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Midwest City High School

213 Elm Dr.

Midwest City, Oklahoma 73110

Phone: 739-1741

Attendance Offices: 739-1741, Ext. 5166 (Fr.)

739-1741, Ext. 5153 (Soph.)

739-1741, Ext. 5153 (Jr.)

739-1741, Ext. 5147 (Sr.)

Administration

Superintendent.....Dr. Rick Cobb

Principal.....Dr. LaShonda Broiles

Assistant Principal (9th Grade).....Jimmy Brown

Assistant Principal (10th Grade).....John Hancock

Assistant Principal (11th Grade).....Leslie Berger

Assistant Principal (12th Grade)..... Daryla Combs

Athletic Director.....Darrell Hall

Guidance Counselors

Anita Keith.....9th/10th Grade

Gerald McDaniel.....11th Grade

Jamie Butler.....12th Grade

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

District Administration

Superintendent
Dr. Rick Cobb

Assistant Superintendent
Kathy Dunn

Regional Director for Secondary Sites
Chris Reynolds

School Board Members

President
Ms. Jimmie Nolen

Vice President
Mr. Le Roy Porter

Clerk
Senator Jim Howell

Member
Mr. Tim Blanton

Member
Mr. David Bibens

CORRELATES OF EFFECTIVE SCHOOLS

Clear School Mission – In the effective schools, there is a clearly articulated school mission through which the staff shares an understanding of a commitment to instructional goals, priorities, assessment procedures and accountability. Staff accepts responsibility for each student’s learning of the school’s essential curricular goals.

High Expectations for Success – In the effective school, there is a climate of expectations in which the staff believes and demonstrates that all students can attain mastery of the essential content and school skills, and believes that they have the capability to help all students achieve that mastery.

Instructional Leadership – In the effective school, the principal acts as an instructional leader and effectively and persistently communicates that mission to the staff, parents, and students. The principal understands and applies the characteristics of instructional effectiveness in the management of the instructional program.

Frequent Monitoring of Student Progress – In the effective school, student academic progress is measured frequently. A variety of assessment procedures are used. The results of the assessments are used to improve individual student performance and also to improve the instructional program.

Opportunity to Learn and Student time on Task – In the effective school, teachers allocate a significant amount of classroom time to instruction in the essential content and skills. For a high percentage of this time students are engaged in whole class or large group, teacher-directed, planned learning activities.

Safe and Orderly Environment – In the effective school, there is an orderly, purposeful, businesslike atmosphere which is free from the threat of physical harm. The school climate is not oppressive and is conducive to teaching and learning.

Home – School Relations – In the effective school, parents understand and support the school’s basic mission and are given the opportunity to play an important role in helping the school to achieve that mission.

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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.

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 foe.
 So hit that line team with all your Bomber Glory,
 Fight on 'til you are through,
 It's your job, and it's an honor
 For Midwest Bomber crew!

Midwest City High School**Alma Mater**

May memories of our high school
 Go with us all 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.

Bell Schedule

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

Bomber Time Wednesdays

Bomber Time is a 40-minute period for remediation, intervention, and enrichment that will be available once a week for every student at MCHS. Closed Tutorial is assigned and is for targeted intervention. Any student who has missing work, is struggling with content area, needs test prep, or any other need assessed by a teacher will be assigned Closed Tutorial. Open Tutorial is available for students who have not been assigned by a teacher. The types of Open Tutorial will vary widely and are an opportunity for enrichment. This will be a flex schedule day with three-minute passing periods. Regular tardy rules will apply.

Bomber Time Wednesday Consequences

- A hall sweep will be done at the beginning of each Tutorial. If students are not in Tutorial Sessions on time (after the 3-minute bell), they will go immediately to **Bomber Time Detention** and will be assigned **Lunch Detention**.
- If a student is found in the hall during Tutorial, they will be taken to **Bomber Time Detention** as well as receive **Lunch Detention**.
- If a student is disruptive during Tutorial, they will be sent to the hall and immediately assigned **Bomber Time Detention & Lunch Detention**.
- If a student tries to enter a room without a pass or goes to an open Tutorial when assigned a different Tutorial, they will go to **Bomber Time Detention** and **Lunch Detention**.
- If a student repeatedly fails to attend Tutorial and Lunch Detention, then regular disciplinary consequences will be applied.

Bomber Time Bell Schedule

1st Hour	7:45 – 8:35
2nd Hour	8:40 – 9:30
3rd Hour	9:35 – 10:20
Freshman 4th Hour	10:25 – 11:05
Upper Class Lunch	10:20 – 11:00
Upper Class 4th Hour	11:05 – 11:45
Freshman Lunch	11:05 – 11:45
5th Hour	11:50 – 12:35
Bomber Time	12:40 – 1:20
6th Hour	1:25 – 2:05
7th Hour	2:10 – 2:50

Homework Statement

It is the belief of this district that a reasonable amount of homework related to learning objectives provides an enhanced opportunity for student learning. It is imperative that students, parents, and educators realize the importance of independent practice study and the responsibilities and self-discipline associated with this independence. Homework is a natural extension of classroom instruction and provides a necessary expansion of curriculum objectives.

Typically, homework will be an application or reinforcement of newly acquired skills, the opportunity to gain background information, or an extension of skills into other objective areas. Homework expectations should be adequately modeled by educators with emphasis on a uniform understanding of the application to learner objectives. Likewise, learning modalities and the variance in individual student needs should be included in homework design. Clarity in methods of homework evaluation and promptness in evaluation are critical to purposeful homework.

Parents should be fully informed of homework expectations as well as other components of the curriculum. It is desirable to provide an environment at home, conducive to good work habits and also provide appropriate enrichment, support, and encouragement to the child.

Again, the focus of homework is that of expanded learning opportunities. The responsibility for success in this area is that of all parties: students, teachers, and parents. Successful practice of this responsibility will allow students to experience success at their own rate and in a more self-directed environment.

Grading Policy

The following scale shall be used at Midwest City High School:

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79
D.....	60 - 69
F.....	59 and below

The letter grades A, B, C, D, F, S, U, shall be used to indicate the achievement of secondary school students in all instructional areas. The letter grades used shall indicate the following degree of achievement:

A	Superior Quality of Work
B	Good Quality of Work
C	Satisfactory Quality of Work or Satisfactory Progress in Terms of Ability
D	Below Quality of Work Expected
F	Unsatisfactory Work (Failing)
S	Satisfactory Work – Credit shall be issued
U	Unsatisfactory Work – No credit shall be issued

Progress Reports

A policy of Midwest City High School shall be 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 shall be sent home with the student.

Schedule for 2017-18 Progress Reports

September 22, 2017
October 13, 2017
November 21, 2017
February 9, 2018
March 30, 2018
April 20, 2018

Report Cards

Report cards shall be distributed to students by the 5th 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.

Schedule for 2017-2018 Report Cards

January 5, 2018
June 1, 2018

Parent/Teacher Conferences

Parent/teacher conferences will be held twice during the school year, one each semester. Every effort will be made to afford parents the opportunity to meet with teachers and administrators. Therefore, conferences will be scheduled in the morning and evening to accommodate work schedules.

Schedule for Parent/Teacher Conferences

October 17th 4pm-7pm, October 19th 8am-12pm
February 15th 4pm-7pm, February 16th 8am-12pm

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. A student receiving the academic letter must have attended Mid-Del Schools at least the previous year. Site counselors will publish a list of seniors who meet the criteria. Academic letter jackets will be awarded in the fall at a football game.

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 any 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 administration at their discretion.

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Library Media Center

The mission of the library media program is to help students and staff to 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. Tutoring is offered in the media center each morning from 7:00 a.m. until 7:40 a.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.

Conduct:

All libraries have rules that enable patrons to benefit from an atmosphere conducive to student and leisure reading. It is the job of the librarians, therefore, to instruct students in appropriate behavior suitable for all libraries.

Students not accompanied by a teacher must have a hall pass during school hours. Visiting, misbehaving, and rudeness will not be allowed. Students may not bring food or beverages into the library and all athletic and book bags must be left on the table near the entrance. The student must remember that the librarian is the teacher and the library is her classroom. Discipline problems, or taking materials without first checking them out, will be handled by the librarian and may result in the student losing his/her library privileges for the remainder of the semester or could be sent to the school administration for disciplinary consequence.

Checkout Procedure:

All students must present a Midwest City High School Student I.D. Card and be entered on the computer to check out materials. An I.D. is also required to use computers in the library.

Books:

Student may have up to three books checked out at one time and may keep them for two weeks. Microfiche and CD ROMS **may not** be checked out but may be used within the library media center. The District Policy is to charge the replacement price for a lost or damaged item.

Fines:

Late Books \$.10 per day

(Fines are not accrued during weekends or school holidays)

Microfiche – Restricted to use in the media center.

Lost Text Books

Students must pay the pro-rated price for any lost textbooks. A cost evaluation will be determined for damaged books. A receipt will be issued for any textbook fines collected.

Daily Announcements (Bulletins)

At the beginning of third period each day, the announcements will be made over the intercom. Students and teachers are responsible for compliance with the information given.

Announcements must be turned in to the main office by 9:00 A.M. Announcements need to be filled out on the announcement form available in the front office. Copies of the daily announcements will be available in the main office.

Attendance

Attendance Policy

(Student Expectations Handbook)

ATTENDANCE ADMINISTRATIVE REGULATION

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.
- If an absence is excused, it is the responsibility of the student and/or parent to make arrangements for completing the work missed.
- For all elementary and secondary students, three (3) unexcused tardies equal one (1) unexcused absence.
- **Principals will make the final determination as to whether or not an absence is excused or unexcused.**

Attendance Office Procedures

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 the absence. Parents of technology center students should contact the technology center as well as the high school.

Office Phone Numbers:

Freshman	739-1741 Ext. 5166
Sophomore	739-1741 Ext 5153
Junior	739-1741 Ext 5153
Senior	739-1741 Ext 5147

Office Location:

West Wing
B101
B101
Main Office

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.**

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 all efforts to contact a parent fail, the assistant principal may clear the check out. 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. **In order to check out student, you must present proper ID and your name must be in Power School.**

Students Leaving Class

Students are not to leave the classroom at any time for any purpose unless it is an absolute emergency. If it is necessary for a student to leave the room, a hall pass should be issued. If it is necessary for the student to leave school, he shall be instructed to come by the attendance office to check out.

Tardy Policy

(Student Expectations Handbook)

Being tardy to class is a disruption of the normal operation of school and must be taken seriously. Three tardies to any class will result in the student being charged with an unexcused absence.

A student is tardy if not in the classroom and/or in student desk when the tardy bell rings. Tardies are excused for doctor/dentist appointments and court appearance. Proper documentation is required. Principals will make the final determination as to whether or not a tardy is excused or unexcused.

3 Tardies = ASD

4 Tardies or more = 2 Days of ASD

5 Tardies or more = Office Referral

Hall sweeps for tardies could occur at any time. If a student is found in the hall without a valid hall pass, he/she could be assigned ASD.

Make-Up Assignments

If students miss work or tests they should check with each teacher to determine when the tests may be made up and when overdue work may be completed. It is the responsibility of the student to check with his/her teacher – not the teacher's responsibility.

Pre-Arranged Absences

Students who might be out of town with their parents must pre-arrange with their attendance office to make up work. The deadline for make-up work will be left to the teacher's discretion. Pre-Arranged Absence forms may be picked up in the appropriate Assistant Principal's offices.

Incorrect or Illegal Enrollment

(Student Expectations Handbook)

Attendance, Transfer, and Placement of Students Suspended or Removed from School

(Student Expectations Handbook)

Transportation – 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 permanently affixed to the left corner of the front windshield 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 \$40.00 per year. GOLD card students may receive 1 free parking pass 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 only, will be allowed to purchase a parking space for additional \$20.00 donation. With prior approval students will be allowed to personalize their spots on a specific day.** The first personalize day will be September 9th.

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 FILED 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 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 parking area during the day.
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 in 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 on the front, left windshield. 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. There should be no aimless driving around the school parking area.
11. 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.
12. Automobiles parked in wrong places will be subject to tow away charges and loss of parking permit.
13. Violation of any one of these rules and regulations may lead to the revoking of a parking permit.
14. To replace a parking sticker, please visit the main office.
15. Any exchange of parking stickers will result in loss of parking privileges for all persons involved.

Bus Transportation

(Student Expectations handbook)

School Decorum

Disrespect/Insubordination

(Student Expectations Handbook)

Disrupting the Learning Environment

(Student Expectations Handbook)

Distracting Items and Dangerous Weapons

(Student Expectations Handbook)

Stealing, Destroying, Defacing Property

(Student Expectations Handbook)

Disruptive Act

**Discriminations, Sexual Harassment, Physical Threats, Extortion,
Violence to Persons in School, or at School Sponsored Events**

(Student Expectations Handbook)

Arson

(Student Expectations Handbook)

Telephone/Bomb Threats

(Student Expectations Handbook)

Cult/Gang Behavior

(Student Expectations Handbook)

Gambling

(Student Expectations Handbook)

Demonstrations or Meeting on School Premises

(Non-school sponsored)

(Student Expectations Handbook)

Collection of Funds, Sales or Distributor

(Student Expectations Handbook)

Paging Devices/Electronic Communication Devices

(Student Expectations Handbook)

Tobacco

(Student Expectations Handbook)

Beverages, Drugs, Controlled Dangerous Substances

(Student Expectations Handbook)

Dress Code

(Student Expectations Handbook)

- A.** A student's conduct is related to his/her clothing. Therefore, the school is directly concerned with the student's clothing. The appropriateness of a student's clothing for the school environment should dictate the choice of clothing and grooming practices on each given day.
- B.** All MCHS students will wear a lanyard and student ID while at 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 in a respectful manner 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, secret societies or fraternities either at school or at school functions. In addition, student attire shall not display or promote alcohol, tobacco, or drugs. Remembrance t-shirts are also not allowed.
- 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 SCHOOL YEAR.
- F.** Clarification regarding apparel should be obtained PRIOR TO WEARING IT TO SCHOOL; this can be obtained from 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 code in their classes as well as on campus. Administrators and other school personnel share the same responsibility. Teachers shall follow building procedure for discipline referral regarding dress code violations.
- H.** Shoes must be worn. House slippers are prohibited.
- I.** Caps, hats, scarves, or other head coverings may not be worn or carried into the building.
- J.** Headphones are not to be worn at school. Earbuds may be worn in one ear only.
- K.** The hemlines of shorts and skirts must reach the tips of the fingers when arms are held at sides. Intentionally torn or cut/slashed pants are considered inappropriate.
- L.** Shirts/tops must touch the waist of pants/skirts at all times (i.e. when in movement, when arms are extended or raised, and when in seated position, etc.). Low-cut tops or blouses are inappropriate. Transparent and/or see through material is considered unacceptable.
- M.** Crop tops, tube tops, halter tops, mesh clothing, tank tops, spandex pants, sunglasses (worn inside), pajamas (of any kind), and spaghetti straps are unacceptable. Sleeveless garments must have a strap at least three inches wide. Strapless dresses without jackets are also prohibited.
- N.** Pants are to be worn at the natural waist line (**NO SAGGING**) with both pant legs rolled down. Pants, sweats, skirts, or shorts are not to be rolled at the waist. A boy's shirt should cover the entire crown of the shoulder.
- O.** Please note: if you arrive at school dressed inappropriately, you will be kept out of class until you are dressed appropriately.
- P.** Leggings may be worn with a top that covers the posterior.

Miscellaneous

Student Publications/Curriculum Related

(Student Expectations Handbook)

Distribution by Students of Written Materials In School Facilities

(Student Expectations Handbook)

Off-Campus Events

(Student Expectations Handbook)

Anonymity (Refusal to Identify Self)

(Student Expectations Handbook)

One of the primary reasons for issuance of identification cards to all students of Midwest City High School is to ensure that unauthorized persons will not freely enter the campus or building and/or remain on the premises without cause. Students are responsible for keeping up with their ID and wearing it every day.

Student identification cards will be issued to all Midwest City High School students. The first ID card is issued free of charge. A second ID will be printed and kept on file at the school. In the event a student loses their first ID, they are required to pay \$5 for the replacement ID on file. Each additional ID after that will also cost \$5. Students are not to deface, alter, cover or otherwise change the original appearance of their ID. Should a student alter their ID in any way the ID shall be rendered invalid and not serviceable and a replacement ID must be purchased. **PREVIOUS SCHOOL**

YEAR ID'S WILL NOT BE ALLOWED IN PLACE OF CURRENT ID! Students without an ID or money to pay for a replacement ID may check out a temporary ID in the main office. This ID must be returned at the start of 6th hour or students will be given a \$5 obligation. Students may not check out a temporary ID more than once per 9 weeks.

All students must wear his/her identification card at all times while at school or on school premises, and in attendance at any school sponsored activity. Admission to school sponsored activities will be denied without a valid school ID. Failure to wear the identification card could be considered the willful disobedience of the request of any school official in the performance of such school official's duties and disciplinary action may result. Students who are caught not wearing their ID will be required to purchase a new permanent ID or a temporary ID. A financial obligation will be placed on their account if they are unable to pay.

Students may not be allowed to board or ride their assigned bus without their current year student ID. If a student boards a bus without their student ID the school will be notified and that student will receive appropriate disciplinary action, up to and including ISR and suspension.

Students caught without an ID more than 1 time per week will automatically be placed in ISR for the day or per the step listed below or at the discretion of the grade level principal.

Students may not place themselves in ISR for not having an ID. Only an administrator can place students in ISR.

Students could receive the following consequences for not wearing their student identification card. Discipline will be determined by grade level administrator:

- 1st offense: Warning, purchase new or temporary ID - contact parent/guardian**
- 2nd offense: 1 Day ISR, purchase new ID - contact parent/guardian**
- 3rd offense: 3 Days ISR, purchase new ID - contact parent/guardian**
- 4th offense: 5 Days ISR, purchase new ID - contact parent/guardian**
- 5th offense: Purchase new ID - Out of school Suspension – Contact parent/guardian**

Water Gun/Laser Lights

Water guns, water balloons, laser lights are not allowed on campus or at any school functions. Water guns, water balloons, laser lights are considered distracting items. Water guns, water balloons and laser lights will be confiscated and not returned to students plus additional disciplinary action may be taken.

Lunch

Midwest City High School has an “open campus” for 10th – 12th lunch. Lunch will be closed campus for freshmen. 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.

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.

Students having excessive tardies returning from lunch will have their “open campus” privileges removed for a specified period of time.

No outside food or drink may be brought on campus during the school day.

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 assure 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

Lockers

Each student will be assigned a locker for the storage of books and equipment. It is the student's responsibility to see that his/her locker is kept locked and in order at all times. The school does not assume responsibility for property removed or stolen from lockers. The locker is school property and may be inspected or searched at any time without prior notice to the student if there are reasonable grounds to believe that drugs, counterfeit drugs, alcohol, non-intoxicating beverages, stolen property, or any other contraband might be present in that locker.

Hall Passes

Students should only leave class in the case of an emergency. Upon leaving the classroom, a student must have a teacher issued hall pass. No student is to be out of class at any time for any reason without a hall pass.

Accident/Injury Report

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

Visitors

All visitors to Midwest City High School 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.

Medication Policy

Prescription Medication: Medication may be administered by the main Attendance Office upon the 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 Main Office.

Student Phone Messages

Student phone messages shall be received only from a parent or guardian. The message must be of an emergency nature. Classes will be interrupted only for an emergency.

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.

Food and Drink

No 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.

Sound and Camera Equipment

All electronics are prohibited in class unless approved by the classroom teacher or principal. Cameras are always prohibited at school. Cell phones must be off and secured before entering classrooms.

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 closed 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/cafeteria windows.

Deliveries

Flower, balloon, or gift 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 pick up.

School Store

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

Telephone

The office telephone is a business phone and should be used by students only in cases of emergency. Your parents should not call the school except in cases of real emergency. The only calls you should have to make during this time are of the emergency type and that procedure is explained above. Students need to use the telephone in their appropriate attendance office.

End of the Day

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

Disciplinary Procedures and Alternative

Parent Contact

(Student Expectations Handbook)

Detention

(Student Expectations Handbook)

Suspension

(Student Expectations Handbook)

Probationary Enrollment

(Student Expectations Handbook)

High School Eligibility for Secondary School Activities:

Semester (Term) Eligibility: A student must have received a passing grade in any five (5) subjects counted for graduation of the seven (7) possible credits during the previous semester. The credit pool could include athletic credit and physical education credit. If a student does not meet the scholastic standard stated above, he/she will not be eligible to participate during the first six (6) weeks of

the next semester he/she attends. A student who does not meet the scholastic standard started above may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period. Please refer to Policy J-6 for further information.

Regulations I. Exceptions

All students who are members of school activity groups are limited to ten (10) absences per year per class period. Absences for the following reasons will not be charged against the ten-absence limit:

- a. Participation in school-sponsored state/national level contests in which the student has earned the right to compete.
- b. Activities held on campus and sanctioned by the principal.
- c. College entrance exams and college sponsored scholastic meets.
- d. Field trips in conjunction with a unit being taught in an academic class.

Wireless Telecommunication Devices

The Board of Education promotes an environment for instructional learning that is safe and secure. We recognize the benefits of communications during emergencies; however, the use of wireless telecommunication or multi-media devices during instruction time disrupts and interferes with the educational process and will not be tolerated. Therefore, the District establishes the following policy for the use of wireless telecommunication and multi-media devices.

Students are strictly prohibited from using wireless telecommunication and multi-media devices during class time. Such devices should not be visible and are not to be activated during classroom instruction. "Sexting" and use of camera phones are strictly prohibited during school hours.

Exceptions may be granted for medical necessity with the prior written consent of a parent/guardian and the principal or principal's designee. Such consent will be granted only upon a showing of medical necessity or other compelling reasons as determined by the principal.

Students in violation of any part of this policy will be subject to discipline procedures. When it becomes necessary to confiscate such devices, the return of the device shall be subject to site principals for procedures and applicable legal procedures. Phones may be picked up by a parent/guardian in the site principal's office.

Students are required to surrender any cell phone or other electronic device when requested by school personnel to do so. The device will be secured in the principal's office or school vault.

Action: 1st violation = warning – contact parent/guardian – confiscate phone
 2nd offense = ISR – contact parent/guardian – confiscate phone
 3rd offense + ISR/suspension – contact parent/guardian – confiscate phone

Any student who knowingly takes, reproduces, or publishes an inappropriate picture of another student, teacher, or administrator will be subject to suspension and/or referral for prosecution.

Wireless telecommunication and multi-media devices are strictly prohibited for any and all testing environments including, but not limited to, state-mandated tests, advanced placement tests, ACT, PSAT, and SAT tests.

(Board Policy J-17)

Guidance and Counseling Services

The counselors help students with academic and personal problems. Through the guidance services careful consideration is given to selection of courses, testing and interpretation of testing, as well as emphasis toward college, technical and career plans. Counselors are available from 7:30am to 3:45pm.

MCHS Counseling Program

2017 – 2018 Primary Responsibilities

Anita Keith.....9th & 10th Grade

Gerald McDaniel.....11th Grade

Jamie Butler.....12th Grade

Career Academy/SWAPS/STARS/APEX

Any student who failed a class or who has a previous graduation deficiency should see his/her counselor concerning Career Academy/SWAPS/STARS/APEX enrollment information. Career Academy admittance is limited and seats are reserved for seniors, then juniors. Freshmen and sophomores will not be given consideration. The head principal makes the final determination for Career Academy referrals. SWAPS is only for seniors who have passed their graduation date and are within 2 credits of completing their diploma. Students must be enrolled at MDTC in order to be considered for STARS.

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 11, 2017. Only juniors are eligible to compete for National Merit scholarships. Sophomore and freshmen are strongly encouraged to take the PSAT.

ACT

The America 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. All juniors will take either the ACT or SAT in March, depending on which test the district selects.

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.