

MIDLAND



ACADEMY

ADVENTIST

**SCHOOL 2017
HANDBOOK 2018**

Teaching minds, touching hearts, training hands for Jesus.

Every effort has been made to keep this handbook up to date. Students are advised, however, that handbook provisions do not constitute the entire contract between a student and Midland, and that attendance at Midland is a PRIVILEGE and NOT A RIGHT. This includes student participation in extra-curricular, non-academic activities such as, but not limited to, class trips and graduation exercises. The School Board and Administration reserve the right to make any verbal or written changes that are warranted during the school year. These changes are as binding as those published in this handbook.

Midland Adventist Academy

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"In the highest sense the work of education and the work of redemption are one, for in education, as in redemption, 'No one can lay any foundation other than the one already laid, which is Jesus Christ.'" 1 Corinthians 3:9

- *Education*, p. 30

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Overview

Welcome to Midland Adventist Academy

We are delighted to have your son or daughter as a student here at Midland Adventist Academy (Midland). We feel that attending Midland will result in eternal values that will glorify God. As in all partnerships, we will need mutual trust and timely communication. Please feel free to call the principal or a teacher if you have a question or concern.

Midland provides a place where young people may gain a friendship with Jesus and be equipped for service and ministry to others. These values are taught in an atmosphere where spiritual growth and academic excellence are nurtured. Each student's success is important at Midland. We pray that the Lord will use Midland to be a great blessing to you and your family.

True education means more than the pursuit of a certain course of study. According to the book *Education*, page 13:

- It has to do with the whole being and with the whole period of existence possible to man.
- It is the harmonious development of the physical, the mental, and the spiritual powers.
- It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.

The Midland Mission, Vision, and Core Values

“Teaching minds, touching hearts, training hands for Jesus.”

Our Vision - through an ongoing partnership with parents we will be:

- *Teaching minds* by providing a rich academic environment presented through a Biblical worldview that challenges students to strive for excellence.
- *Touching hearts* by providing a spiritual setting that encourages each student to choose to become a follower of Jesus, and to be committed to the distinctly Christ-centered beliefs of the Seventh-day Adventist Church.
- *Training hands* by providing first-hand experiences that will lead students to choose a lifestyle of service to one's family, school, church, and community.

Core Values - the core values of Seventh-day Adventist Education are:

Christ-centered – Adventist schools demonstrate that the influence of the life and teachings of Jesus Christ permeates every aspect of the school program.

Character – Adventist educators and students reflect a Christ-like character including: love, self-sacrifice, compassion, grace, honesty, and integrity.

Commitment – The school community fosters an acceptance and demonstration of personal commitment to Jesus Christ, the church, and fellow human beings.

Excellence – Adventist education is characterized by a commitment to achieving the highest levels of quality in every aspect of the school's program.

Knowledge – Adventist educators are committed to infusing spiritual development with knowledge in an academic environment that allows students to reach their maximum potential.

Accessibility – Seventh-day Adventist Christian education is accessible and affordable for all who are willing to make Christian education a sacrificial priority.

Diversity – Adventist schools promote respect for the diversity found in God's creation including differences in economic status, capabilities, social backgrounds, ethnicity, physical attributes, gender, and religion.

Relationships – Adventist educators are committed to developing positive relationships with all members of God's family by living a caring, loving lifestyle.

Service – Following Christ's example, administrators, teachers, students, and the larger school family model a pattern of lifelong service to God and to humanity.

Wholistic – Adventist schools provide an education that emphasizes developing the physical, mental, social, and spiritual abilities as a preparation for living a positive, happy life on this earth as well as throughout eternity.

History

In 1970, the New Haven Seventh-day Adventist School in Overland Park, Kansas and the First Seventh-day Adventist School located on 18th Street in Kansas City, Kansas, were consolidated to form Midland Adventist School; a 1-10 grade school. Located on 88th Terrace in Overland Park, the school used a building that was originally a radio station.

In 1980, Midland Adventist School moved to its present location in Shawnee on Maurer Road, east of I-435. This 44-acre site includes woods and a pond. Grades 11 and 12 were added consecutively in 1996 and 1997, and the first senior class graduated in May 1998. Midland is currently a co-educational K-12th grade school complete with a gymnasium, library, science lab, computer center, and a cafeteria, as well as athletics and music programs. Midland offers a Christ-centered curriculum to approximately 150 students.

Who We Are

Midland is owned and operated by the Kansas-Nebraska Conference of Seventh-day Adventists, and the following constituent churches: Chapel Oaks SDA Church, New Haven SDA Church, and the West Lenexa SDA Church.

Midland is accredited by the following accrediting bodies:

- the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc.
- the National Council for Private School Accreditation

We are also a member of KAIRS (Kansas Association of Independent and Religious Schools)

Our Philosophy of Education

Midland Adventist Academy believes in a Creator God that made man and the universe. He is the giver and sustainer of all that exists. Because sin marred His original plan, our Father God put a plan in place which required the death of His Son to redeem us back to our original nature so that we might someday spend eternity with Him. With this as the philosophical foundation of our beliefs, the school endeavors to provide a learning environment that will lead each of our students to recognize their God-given potential intellectually, physically, spiritually and socially.

We recognize that God is the source of all moral value and truth and we encourage our students to commit to a lifestyle that will honor God and the Seventh-day Adventist church. This combination is what makes Midland different.

Faculty and Staff

Kelsea Allen, B.S.
Mathematics

Jonathan Borne, M.S.
Science

James Brazeal
Custodial Director

Jenny Cote
Accounting Assistant

Kristie Deutsch, B.S.
Life Skills

Darlene Fairchild, A.S.
Registrar / Office Manager

Greg Hallock, M.A.
7th & 8th Grade

Trudy Hoffman, M.Ed.
3rd & 4th Grade

Steven Hutchison, M.Mus.Ed.
Music

Tristan Karr, M.Ed.
History/Government/Religion

Dan Kittle, M.Div.
Principal

Tracy Kreiter
After-school Care

Marilyn Murphy, M.Ed.
Kindergarten

Dorothy Pearson, M.A.
Language Arts / Technology

Dan Perry, B.A.
5th & 6th Grade

Judy Prosser, B.A.
1st and 2nd Grade

Keely Rincon, M.S.
3rd & 4th Grade

Rena Saggia
Cook

Kyle Smith, B.A.
Religion

Anthony Whitlow, B.A.
Chaplain

TBD
Physical Education

General Information

Non-Discrimination Policy

Midland admits students of any race, color, ethnic background, sex, or national origin to all the rights, privileges, programs and activities generally accorded or made available to its students. Midland makes no discrimination on the basis of race, color, ethnic background, sex, or national origin, in administration and education policies, application for admission, scholarships, or extra-curricular programs.

In its admission practices Midland Adventist Academy does not discriminate on the basis of sexual orientation, but does discriminate on the basis of sexual misconduct, which includes but is not limited to non-marital sexual misconduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Midland Adventist Academy and the Seventh-day Adventist Church.

Entrance Age

Students who are five years of age on or before August 31 of the current school year may be admitted to Kindergarten.

A copy of each kindergarten student's birth certificate must be included with the application.

Student Accident Insurance

Midland has purchased School Time Accident Coverage that will provide coverage during the hours and days when school is in session, and while the student is attending school-sponsored and supervised activities. This is secondary accident insurance and that means that the parent's insurance is primary. Complete information, including coverage and exclusions, will be provided at the beginning of the school year.

Materials Necessary for Enrollment

Prior to or at registration, the following items should be presented:

1. Completed Application form.
2. Consent-to-Treat form.
3. Image Release form.
4. Birth certificate. A photocopy will be placed in the student's academic file.
5. Proof of Immunization. This is required by the State of Kansas to attend school.
6. A medical report from a physician must be submitted for all new students enrolling at Midland for the first time OR students entering grades 4 and 9. Any special conditions existing which would exclude a student from normal school activities or from physical education class should be so stated. (In order for students to remain in school, medical reports must be on file within 30 days of the student's first day of school)
7. Students transferring from other schools will be accepted on probationary status until official records and/or transcripts have been received by the school office.
8. Payment of all past due accounts owed to Midland or other Seventh-day Adventist church schools. Any exceptions to this policy require approval of the finance committee.
9. Documentation of hearing/vision screening within past the past three years.

Parental Information

Length of the School Day

Students arriving between 7:30-8:00 a.m. must use the cafeteria entrance. We do provide morning supervision beginning at 7:30 a.m.

Students are not to be dropped off at Midland before 7:30 a.m.

Classrooms open:	8:00 a.m.
School begins:	8:10 a.m.
Dismissal Monday-Thursday:	3:20 p.m.
Dismissal Friday:	1:30 p.m.

After-School Hours

1. At 3:20 p.m. Monday-Thursday and 1:30 p.m. on Friday, all elementary students will be escorted outside to the front of the school building by their teachers until their ride arrives.
2. Elementary students remaining after 3:35 p.m. on Monday-Thursday and 1:45 p.m. on Friday will be brought back into the building to wait in the hall for their ride.
3. On days when the weather does not permit elementary students to be outside, the students will wait in the elementary hall for their ride.

Please remember that our staff members are busy and the time after school is very valuable for faculty meetings, meeting one-on-one with students needing extra help, parent conferencing, and planning and preparing for the next school day. Therefore, it is important that parents are prompt when picking up their children from school.

Please be prompt about picking your child up by 3:50 p.m.

Students remaining at school after 3:50 p.m. will be placed in after-school care. (see page 55)

Office Hours

The Midland office will be open from 8:00 a.m. to 4:30 p.m. except on Friday when the office will close at 2:30 p.m. Appointments outside of these hours may be arranged by calling the school at (913) 268-7400.

Medications

If it is necessary for a student to take medicine during the school day, it must be left in the office with the school secretary. Proper pharmaceutical labeling and identification under a current date must be evident on the container. The parent must complete a signed instruction note detailing the appropriate schedule for administering the medication.

Liability requirements do not allow the school to provide any non-prescription medication (aspirin, Tylenol, over-the-counter cough medicine, etc).

Teacher Availability for Parent Meetings

If you need to meet with a teacher outside of regularly scheduled conference times, please make arrangements with the teacher for an after-school meeting. Due to supervision responsibilities and staff worship, teachers will not be available to meet before school.

Student Safety

Ensuring the safety of students is a high priority at Midland. Every employee and volunteer who works with children in any Kansas-Nebraska Conference owned and operated institution is required to complete the Shield the Vulnerable training and background checks once every three years. If you plan to volunteer at Midland, please stop by the school office to arrange for your background check and training session, or provide proof that you have already received training in the past three years.

As mandated by Kansas law, Midland administrators and teachers who have reasonable cause to suspect child abuse or neglect, shall make an oral report to the proper authorities that will be followed by a written report within 72 hours.

Hot Lunch

Hot lunch will be served daily. Parents / students may purchase a meal ticket punch card for 10 meals at a cost of \$37.50 (@ \$3.75 per meal). Cards may be purchased with cash or check. These punch cards will be kept in the office and used only at lunch time.

HOT LUNCH?

Hot lunches will not be served until after Labor Day or during the last week of school.

First Aid

Parents will be notified if a student's injury or sickness warrants notification. If your child has a fever or symptoms of illness, DO NOT send them to school. As we work closely together in school, bacteria and germs are easily spread. Should a student become ill at school, the student should be picked up as soon as possible, both for the student's protection and that of their fellow students.

Emergency Closing Information

Midland administration will communicate school closures due to severe weather via **RenWeb's** Parent Alert system and via our local television station, channel 9. If the local school district where you live is closed, an excused absence will be given.

Emergency Drills

Fire drills will be conducted each month, lockdown drills once per semester, and tornado drills a minimum of three times during the school year. Students will be instructed by their teachers regarding the procedures to follow during the emergency drills. The person responsible for getting the non-ambulatory student(s) out of the building is the classroom teacher, with the assistance of the school principal or his/her designee. Exit routes and designated meeting points for any non-ambulatory students are the same as for the other students.

Parent / Teacher Conferences

The faculty and administration welcome the opportunity to confer with parents concerning their student's welfare and school activities. Parent / Teacher conferences afford an opportunity for parents and teachers to reach satisfactory understandings concerning the student's progress and problems.

Parent / Teacher conferences are scheduled in the fall and spring of each school year. Parents are urged to meet the regularly scheduled appointment and to request other appointments if the need arises.

Visitors

Parents are encouraged to visit the school and their child's classroom while school is in session. Please call ahead to schedule your visit. Children under school age, or students enrolled in another school may visit Midland when prior arrangements have been made with the principal and teachers involved. Arrangements must be made 24 hours in advance of the visit. Visitors will need to check in at the office when they arrive.

Conflict Resolution

The best interest of your child is our priority but we also recognize that a conflict may arise. When that occurs, a grievance procedure has been established in accordance with Matthew 18:15.

The following steps of action are:

1. First, contact the teacher.
2. If needed, contact the principal.
3. If needed, contact the School Board chair.
4. If needed, contact the KS/NE Conf. Superintendent of Education.

School Bus

School bus services are available for a fee (see Financial section on page 55). Pickup will be at the SMMC Child Care Center at 7:40 a.m. The drop-off after school will be at SMMC Child Care Center Monday-Thursday at 3:45 p.m. and on Friday at 1:55 p.m.

Academics

Acceleration

Acceleration is generally not encouraged, but with an increased emphasis on instruction that meets the unique learning styles of each student, sometimes it becomes desirable to allow a student to complete the required course work in less than the traditional number of school years.

All requests for acceleration must be made with the principal by May 1 preceding the school year desired for acceleration. Approval must be secured by the Academic Standards Committee, and must meet the requirements of the Mid-America Union Code of Education and the Kansas-Nebraska Conference code of education.

Academic Placement

The school reserves the right to give entrance and qualifying tests as may be deemed advisable. The result of such tests may be used in placing the student in a study program where he/she may do their best work. Transfer students may be temporarily assigned while teachers gather appropriate placement information.

Class Placement - Academy

Specific requirements for class placement are as follows:

1. **Freshman class:** students who have completed the eighth grade satisfactorily, have been promoted to grade nine, and who have signed up for required freshman classes as outlined in this bulletin.
2. **Sophomore class:** students who have completed the ninth grade by earning at least 55 semester periods of credit and who have signed up for required sophomore classes as outlined in this bulletin.
3. **Junior class:** students who have completed the tenth grade by earning at least 110 semester periods of credit and who have signed up for required junior classes as outlined in this bulletin, as well as enough additional classes to complete 165 semester periods by the end of the school year.
4. **Senior class:** students whose class load and scholarship permit graduation by the end of the school year. Graduates shall have completed four years in a regular program of studies or an approved acceleration program.

Freshman - 8th grade graduate

Sophomore - 55+ credits

Junior - 110+ credits

Senior - 165+ credits

Student Retention

When a student demonstrates to the school staff and to the parents or legal guardians evidence of unsatisfactory academic, emotional, chronological, or social readiness or growth, he/she may be considered for retention. Unsatisfactory academic progress may be defined as earning a composite score on a standardized achievement battery which places him/her within the first stanine.

An intervention plan, approved by the office of education, must be implemented prior to February 1. The intervention plan should be developed by the teacher, in consultation with the student's parents and the office of education. The intervention plan should include a description of desired student learning to occur over a recommended time frame. A written request for retention of the student must be submitted to the office of education by May 1. Written approval from the office of education must be on file at the school.

Correspondence / Summer School

Midland will not accept correspondence (or summer school credit) taken by any student in residence unless the work has been previously approved by the Academic Standards Committee. Correspondence or summer school work may not be taken in lieu of regular courses offered by the school but may be used to enrich the student's program. All correspondence courses must be completed by the end of the first semester of the graduating year.

Home Based Education

Families applying to Midland Adventist Academy who have had their children in home-based education should contact the registrar as early as possible. Typically, a portfolio of completed work will need to be submitted before a prospective student's class standing can be determined. To help determine class placement, a placement test will be administered to the student. Test scores must be in the 70% to 80% range in order for a student to be placed in that grade.

Scores from standardized achievement tests may also be needed. Since there are a wide variety of home school programs, credits will be determined on a case-by-case basis by the Academic Standards Committee working in close consultation with the parents.

Final Examinations

Final exams must be taken at the times scheduled, except in a case of illness or other serious unforeseen circumstances. A student who withdraws without taking a final exam will be issued a withdrawal grade.

Code of Academic Integrity

Academic integrity is a very important part of the educational process at Midland Adventist Academy. It defines a student's moral character, and is essential for the development of the whole person within a Christ-centered learning environment. Academic integrity is an important component of our school's moral character, and will be upheld by students in all of their class assignments at all times. It is fundamental in creating an academic and spiritual climate of mutual trust where honesty and respect prevail. Without integrity, we dishonor God by become a stumbling block to others.

The following examples of scholastic dishonesty are meant to be instructive and informative, rather than exhaustive. A range of consequences follows that will be taken for scholastic dishonesty.

Cheating - To dishonestly access answers for use on an academic assignment, quiz, or test. It can also include submitting another student's work as your own or allowing another student to complete your assignment.

Examination Behavior - Any use of external assistance during an examination shall be considered academically dishonest unless expressly permitted by the instructor. The following are considered unacceptable behavior:

- Communicating in any way with another student during an exam
- Copying material from another student's examination
- Allowing another student to copy from one's examination
- Using unauthorized notes, cheat sheets, or answers written on the desk, person, etc., calculators or other electronic devices
- Obtaining a copy of the examination in advance without the knowledge and consent of the instructor
- Changing academic records outside of normal procedures and/or petitions.

Fabrication - Any intentional falsification or invention of data or citation in an academic exercise will be considered a violation of academic integrity. The following are examples of academic dishonesty involving fabrication:

- Inventing or altering data for a lab experiment or field project.
- Resubmitting returned and corrected academic work under the pretense of grader evaluation error, when the work has been altered from its original form.
- Using a paper or essay in more than one class without the instructor's express permission.
- Changing academic records outside of normal procedures and/or petitions.

Facilitating Academic Dishonesty - This includes knowingly allowing another student to copy your work or use your work in a dishonest academic manner. It would also apply to one student actually doing the assignment for another student. Such students are as guilty of violating academic integrity as their recipients.

Plagiarism - Unacknowledged submission of another's professional work as presumably one's own is plagiarism. These are examples:

- Submitting a paper written by or obtained from the Internet, another student, or other source
- Directly copying a paper or portion of one without proper attribution
- Using another person's ideas w/o properly recognizing the source.
- Changing the wording of a document is still a form of plagiarism.

Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school's mission and expectations for students, and will not be tolerated at Midland Adventist Academy.

Violation of U.S. copyright laws - This occurs when a person creates and/or uses unauthorized copies of software, videos, songs or printed materials that are protected by copyright. Note that there are some circumstances where material may be used for instructional use only.

Unauthorized Access to Computerized Administrative or Academic Records or Systems - This includes viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

Consequences for Breach of Academic Integrity

Handling such violations will initially be at the discretion of the classroom teacher, upon consulting with school administration. Discipline will be based on individual teacher policy and the severity of the incident. Additional consequences may be imposed by the school administrator as warranted.

Potential consequences may include:

- A grade reduction on the assignment/exam in question.
- A grade of zero (0) for the assignment/exam in question with no opportunity to make up that work in any way, including extra credit work.
- If the severity of the situation merits it, the student shall be given a grade of F for the quarter of the course in which the offense occurred.
- The Discipline Committee reserves the right to administer additional appropriate consequences when deemed necessary.

Evaluation of Student Progress

The school year is divided into four quarters of approximately nine weeks each. Grade reports are issued at the close of each quarter.

Elementary parents will receive progress reports throughout the nine weeks period according to the teacher's policy. Parents of students in grades 3-8 will be able to access their student's grades anytime and anywhere through **ParentsWeb**, which is part of our student management information system. Teachers will update student grades on a weekly basis. Yearly report cards are placed in cumulative student files for grades K-8.

In grades 9-12, grades are calculated using percentage points and are then converted into letter grades. Only semester grades are recorded on the official transcript.

High school parents will be able to access their student's grades anytime and anywhere through **ParentsWeb**, which is part of our student management information system. Teachers will update student grades on a weekly basis. Parents will also receive progress reports on a quarterly basis.

Academic Probation

Midland believes that a partnership between parents and teachers is important to the overall success of each student. In an effort to provide every opportunity for your student's academic success, parents can easily access grades through **ParentsWeb**. Every two weeks, students who have two Ds, an F, or an unexcused Incomplete will be placed in Academic Intervention Study Hall (AISH) until improvement is reflected. A notice will also be sent home.

AISH is an after-school, one-hour study hall that meets one night a week. Students will have the opportunity to work directly with teachers to receive extra help. AISH notices will be given out at the beginning of the week during each three week period.

Parents who prefer that their child be excluded from attending the Academic Intervention Study Hall program may sign a waiver that will excuse them. Parents will be notified if their student fails to attend AISH without parent permission.

Some teachers may request that a student meet with them twice a week or more. Teachers will contact the parent to make special arrangements if more "help" time is needed.

Academy/High School Grade Point Values

The following system of grading and grade point values is used. If a student repeats a course, GPA is figured on the higher grade achieved.

LETTER GRADE	GPA VALUE	PER CENT
A	4.00	93-100
A-	3.67	90-92
B+	3.33	87-89
B	3.00	83-86
B-	2.67	80-82
C+	2.33	77-79
C	2.00	73-76
C-	1.67	70-72
D+	1.33	67-69
D	1.00	63-66
D-	0.67	60-62
F	0.00	0-59

Honor Roll

Midland recognizes scholastic excellence. Students in grades 9-12 will be recognized at the end of each grading period as follows, and their names will be published on Midland's website.

GRADE	HONOR
3.90 - 4.00	Principal Scholar
3.70 - 3.89	High Distinction
3.50 - 3.69	Distinction
3.00 - 3.49	Honors

Academy students who maintain a 3.90-4.00 average, based on the first three quarters of the academic school year, will be eligible to participate in the Principal's Discretionary Day. This will be a special off-campus day planned by the principal.

Testing

Each year the Iowa Assessment Test is administered to students in grades 3-11. These tests measure each student's scholastic achievement in language skills, reading, mathematics, social studies, and science.

PSAT and ACT test dates and fees are scheduled and set by their respective administrations. The PSAT will normally be given to the Junior class, while the ACT is administered three times during the school year and is available to all high school students. Test results will be made available to the parents. Those taking the ACT test will need to pay their fee to, and register directly with, the ACT organization.

Remedial Program

While Midland is receptive to all student applicants, acceptance may be denied to applicants who require extensive specialized educational resources to meet their behavioral or academic needs.

Further, while recognizing the financial inability of the constituency to support a strong program of special education, every effort will be made to utilize established service programs available within the community. Communication will be developed and maintained between Midland and local service agencies.

Student Records

Student records are maintained in the registrar's office. Student cumulative records will be issued to another school at the written request of the student's parent or legal guardian. Student records will not be sent if the student has an unpaid account. Student records should be requested from the registrar at Midland.

For information on transcript requests, see the Transcript Fee section on page 55.

Course of Study

Grades K through Eight

Each child is assigned to a specific teacher and classroom. However, students may be regrouped for specific instructional purposes. An essential skills list will be available to parents outlining the curriculum taught in each classroom. Each year the following content and skill areas are emphasized:

- Religion
- Math
- Social Studies (history/geography)
- Language Arts (reading/spelling/phonics/grammar/library)
- Physical Education
- Technology
- Science
- Fine Arts

Grades Nine through Twelve

Midland uses a semester point system where a 200-minute-per-week class equals 10 semester period units per year. A minimum of 240 semester period units are required for graduation, with a minimum of 260 units for a College Prep diploma.

Course Load

Students enrolled in grades 9-12 are required to take a program of at least FIVE credit classes each semester regardless of how many credits have already been earned.

Class Changes – Adding / Dropping a Class

Students desiring to add a class to their schedule after the first day of school may do so only with approval of parents and the Academic Standards Committee. Changes in registration for adding a course may be made only during the first two weeks of each semester. Students may NOT drop a required class WITHOUT permission from the teacher, parents, and administration.

Students desiring to drop a non-required class must obtain a drop slip from the registrar's office. Students will have the first four (4) weeks of a semester to withdraw from a class without having it recorded on their transcript. Classes dropped after the fourth week will receive a WP (*withdraw pass*) or WF (*withdraw fail*) depending on the grade in the class at the time of withdrawal. Any exceptions to this policy must be made through the principal.

Senior Trip Eligibility

Senior trip is a privilege of the senior class. Midland reserves the right to determine if a senior will not participate in the senior trip according to the following criteria:

- Uncompleted class work
- Major discipline issues
- Poor attendance record

Commencement Eligibility

To be eligible to participate in commencement services, seniors must adhere to the following criteria:

- Be a full-time student at Midland during their senior year
- Complete all graduation requirements
- Remove all deficiencies by the end of the first semester of their senior year
- Complete all community service hours

Senior Graduation Requirements

Each student who completes the graduation requirements will receive a diploma. A student who has attended the required number of classes for graduation may receive a certificate of completion. This certificate is based on attendance along with a recommendation from the Academic Standards Committee.

College Prep Diploma

Subject	Units	Must Include
English	40 Units	
Math	30 Units	10 Algebra I 10 Geometry 10 Algebra II
Science	30 Units	10 Physical Science / Earth Science 10 Biology 10 Chemistry
Religion	40 Units	5 units for each semester at an SDA secondary school
Social Studies	35 Units	10 World Geography 10 World History 10 US History 5 Government
Practical / Technical Ed.	20 Units	15 Technology 5 Life Skills
Fine Arts	10 Units	
Physical Education	20 Units	2.5 units for each semester at an SDA secondary school
Foreign Language	20 Units	
Health	5 Units	
Electives	10 Units	May select from Advanced Math, A&P, or Physics
Total	260 Units	

High School Diploma

Subject	Units	Must Include
English	40 Units	
Math	30 Units	Including algebraic and geometric concepts
Science	30 Units	Physical, biological, and earth & space science concepts, and which shall include at least 10 units as a laboratory course
Religion	40 Units	5 units for each semester at an SDA secondary school
Social Studies	35 Units	10 World Geography 10 World History 10 US History 5 Government
Practical / Technical Ed.	20 Units	15 Technology 5 Life Skills
Fine Arts	10 Units	
Physical Education	20 Units	2.5 units for each semester at an SDA secondary school
Foreign Language	10 Units	Spanish
Health	5 Units	
Electives	Varied	As needed to total 240 units
Total	240 Units	

Course Selection Guides (9-10)

9th Grade**SP Units**

Religion I	10
English I	10
Algebra I	10
Physical Science	10
Technology I	10
World Geography	10
Physical Education	5
*Art	5
*Band	5
*Choir	5
*Diversity	5
Community Service	15 hours / semester

10th Grade**SP Units**

Religion II	10
English II	10
Geometry	10
Biology	10
World History	10
Technology II	10
Physical Education	5
*Art	5
*Band	5
*Choir	5
*Diversity	5
Community Service	15 hours / semester

*These electives may be offered based on student and Staff availability

Course Selection Guides (11-12)

11th Grade SP Units

Religion III	10
English III	10
*Algebra II	10
*Chemistry	10
US History	10
Spanish I	10
Health	5
Healthy Lifestyles (PE)	5
Life Skills	5
*Art	5
*Band	5
*Choir	5
*Diversity	5
Community Service	15 hours / semester

12th Grade SP Units

Religion IV	10
English IV	10
*Advanced Math	10
*Anatomy & Physiology	10
*Physics	10
Spanish II	10
Government	5
Physical Education	5
*Art	5
*Band	5
*Choir	5
*Diversity	5
Community Service	15 hours / semester

*These electives may be offered based on student and Staff availability

High School Course Descriptions

English

English I – A course providing studies of reading, writing, and grammar skills. Students will study the use of the library, paragraph development, sentence structure, the process of composition and good literature. Students will study the development of term papers, letter writing and speech. (Units 10, Semesters 2)

English II – Survey of World Literature: In this course, students will read and respond to a mixture of culturally diverse classic texts in the forms of drama, short story, and fiction. Writing and grammar activities are integrated within the literary curriculum as well as fundamental presentation and verbal skills. Research and literary analysis assignments will stress the demonstration of original thought and how to avoid plagiarism. (Units 10, Semesters 2, Prerequisite: English I)

English III – Survey of American Literature: This course is a companion to the United States History class and looks at the major authors, ideas, movements, and trends that helped shape American culture from the discovery of America to the present. Students will read a variety of genres, including short stories, poetry, drama, autobiography, as well as political literature. In addition, they will be given the opportunity to improve their writing and presentation skills through a variety of assignments and activities. (Units 10, Semesters 2, Prerequisite: English I, II)

English IV – Survey of British Literature: This course looks at the major authors, ideas, movements, and trends that helped shape English culture and allowed it to become the strongest of empires for several centuries. The students will conduct literary and inter-disciplinary analysis of selected texts that span the Anglo-Saxon period to the beginnings of the twentieth century. In conjunction with these readings, they will practice their writing and presentation skills through a variety of assignments and activities. (Units 10, Semesters 2, Prerequisite: English I, II, and III)

Religion

Religion I: This course will provide opportunities for students to better understand themselves by interpreting God's interaction with man as seen in the Bible books of Genesis and Matthew. Topics of careful study include: the development of the Bible, origin of sin, family relationships, and the service of Christ. (Units 10, Semesters 2)

Religion II: Included in this course is a comprehensive study of the life and administration of Moses and a survey of Old Testament history from Joshua to Malachi. This is followed by a study of the development of the early Christian Church, the Dark Ages, the Reformation period, the Millerite Movement, and the Seventh-day Adventist Church. (Units 10, Semesters 2)

Religion III: A study of the development of the Adventist church from the early 1800's to the present. Bible doctrines are discussed as part of our relationship to God. (Units 10, Semesters 2)

Religion IV: This course is designed to develop the student's Christian life skills, dedication and reliance on God. Students will be required to participate in church service and community service to further develop their love of worship, personal growth, and service to God and others. (Units 10, Semesters 2)

Social Studies

American History: The study of the settling of America by Europe up to recent events. These developments are studied from a Christian perspective. (Units 10, Semesters 2)

Government: The operations of all branches of the Federal Government are studied. Special emphasis will be given to the Constitution. (Units 5, Semesters 1)

World Geography: A study of land and water forms, as well as countries and major cities. This class will allow the student to better relate to the world and current events. (Units 10, Semesters 2)

World History: A study of the history of man that includes Creation, early Asian empires, ancient Egypt, India, China, Greece, and Rome. It also covers the Byzantine Empire, Islam, the Middle Ages, Europe, Japan, Africa, the Americas, as well as modern era history. (Units 10, Semesters 2)

Mathematics

Algebra I: This course includes the study of signed numbers, factoring, fractions, polynomial expressions, inequalities, functions, systems of equations and graphs, rational and irrational numbers, and quadratic equations. (Units 10, Semesters 2)

Algebra II: This course covers real numbers, equations, graphing, inequalities, polynomials and factoring. (Units 10, Semesters 2. Prerequisite: Algebra I with at least a C grade OR teacher permission)

Geometry: This course studies the nature of deductive reasoning, congruent triangles, parallel lines, similar triangles, trigonometry, circles, and coordinate geometry. (Units 10, Semesters 2. Prerequisite: Algebra I)

Advanced Math: This course will include a review of the math studied thus far in high school. It will introduce the student to higher mathematics, and include an ACT review. (Units 10, Semesters 2. Prerequisite: Algebra II with at least a C grade OR permission from the teacher)

Science

Anatomy and Physiology: The class is an introductory study of the structure and function of the human body. The focus will be learning the basics of each system and developing an understanding of diseases and discoveries related to each system. (Units 10, Semesters 2, Prerequisite: Biology, Chemistry)

Biology: This introductory life sciences class includes laboratory experiences and explores such topics as botany, zoology, genetics, microbiology, human physiology, and ecology. Special projects required. (Units 10, Semesters 2)

Chemistry: This is a study of the molecular structures we know thus far in our existence. We will look at their individual and bonded compositions. This class will have a lab element to help enhance the understanding of the lecture material. (Units 10, Semesters 2, Prerequisite: Algebra I, currently enrolled in a math class)

Physical Science: The focus of this class is providing the student with a basic understanding of the principles guarding our universe from a physics viewpoint. In addition, we will study earth science and basic chemistry. (Units 10, Semesters 2)

Physics: In this class we will learn how matter and energy relate. This class will have a lab element to apply and expand the lecture material. (Units 10, Semesters 2. Prerequisite: Algebra II with at least a C grade, or permission of the instructor)

Practical Arts

Life Skills-Career Education: Students will learn how to succeed in the world of work by researching careers and developing an individual career plan. The class will explore how to find a job, which includes creating a resume, interviewing, beginning a new job and workplace ethics and relationships. (Units 10, Semesters 2)

Technology I: Students will learn the use and applications of MS Word, PowerPoint, basic desktop publishing, digital photography, and basic internet operations as it relates to educational and business activities. Blogging will be a key integrated component of the course. Study skills and using technology to advance one's educational prospects will be covered in the first quarter. (Units 10, Semesters 2)

Technology II: Students will use a variety of equipment and technical considerations in multimedia productions. They will produce the school yearbook, simple slide shows, dynamic digital videos, digital stories, podcasts, and blogs. Topics covered include camera composition, lighting, action filming, interviewing, editing, and sound in conjunction with the use of various software programs. (Units 10, Semesters 2)

Physical Education/Health

Physical Education: Students will develop a healthy level of physical fitness through participating in various team and individual sports, games, and fitness activities. They will develop proficiency in motor skills while learning fundamental rules, concepts, safety, and sportsmanship. They will also develop personal fitness programs and log their progress. All students will be expected to appreciate and respect individual differences and ability levels by demonstrating Christian sportsmanship. (Units 5, Semesters 2)

Health: Students will understand that their body is the temple of the Holy Spirit. They will learn how to make healthy choices through nutrition, exercise, and disease prevention. They will also appreciate the importance of appropriate relationships and social issues in regards to physical and spiritual health. Students will be able to apply these basic health principles by living lives of service to God and others. (Units 5, Semesters 2)

Foreign Language

Spanish I: Provides an introduction to the language of the Spanish-speaking world. The basic objectives are an introduction to grammar and present tense verb conjugation. (Units 10, Semesters 2)

Spanish II: A more complete study of Spanish in which students attain an acceptable degree of proficiency in the skills of listening, speaking, reading, and writing. (Units 10, Semesters 2. Prerequisite: Spanish I)

Fine Arts

Art: This art course will focus on the study of the elements (line, shape/form, color, texture/pattern, space) and principles (balance, rhythm, unity, contrast, emphasis) of design and how they relate to each other in a composition. Students will be introduced to a variety of media through two-dimensional and three dimensional approaches to creating and responding to visual arts. (Units 5, Semesters 2)

Band: Band is open to students who wish to develop skills in instrumental music playing. Students will learn band music of various types. Practice outside of band sessions will be required. Enrollment in this course means that the student will have to meet some performance appointments on weekends. (Units 5, Semesters 2)

Choir: This musical organization provides choral instruction and performance for students interested in developing, enhancing, and enjoying their musical skills. Members must be willing to meet some performance appointments on weekends. (Units 5, Semesters 2)

Diversity: Diversity is Midland's select choral ensemble comprised of auditioned choir members. Students interested in auditioning must be enrolled in choir during the current school year. This course requires participation in several additional performances throughout the year and meets weekly after school. (Units 5, Semesters 2)

High School Student Life

Leadership Opportunities

In order to encourage student leadership, recreational enjoyment, and school spirit, Midland sponsors and encourages various types of organizations and student activities. These organizations include:

Student Association: The SA is the major student organization on campus. SA is responsible for planning various events throughout the school year. Some of these events include, but are not limited to, elections, spirit days, SA banquet, school picnics, and Student Week of Prayer.

Class Organizations: Grades 8-12 will be allowed to organize and select class officers to plan various activities throughout the school year. All class activities must be approved by Midland's faculty. The principal or class sponsor will meet with the class to assist in this process.

Varsity teams: Midland students may participate in boys' and girls' varsity basketball, boys' and girls' cross country, and girls' varsity volleyball (see Athletic Policy, p. 34 for team membership).

Yearbook: The school yearbook is published each year by Midland. Students are needed to work together and produce this book.

Requirements to Hold Office

To be eligible to hold a student office, the student must meet and maintain the following conditions:

1. A 2.50 grade point average. One D is permitted but no F's.
2. A 2.50 grade point average. No D, F or Incomplete grades for major offices (SA and class President, Vice President, and Yearbook Editor).
3. Have no major discipline actions involving probation or suspension.
4. Major SA offices may only be held by upper classmen.

Extra/Non-Curricular and Home School Participation

Midland participates in an inter-scholastic varsity sports program and other extra-curricular activities. Participation choices may include:

- boys' & girls' junior varsity and varsity basketball
- boys' & girls' varsity cross country
- girls' junior varsity & varsity volleyball
- boys' varsity soccer
- co-ed gymnastics

All participants (athletes, team managers, and helpers) must maintain a 2.0 GPA or higher and cannot receive an incomplete, an F, or more than one D on the most recent quarter grade report, or they will be ineligible to participate.

All participants, athletes, team managers, and helpers are required to ride in school transportation or with their own parents to away games and off-campus activities.

If a student is not in attendance in all classes on game day, or leaves school on game day because of illness, the student is not eligible to play on that day, unless approved by administration (i.e. doctor or dentist appointment, etc.). If a student has an unexcused absence the day following a game or activity, he/she shall be ineligible to participate in the next game or activity.

To view our athletic handbook which includes fees and athletic policies, visit our website at www.midlandacademy.org. A copy may also be obtained from the athletic department.

Field Trips

Field trips and out-of-school activities of an educational nature are encouraged. Parental permission is required for field trip attendance. Students are expected to participate in follow-up activities. It is important to remember that all school guidelines, including dress code, are in effect when off campus for these trips.

Trip Policy

The latest edition of the Mid-America Union Conference Education Code will be used to determine the number of days available for off-campus trips. Overnight trips out of our local Conference or Union must be approved by the Midland School Board and the Kansas / Nebraska Conference Board of Education.

Computer and Internet Acceptable Use Policy

The Intranet and related equipment at Midland is designed to support learning and enhance instruction. All computer equipment is the property of Midland and is to be treated with the same respect and care as all other school property. The MAA Intranet and related equipment is considered another form of communication between people and as such is subject to the same rules as other forms of communication at Midland as defined in the school handbook.

The MAA Intranet does **allow** access to the World Wide Web. The Internet will be used by students to research assigned classroom projects. Content from the internet is filtered. Total screening is not guaranteed. If anyone accessing the Internet through the MAA Intranet encounters a site containing objectionable material, the offending web site should be immediately reported to a Midland staff member for blocking. It is the policy of Midland to allow all students access to the Internet without staff supervision.

A responsible user **will not:**

- Send or display offensive messages or pictures
- Use impolite, abusive or obscene language
- Harass, insult, or attack other students (cyberbullying)
- Intentionally bypass filtering
- Damage computers, computer systems or computer networks
- Violate copyright laws
- Trespass in another's folders, files or work
- Intentionally waste system resources
- Use the network or equipment for illegal or commercial purposes
- Use another's password or account.

Failure to adhere to the policy and guidelines for the use of the MAA computer network will result in the loss of access privileges for a period of time equivalent to one school semester for the first offense. A second offense will result in the loss of access privileges for the rest of the school year. Midland reserves the right to monitor all network activity including the examination of any file contained in the MAA computer network.

Community Service

All high school students are required to complete 30 hours of community service each school year. The service requirement must be completed by the last day of school. Credit points for community service will be reflected in their Bible grade.

Leaving Campus

Midland has a “Closed Campus Policy” and therefore students are not allowed to leave campus during the school day for any reason without their parent’s and the principal’s authorization. If a student has been given permission to leave the school during school hours, the student must sign out in the school office. Upon returning, the student must sign in at the school office.

Student Vehicles

Students who drive vehicles to school will park them in student parking (south parking area just after entering the school driveway). Student-driven vehicles ARE NOT TO BE USED FOR ANY PURPOSE DURING SCHOOL HOURS. If it becomes necessary for a student to use their vehicle during school hours, the student must be given permission by their parent and the principal. Student vehicles may not be used for transportation during school functions.

Unsafe driving practices will result in loss of the privilege of having a vehicle at school.

Student Guidelines

Since Midland was established for students who desire a Christian education, it is expected that all who attend will conform to certain standards as taught and upheld by the Seventh-day Adventist denomination. The privilege of attending Midland is dependent upon the student's willing cooperation to maintain these high standards of conduct. The school interprets the presence of the student on campus as evidence that he or she has chosen this school because of the way of life it espouses. This type of behavior should be demonstrated both at school and away from campus. Admission is a privilege that entails acceptance of individual responsibility for honor, integrity, and self-discipline.

It should be understood that school guidelines fall under three basic underlying principles. These principles are:

1. God's laws of right and wrong.
2. Seventh-day Adventist Church standards.
3. General welfare and organizational rules that are not necessarily issues of right or wrong.

Student Conduct Guidelines

Certain types of behavior are not in harmony with the Christian lifestyle and are contrary to the purposes served by Midland. At the first offense of any of the following examples, the student should expect discipline (see Four-Step Discipline Plan on page 44).

1. Actions that are antagonistic and undermine the spiritual and religious ideals of the school. Showing disrespect during chapel or other spiritual related activities.
2. Any actions or language that puts another person down, including, but not limited to, sexist or racial remarks.
3. Any dishonest behavior including theft, cheating, lying, or willful deception.
4. The use of profane, indecent, obscene language, gestures, or literature; indulging in lewd conduct or suggestions.
5. The use, furnishing, or possession of narcotics, unauthorized drugs, tobacco, or alcoholic beverages. This also includes inappropriate use of prescription drugs.
6. The use, handling, or possession of air pistols, firearms, look-alike firearms, firecrackers, knives, flammable devices, or any harmful instruments or weapons.
7. Vandalizing, defacing, or destroying of objects, materials or property belonging to the school.
8. Engaging in, or threatening to engage in physical contact for the purpose of inflicting harm on another person.
9. High school students leaving campus during school hours.
10. Involvement in improper sexual conduct with other persons, including, but not limited to, holding hands and kissing on campus or on school functions. Midland has a "Hands Off" policy.
11. Inappropriate sexual conversation, possession of sexual music, literature, or videos.
12. Making unwanted sexual advances is considered sexual harassment and is against the law. (see Sexual Harassment Policy on page 42)
13. The use of all electronic devices during school hours. (see Electronic Device Policy on page 38)
14. Involvement with the occult, its materials or devices.
15. Gang-related activities or dress.

Any behavior on the part of the student, which is not in harmony with the spirit of Christianity or consistent with the standards of the Seventh-day Adventist Church, will be subject to disciplinary measures even though the specific behavior is not included above. All illegal activities will be reported to the police.

Electronic Device Policy

Personal listening devices such as iPods, MP3 players, portable TVs, CD players, electronic handheld games, and other such electronic devices are not to be seen or used on campus during the school hours of 8:00 a.m.-3:30 p.m. In the event there is a need for these devices to be used during school hours to enhance educational instruction, specific permission will be given to the student by a staff member. (**Example:** using earbuds in the computer lab to download music for a PowerPoint presentation.) Should a student use an electronic device during school hours, it will be confiscated and turned in to the principal. (see Electronic Device Disciplinary Consequences, page 39)

Cell phones are allowed at school, with the following restrictions. If these requirements are not followed, the cell phone will be confiscated and turned into the principal (see the Electronic Device Disciplinary Consequences, page 39).

- Phones must be turned off and may not be seen or used during class time for personal use.
- During times of testing and other student evaluations, teachers may request that students remove their cell phones from their possession, reducing the possibility of compromising test security.
- To facilitate better communication between driver and students, the use of cell phones and other electronic devices will be prohibited while being transported on the school bus.
- Academy students may use cell phones during the lunch period for brief calls. Parents may use this time to leave messages with their students.

**Cell phones are
allowed at school...**

with restrictions!

No class

No test

No bus

Midland reserves the right to search cell phones, iPods, and other electronic devices if there is a suspicion of inappropriate content which could be shared with other students.

Electronic Device Disciplinary Consequences

First offense: The student may retrieve it from the office at the end of the day.

Second offense: The student's parent must come to the office to retrieve it at the end of the day.

Third offense: The student's parent must come to the office to retrieve it at the end of the day and there will be a \$15.00 fine to secure the device OR the student may volunteer five (5) hours of time to help clean after school.

Fourth offense: The student and the parents will meet with the principal to discuss the next course of action. This may include an in-school suspension and/or surrender of the device to the office at the beginning of each day for the remainder of the school year.

Theft

Midland will try, in every case, to protect the student's property. However, Midland is not responsible or liable for the damage, theft, or loss of private property belonging to the students. If something is missing, look through your things thoroughly. If you are unable to locate it, check "Lost and Found."

It is very important for students not to bring valuables or excess money to school. If the student has a locker, it should be locked at all times. Locker combinations must be kept confidential. If a student must bring cash or other valuables to school, they should secure it in the office vault.

Confiscated Items

Items brought to school against policy will be confiscated and will be returned to the parent upon request. Any items not claimed on the last day of school may be disposed of at the discretion of the school administration.

Searches

Lockers used by the students are school property and may be searched by school personnel at any time. When reasonable suspicion exists, a teacher may search the clothing of a student of the same gender. That student's parents will be notified prior to the search. If a parent does not want his/her child searched, he/she should come to school immediately for a conference with the principal. The student in question will remain in the office until the time of the conference.

Dress Code Policy

The philosophy of the Midland Adventist Academy dress code is to promote an appearance that is honoring to the Lord. The Bible tells us that *“man looks at the outward appearance, but the Lord looks at the heart”* (1 Samuel 16:7). God knows our spiritual condition by our hearts, but men see only the physical body and how it is attired. Therefore, it is necessary that those who attend MAA present a neat, attractive appearance as a testimony to the God we serve.

The principles found in 1 Timothy 2:9-10, 4:12, and Titus 2:6-8 teach us the following:

“Appearance is to be modest, decent, and appropriate, not drawing attention to ourselves.”

“...say “No” to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age...”

These principals guide our dress code policy.

Students are expected to wear acceptable, modest clothing to school. All students are expected to adhere to this dress code during school, as well as on field trips and other school-sponsored events. At other activities, such as athletic events, banquets, etc., modesty is the standard that should be followed.

Parents' full support of this dress code is required. You do this by the cooperative attitude you display to students and by seeing that your students dress according to this code.

Areas of dress not mentioned or defined in the below statements will be left to school personnel for interpretation and enforcement. **IF AN ITEM OF CLOTHING RAISES A QUESTION IN YOUR MIND, DO NOT WEAR IT.**

Any portion of the following dress code is subject to alteration by the school board and administration at any time.

Dress code violations will be handled according to the school-wide discipline plan for grades 9-12 (see Student Handbook pages 43-44) and according to the individual classroom discipline plan in grades K-8.

General Dress Code

- Running/basketball shorts, board shorts, sweat pants, or elastic waist athletic/workout pants are **ONLY** permitted in grades K–2. P.E classes are an exception.
- Clothing must be free of words, slogans, phrases, and pictures that do not promote or support the Christian life style and principles. **NO MUSIC/ROCK GROUP SHIRTS ALLOWED.**
- Hats/head coverings or hoody hoods are not allowed to be worn inside the building.
- Jewelry such as bracelets, silicone wristbands, earrings, rings, necklaces, and other jewelry-like accessories are not to be worn. Jewelry may not be worn at banquets, school concerts, and performances on or off campus or other school functions where you are representing Midland.
- No tattoos or body piercings. If tattoos are pre-existing when accepted to Midland they must be covered at all times.
- Clothing that is torn, frayed, has holes, ripped or cut seams should not to be worn.
- No pajama bottoms or leisure/lounge wear.
- Extreme hairstyles and unnatural hair colors are not permitted. Hair must be styled so the eyes can be seen.
- Undergarments (bra straps, boxer shorts) must be covered at all times.
- Shoes must be worn at all time. No house slippers.

Specific to Girls

- The necklines of all shirts/ tops must be high enough to show **no cleavage**. No low scoop or v-cut necklines in front or back.
- No sleeveless or tank top style tops may be worn alone. Shirts must cover the midriff when standing or when arms are raised.
- Shorts length must be at mid-thigh, closer to the knee then the hips when sitting down.
- Skirt lengths must be close to the knee. Skirt may be allowed at mid-thigh **ONLY** if leggings are worn.
- When wearing leggings, tops must cover the 4 B's (*back, belly, butt, breast*)

Specific to Boys

- Pants may not sag below the natural waist line.
- Facial hair should be well-kept and neatly groomed.
- No tank-top style shirts (beaters) may be worn.

Sexual Harassment Policy

Midland is committed to providing a school environment free from sexual harassment for all students. Incidents of harassment should be reported in accordance with these procedures so that school authorities may take appropriate action. Students who sexually harass others are subject to discipline up to and including dismissal.

Definition: Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature which is offensive. It can be spoken, written, or physical behavior. It includes offensive pictures, graffiti and jokes and gestures.

If submission to sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is prohibited sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

Reporting procedures: Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher in grades K-8 or to any teacher in grades 9-12. The student may also report to the principal, vice principal, or counselor.

Drug Abuse Policy

The use, possession or selling of illegal drugs, including alcohol and tobacco, on campus is strictly prohibited. If there is suspicion of drug use by a student, on or off campus, we reserve the right to perform a random drug test. We also reserve the right to conduct a search and seizure of any illegal substances, including alcohol and tobacco, on school property.

Immediate disciplinary action will be taken for a positive drug result test and / or possession of prohibited substances.

Discipline Procedures

It is the desire of Midland that no student ever needs to be disciplined. However, if the student chooses not to cooperate with the spirit of the school program, the following will be the result.

Grades K-8

It is our goal to provide students with the skills, structure, and guidance that will enable them to make responsible decisions about their behavior.

We will focus our efforts on teaching, practicing, and reviewing good, constructive behavior throughout the school year to ensure a safe learning environment for all. When students are having difficulty, we will use a problem solving approach to help students find better ways to handle their own behavior. Each classroom teacher will be responsible for administering their own classroom discipline plan. A school wide plan will be in place for continuing

discipline problems. Every family will be issued a K-8 discipline plan at the beginning of the school year.

It is our goal to...

provide students with the skills, structure, and guidance that will enable them to make responsible decisions about their behavior.

Grades 9-12

In order to provide all Midland students with a safe Christian environment in which to study, worship, and socialize; the following discipline procedure will be in place. With the exception of expulsion, this plan will be administered on a

semester basis. For minor infractions a Disciplinary Slip will be filled out by the teacher and sent to the office and a copy will be sent home. A minor infraction slip will place a student on the Four Step Discipline Procedure Plan.

The following examples of infractions are taken from the Student Conduct Guidelines section found on page 37.

Minor infractions: these may include (but are not limited to) the following: gum chewing, food in class or halls, disruptive behavior in class or hall, public display of affection, dress code violation.

Major infractions: certain violations will automatically place a student on Step 1. Those might include (but are not limited to) the following: violating the technology code, defiance of school authority, offensive hand gestures or vulgar language, fighting.

Certain behaviors cannot be allowed to continue within the school community and demand that the student be separated from the student body. Examples include vandalism, bullying, or leaving campus without permission. The discipline committee will meet to determine Four-Step Discipline placement.

Some behaviors will lead to recommendation of expulsion. (see Expulsion Policy, page 45)

Four-Step Discipline Procedure Plan

Step	After	Consequence
Step 1	One minor infraction slip	1 detention – parents will be notified for each detention
Step 2	Three minor OR one major infraction slip	1 day In-School suspension (ISS), parent conference, meet with the Administrative Council
Step 3	Two ISS occurrences	3-5 days Out-of-school suspension (OSS), parent conference, meet with Ad council, extra-curricular probation
Step 4	One OOS occurrence	The student may be requested to withdraw, meet with Executive Committee

Detention

The purpose of detention is to encourage students to choose a behavior path that is positive and allows for an atmosphere of learning and spiritual growth. If a student is assigned detention, it is desired that the choices that led up to the assignment will be carefully considered by the student and more positive choices will be made in the future. Failure to attend detention could lead to an ISS the following school day.

In-School Suspension (ISS)

A student in ISS is isolated at school under supervision. The student will receive their daily classroom work. These assignments should be completed during ISS. The student will also be responsible for obtaining lecture notes or other in-class material that was missed.

Out of School Suspension (OSS)

Student is sent home. School work missed cannot be made up for credit. Any tests or long term assignments that come due should be taken or turned in at the school office before returning to classes. Repeated offences will result in a recommendation to the School Board for expulsion.

Expulsion

There are several behaviors that may cause the student to be AUTOMATICALLY WITHDRAWN from Midland. These are certain behaviors that, for student safety, cannot be tolerated. **Examples:**

1. Bringing a gun on school property or to school functions. This includes air guns, blow guns, and look-alike guns and knives (including pocket knives).
2. Student sexual harassment of others (complete Midland policy can be found on page 42). Including, but not limited to:
 - Verbal**, such as derogatory comments, jokes, slurs, or questions/ remarks of a sexual nature
 - Physical**, such as unnecessary, unwanted or offensive touching
 - Visual**, such as derogatory or offensive posters, cards, cartoons, graffiti, drawings, gestures/looks
3. Gang affiliation. This includes imitating gang hand signals, language, clothing, symbols, and graffiti.
4. Bringing alcohol, drugs, or tobacco on school property or to school functions.

Parental Assistance in Discipline

It is important that the school and home work closely together in any discipline program. The teachers and administration hope to work as a team with the student's parents or guardians. We recognize that at times this is complicated by the wide range of parenting philosophies we find in our different families.

Whenever possible, the school administration will consult with the parents in determining appropriate discipline. If a parent has difficulty with any particular action in this discipline program, please discuss this with the school administration prior to enrolling your child in school. We have built in some flexibility in this program, and we would like to make sure we can work together prior to the more stressful time of resolving a disciplinary problem. If your child is involved in discipline at school, you may be contacted by phone. If, because of the nature of your work, you do NOT want to be informed during working hours, please let the school office know.

Discipline Review

If you have any questions related to school discipline, please contact your child's teacher first, and then the principal. If the problem remains unresolved, please take the following steps:

1. Put your concerns in writing and submit copies to the teacher involved, the principal, and the administrative committee.
2. Within the next five (5) school days, the school's executive committee will contact all parties involved and attempt to clarify and resolve the issue.
3. If the matter is not thus resolved, you may request, in writing, a hearing with the School Board Executive Committee. This request must be presented to the chair of the School Board.
4. Within the next five school days the School Board chair will set up a time for the hearing. The ensuing decision of the committee is final.

Attendance Policy

Midland believes that classroom experience cannot be duplicated. Valuable classroom interaction is missed when absences occur. The following Attendance Policy will be in place:

- There are two categories of class absences at Midland Adventist Academy:
 1. **School Related Absences** are classes missed due to pre-approved school events. Examples are field trips, tour trips, mission trips, and athletic competitions.
 2. **Personal Absences** are planned or unplanned events, such as court appearances, medical appointments, illness, or parental choice. A student may miss no more than 15% of the class periods for any given class.

A note or phone call is necessary for students to make up missed work.

- Parents must notify the school office by 10:00 a.m. if their student will not be in attendance for any reason. Failure to call the school to report their student's absence may result in a call by the school office to check their status.
- A physician's note must be submitted for extended illness of more than four (4) consecutive days or if the student is chronically ill and misses more than two (2) days a week for illness.
- A tardy becomes an absence ten minutes after the scheduled time for class to begin. This could be excused or unexcused according to the situation.
- Three tardies in a class will result in a class absence.
- Parents and students will be notified when the student has reached seven (7) absences for the semester.
- A student may miss no more than 15% of the class periods for any given class. School-related absences do not count against the student. Absences in excess of 15% may result in no credit being given for that class.
- For school related absences, students must see each teacher before leaving to arrange homework and any make-up quizzes or tests. Upon return, students must see each teacher to complete prior arrangements.

Pre-arranged Absence Request: We encourage families to plan vacations or other trips during scheduled school vacation times. However, Midland recognizes that sometimes it may be necessary for a student to be absent from school for reasons other than those previously stated. Therefore parents need to consider the following policy:

*A Pre-arranged Absence Request form must be completed, signed by each teacher of missed classes, and submitted to the office **forty-eight** hours prior to the absence for final approval. It is the student's responsibility to make arrangements with the teacher(s) to make up all missed projects, assignments and tests.*

Make-up work: It is not always possible for teachers to provide a complete list of assignments in advance of a pre-arranged absence. Therefore, it is the responsibility of the student to make arrangements with his/her teacher(s) for all work, tests, and projects that were missed during his/her absence. The typical length of time for making up work is two days for each day missed, unless other arrangements have been made with the individual teacher. Work may NOT be made up for **unexcused** absences.

Illness During School: If a student becomes ill while at school, his/her parents will be asked to take him/her home. If school authorities are unable to reach the parent or legal guardian, the person listed as an emergency contact on the registration form will be notified.

Tardy Policy: Punctuality is a necessary ingredient for success in any endeavor – school is no exception. Tardiness is not only a bad habit but also establishes a disregard for accepting responsibility. The following Tardy Policy will be in place at all times:

- Students will be marked tardy when they enter the class after the bell has rung. (Remember that three tardies in a class will result in an absence)
- Three tardies will result in a lunch detention
- Three tardy detentions within a quarter will result in a meeting with parents to discuss a resolution.

Attendance Grades (9-12): Academy students earn letter grades in attendance each quarter based on cumulative attendance point totals for classes, study halls, and chapels. Unexcused absences accumulate one point and unexcused tardies, 1/3 point each. Semester grades are derived by averaging the points of the two quarters within that semester.

Grades will be assigned as follows:

- A = 0.00-1.33 points
- B = 1.34-2.67 points
- C = 2.68-4.33 points
- D = 4.34-5.99 points
- F = 6.00 + points.

A grade of D or F in attendance can jeopardize participation in extracurricular activities.

School Rights

Attendance: Attendance at Midland is a privilege and not a right. In order to safeguard the scholarship and moral atmosphere, the school reserves the right to request the withdrawal of any student whose presence is deemed detrimental. Although generally specified, the exact specific charges may or may not accompany the request for such withdrawal.

Regulations: By signing the application, students and parents pledge themselves to observe Midland's regulations and to live in harmony with its ideals and purposes. Students are expected to abide by any announced regulations during the school year, which may not be printed in the school bulletin or handbook.

Searches: The school administration reserves the right to search a student's locker or belongings brought onto campus with or without his/her presence.

Student Questioning: The administration reserves the right to question a student about his/her behavior, at any time, without parental consent or presence.

Financial Information and Policies

Midland exists to provide a Christian education to all who desire a Christ-centered environment. It is the purpose of Midland to keep the cost of Christian education as low as possible, thereby making an education at Midland available for all young people who wish to attend. Midland also needs to be a financially viable institution that reflects Christian responsibility. The following statements outline general financial policies that are important to both students and parents/financial sponsors. It has been found that strict adherence to these policies is in the best interest of both students and the school.

Parental Responsibility

The parent or legal guardian is responsible for the legal aspects of students accepted at Midland, regardless of the student's age. Such parental responsibilities include, but are not limited to, payment of the account, damage (careless or intentional) to property, liability through altercations, etc. Any action or inaction of the academy in the receivable process does not lessen financial responsibility.

Outstanding Account Balances

The account for the previous semester's schooling must be settled before the student is permitted to enter for another semester. Since parents/legal guardians are generally the responsible party for students' accounts, any delinquent accounts remaining from siblings who attended Midland must be settled before another child from the family will be admitted as a student.

Transfer Students

Before a student transferring from another school is accepted at Midland, the Midland administration team must receive verification that the student's account at the previous school is paid in full.

Diploma / Transcript Release

By contractual agreement and in harmony with the policy established by the General Conference of Seventh-day Adventists and the Operating Committee, no transcript or diploma will be issued until the student's account is paid in full.

Activity Participation

Participation in extra school trips, i.e. Midland-sponsored mission trips, SA activities, class trips, etc. is contingent on the student's account being current. Refunds for trips or activities not taken will be applied to the student account, not given to the individual.

Permission to attend classes, sit for examinations, participate in overnight trips, participate in **graduation** exercises (seniors and 8th graders), and receive student evaluation reports is based on meeting the financial requirements.

Participation in...

extra school trips, i.e. class trips, Midland-sponsored mission trips, SA activities, etc. is contingent on the student's account being current.

Tuition and General Fee

Tuition

These charges cover instruction in all student classes and the use of facilities and equipment.

General Fee

This fee covers class dues, library fee, textbooks, music fee, school yearbook, school T-shirt, student accident insurance and student association dues. Choosing not to participate in any of the above will not reduce the general fee. The general fee is refundable at 50% during the first two weeks of a student's enrollment at Midland. There will be a \$50.00 discount if this fee is paid prior to July 15th.

Ten-Month Payment Plan

Midland uses a ten-month payment plan. The first of the ten billings is due at registration in August. A monthly statement outlining tuition charges, credits, miscellaneous charges, and payments will be sent to each family by the 1st of each month. It is imperative that all students' accounts be paid by the 10th of the month; a late fee of \$20 will be applied to student accounts not paid by the 10th. The school depends upon receiving prompt payment of its tuition accounts to meet its monthly financial obligations. Since the school cannot give extended credit, it may be necessary for some to obtain financial assistance elsewhere.

Payment Information

Tuition payments do not cover the full cost of operating Midland. Members of our constituent Seventh-day Adventist churches support Midland with substantial subsidies.

Midland currently has three supporting constituent churches: Chapel Oaks SDA Church, New Haven SDA Church, and West Lenexa SDA Church.

There are four tuition levels outlined in the table below:

Grade	Tuition	General Fee	Tech Fee
Elementary (K-6)	\$3,790.00	\$592.00	\$10.00
Middle School (7-8)	\$4,600.00	\$597.00	\$50.00
Academy (9-12)	\$7,770.00	\$754.00	\$50.00
Academy - International	\$10,125.00	\$1,224.00	\$50.00

Payment Options

- Cash or check
- Credit/Debit Card (American Express, Discover, Visa, and MasterCard)
- Automatic bill payment through your bank
- Scheduled Credit/Debit Card payment

Late Entrance

Students who enroll late or who are absent for a period of time, but are allowed to make up back work and/or receive full credit, will be required to pay full tuition. Students transferring from other schools who enroll late will be charged from the beginning of the month in which they enroll. A full general fee will be charged regardless of when a student enters school.

Revision of Financial Rates

It is the purpose of the Midland School Board to keep school charges as low as is consistent with good business management. The Board reserves the right to revise any of the published rates without notice.

Outstanding Accounts Receivable Policy

1. **Due Date** – Account balances are due on the 10th of each month.
2. **End of Month** – If the account balance for the current month has not been paid by the end of the month a letter will be sent to the parent(s) reminding them that the account is now 20 days past due and calling for immediate payment. In this letter they will also be informed that if the account balance is not paid in full by the end of the following month their child's enrollment will be in jeopardy until payment is received.
3. **End of Following Month** – If the required payment has not been received by the date as specified in item 2 above, a second letter will be sent to the parent(s) reminding them of the amount that is now 50 days past due. They will also be informed that their child's enrollment will be suspended on the tenth of the next month if the account is not brought up to date by that time.
4. **End of Semester** – Account balances for first semester charges must be paid in full by December 10 in order for a student to be eligible to return for the second semester. Account balances for the second semester charges must be paid in full by May 10 in order for a student to be eligible to sit for the final examinations.
5. **Termination** – A suspension will become a termination if the required payment is not made by the end of another 10-day period.

In the event an account becomes past due, it is the responsibility of the parent(s) whose account has become past due to initiate discussions with the business office in an effort to develop a catch-up plan for consideration by the school finance committee chair. If the plan is approved, the parent(s) should confirm it in writing. If the terms and deadlines of the catch-up plan are not fulfilled, a notice of suspension will be sent after the first default, effective in 10 days.

Refunds

If a student withdraws from school before the end of the semester for any reason, refunds are made on a pro-rated basis. A student withdrawing from school will be charged through the close of the week in which he/she withdraws. The general fee is 50% refundable during the first two weeks of enrollment at Midland. No refunds are given for vacations, emergency closings, or time away from Midland due to discipline (i.e. suspension).

Discounts

Family Discount: A family tuition discount program is offered to parents who support three or more students enrolled at Midland. A 25% tuition discount will be given for the third child and each additional child in the same family. The oldest child is considered the first child for purposes of calculating family discounts and no discount is given to this first child.

New Convert Discount: A special new convert discount will be granted to students of new converts who joined the Adventist church through baptism or profession of faith within the 18-month period prior to school enrollment. This benefit is for students entering an Adventist school for the first time. Please contact the Business Office or local church pastor for further details.

FACTS Grant & Aid Assessment

Midland uses the FACTS Grant & Aid Assessment package to help evaluate requests for financial aid. Families applying for financial aid will also need to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment in a timely manner. Applications may be completed online on the secure FACTS website. Parents are invited to use the school's computer lab if necessary. The following information is required in order for FACTS to process an application:

- Submitted online application
- Payment of the \$30.00 application fee
- Copies of current-year tax forms including all supporting tax schedules
- Copies of current-year W-2 forms for both parents if applicable
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF

Financial Aid

Financial aid is available through the constituent churches. Please contact the church pastor for information.

Returned Checks

A \$40.00 service fee will be charged to the student's account if a check or electronic payment is returned for any reason. Checks returned for insufficient funds will be resubmitted without notifying the drawer. Occasionally, it may be necessary for future payments to be made by certified check, money order, credit card, or cash.

Transcript Fee

The first transcript for graduating seniors is free. There is a \$5.00 charge for each additional transcript requested. In harmony with the policy established by the General Conference of Seventh-day Adventists and the School Operating Committee, no transcript will be issued until the student's account is paid in full. Official transcripts are not automatically sent upon clearance of account. This requires a new written request initiated by the 18-year-old student or parent.

Graduation Fee

A graduation fee of \$100.00 will be charged to each senior to cover expenses involved in graduation including diploma, gown, cap, and tassel. This fee will be charged to the senior's January bill.

After-School Care

After-school care is offered on the Midland campus from dismissal until 6:00 p.m. (pick-up time is at 4:00 p.m. on Fridays when sunset is earlier). Arrangements are to be made directly with the care provider. Payments are on a monthly basis and are due on the 10th of each month. Failure to pay may result in denied services.

Bus Transportation

Midland provides bus transportation to and from Shawnee Mission Medical Center Daycare Center on a daily basis. The bus departs from SMMC at 7:40 a.m. and returns to SMMC at 3:45 p.m. (or 1:55 p.m. on Friday). The bus driver keeps a daily log recording which students ride the bus. Bus fees are calculated at \$2.50 per one-way ride, with a maximum of \$85.00 per month.

Textbooks

A textbook rental fee for all students is included in the general fee. Loss of, or damage to, textbooks will incur an additional charge.

Work Opportunities

Midland Adventist Academy does not offer a work program for all students. Where there is a financial need and the school could use additional help, Midland students may be employed for a few hours per week. Students who are cooperative, industrious, teachable, and dependable will be the most successful in fulfilling the goals of Midland's work program.

All earnings from campus jobs are designated for the student's tuition account at Midland, and not for the student's personal use.

As required by law, each student who works for the school must have a social security number and proof of citizenship. Student job applications are available in the Business Office. All necessary paperwork must be completed and returned to the Business Office before the student can begin work.

Employees of Midland (including student employees) are covered by Kansas State Workman's Compensation. To receive the benefits of this coverage, it is important that an accident be reported to the supervisor immediately and an accident report be filed as soon as possible after an on-the-job accident.

Home School Students

Elementary classes and Academy sports

The general fee is \$120.00. This covers school pictures, Week of Prayer attendance, and IA testing.

Class	Breakdown	Fee
K-8th Music	Per semester	\$130.00
K-8th PE	Per semester	\$130.00
K-8th In class one day per week	Per semester	\$130.00
Sports (Grades 7-12)	Per sport	\$250.00

Academy (High School) Credit Classes

The general fee is \$430.00. The maximum units of credit for a part-time student must not exceed 25, which is two (2) full-credit and one (1) half-credit course. Otherwise, the student will be considered full time and must pay the published full-time rates.

Part-time students must submit an application and will be admitted as a part-time student as space is available. Participation in school worship, assemblies, social and co-curricular activities are to be negotiated as part of the scheduling process.

Rates for Full-credit (10 unit) classes are \$730.00 per semester
 Rates for Half-credit (5 unit) classes are \$365.00 per semester

For all classes

It is the responsibility of the Home School parent to regularly check with the school for any possible changes in the daily schedule. No refunds are given for any such changes or cancellation.

Midland Adventist Academy is not a home-school school. Our limited program does not afford home school students all of the benefits of full-time students.

Home schooled students who are enrolled to participate in sports will be held to the same academic eligibility standards as outlined on page 34.

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Adventist Education

A JOURNEY TO EXCELLENCE