.)
- S Satisfactory - (Credit issued.)
- U Unsatisfactory – (No credit issued.)

Letter grades A, B, C, D, and F will be given for all subjects at the end of each block for Carnegie transcript purposes.

Progress Reports

A policy of Midwest City High School states that during the fifth week of each quarter, teachers shall provide progress reports to parents of all children. Those reports shall be computerized reports. Progress reports will be sent home with the student.

September 18 - Progress Report
November 20 – Progress Report
February 12 - Progress Report
April 23- Progress Reports

Report Cards

Report cards will be distributed to students by the 3rd-period teacher at the close of a grading period. The date of distribution should never be more than two weeks past the end of the quarter. Final report cards are mailed to students in the summer. Note: Only semester grades (December and May) will be recorded on transcripts.

January 11 - Report Card
May 26 - Report Card

Parent/Teacher Conferences

Parent/teacher conferences will be held twice during the school year, one each semester. Every effort will be made to allow parents to meet with teachers and administrators. If parents are unable to attend parent-teacher conferences on the assigned dates, they are encouraged to contact teachers via email or the school-issued phone number.

Schedule for Parent/Teacher Conferences

September 24, Evening
September 29, Evening
February 11, Evening
February 16, Evening

Honor Roll

An honor roll is published at the end of each semester. All students with straight A's are listed on the Principal's 4.0 Honor Roll. Students with a GPA of 3.0 or greater are listed on the Honor Roll.

Academic Letter Jacket

A senior who has fulfilled or is enrolled in the college preparatory curricular requirements as outlined in the Oklahoma Academic Scholar Program and whose cumulative weighted grade point average is 4.0 at the end of the junior year with no grade lower than a “C” may be eligible for an academic letter jacket. A student receiving the academic letter jacket must have attended Mid-Del Schools at least the previous year. Site counselors will publish a list of seniors who meet the criteria.

Academic Dishonesty Policy

Some students occasionally feel a need to, for various reasons, resort to cheating. Cheating is defined as dishonestly giving or receiving aid or information on a test or assignment. If a student is caught cheating on tests or other classroom work, “zeroes” will be given to all student(s) involved. No provisions are made to make up or otherwise receive credit for the work or test in question. Disciplinary consequences may be assigned by the grade-level administrator.

Activity Absences

Any absence from a class for a school activity **over ten days** and not approved by the committee shall be treated as an unexcused absence.

SCHOLASTIC ELIGIBILITY POLICY **FOR MID-DEL SECONDARY SCHOOL ACTIVITIES**

A student must comply with the following eligibility guidelines to represent any Mid-Del secondary school in any activity during or outside of the regular school day. These guidelines apply to all students engaged in competition or participation in athletics, music, drama, speech, debate, student council, school clubs, vocational programs, school organizations, cheerleading, pom pon, and any other school-sponsored organization. However, the participation of students in activities that satisfy a demonstration or performance criterion for assessment relative to approved instructional programs will be allowed. Audition or try-out situations that would permit involvement at a future date of eligibility will be allowed. In cases where the application of this policy needs interpretation, the building principal will make the final determination.

Term Eligibility:

A student must have received a passing grade in any 5 subjects counted for graduation of the 7 possible credits during the previous term. The credit pool could include athletic credit and physical education credit. If a student does not meet the scholastic standard stated above, they will not be eligible to participate during the first 6 weeks of the next term they attend. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet requirements for the end of the spring term.

Weekly Eligibility:

Scholastic eligibility for students will be checked at the end of the third week of the first and second semesters and each succeeding week thereafter. A student must be passing in all subjects in which he/she is enrolled. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible during the next one-week period. The ineligibility period will begin on Sunday and end on Saturday.

Guidance Office

The primary purpose of the guidance program is to help the student function as a responsible member of society. The guidance office is an extension of and a complement to the classroom teacher; therefore, to become more effective and useful as a part of the educational team at Midwest City High School, the counselors solicit the suggestions and support of each member of the faculty. Teachers may utilize the student's cumulative folder information.

Class Counselors

Any counselor is available to confer with you about a student at Midwest City High School. However, for convenience in keeping records, counselors are assigned by student's last name as follows:

Margaret Wade.....A-E
Anita Keith.....F-L
Brandi York.....M-R
Hailey Thomas.....S-Z

The guidance office policy is to keep class interruptions to a minimum. Students are requested to use the guidance office before or after school or during the lunch period.

Schedule Changes Student

Counselors meet with each school individually to ensure that students are on track for graduation and discuss the students' plans. When developing schedules, counselors take into account student needs and future goals, parental requests, and teacher recommendations. Because schedules are developed with such care, schedule changes are prohibited unless there is a mistake. Under no circumstances may a student simply stop attending a class. This will result in an unexcused absence and disciplinary action for truancy.

All schedule changes after the first **10 days** of the school year must be approved by Mrs. Patterson. Until the change is approved and the student receives a copy of the new schedule from the counselor, the student must follow their original schedule.

REASONS FOR A SCHEDULE CHANGE

1. To correct computer errors.
2. To correct graduation deficiencies. To correct class imbalance.
3. To make necessary changes due to summer school attendance.

4. To enable students to meet requirements for post-secondary admission.
5. To implement a student's IEP

The following are NOT Reasons for Schedule Change:

1. Problems with other students.
2. Preference of a different teacher.
3. Preference of a different hour or term.
4. Preference to be with friends in a class or at lunch.
5. Change of mind about taking the course.
6. Failure or fear of failure.

National Tests – (For dates contact Counseling Office)

PSAT/NMSQT

Preliminary Scholastic Aptitude Tests/National Merit Scholarship Qualifying Test is offered only once a year, in October. Only juniors are eligible to compete for National Merit scholarships. All sophomores will take the PSAT. Freshmen are strongly encouraged to take the PSAT.

ACT

The American College Testing Program (ACT) is given annually to approximately one million college-bound students. Designed to assess each student's general educational development and ability to complete college-level work, the main use of the ACT is for college admission and scholarship purposes. Registration forms are available in the Counseling Office. MCHS will be giving the ACT test in October, December, February, and June.

SAT

The Scholastic Aptitude Test (SAT) is a globally recognized college admission test. It tests a student's knowledge of reading, writing, and math. Registration forms are available online.

ASVAB

A paper-and-pencil test provided at no cost by the Armed Services, the ASVAB provides both academic and occupational scores. The academic scores are: (1) Academic Ability, (2) Verbal, and (3) Math. These scores indicate potential for further formal education. The occupational scores are: (1) Mechanical and Crafts, (2) Business and Clerical, (3) Electronics and Electrical, and (4) Health, Social and Technology. These scores indicate potential for training in selected occupational areas. This test is available to juniors and seniors.

Library Media Center

The mission of the library media program is to help students and staff become effective users of information. The media specialists will provide instruction and collaborate with classroom teachers to improve our students' information literacy and technology skills. Media Center hours are 7:30 a.m. until 3:00 p.m. Students are invited to use the library media center in one of two ways:

1. With a teacher--Students will work on the tasks assigned to them by their teacher. This might include checking out a book or working on a research project using print and Internet sources.
2. Individually--Students are welcome to come to the library before and after school. They may also come during class time **with a hall pass including time, date, and purpose signed by their teacher.**

With an ID, students may check out up to three books for a period of two weeks. Unless the books are needed by another student, they may be renewed a maximum of two times. A fine of five cents per day is charged for overdue materials. The student will be charged the purchase price for a book that is lost or damaged.

In order for a student to use computers in the media center, the student needs to sign and agree to follow the District Internet Use Policy, which includes a parent/guardian signature. Students can get passwords from the media specialist in order to access the online databases for off-campus research.

Transportation

Driving Rules and Regulations

1. The student agrees to observe the following rules:
 - a. 10 miles per hour speed limit in the parking areas
 - b. No parking in fire lanes or bus loading zones
 - c. No parking in reserved areas unless authorized by an assistant principal
 - d. No parking in passage lanes or across lines marked for parking
 - e. No parking on sidewalks or grassed areas
 - f. Will park in assigned Parking lot (Sophomore/Junior or Senior lot)
 - g. All vehicles must park in areas marked for parking
 - h. NO PARKING IN THE FACULTY LOT, VISITOR LOT, NORTH OF THE FIELD HOUSE OR BAND ROOM, ADMINISTRATION BUILDING LOT, OR BUS LOADING ZONE**
 - i. Vehicles are not to be overloaded with passengers (Number of passengers as recommended by the manufacturer)
2. Student agrees to cooperate with the security guard and school personnel at all times.
3. Student agrees to lock his/her vehicle before leaving it.
- 4. Students should not loiter in the parking area during the day or after school.**
5. Any unauthorized vehicles will be subject to tow-away and fined by the City of Midwest City police.
6. Loud noises and radios from automobiles will be considered a violation of traffic rules.

7. All state laws pertaining to driving apply to school parking areas.
8. The *only* automobiles allowed in the student parking area of the school are those with parking permits displayed. During the school day, all school parking areas are restricted.
9. Guests of students and faculty should be informed of the restricted areas and should park in the visitor parking area on the west side of the building and notify the office of their presence.
10. Any accident or incident on the school campus should be reported to the school resource officer on duty or to an assistant principal's office.
11. Automobiles parked in wrong places will be subject to tow-away charges and loss of parking permit.
12. Violation of any one of these rules and regulations may lead to the revocation of a parking permit.
12. To replace a parking sticker, please visit the main office.
13. Any exchange of parking stickers will result in loss of parking privileges for all persons involved.

Student Parking

Parking on campus is a privilege that can be revoked if abused. All students must be licensed and covered by insurance in order to drive to school and park on campus. The school is not responsible for automobiles or their contents. Students' vehicles are subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in those vehicles. Searches will be conducted in accordance with legally approved policies.

A student must have a valid parking permit visible in the vehicle before being parked on school property. It is the responsibility of students whose vehicles have tinted windows to display a clearly visible decal! These parking permits may be obtained in the Main Office at a cost of \$20.00 per year.

All parking stickers must be purchased by September 5. After this date, student cars are subject to being towed. Parking permits are not transferable to another student. A student may obtain a new parking permit free of charge by surrendering the old permit and registering the new vehicle. If it becomes necessary to drive another vehicle, the student **must** obtain a temporary permit for the day in the Main Office. Only cars with permits (temporary or permanent) are allowed to park on campus. All others will be towed without a **warning**. Seniors will be able to paint a parking spot for \$20. Talk to Coach DJ Walter or Ms. Shadron for more information.

Lunch

Midwest City High School has an "open campus" for 10th – 12th grade lunch. 10th, 11th, and 12th grade students may choose to leave campus during *their* lunch period. Care should be taken when leaving campus so that the safety of others is not endangered. **Lunch will be "closed campus" for freshmen. Any freshman student who violates the "closed campus" policy will be disciplined.**

Students are required to check out through their appropriate attendance office if they leave campus during *their* lunch period and are not returning for their afternoon classes.

Open campus is a privilege that can be revoked for various reasons, including but not limited to excessive absences, tardiness, and poor academic performance.

No outside food or drink may be brought on campus during the school day. No DoorDash, Grub Hub, Postmates, etc., or parent drop-off.

Cafeteria

The school cafeteria is maintained as a vital part of the total health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

The lunchroom management and your fellow students need your assistance in following the simple rules below to ensure a clean and orderly lunchroom:

1. Deposit all lunch litter in trash cans located inside the cafeteria
2. Leave the table and the floor around you in a clean condition
3. No running, playing, or loud talking
4. No food may be taken from the cafeteria
5. Return all chairs to original placement

Violators of these rules may lose their lunchroom privileges

Hours of Operation:

Breakfast 7:10am – 7:40am

Lunch (upper classman) 10:30am – 11:10am

Lunch (freshman) 11:25am – 12:05pm

Food and Drink

No outside food or drink is allowed in the classroom unless previously cleared by the principal for a class-related activity. **No outside food or drink is allowed on campus during the school day. All food and drink must be discarded as students enter the building.**

Accident/Injury Report

All accidents and injuries must be reported to the Main Office, regardless of their insignificance.

Deliveries

Flowers, balloons, gifts, or food deliveries shall not be accepted for students attending Midwest City High School. This policy applies to deliveries made by individuals or florists. Deliveries

will not be held in the office for student pickup.

Medication Policy

Prescription Medication: Medication may be administered by the nurse or main Attendance Office upon written authorization from a parent. Prescription medications must be in a pharmacy container, properly labeled by a pharmacist.

Non-Prescription Medication: Medication considered to be non-prescription may not be distributed to students without a doctor's prescription.

Students are not to give, sell, or administer any drugs, pills, and prescription or non-prescription medication to another student at any time. Violation of this policy will result in disciplinary action for all students involved. *All* medications must be registered with the nurse or Main Office.

Assemblies

Unless otherwise announced, students report to their regularly scheduled class before being excused to attend an assembly. After allowing adequate time for roll call and making necessary announcements, students shall be dismissed for the assembly by intercom. **Students are required to attend assemblies when dismissed from class.**

A student will be considered truant, and disciplinary action will be taken if he/she does not attend an assembly.

Students should enter the assembly area quietly, be seated, and behave in a mannerly fashion. Appreciation should be shown with applause. No food or drinks are allowed in the assembly area.

Lost and Found

Students who have lost personal or school-owned articles may ask for them in the main office. Students finding articles in the school should bring them to the Main Office. All unclaimed items are given to charity at the close of the school year.

Stolen Property

Midwest City High School is not responsible for stolen property. Students who bring personal property or money to any Mid-Del property are responsible for their own belongings.

Administrators and teachers will not search for stolen property.

Emergency Procedures

Fire and tornado drill instructions will be discussed in each class during the first week of the term. Students need to understand and follow these instructions. This is a life-and-death matter. The instructions will be posted on the bulletin board in each teacher's room, and students should

be familiar with the assigned drill areas.

Hall Posters

All posters or signs must be approved by an assistant principal before being placed in the building. Removal of the posters will be the responsibility of the organization that put them up. Commercial advertisements are not permitted. Unapproved printed material will be confiscated. Posters or signs should only be placed on bulletin boards, vending machines, and courtyard/cafeeteria windows.

School Store

The school store, operated by DECA, is open at lunch to provide you with the opportunity to purchase needed supplies.

Vending Machines

Students are only permitted to use the vending machines in the commons before school, during lunch, and after school.

End of the Day

All students who are not under the direct supervision of a teacher/coach/sponsor must clear the building by 3:00 pm.