



MIDLAND CHRISTIAN

Secondary

Student & Parent Handbook

2025-2026

MIDLAND CHRISTIAN SCHOOL

2001 Culver Dr
Midland, Texas 79705

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Contact Information

President	Dr. Gregory Anderson
Executive Assistant to the President	Mrs. Shelley Fietz
Secondary Principal (6-12)	Mr. Doug Rawlins
Secondary Executive Assistant	Mrs. Lindsey Robertson
Associate High School Principal (9-12)	Mrs. Brooke Hill
Associate Secondary Principal	Mr. P. J. Hanna
Associate Vice Principal	Mr. Joe Jung
Dean of Students	Mrs. Laura Eves
Director of College Advising	Mrs. Adrienne Thompson
Safety & Risk Manager	Mr. Larry Woodroof
Accounts Payable Assistant	Mrs. Brooke Smith
Accounts Receivable Assistant	Mrs. Megan Bundy
Admissions Coordinator	Mrs. Addy King
After School Care Director	Mrs. Lupe Manning
Athletic Director	Mr. Chris Ryburn
Director of Communications	Mr. Trent Langford
Controller	Mrs. Lindsey Moon
Director Of Advancement	Mrs. Courtnee McHugh
Payroll Coordinator	Mrs. Samantha Camacho
Registrar	Mrs. Denise Edwards
Receptionist	Mrs. Heather Reed
Receptionist	Mrs. Gina Valles
Technology Director	Mr. Dale Myers

TELEPHONE NUMBERS

High School Offices	432-694-1661
Middle School Office	432-262-8624
Field House	432-694-5720
McGraw Game Gym	432-689-3357
Development Office	432-694-1661
After School Care	432-262-8194
Fax	432-694-5281

Website: www.midlandchristianschool.org

Office Hours

Monday - Friday 7:30 a.m. - 4:15 p.m.

Summer - Monday - Thursday 9:00 a.m. - 3:00 p.m., and Friday by appointment

To schedule an appointment with any of our administrative staff please call our office at 432-694-1661, or email info@midlandchristianschool.org.

A Note from the MCS President

Dear MCS Parents and Students,

Welcome to the 2025-2026 school year! I am so grateful for your commitment to “Living for God, Loving Like Jesus, and Learning for Life” and look forward to living into that mission with you as together, we equip students with the spiritual and academic resources to thrive in their faith, relationships, and future callings. Whether you are new to MCS or have been here for many years, I encourage you to take time to carefully read through our student handbook. Although no handbook can anticipate every contingency, our comprehensive handbook is prayerfully designed to help clarify expectations related to our partnership as educators, parents, and students. By enrolling your student(s) at MCS, you agree to all terms and conditions set forth in this handbook.

Our handbook is based upon the timeless truths of God’s Word. Throughout Scripture, passages like these remind us of the importance of living according to God’s Word and setting our hearts on Christ in all that we do:

"Whatever you do, work heartily, as for the Lord and not for men." — Colossians 3:23 (ESV)

"Whoever claims to live in Him must live as Jesus did." — 1 John 2:6 (NIV)

Midland Christian holds to the principle that education is not merely the pursuit of knowledge. A Christian education is also about forming the character of Christ Jesus within us. As part of this pursuit, we ask all students and families to uphold the values of respect, integrity, and responsibility. Every member of our school community—including faculty and staff—will treat others and be treated by others with dignity and respect. By doing so, we honor the teaching of Jesus to love and honor one another. The school’s response to individuals and families who choose to not treat others with dignity and respect will be swift and consequential.

Adherence to the guidelines outlined in this handbook is essential in fostering an environment that is safe, supportive, and conducive to learning. These policies are designed to protect and uplift our community, ensuring that every student has the opportunity to succeed academically and grow spiritually. We ask for your partnership in maintaining the standards that reflect our commitment to Christ and to excellence in education.

We are blessed to walk alongside you in this journey and look forward to a year filled with faith, growth, and achievement. Thank you for being a part of the MS family.

Yours in Christ Jesus,

Dr. Greg Anderson

About Midland Christian School

The vision of Midland Christian School is to, “Equip and empower the entire MCS family to live for God, love like Jesus, and learn for life.” This vision is accomplished through four [Ideal Graduate Profile](#) missional outcomes: Growing in **C**hrist-Likeness, being **A**cademically Prepared, connecting through **R**elationship Building, and developing and strengthening **E**motional Intelligence (C.A.R.E.).

Every decision we make is vetted through our “Live, Love, Learn” vision and C.A.R.E mission. In addition, all MCS board members, faculty, staff, parents and students are expected to support the vision and mission of our school and support it wholeheartedly in all aspects of school life.

Philosophy of Midland Christian School

The Board of Trustees, Administration, Faculty and Staff of Midland Christian School believe that the teachings, life, and ministry of Jesus Christ promote the highest ideals, develop the strongest character, and hold the greatest promise of any way of life. All programs and initiatives of Midland Christian School center around Biblical principles that define who we are in Jesus and what it means to be his disciples. Therefore, our emphasis is to provide education in a wholesome spiritual environment under the oversight of faculty and staff who embody the highest Christian values and ideals. We believe this is best accomplished when the church, the home, and the school work together.

These guiding principles are incorporated into a curriculum designed to teach the WHOLE child – morally, intellectually, physically, spiritually and socially. These goals are achieved by helping each student attain academic excellence, physical soundness, high moral standards and civic responsibility. Our educational program is designed to meet the varying and diversified needs, interests, and abilities of students. A statement attributed to James Monroe perhaps best sums up the philosophy of Midland Christian School: “The question to be asked at the end of an educational step is not what has the child learned, but what has the child become?”

Midland Christian School Alma Mater

Music by Tony Bianchetta; Words by Laura Oestmann, Cooper Schoolcraft, Danielle Cox and Dayna Epley.

Midland Christian we declare our loyalty
We hail our fair red, white and blue
We will let our light shine before all the earth
While we praise and give thanks to the Lord
Walk on with our faith
Walk on Christian pride for we'll never walk alone
We sing from our heart let our voices never stop
For we'll never walk alone; We'll never walk alone
Our Mustang pride will not be denied
We are Mustangs through and through
Praise God for our red, white and blue

MCS reserves the right to update this handbook for any reason without notice.

Attendance

Regular and punctual attendance is vital in determining one's success in any field or endeavor, especially in schoolwork. Students are required to be on time and in their class(es) each day to create opportunities for their success. Students who fail to comply with our attendance policy are subject to enrollment status review.

The following information applies to *all* absences:

- Students are allowed one day for every day missed to complete and turn in school work. However, work, quizzes, or tests, assigned before the absence occurred, are due on the day the student returns to school unless other arrangements are made at the discretion of the principal and/or classroom teacher.
- Students/parents are responsible for coordinating with the teacher to obtain any work missed that was assigned during the student's absence. Please note that same day requests are not always available due to the teacher's conference schedule and availability outside of instructional time.
- The school discourages absences of any kind while school is in session. Our goal is to maximize student growth. Absences that disrupt the learning process make it difficult to meet that goal.
- In the event of a family illness, death in the family, etc., please notify the Middle School Office (6th - 8th Grades) or High School Office (9th -12 Grades) at your earliest convenience.

When students return to school after being absent, they are to present a note to the Middle School/High School Office in order for the absence to be excused. Notes may also be emailed to the Secondary Attendance Office at atendance@mcs1.org. Absences are considered unexcused without a note presented to the office. A note must be presented to the office within one (1) calendar week for the absence to be excused.

Examples of possible excused absences:

1. Student illness (doctor's note required)
2. Immediate family illness or death
3. Medical or dental appointments that could not be scheduled after school (doctor's note required)
4. School-sponsored activities (i.e. Athletics, Fine Arts, Field Trip)
5. Approved College Visit (letter of visit confirmation required)

Tardies: A student is considered tardy if he or she arrives after the start of **any** class period. Students who arrive after the first period bell rings, must report to the office to sign in. If a student is late to class due to school business, it is the student's responsibility to present to the next teacher a signed pass from the faculty member with whom the student was working.

Tardies, with the exception of medical reasons with proper documentation, presented upon arrival to school are considered unexcused. A student who is repeatedly tardy to school is subject to disciplinary consequences. (See Discipline Matrix)

Loss of Credit: An excess of eighteen (18) unexcused day absences/ (144) unexcused periods and/or semester average grades below 70 during the school year will result in loss of credit (see Credit Recovery Guidelines). Notice will be sent home after each grading period as follows.

Number of Unexcused Absences	Grading Period	Consequence
40 periods = 5 or more days	1st Nine Weeks	Letter of Notice
80 periods = 10 or more days	2nd Nine Weeks	Saturday School/Probationary Contract
120 periods = 15 or more days	3rd Nine Weeks	Saturday School/Probationary Contract
144 periods = 18 or more days	4th Nine Weeks	Student receives no credit/ Review of Enrollment Status

Saturday School

Saturday school is a required instructional session designed to help students recover valuable missed classroom time. For students with excessive unexcused absences, attendance at these sessions is essential to staying on track and maintaining enrollment at MCS. Saturday School dates are determined by need. Students who participate in Saturday School are required to pay a \$25 per hour instructional fee.

Senior Class - Specific Attendance Information

Senior Trip - Each year, senior class students have an opportunity to attend a senior trip. Although not on campus, students on the senior trip are “in school” throughout the duration of the trip. If a senior breaks school rules and is suspended from school on any or all days the senior trip occurs, he/she is ineligible to attend.

“Skip Days” - Skip days are not sanctioned as excused by MCS. Therefore, any day skipped counts as an unexcused absence.

Senior/Kinder Walk - Senior/Kinder Walk is one of the most important and significant MCS traditions. Not only does it represent the “passing of the torch” to the next generation, it also provides a tangible moment for our little ones to see in our seniors those qualities and characteristics they want to imitate as disciples of Jesus. Senior/Kinder walk also provides an incredible opportunity for parents to discuss the importance of actions and attitudes with their seniors at the beginning of the school year in anticipation of this end-of-year sacred celebration. If a senior is suspended from school on the day Senior/Kinder Walk is scheduled, he/she is ineligible to participate in the Senior/Kinder Walk.

Student Athletes/Fine Arts

Students are expected to follow regular attendance guidelines on the day of and the day following a competition to ensure continuity in learning and school responsibilities. Students are expected to be present for a minimum of 4 periods to participate in all extracurricular activities on the day of the event/competition.

Cafeteria

Parents will need to create a lunch account at <https://linqconnect.com/main> for their child. Students are given a four-digit code (student ID number) that they can use to purchase food using money loaded into this account. Parents, please note, there are no cash/check transactions with Crave-It Nutrition. All account transactions are digital and must be set up via Crave-It's online portal.

Parents are encouraged to check their child's lunch balance every week at <https://linqconnect.com/main> to prevent accruing a negative balance.

- Students with a negative balance will not be allowed to purchase ice cream or extra items.
- **IMPORTANT:** Students with a negative balance of **-\$20 OR MORE** will need to call home for a lunch.
- To prevent accruing a negative balance, we recommend setting up your account to auto-replenish funds when running low.
- For any billing questions or concerns, please email billing@craveitnutrition.com for assistance.

Please [click here](#) to access an FAQ document related to setting up a CraveIt account. Other helpful links: [How to Register a LINQConnect Account](#), [How to Add Funds](#), and [How to Add a Student](#).

Unless a parent or guardian checks their child/children out for lunch, students 6th through 9th grade are required to eat lunch in the MCS cafeteria or in an officially designated eating space on campus. Any student may bring lunch or purchase a meal served by the cafeteria staff. Students in grades 10th -12th, choosing not to eat in the cafeteria, may leave campus during lunch. This privilege is subject to parental approval and completion of the "Open Campus Permission Agreement" (Available at the front desk in the High School Office). Off-campus students who are tardy when returning from lunch are subject to losing this privilege. MCS reserves the right to suspend this privilege in the event of a school lockdown or for other mitigating circumstances.

Cell Phones And Other Electronic Devices

As a culture, we have experienced positive and negative aspects of cell phone usage. Research related to the impact of cell phone usage among children and teens is overwhelmingly negative. In response, school systems across the nation are significantly reducing cell phone access during school hours. Multiple states have already passed legislation banning cell phones from the school environment. Since many of our students are drivers, and since many of our students travel extensively as athletes and fine arts participants, MCS administration does not feel it wise to ban cell phones altogether. However, we have observed the negative impact cell phone usage has on our students and as a result are implementing an updated cell phone usage policy beginning this school year.

Administration strongly recommends not sending your child to school with his or her cell phone. The MCS phone system is available to all parents and students in case of an emergency. The main number is 432-694-1661.

Students who do bring cell phones to campus are required to follow our updated cell phone policy:

Upon entering any building on the MCS campus, students are not allowed to use, visibly possess, or have a cell phone on their person. Phones must remain in backpacks or duffles and must be in silent mode. To reiterate - Students are required to place their phones in their backpacks or duffles prior to entering any building on campus. This includes all passing periods, athletic periods, and on-campus lunch. If a cell phone is seen or heard, it will be

taken up by a staff member. Cell phones that are taken up will be turned in to the office and not returned to the student until they leave for lunch (drivers) or the end of the school day.

On a second offense, parents must pick up the phone from the office. In addition, the student will be assigned one hour of SAC. On a third offense, the student and his/her parents will meet with an MCS principal to discuss ramifications for not abiding by MCS policy.

A doctor's note is required for students who may use a medical monitoring app. However, cell phone usage for those students is limited to medical monitoring only. At each coach's/sponsor's discretion, students may be allowed to use cell phones while on school trips.

In addition to the cell phone policy, upon entering any MCS building, students are not allowed to use or visibly possess electronic game devices or wear earphones/earbuds/Meta or Meta-type eyewear/smart watches/etc., at any time during school hours (unless instructed by teacher for in-class assignments). Disciplinary action for such devices follows the same policy as cell phones. Pending teacher approval, recording devices, calculators, and computers are allowed for class work only.

Repeated violations of the personal cell phone policy will result in additional disciplinary action. Parents are strongly encouraged to visit <https://www.waituntil8th.org> and <https://protectyoungeyes.com> for information related to cell phone use and its impact on teens.

Chapel

All MCS students are required to attend daily chapel. Any student who does not attend chapel and has not been signed out, by his or her parent/guardian, is considered absent and will receive an appropriate consequence. Parents are invited to participate in our chapel gatherings. All parents/visitors must check into the Middle or High School office prior to attending chapel.

Clinic Guidelines

Unless posted otherwise by the MCS Clinic staff, the Clinic is open from 7:50 a.m. - 4:00 p.m. each school day. If a student becomes ill or is injured at school, an MCS Clinic representative will contact parents to discuss appropriate next steps. If a student contacts a parent concerning an illness or injury, parents should immediately contact the MCS Clinic to ensure clear lines of communication and proper understanding of the nature of the illness or injury.

MCS makes a concerted effort to keep healthy students out of the clinic. The purpose of the MCS Clinic is to provide care to those who are ill, require assistance with medication, or are injured.

- Band-aids and supplies are provided to teachers for students with minor abrasions, bumps, or incidents. Ice packs are also available in both secondary buildings.
- Care for students on daily medication(s) is provided in an area away from sick students.
- Masks are provided (if necessary) for sick students while in the clinic.
- Anyone with a temperature of 100.0 degrees F or higher will be sent home.
- Students should be fever free for 24 hours before returning to school or have a doctor's permission note to return to school.
- Students should be vomiting/diarrhea free for 24 hours before returning to school.
- Nebulized therapy (breathing treatments) cannot be administered by a school nurse.

- A doctor's note is required for return to school for students who are absent for 4 or more consecutive days due to illness or injury.
- Medical Forms and Immunization Records must be submitted prior to the first day of school. Please note, these forms and records are *required* by the State of Texas.
- All medications are administered by clinic staff and must comply with the following guidelines:
 - All medication given must be in the original container. This includes both prescription and over-the-counter medicines.
 - All medications must be FDA approved with dosage information clearly marked on the container.
 - All medication must be accompanied by a dated permission slip signed by a parent/legal guardian along with instructions for over-the-counter medication.
 - Prescription drugs are administered as indicated on the label only. Changes in dosage must be accompanied by a physician's order. Medications purchased in a foreign country cannot be given. All medications are administered by clinic staff.
 - Over-the-counter medications (i.e., Tylenol, Motrin, Benadryl, DimeTapp, etc) are kept in the clinic for students to take as needed. To help mitigate depletion of Clinic supplies, parents are asked to please bring medication from home if a student frequently takes OTC medications.
 - Clinic staff cannot treat students without first notifying a parent/legal guardian. No treatment can begin until "Permission to treat" has been entered in the student's MyChart. Serious injuries/illnesses will be communicated to parents as quickly as possible.
 - Clinic treatments include basic assessments, neosporin, application of ice packs, cough drops, OTC medications, vital sign monitoring, etc.

Contact Information - Parent/Guardian and Student

It is vital that the school has the most recent information about every student and their parents/guardians. If there are any changes during the year, such as address, phone, cell phone numbers, or medical information, parents are strongly encouraged to update their profile in MyMCS at their earliest convenience.

In the case of divorce or separation, the school needs a copy of the necessary court papers and will communicate with the parent or guardian who has legal or primary custody of a student per the requirements of the court order. Arrangements should be made through the school office for non-custodial parents to receive school information. Please note, MCS assumes no responsibility related to conflict between parents outside of what is required by law.

Credit Recovery

Midland Christian School provides students with the opportunity to earn credit through an accredited online curriculum designed to meet MCS course completion requirements. Although course work is completed independently, classes are facilitated by a remote teacher and the student's progress is consistently monitored by MCS staff.

Completion of online coursework is required for any student who has not earned a passing grade (70 or above) in a semester of a required Midland Christian School (MCS) course. MCS utilizes *Imagine Edgenuity*, our in-house credit recovery program, to support students in meeting academic standards. Each semester course taken through credit recovery is subject to a fee of \$200; a full-year course costs \$400.

Numerical grades earned through credit recovery will be reflected on the student's transcript and will be calculated into the cumulative GPA. However, the original failing grade will remain on the transcript and will not be replaced or removed from the GPA calculation.

Students must pass all required courses in order to be promoted to the next grade level.

If a student fails a semester, the following protocol will be implemented:

- The student will be enrolled in a credit recovery course through *Imagine Edgenuity* or, with administrative approval, through a third-party provider.
- The student will be placed on an academic probationary contract, and their progress will be closely monitored by school administration.
- The student must earn passing grades in the recovery courses; failure to do so may result in dismissal from MCS.

Please contact the Academic Advising Office for more information about our online curriculum and credit recovery policies.

Discipline

MCS exists to equip students to live for God, love like Jesus, and learn for life. Disciplinary guidelines are deemed necessary by MCS Administration for the orderly operation of the school, for physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of our vision and mission. Disciplinary actions are determined by the campus administrative team and are approved by the MCS Board of Trustees.

Disciplinary infractions will be documented in myMCS, with consequences determined on an individual basis and in accordance with the circumstances of each situation. At the discretion of MCS Administration and faculty, disciplinary action may include but is not limited to:

- Parent contact and/or conference (student & parent)
- Verbal and/or written warning
- Lunch detention
- Special Assignment Class (SAC - 55 minutes)
- Review of expectations, pattern(s) of behavior, and code of conduct
- In-school suspension/out of school suspension subject to degree of offense and/or referral to local law enforcement
- Admission status review with parents - if chronic negative behavior does not show repentance and improvement, possible suspension from attendance (1-5 days)
- Continued chronic behavior, student will be asked to withdraw from MCS

Public display of affection, (PDA) is not allowed at school or on school sponsored events or trips.

Secondary (6th-12th) students may be subject to a consequence of after-school detention, more commonly referred to as "Special Assignment Class" or "SAC." All SAC classes must be served on the date and at the time scheduled by administration in a designated classroom following written notification and infraction added to MyMCS. SAC is monitored from 4:00 p.m. to 4:55 p.m., Monday-Thursday. Students who do not serve an assigned SAC, will receive three additional days. If a student refuses to complete their assigned SAC, a parent meeting will be called. Suspension or expulsion can occur. All SACs are accompanied by a special work assignment that must be

successfully completed before the consequence is considered served. Should a student fail to complete the assignment within the allotted time, he/she will be reassigned to another SAC on the following day. An administrator will schedule a parent meeting if SAC assignments accumulate. Parents may pick their children up from SAC at the main entry doors of the building where the SAC is served.

Certain offenses that are serious in nature could warrant immediate expulsion. These could include possession or use (on school property or at a school sponsored event) of weapons (i.e., firearms, knives, etc.), alcoholic consumption or possession of alcoholic beverages, illegal drugs, sexual misconduct in any form, theft, vandalism, criminal activity, terroristic threats, aggravated assault, fireworks, tobacco in any form, e-Cigarettes/Vaping, testing positive for drugs or alcohol, bullying or cyber-bullying, inappropriate text messages, inappropriate social network usage, etc.

Please refer to Appendix G to review the Midland Christian School Discipline Matrix for additional information related to potential disciplinary actions.

Note: The administration of Midland Christian School reserves the right to implement alternative discipline techniques when warranted to uphold the integrity and values of the school community.

Dress Code

At MCS, we believe that how we present ourselves reflects both personal dignity and respect for our learning community. Our dress code is designed to promote modesty, neatness, and school spirit—values that align with our mission to Live for God, Love like Jesus, and Learn for Life. We ask families to partner with us in cultivating a culture where students show up ready to learn, lead, and reflect Christ in all they do—including how they dress.

Shirts/Tops/Blouses/Outerwear

1. Approved Colors/Patterns:

- | | |
|----------|--|
| a. Red | e. Black |
| b. Blue | f. Collegiate Wear (any color) |
| c. White | g. Christian themes/organizations
(any color) |
| d. Gray | |

2. Guidelines:

- a. Attire that promotes secular musicians/bands/causes or includes offensive language/phrases/innuendo is not allowed.
- b. Shirts must not be low cut or revealing in front or back.
- c. Tops must have straps at least 3 inches wide (no spaghetti straps or racerbacks).
- d. Midriff must remain covered—even when raising hands.
- e. Undergarments must not be visible.
- f. Outerwear (hoods and hats) must be removed from the head upon entering the building.

Pants/Jeans/Shorts/Skirts/Dresses

1. Approved Colors/Patterns

- | | |
|----------|----------|
| a. Red | d. Gray |
| b. Blue | e. Black |
| c. White | f. Khaki |

2. Guidelines:

- a. Distressed, ripped, holey, and/or mesh pants, jeans, or shorts are not permissible.
 - b. Length:
 - i. Elementary - Students should be able to stand straight with arms by their side and not have their fingertips reach past the hemline.
 - ii. Secondary shorts - Students should be able to stand straight with arms by their side and not have their fingertips reach past the hemline.
 - iii. Secondary skirts/dresses - Must be knee length.
 - c. No undergarments may be visible. Skirts/dresses must be worn with shorts or leggings (no mesh or see-through) underneath.
3. Leggings / yoga pants (as standalone garments) are not allowed.
4. Girls must wear shorts or leggings under skirts/dresses (including cheerleading uniforms).
5. Loose fitting joggers/sweatpants (not pajamas; neat and modest) are allowed.
6. Waistline:
- a. Pants should fit modestly—no sagging or excessive tightness.
 - b. A belt is not required unless pants, shorts, etc., sag or fall below the waistline.
 - c. Tucking in shirts is not required as long as students are neat and modest in appearance.
 - d. If the midriff/skin/undergarment is visible, students will be asked to change shirts or put on an undershirt. ALL undershirts must be in dress code.
 - e. Elastic waistbands are allowed.

Hair/Grooming

1. Radical hairstyles are not appropriate (i.e. unnatural color or extreme cuts/shaved designs).
2. Young men should keep their hair clean and well groomed at all times and should not be longer in the back than the bottom of the collar on a regular dress shirt, nor be longer than the bottom of the ear on the sides, and the bangs cannot be longer than the top of the eyebrow.
3. Young men may have facial hair as long as it is neat and well kept.

Piercings/Tattoos

1. No tongue rings or body / facial piercings (except girls' ears) are accepted.
2. If a student has a tattoo, it must be covered at all times. MCS stick-on tattoos are permitted on school spirit days.

Uniquely You Days

1. Students may wear clothing of their choice on designated Uniquely You days that reflect their personality, style, favorite team, etc. Clothing must be neat, modest, have no rips, holes, tears, etc., and be in compliance with all other aspects of the dress code with the exception of colors/patterns. Secular causes, offensive language, and all other violations as spelled out in the dress code are not permitted.
2. All Fridays are considered "Uniquely You & Spirit days". Other Uniquely You days may be awarded at various times throughout the school year.
3. Official school picture days and designated party days (Christmas, Valentine's, Easter, and End of Year Awards) qualify as a Uniquely You day.

**Please note: Crossdressing is not allowed nor does MCS provide extra clothes for students who are not in dress code*

Dual Credit Requirements

Dual credit courses enable students to earn high school and college credit simultaneously. All dual credit courses have been agreed upon between MCS and Midland College, Lubbock Christian University, and Oral Roberts University.

- Courses may be taught at a Midland College site, on the high school campus, online, or through a combination of those methods. All Lubbock Christian courses will be taught online.
- Core and foreign language dual credit courses are transferable to Texas public colleges and universities and most private institutions. However, students are encouraged to work with Dual Credit Coordinators at Midland College to ensure their dual credit courses will count toward their future degree.
- Career and technical dual credit courses allow students to earn college level certifications while in high school that can lead to immediate job opportunities. Students can also continue their training at Midland College upon high school graduation.
- Completed application to Midland College: [Midland College Dual Credit Link](#)
- Completed application to Lubbock Christian University: <https://lcu.edu/admissions/early-college-academy>
- Completed application to Oral Roberts University: <https://oru.edu/admissions/advantage/index.php>
- Completed Student/Parent Agreement: <https://www.midland.edu/enrollment-aid/steps-enroll/dual-credit/form-parent-student-agreement.php>
- Transfers must meet college entrance requirements.

For Speech and Math (Midland College Only at This Time):

- Dual Credit Students taking **core or foreign language course(s)**, the TSI may be required.
- Students who wish to take dual credit College Algebra must meet STEM Mathematics requirements on the TSI or be PSAT exempt according to Midland College guidelines.
- For Math courses, dual credit students must be enrolled in Honors Math. Their math scores must meet requirements.

Eligibility

Secondary students must meet the following academic criteria to remain eligible for participation in any extracurricular activity (Athletics, Fine Arts, Cheerleading, Forensics, etc.): [TAPPS By-Law Subchapter K Section VI](#)

1. Eligibility is checked no later than one week after the close of the nine-week grading period. If a student meets any of the following criteria, they are considered ineligible.
 - a. Any student who is failing more than one course is ineligible for a two-week period.
 - b. Any student who is failing the same course for two consecutive nine-week grading periods is ineligible for a two week period. {A student who continues to fail more than one course (not limited to the initial courses) shall be ineligible on a week to week basis until such time as the student is failing no more than one course.}

- c. The period of ineligibility begins the Monday after the grade check.
2. Grades are rechecked at the end of the two-week ineligibility period.
 - a. If the student is failing no more than one course, the student becomes eligible at that time.
 - b. If the student continues to fail more than one course (not limited to the initial courses) they are ineligible on a week to week basis until such time as they are failing no more than one course.
3. Any student who fails more than one subject for the semester is ineligible for the following nine-week period (i.e., if a student is failing at the end of the first semester, they are ineligible the first nine weeks of the second semester).
4. Any student who is ineligible must attend practices, but may not travel, sit on the sidelines/bench, wear travel uniforms, or suit up in a uniform.

Eligibility example: If John fails Science for the 1st nine-weeks he remains eligible to participate in all activities. However, if he fails Science and Math he is ineligible for a two-week period. At the end of that two week period his grades will be rechecked. If he is failing no more than one class he will be eligible for the remainder of the 6 weeks. If he is failing two or more classes he will serve another week of ineligibility and his grades will be rechecked at the end of that week to determine eligibility.

Note: To maintain a drug, alcohol, and nicotine-free environment, random drug tests are administered to students in grades 6 -12. See the Drug, Alcohol, and Nicotine Use Policy in Appendix B for full details.

Emergency Procedures

Drills

Drills and other emergency procedures are conducted on a regular basis throughout the school year. Teachers in partnership with MCS administration consistently establish the purpose and importance of drills while informing students of emergency procedures. We also encourage parents to talk to their children about the purpose of these drills to help alleviate any anxiety students may experience when various types of drills occur.

MCS routinely conducts emergency drills. Communication will go out as soon as possible to alert parents to the nature of the drill.

Emergency Event

In the event of an actual emergency, students will follow the same protocol practiced during drills. MCS will initiate our emergency communication protocol and immediately begin communicating appropriate next steps with parents/guardians. Under no circumstance should parents come to the MCS campus. In an emergency situation, safety personnel will need immediate and unhindered access to the entire campus. MCS will communicate an “all clear” and notify parents of next steps as soon as we receive permission from local authorities to do so.

Campus Evacuation

In the unlikely event the MCS campus needs to be evacuated, MCS will transport students to the Golf Course Road Church of Christ located at 3500 W. Golf Course Road, Midland, TX 79703. If a campus evacuation occurs, parents will immediately be notified. To make sure safety personnel have full access to the MCS campus, parents should go directly to the Golf Course Road Church of Christ and not to the school. Upon arrival at GCR, parents should remain

in their vehicles until they receive instructions from MCS Administration and/or local law enforcement.

Fundraising

A fundraising activity is defined as a fundraiser, a solicitation for, or receipt of a voluntary donation. The MCS Board of Trustees recognizes the existence of many worthwhile school activities and needs that require the raising of funds either by the sale of merchandise, tickets, or gifts to the school. Because of the need to limit distractions to our primary purpose of educating students, and to limit the additional burdens often placed on our families and the greater MCS community, the Board limits fundraising activities to those that have the approval of administration including the Director of Advancement, Director of Advancement for Athletics, Athletic Director and President. MCS administration will follow the Fundraising Approval Process as described below while making every attempt to coordinate fundraising activities to limit demands of time and money placed on our finance department, faculty/staff, students, and families.

Purpose

The mission and vision of MCS are foundational for everything we do. Therefore, it is our desire to strengthen our impact as a private Christian school with all our fundraising efforts. The cost to educate our students goes well above tuition funds. Our desire is to give our students a well-rounded education in academics, fine arts, athletics and many other activities. We are committed to making sure every MCS student has an opportunity to grow into the young man or woman God calls them to be. Our operating budget funds the majority of school related activities and events. Fundraising proceeds position us to cover the many other expenses associated with day-to-day costs, campus wide improvements, and hopes and dreams for the future while remaining aligned with our Christian values and mission.

Objectives

- To support the financial needs of the school in an organized and responsible manner.
- To promote community involvement and stewardship.
- To ensure all fundraising activities reflect the school's purpose and values.

Primary Fundraisers

MCS annually hosts three primary fundraising initiatives:

- The Live, Love, Learn Fund (Previously the Annual Fund)
- The State of MCS Event/Auction
- The Mustang Run

These three fundraising events require extensive planning. They are purposefully orchestrated to engage a broad audience ranging from those who attend MCS to those who love our school and simply want to support our ongoing vision.

School Clubs & Organizations:

An example of a school club or organization would be NHS, Science Club, etc. These clubs & organizations will operate with a budget. If a fundraiser is needed they will be allowed one per year (July 1-June 30th).

Athletic Fundraising:

Fundraising for the athletic department will be led by Mrs. Amanda Friday and Athletic Director Chris Ryburn. Athletic Department fundraisers will be driven by the Head Coach of each sport; if the coach would like to designate a volunteer to help facilitate the fundraising process that is acceptable. Every sport is allowed one fundraiser per year (July 1-June 30).

Booster Clubs Fundraising:

Midland Christian School has two Booster Clubs:

- Athletics
- Band / Fine Arts

While these booster clubs primarily secure funds for their respective areas of interest, their fundraising efforts ultimately benefit the entire school. Each booster club has a president, secretary, and treasurer. Club meetings are open to MCS families and supporters. For a meeting schedule, please contact info@midlandchristianschool.org.

Support Groups:

- Parent Teacher Fellowship
- Student Council
- Campus Ministry

Approval Process

In an effort to be sensitive to our families who are already paying tuition, only a select number of extra fundraising requests are approved annually. If a club, organization, group, etc., needs funds, they should contact Mrs. Courtnee McHugh via email at cmchugh@mcs1.org or Mrs. Amanda Friday afriday@mcs1.org to discuss fundraising project approval or a potential budget adjustment. The finance department kindly asks that individuals and families support final decisions and respect the finance team's commitment to stewardship and sound financial management.

All fundraising activities must be approved by MCS administration. Proposals should be submitted at least two weeks in advance to Mrs. Courtnee McHugh at cmchugh@mcs1.org or Mrs. Amanda Friday. The Advancement Department will reply to requests as soon as possible. Please do not start fundraising without permission and ask for forgiveness later. Our budgetary constraints tighten every year, so attempting to fundraise outside of approved channels may jeopardize anticipated expenditures due to inadvertent competition against the Live, Love, Learn Fund (formerly the Annual Fund), Event/ Auction, or Mustang Run. Please [click here](#) to access a copy of MCS Fundraising Policies and Procedures.

Grading Scale for 2025-2027

The MCS Grading Scale is as follows for Non-Honors classes (2025, 2026, 2027 Graduating classes) with 4.0 scale:

- A = 4.0 = 90-100
- B = 3.0 = 80-89
- C = 2.0 = 70-79
- F = 69 and below.

The Grading Scale for Honors classes with 5.0 scale:

- A = 5.0 = 90-100
- B = 4.0 = 80-89
- C = 3.0 = 70-79
- F = 69 and below.

Grades 6-12 complete semester exams in December and May. NOTE: Seniors who have an “A” average in a class and no unexcused absences for the second semester are exempt from a final exam in that class.

Grading Scale for 2028 and Beyond

The MCS Grading Scale is as follows for all courses (2028 and beyond) with 4.0 scale:

- A = 4.0 = 90-100 - Honors Graduate Pathway (Complete information provided on pages 21-22)
- B = 3.0 = 80-89
- C = 2.0 = 70-79

- F = 69 and below

Graduation Requirements for 2025-2027

All 9th-12th grade students are required to earn a minimum of 28 credits to include a Bible credit for every year they attend MCS to complete graduation requirements. Frequently, students earn more than the required number of credits for graduation. MCS has 3 graduation plans for graduating classes 2025, 2026, & 2027:

Subject	Standard	Recommended	Distinguished
Bible*	4	4	4
English	4	4	4
Math	3	4	4*
Science	3	4	4
History	3	4	4

Health	.5	.5	.5
Speech	.5	.5	.5
Physical Education	1.5	1.5	1.5
Foreign Language	2	2	3
Computer	1	1	1
Fine Arts	1	1	1
Electives	2.5	3.5	3.5
Total	26	30	31

*Taking Algebra I in 8th Grade does not exempt the requirement for one math course per year of High School (9th-12th Grades). Recommended and Distinguished graduates must take Algebra I, Geometry, and Algebra II as part of their four years of math.

The Distinguished Program requires 6 Honors Courses (acquired through four years of Honors English and two additional honors courses ie. math, science, and history) along with three years of Foreign Language. To complete the Distinguished Plan, a student may NOT take Mathematical Models as one of the four years of Math. Beginning with the Class of 2026, students completing the Distinguished academic plan will also participate in Mustang Christian Scholars Program, which is outlined below:

- Must maintain a 3.25 Cumulative GPA each year
- Accumulation starts August 1st of their freshman year
- 60 service hours total to be completed by Feb. 1st of senior year in the following order:
 - Freshman - 20 hours
 - Sophomore - 20 hours
 - Junior - 10 hours
 - Senior - 10 hours
- Half of the service hours earned each year must be completed on Midland Christian School's campus.
- Non-MCS service hours must come from an official non-profit organization, or through Campus Ministry connections.
- Service hours may be tracked via the MobileServe App. Please contact the school counselor or campus ministry if you require assistance with the MobileServe app.
- Hours will be accumulated during Missions Week count as service hours.

Mobile Serve access codes for the upcoming school year are:

- MCS: Class of 2026 1E4ACB
- MCS: Class of 2027 0D19C5
- MCS: Class of 2028 622C40
- MCS: Class of 2029 7C5FB9

Incoming freshmen cannot start logging hours until after school begins.

Each student attending MCS must complete one of the four-year graduation plans listed above. This plan will be reviewed and revised (if necessary) during registration each academic year by the Secondary Guidance Counselor. Credits are recorded each semester to make sure that students are on track. If a student is falling behind their scheduled graduation plan, the Counselor will set up a meeting with student/parents to discuss options.

MCS graduation ceremony is intended to be a celebration in recognition of those who have completed all requirements for graduation.* Participating in the graduation ceremony is dependent on administrative approval.

*In certain circumstances, seniors may be allowed to walk, but may not receive their diploma until all graduation requirements are satisfied.

Valedictorian, Salutatorian and Top 10% 2024-2027

Valedictorian is the highest academic achiever in the graduating class. The Salutatorian is the second highest academic achiever in the graduating class. These distinctions are determined by cumulative GPA for 9th grade through Senior Year. The cutoff for this designation is after completion of the 3rd nine weeks of the 12th grade year. MCS calculates the numerical averages (based on the honors 5.0 scale) of each student to determine the two highest achieving designations. Only courses required per the designated graduation plan are calculated.

Additionally, students must begin coursework at MCS beginning the first semester of 9th grade to be eligible for Valedictorian/Salutatorian honors. Students can request their ranking from the Guidance Counselor or Registrar via email for privacy and confidentiality purposes. Please note that changes in ranking will occur frequently due to incoming transfer students and students no longer attending MCS.

The top 10% graduates will be calculated for the students who attend a minimum of 4 semesters at MCS.

Graduation Requirements

Beginning with Class of 2028

Beginning in Fall 2024 for the Class of 2028, all high school students are required to earn a minimum of 26 credits, including a Bible credit for every year they attend MCS. All students will take core academic classes (English, Math, Science, History) every year of high school. Most students will graduate with more than the minimum number of credits. MCS offers three updated graduation pathways (see table below).

In an effort to prepare students for college, careers, and military readiness, MCS is increasing instructional rigor across all courses. Students pursuing the Honors Graduation Pathway must maintain a 90 or above in all high school classes and earn a minimum of 31 credits through the Honors Plan. This distinction offers students the opportunity to stand out in the college admissions process and earn academic recognition at graduation.

Students demonstrating academic excellence and strong learning habits may begin the Honors Pathway as early as 8th grade, where they will experience accelerated learning and advanced content in core subjects. Entry into the 8th-grade Honors Pathway is based on NWEA MAP scores (see Advanced Course Eligibility). These students are held to the same rigorous standards as high school students. Available 8th-grade Honors courses include:

- **Algebra I:** Focuses on foundational algebraic reasoning and problem-solving
- **Biology:** Introduces scientific processes and systems of living organisms

- **Spanish I:** Builds vocabulary, grammar, and beginning conversational skills

Students not beginning in 8th grade may enter the Honors Pathway in 9th grade.

Subject	Standard	Recommended	Honors
Bible*	4	4	4
English	4	4	4
Math	3	4	4
Science	3	4	4
History	3	4	4
Health	0.5	0.5	0.5
Speech	0.5	0.5	0.5
Physical Education	1	1	1
Foreign Language	2	2	3
Technology	1	1	1
Fine Arts	1	1	1
Electives	3	4	4
Total	26	30	31

Grade Point Average, Class Rank, and Graduation Pathways

A student’s grade point average (GPA) is exactly what it sounds like; an average of all of his/her semester grades. A grade point average is calculated by taking the sum of credits earned divided by the sum of credits attempted. MCS uses a 4.0 scale. A GPA will be between 0.0 and a 4.0, with a 4.0 being the top score.

Within this framework, students demonstrate the ability to comprehend, apply, and use knowledge, versus simply gaining information for the sake of passing exams.

All Pathways are student performance-based and follow a 4.0 unweighted GPA scale.

Valedictorian, Salutatorian and Top 10% Beginning with Class of 2028

Valedictorian is the highest academic achiever in the graduating class. The Salutatorian is the second-highest academic achiever in the graduating class. These distinctions are determined by cumulative GPA for 8th or 9th grade (once the Honors pathway begins) through Senior Year. The cutoff for this designation is after completion of the 3rd nine weeks of the 12th grade year. MCS calculates the numerical averages from those students completing the Honors Pathway. The Two Highest numerical averages of the Honors pathway determine the two highest achieving designations. Only courses required per the designated graduation plan are calculated.

Additionally, students must begin Honors pathway coursework at MCS beginning the first semester of 9th grade to be eligible for Valedictorian/Salutatorian honors. Students can request their ranking from the Guidance Counselor or Registrar via email for privacy and confidentiality purposes. Please note rankings will not be generated until the second semester of a student's Junior Year; this is the earliest time at which rankings may be requested.

The top 10% graduates will be calculated for the students who attend a minimum of 4 semesters at MCS.

Graduating With Honors Via the MCS Honors Pathway

The Honors Graduation Pathway represents the highest academic distinction at MCS. It challenges students through advanced coursework, experiential learning, and high expectations for character and performance.

Requirements:

- Maintain a 90 or above in every course each semester
- Earn 31 total credits, including:
 - Math: Algebra I, Geometry, Algebra II, and one approved upper-level math course (Note: Algebraic Reasoning and Math Models do not meet this requirement)
 - Science: Biology, Chemistry, and two approved upper-level science courses
 - Foreign Language: 3 credits (Spanish I taken in 8th grade may count)
- Take core courses and Bible each year
- Complete 60 Mustang Christian Scholars service hours
- Begin the Honors Pathway no later than the first semester of 9th grade to be eligible for Valedictorian or Salutatorian consideration

Emphasis on Accelerated Learning:

Students in the Honors Pathway are expected to engage in accelerated and deeper learning, demonstrating mastery of content through higher-order thinking, analysis, and academic responsibility. From 8th grade forward, Honors

students are immersed in coursework that challenges them beyond grade level expectations and prepares them for the rigor of college and career demands.

Probation and Removal Policy:

- Students are permitted only one semester grade of 89 or below while on the Honors Pathway. This results in probation for the following semester.
- If at any other point you receive a semester-grade of 89 or below, the student will be removed from the Honors Pathway and placed on the Recommended Graduation Pathway.
- Once removed, students will not re-enter the Honors Pathway.
- A's must be consistently maintained in all courses, whether a student began in 8th or 9th grade.

These expectations reflect the increased academic rigor at MCS. The Honors Pathway is designed to build academic endurance, personal responsibility, and long-term excellence.

Academic Recognition

Honors Pathway graduates will be recognized at graduation with the following distinctions:

- **Summa Cum Laude** (3.9–4.0 GPA): With the highest distinction
- **Magna Cum Laude** (3.7–3.8 GPA): With great distinction
- **Cum Laude** (3.5–3.6 GPA): With distinction
- **Honors** (3.0–3.4 GPA): With honor

Student transcripts will indicate completion of the Honors Pathway and the Latin honor level earned.

Why Honors Pathway and not Honors Courses?

The Honors Pathway at MCS is designed to provide students with a comprehensive and challenging curriculum that prepares them for future success, ensuring that all students engage with rigorous material across disciplines. This initiative aims to equip them for college, career, or military pursuits, fostering a level of readiness that is consistent and equitable regardless of their chosen path.

- Universities will recalculate weighted GPAs to compare their applicants equally.
- This disparity in access to advanced courses across different high schools highlights significant systemic inequities in education, where students in well-resourced schools have opportunities for rigorous coursework that can enhance college admissions prospects, while those in under-resourced schools are limited by their environment. Consequently, evaluating students solely based on their course offerings can perpetuate inequalities, as it does not accurately reflect their capabilities or efforts, underscoring the need for more equitable educational policies and practices that recognize and address these disparities.
- We are striving to help as many students as possible with deeper levels of learning and comprehension that will be reflected on their ACT/SAT scores.
- Universities are starting to once again require ACT/SAT scores.
- Strong ACT/SAT scores enhance scholarship awards and opportunities to a greater number of schools!

Recommended Graduation Pathway

Recommended graduation pathway graduates must meet the following standards:

- Math credits must include Algebra I, Geometry, and Algebra II.
- Science credits must include Biology and Chemistry.

Standard Graduation Pathway

The Standard graduation plan is only utilized in unique circumstances. It exclusively applies to graduating Seniors with mitigating circumstances who are unable to complete the required Math, Science, and Social Studies courses required for the Recommended Graduation Plan.

Advanced Course Eligibility (MS only)

Pre-Algebra in 7th Grade	Score in the 70th+ percentile range of 6th grade NWEA Math test
Biology in 8th Grade	Score in the 70th+ percentile range of 7th grade NWEA Science Test

Hall Passes

Students must have a signed Hall Pass when out of class during non-passing periods. Failure to obtain a hall pass may result in disciplinary action.

Inclement Weather Procedures

MCS follows the same inclement weather procedures as Midland Independent School District. Please refer to local news outlets, school websites, and communication from MCS for up-to-date information. Please keep in mind that Midland weather is often highly unpredictable. We ask for your patience and understanding when last minute changes are required. We also highly recommend contingency planning especially during the winter season in case of a last minute closure or delay.

Instructional Technology /Computer/Tablet Use

Apple laptops and textbooks issued to students are a part of the tuition/fee structure. Students are responsible for properly caring for and being good stewards of these devices. Students who lose or abuse these instruments are required to pay for repair or replacement. All 6th grade students will leave technology in designated charging stations at the end of the school day.

At MCS administration’s discretion, Grades 7-12 may take home technology to complete assignments. By enrolling in Midland Christian School, all students and parents agree to abide by the rules and regulations of Midland Christian School computer use policy (See Appendix F). A student who abuses this policy risks forfeiting school-issued digital devices or platforms. Egregious abuse of the computer use policy may lead to suspension or review of enrollment status.

Lockers

Students are assigned hall and athletic lockers. MCS is not responsible for items stored in lockers. MCS does not allow personal locks on lockers. MCS reserves the right to search any student's locker at the discretion of the administration.

- 6th grade lockers are located in the Middle School Building
- 7th - 12th lockers are located in the High School Building

MyMCS / Rooms

MCS Rooms is the official platform for all MCS communication. Teachers, students, staff, and parents are to use MCS Rooms exclusively for all communication needs. Integrated directly into our [MCS app](#), MCS Rooms allows families to access messages, announcements, news, events, and classroom updates in one place. It offers secure, two-way messaging, enabling direct communication with teachers and staff and real-time notifications for important updates. From district-wide announcements to classroom reminders and calendar events, all school-related information will be shared through this platform.

To get started, simply download the [MCS app](#) and log in. With one tap, you can access the Rooms section—no additional logins or downloads required. By using MCS Rooms as our single, unified communication tool, we ensure that all families stay informed, connected, and engaged with our school community.

Learn more at info.apptegy.com/for-parents-and-guardians.

MCS utilizes myMCS as the digital platform for both students and parents as a planning tool and to also monitor student progress, schedules, and grades. Parents are encouraged to keep their information up-to-date in myMCS at all times. Use [myMCS link](#) to login to your profile.

National Honor Society

Juniors and Seniors are eligible to become members of the Midland Christian School Chapter of the National Honor Society (Mrs. Pam Keel, Sponsor). To be eligible, a student must maintain a 3.75 GPA, and must have successfully completed at least three honors classes. Once students meet the prerequisite GPA requirement, they may submit a [Student Activity Information Form](#) to the faculty sponsor. A five-member faculty council will then decide on the eligibility of each candidate based on leadership, service, character, and other qualities. The faculty sponsor keeps these forms on file and provides other information to faculty, staff, parents, and students as needed. As a reward for this achievement, NHS members are exempt from one final exam of their choice per semester. NHS members may not exempt final exams within the same subject both semesters within the school year.

Our National Junior Honor Society (NJHS, Mrs. Andrea Despain and Mrs. Kathryn Tobias, Sponsor) chapter includes all eligible 7th and 8th graders who have completed the induction process. There is one Fall induction ceremony each school year. Eligible students must have a 95% cumulative average. After completing the induction process, members must maintain a 90% cumulative average to avoid probation or possible dismissal. NJHS has mandatory monthly meetings, one fundraiser per semester, and one Adopt-A-Spot clean-up per semester. Optional weekly

campus clean-ups and a weekly tutoring session for 1st-5th graders who complete the tutoring application process are also available. These options provide a simple way to earn service hours.

Each NJHS member is required to obtain 5 service hours per semester (10 total for the school year). If he/she cannot attend the provided service times, it is his/her responsibility to obtain the required service hours outside of school. All service hours must be done on a volunteer basis for nonprofit organizations (Members cannot complete volunteer work for family members, nor can they receive any type of compensation). We are excited to implement our new bylaws, which raise the standards for our members while inspiring improvement, growth, and excellence. Luke 12:48 says to whom much is given, much will be required. Our NJHS chapter strives to make the most of our gifts and talents by setting a Christlike example for our peers, while serving others with a glad and happy heart. We wish to lead a life worthy of our calling (Ephesians 4:1), reflecting Jesus in all that we say, do, and think.

Non-Discriminatory Policy

Midland Christian School admits students of any race, color, national or ethnic origin, who qualify for admission, to all rights, privileges, programs and activities generally accorded or made available to students of the school.

Note: Additional policy statements are available upon request. Please contact the Administrative Offices for information.

Off-Campus Physical Education (PE)

MCS provides Physical Education through both Athletics and PE classes. On a limited basis, some students in grades 9-12 may be eligible to participate in Off-Campus PE. Off-campus PE requests are limited to activities that are not offered at MCS as part of the curriculum. Examples include horseback riding, figure skating, gymnastics, etc., or extenuating circumstances due to diagnosed medical conditions. Club sports that MCS offers as part of the Athletic Program cannot be considered for off-campus PE credit.

All Off-Campus PE requests require an "MCS Off-Campus PE Course Agreement" to be filled out and on file yearly. Approved Off-Campus PE programs require parents to have the program's supervising adult fill out an Off-Campus PE grade form each nine weeks for submission to the student's principal. These forms are available in the High School office. All off-campus PE programs must have prior approval from campus principal and the MCS athletic director. Please note - Students who participate in Fine Arts or Athletic activities fall under TAPPS guidelines and may not be allowed to participate in Off-Campus PE.

Off-campus PE is relegated to students with an extended illness or for unique circumstances that involve extensive travel (i.e., equestrian). If a student's grades begin to suffer, administration will request a meeting with parents to determine potential schedule adjustments and/or off-campus PE participation.

Parking and Traffic Regulations

All visitors and parents are asked to park in designated parking spots. Please note there is no parking at any time in the pull-through lanes in front of each building. Permits are required to park on the curb in front of private property not owned by the school. Drive through entrances and neighboring drives should never be blocked. As the safety of our students is our top priority, we ask that all drivers observe safe driving practices, use slow speeds, and be attentive at all times when driving on or around the MCS campus.

Midland Christian School assumes no responsibility or liability for any loss, theft, or damage to vehicles or personal belongings left in vehicles while on school property or at any school-sponsored event. All vehicles are parked at the owner's risk. Parents and guardians are encouraged to lock their vehicles and take appropriate precautions to safeguard personal property.

Probationary Status Guidelines

Attendance Probation

Criteria for Placement:

- Exceeding allotted unexcused days in a grading period without valid justification (see attendance policy).
- Chronic unexcused tardiness without valid justification.

Expectations & Support:

- Parent/Guardian meeting to discuss attendance concerns.
- Development of an attendance improvement plan.
- Possible loss of privileges (extracurricular participation, field trips, etc.).
- Review period (e.g., four to six weeks) to determine progress.

Exit from Probation:

- Demonstrating consistent attendance improvement as outlined in the plan within the defined window of time.

Academic Probation

Criteria for Placement:

- Failing 2 or more subjects during a grading period.
- Falling significantly behind on assignments or assessments; lack of academic growth

Expectations & Support:

- Mandatory tutoring or intervention sessions.
- Individualized academic improvement plan with set benchmarks.
- Limited participation in extracurricular activities until improvement is shown.
- Regular progress monitoring by teachers and administration.

Exit from Probation:

- Meeting established academic goals and demonstrating sustained progress within the defined window of time.

Disciplinary Probation

Criteria for Placement:

- Repeated violations of school conduct policies.
- Incidents involving disrespect, disruption, or unsafe behaviors.
- Documented disciplinary actions within a specific timeframe.

Expectations & Support:

- Behavior contract outlining specific expectations and consequences.
- Regular progress monitoring by teachers and administration.

- Limited participation in extracurricular activities or leadership roles.

Exit from Probation:

- Consistently demonstrating positive behavior and adherence to school expectations within the defined window of time.

Failure to Meet Expectations While on Probation

Students who do not demonstrate sufficient improvement within the designated probationary period will face further administrative review, which could result in dismissal from school.

Secondary Student Scheduling

The Secondary class schedule (Grades 6 - 12) consists of eight (8) periods each day. All 6th-11th grade students must be scheduled for all eight (8) periods each day. Seniors are scheduled according to the number of credits still required to graduate. Seniors may select to have off periods as long as graduation requirements are met and must take a minimum of 4 classes to remain eligible for all TAPPS competitions. Students begin the class scheduling process for the next school year during the Spring semester. Each incoming Freshman will meet with the secondary college advisory / guidance counselor or administrator to create a Four Year Plan of Graduation.

For 2028 and beyond, students must end the previous year with a cumulative 90% average in all core classes (Math, Science, Social Studies, English and any eligible Dual Credit classes) to continue on the Honors Pathway. For 2024-2027 graduates, students must maintain a 90% average for each honors course to remain in their respective courses. The student’s previous year’s teacher recommendation and or NWEA scores may be considered as well.

For 2028 and beyond graduates, Honors Pathway students must meet the following standards:

- Maintain a minimum grade of 90 or above in all classes.
 - A performance review will be conducted at the conclusion of each semester.
 - If the student has a grade of 89 or below they will be placed on Honors Pathway probation for one semester.
 - If the grade is not brought up to a 90 by the end of the next semester the student will automatically be placed on the Recommended graduation pathway.

Schedule Changes: The MCS master schedule is planned and faculty members are hired based on courses students select in the spring of the previous school year. Any schedule-change requests made after this date will be brought to the Director of College Advising and/or Associate High School Principal for consideration. Final decisions are made by the administration. We are not able to honor requests to move the time of a class, change teachers, or for socially based reasons.

Once the school year begins, changes will be considered based on leveling changes only. Because elective courses are not required courses and are based on student choice, schedule changes are not honored after parental approval forms are returned in the spring.

After the first two weeks of classes either semester, changes to a student’s schedule will only be considered due to extenuating circumstances. A student may not drop a course due to poor grades, teacher issues, a loss of interest or other demands on their time. Requests to change a schedule for a half-credit course in the spring is subject to the same guidelines as all other courses.

It is important that students understand the commitment they are making when requesting courses.

Semester Exam Exemption Guidelines

Midland Christian High School students may be exempt from semester exams in each class provided they meet academic, attendance, citizenship, and campus ministry guidelines each semester. The guidelines are as follows:

Guidelines for Semester Exam Exemption:

1. Academic Requirement

- A minimum grade in the class, such as:
 - **90 or above average (A)** – up to 3 excused absences
 - **80-89 average (B)** – up to 2 excused absences
 - **70-79 average (C)** – up to 1 excused absence
- No exemption is allowed if the grade is below 70.

2. Attendance Requirement

- Limited number of absences per class:
 - **No more than 3 excused absences** per semester.
 - **No unexcused absences** or trancies.
 - Tardies will count against exemption eligibility (e.g., 3 tardies = 1 absence).

3. Citizenship/Behavior Requirement

- No major disciplinary referrals.
- No suspensions or detentions.

4. Other Requirements

- No outstanding fees or fines.
- Must attend all required chapel services.
- Completion of all service hours requirements

** Medical absences (partial-day absences with a doctor's note) do not count toward the number of absences.*

*** School absences do not count toward the number of absences.*

Student Parking/Driving

Students who possess a valid State of Texas driver's license and who drive to campus are required to park in student parking designated areas only. A Learner's Permit does not qualify as a valid driver's license. Students must secure from the secondary office and display an MCS Parking Sticker on the windshield in the lower driver's side of their car. If a student loses a sticker or needs another one for any reason, they must purchase it from the High

School office. License numbers of cars driven to school must be on file in the office. Abuse of good driving habits, parking violations, or lack of a parking sticker may result in disciplinary action, and may include loss of parking/driving privileges. The 5 mph parking lot speed limit and the 20 mph speed limit on all streets adjacent to the school MUST strictly be adhered to. NOTE: The parking lot between McGraw and Grace Lutheran Church is owned by Grace Lutheran. Please be sensitive to their schedules and observe posted non-parking signage. Please do not park beside their building.

Please note: Driving to school is a privilege; not a right. Students who drive recklessly, ignore traffic laws, risk personal safety or the safety of others are subject to having their driving privileges revoked.

Seniors will have the opportunity to pay and paint a single parking space for the 2024-2025 school year. They will be able to choose a spot in the main student parking lot. For details on payment and guidelines, please see the link below:

[Seniors Reserved Parking Spots](#)

Traffic Regulations

Students may not leave vehicles unattended in non-parking areas. Parents who drop off and/or pick up students are asked to please be super aware of your surroundings. Please refrain from cell phone use while operating a motor vehicle on school property. In addition, please watch for students who may dart out in front of a moving vehicle, stay in the assigned pick-up lane, avoid cutting through parking lots, etc.

Please make every effort to drop off and pick up students in a timely manner.

School Hours

Pre-Kindergarten:	8:00 a.m. – 2:30 p.m.
Kindergarten - Grade 5:	8:00 a.m. – 3:10 p.m.
Grades 6 – 8:	8:10 a.m. – 3:55 p.m.
Grades 9 - 12	8:10 a.m. - 3:55 p.m.
Grades 9 - 12 Tutoring	7:50 a.m. - 8:05 a.m.

Secondary lunch periods:

Grades 6 – 8:	12:00 p.m. - 12:35 p.m.
Grades 9 – 12:	12:45 p.m. – 1:25 p.m.

Visitors To Campus

All visitors to a secondary campus are required to check in at the middle school or high school office. Each visitor is required to submit to a background check and must receive a badge to enter the school building. All former students and all former employees are subject to the Visitors to Campus policy. Visitors under the age of 18 must be accompanied by an adult or will need prior administrator approval before they are allowed campus access.

Visitors who violate the Visitors to Campus policy will immediately be reported to the school's Safety and Risk Manager. Vendors who make deliveries to the school must check in with and deliver only to the school office.

MCS Statement of Faith

At Midland Christian School, we believe that the following are long standing principles of scriptural truth based on the Bible, the constant moral teachings of our forefathers:

WE BELIEVE the Bible, the only infallible, authoritative word of God in all matters of faith and conduct, to be inspired by the Holy Spirit. No one has the authority to add to or take away from the Word of God. *Deuteronomy 4:2; Psalm 19:7-9; Proverbs 30:5-6; I Corinthians 2:13; Galatians 1:8-9; II Timothy 3:15-17; II Peter 1:20-21; Revelation 22:18-19*

WE BELIEVE that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *Genesis 1:1-3; Isaiah 44:6-8; Matthew 28:19-20; Mark 12:29; John 1:1-4; Acts 5:3-4; II Corinthians 13:14*

WE BELIEVE in God the Father, an infinite, personal Spirit; the Creator of all things, visible and invisible, in the heavens and on the earth, perfect in holiness, wisdom, power and love. We believe that He concerns Himself mercifully in the affairs of each person, that He hears and answers prayer, and that He, and only He, saves from sin and death all who come to Him through Jesus Christ. *Genesis 1, 21:33; Isaiah 40:28; Exodus 33:14; John 4:24; Revelation 4:8; Romans 11:33-34; Jeremiah 32:17; Ephesians 1:19-20, 3:9; Jeremiah 31:3; Romans 5:8; II Samuel 24:14; I John 5:14-15*

WE BELIEVE in God the Son, Jesus Christ the Savior, the only begotten Son of God, in His Deity, in His virgin birth, in His sinless life, in His miracles, in His substitutionary and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, in His continuous intercession for His people, and in His personal return in power and glory. *John 1:1, 2, 14, 18; John 3:16; Luke 1:34-35 & 24:27; Hebrews 4-15; Romans 3:23-26 & 8:34; Mark 8:38; Matthew 24:30; I Corinthians 15:3-4*

WE BELIEVE in God the Holy Spirit, the Helper and Comforter, in His daily guidance and revelation of truth, in His conviction of sin, righteousness and judgment, and in His indwelling presence at the moment of salvation, enabling believers to live godly lives. *John 3:5-8, 14:16-17 & 16:13-14; Acts 1:8; I Corinthians 12:13; Ephesians 4:30-32 & 5:18*

WE BELIEVE we are created in God's image, but because we sin, we become separated from God and in need of salvation. Regeneration by the Holy Spirit is absolutely essential for salvation through the repentance from sin and the acceptance of Jesus Christ as Lord and Savior. We receive the gift of salvation only by accepting God's invitation to enter into a covenant relationship with Jesus, placing our trust and faith in Him, and obeying His command to be immersed in water, which reflects the death, burial, and resurrection of Jesus. No one comes to the Father except through Jesus Christ and there is no other name under heaven by which we are saved. *Isaiah 59:2; John 3:5-8, 16; 5:24; 14:6; Acts 2:21, 37-39, 4:12; Romans 3:10-11, 23; 6:3-4, 23; I Corinthians 15:1-4; Ephesians 1:6-7, 2:1-10; Titus 3:3-8; I Peter 1:23*

WE BELIEVE in the resurrection of both the saved and the lost—the saved unto the resurrection of eternal life and the lost unto the resurrection of eternal separation from God. *Luke 16:19-26; II Corinthians 5:8; Philippians 1:23; II Thessalonians 1:7-9; Revelation 20:11-15*

WE BELIEVE in the spiritual unity of believers in our Lord Jesus Christ, all of whom are added by God to the church, which is Christ's body on earth and of which He is head. Just as Christ is not divided, His church should not be subject to human divisions. We are called by God to gather regularly to worship and to be active in participation so that we may be mutually encouraged and so the body will build itself up as each part carries out its particular function. *Matthew 28:19; Acts 2:42-47, 20:7; Romans 15:5-6; I Corinthians 1:10-13, 11:23-26, & 12:13; Ephesians 1:22-23, & 4:3-6, 11-16; Colossians 1:18; Hebrews 10:25; I Thessalonians 5:11*

WE BELIEVE that we should put away the desires of the sinful nature and, led and empowered by the Spirit, live godly lives worthy of the calling we have received, not for the purpose of earning salvation (which is a gift from God and cannot be earned), but in response to the incomparable riches of God's grace. *Galatians 5:16-26; Ephesians 2:4-10, 4:1, 5:1-20; Titus 2:11-14; II Peter 3:11*

WE BELIEVE that marriage is a permanent, exclusive, comprehensive, and conjugal "one flesh" union of one man and one woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good

of binding father, mother and child. *Genesis 1:27-28, Genesis 2:18-24, Matthew 19:4-9, Mark 10:5-9, Ephesians 5:31-33*

WE BELIEVE that sexual acts outside of the sacred, covenant marriage relationship between one man and one woman are prohibited as sinful, including without limitation, adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, polygamy, polyamory, or same-sex acts. *Exodus 20:14, Leviticus 18:7-23, Leviticus 20:10-21, Deuteronomy 5:18, Matthew 15:19, Matthew 5:27-28, Romans 1:26-27, I Corinthians 6:9-13, I Thessalonians 4:3, Hebrews 13:4, Galatians 5:19, Ephesians 4:17-19, Colossians 3:5*

WE BELIEVE that God created mankind in His image: male (man) and female (woman), sexually different but with equal personal dignity. We also believe that human life begins at the moment of fertilization and that men and women must affirm their physical biological sex given to them by God at the time of conception and refrain from any and all attempts to physically change, alter, or disagree with such physical biological sex, including without limitation elective sex reassignment, transvestite, transgender or non-binary “genderqueer” acts or conduct. *Genesis 1:26-28, Romans 1:26-32, I Corinthians 6:9-11*

WE BELIEVE that God created and ordered human sexuality to the permanent, exclusive, comprehensive and conjugal “one flesh” union of a man and a woman, intrinsically ordered to procreation and biological family, and in the furtherance of the moral, spiritual, and public good of binding father, mother and child, and we resist and refrain from any and all same-sex sexual attractions, acts and conduct, which are all intrinsically disordered. *Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, I Corinthians 6:9-11, Ephesians 5:25-27, Revelation 19:7-9, Ephesians 5:25-27, Revelation 19:7-9, Revelation 21:2*

WE BELIEVE that all have sinned and fall short of the glory of God and should seek redemption through confession, repentance, baptism, and faith in Jesus Christ, and that we must welcome and treat with respect, compassion and sensitivity all who confess their sin (including sexual immorality) and seek redemption and commit to resisting sinful temptation and refrain from immorality. *Matthew 11:28-30, Romans 3:23, Ephesians 2:1-10, I Corinthians 10:13, Hebrews 2:17-18, Hebrews 4:14-16*

All persons associated with Midland Christian School (including without limitation all teachers, staff, coaches, students, volunteers, parents and others) must affirm and adhere to this Statement. This is necessary for Midland Christian School to accomplish our religious mission, goals and purpose. Behavior or counter-witnessing that does otherwise will impede and burden our integrity and religious mission. We believe that God’s grace can wipe the slate of guilt and sin, though the consequences are still incurred.

Appendix A: Anti-Bullying Policy, Guidelines, and Procedures

As disciples of Jesus Christ, we purposefully strive to treat everyone within our many circles of influence as Jesus wants them treated (Matthew 7:12). That means we purposefully create environments and interactions that honor the teachings of Jesus and embody the very heart of what it means to be ambassadors of his Good News. In response to his great love for us, we will model love and respect for others through our conversations, actions, and attitudes. As a result, students, faculty, staff members and friends of Midland Christian School (MCS) will experience affirmation, encouragement, and holistic growth as we walk the way of Jesus.

While it is easy to articulate our desired outcomes, living them out attitudinally and behaviorally is a greater challenge. Our enemy constantly plots against us, sowing seeds of doubt and discord that left unchecked, will most certainly cause individual and collective harm. One of our enemy's weapons of choice is bullying – those unwanted and aggressive behaviors that may threaten the spiritual, mental, emotional, and/or physical well-being of our students. The board of trustees and administrative staff of Midland Christian School have collaborated on this policy and these procedures to effectively diminish bullying behaviors as one means of increasing the impact of faithful discipleship.

The purpose of Midland Christian School's anti-bullying policy is to provide checks and balances to help us better understand the potentially devastating impact of bullying and help us better position all faculty, staff, and students to choose more productive alternatives. While no policy can anticipate every contingency, this policy strives to articulate a clear definition of bullying, identification of anti-bullying strategies for faculty, staff, parents, and students, and reporting procedures when our anti-bullying policy is violated.

Defining Bullying:

Defining bullying can help identify behaviors and actions that are incongruent with our calling as disciples of Jesus. For the sake of this policy, MCS defines bullying as:

“A single, purposeful act or pattern of purposeful acts by one or more students directed at another student or students to coerce, abuse, dominate, humiliate or intimidate. Such acts may be expressed directly or indirectly via physical, verbal, or digital means (cyber-bullying) and are designed to harm another person's or persons' physical, emotional, mental, and/or spiritual well-being.”

These behaviors can occur on or off campus and at any time whether or not school is in session, and include without limitation unwanted or unwelcome physical contact, verbal abuse, passive aggressive behaviors and cyber-bullying.

Administrative Procedures:

As disciples of Jesus Christ, we prayerfully strive to create and maintain safe and affirming learning environments for MCS families and a respectful and productive workplace for our employees. As a Christ-centric organization, we teach mutual respect in all coursework as we model the fruit of God's Holy Spirit (“love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control” Galatians 5:22-23). In our humanity, we realize we often need to give and receive mercy, healing, forgiveness, and grace. This giving and receiving embodies the Spirit of Christ Jesus himself who taught his disciples to, “Love each other as I have loved you” (John 15:12).

To help us stay on track with our mutual commitments, we will work through alleged bullying reports via the following steps:

An Allegation of Student Bullying:

1. Staff are to take all allegations of bullying seriously.

2. Within 48 hours, faculty will make their principal aware of the alleged bullying incident(s). The principal will investigate utilizing the form on page 33. The form is designed to help the principal identify:
 - a. Who was involved?
 - b. What occurred?
 - c. When it happened?
 - d. Where it took place?
 - e. Who else witnessed?
 - f. What action steps are being taken?
3. The principal will determine the plausibility of the allegation via *The Reasonable and Informed Third Party Test* (a copy is included in this handbook) and involve key stakeholders as is appropriate to the seriousness of the situation (i.e., parents, president, school nurse, campus minister, law enforcement, etc.).

First Offense of Alleged Bullying:

1. Principal will schedule a conference with the alleged victim(s) and a separate conference with the alleged offender(s) to review the alleged incident(s).
2. Principal will schedule a conference with the alleged offender student's parents to review the alleged incident(s).
3. The principal may be compelled by local, state, and/or federal law(s) to immediately contact law enforcement and/or Child Protective Services.
4. If the principal determines that bullying has occurred, the principal will immediately follow up with the parents of the offender student(s) and the parents of the bullied student(s) and make them aware of the situation and talk through appropriate next steps.
5. The offender student(s) will receive discipline determined by the principal (taking into account the age of the students, the severity of the acts, the effects on the victim, and such other factors as the principal considers appropriate under the circumstances) up to and including a one-week suspension from school. The principal will work with faculty to ensure school work can be completed at home if the discipline includes suspension.
6. If the principal determines that no bullying occurred, the principal will follow up with parents and maintain a written record of events and determine an appropriate response to the person(s) making the allegation.

Second Offense of Alleged Bullying:

1. Principal will schedule a conference with the alleged victim(s) and another one for the alleged offender(s) to review the alleged incident(s).
2. Principal and school president will schedule a conference with the alleged offender student(s) and parents to review the alleged incident(s).
3. The principal may be compelled by local, state, and/or federal law(s) to immediately contact law enforcement and/or Child Protective Services.
4. If the principal determines that bullying has occurred, the principal will immediately follow up with the parents of the offender student(s) and the parents of the bullied student(s) and make them aware of the situation and talk through appropriate next steps.
5. If the principal determines that bullying has occurred, the offender student(s) will receive discipline determined by the principal (taking into account the age of the students, the severity of the acts, the effects on the victim, and such other factors as the principal considers appropriate under the circumstances) from suspension from school for an appropriate number of days suitable to the severity of the incident up to and including being expelled for the remainder of the school year with a possibility of not being allowed to re-enroll in the future.
6. If the principal determines that no bullying occurred, the principal will follow up with parents and maintain a written record of events and determine an appropriate response to the person(s) making the allegation.

First and second offenses are generally understood to occur within the same school year. However, patterns of bullying in two or more school years are subject to higher levels of scrutiny. A parent conference will be called to talk through such patterns of behavior. At a minimum the school will repeat First Offense of Alleged Bullying protocol and depending on the severity of the findings of an investigation, reserves the right to follow Second Offense of Alleged Bullying protocol.

Unique Circumstances:

- If any student coerces another student to commit or attempt to commit suicide, or coerces another student to cause or attempt to cause physical harm to another student, law enforcement and parents of the victim and perpetrator will be contacted immediately.
- If a student purposefully and falsely accuses a student of bullying, the individual (or group) making the accusation may face expulsion, termination of employment, or other disciplinary action as deemed appropriate.

Helping Create a Safe and Respectful Culture:

Everyone has a role to play in creating a safe and respectful culture at Midland Christian School.

Students Can:

- Choose to treat everyone with dignity and respect
 - Pray daily for your teachers and classmates
 - Watch out for and stand up for one another
 - If you suspect bullying, talk to a teacher or administrator

Teachers Can:

- Take all bullying reports seriously
 - Pray daily for the students and school
 - Follow our procedures
 - Involve your principal
 - Keep detailed records

Parents Can:

- Model Christlikeness for your children
 - Pray daily for your children and our school
 - Pay attention to your children's social media posts and platforms and choose your words responsibly on personal social media platforms
 - Listen, work with MCS faculty and staff, and trust the process and procedures

All of Us Can:

- Watch for signs of bullying
 - Are we noticing sudden mood swings?
 - Does the student not want to go to school anymore?
 - Is he or she constantly complaining of not feeling well?
 - Are grades or team involvement declining or are others concerned about the student?

Any student or parent may contact a teacher, principal, or school administrator to report alleged bullying, cyberbullying or behavior that disrupts the spiritual health and educational flow of Midland Christian School.

Privacy:

Midland Christian School will only discuss disciplinary actions with parents and children within the same family.

Resources:

Midland Christian School's Campus Minister: kgrizzard@mcs1.org

Midland Christian School's Director of Spiritual Life: bhighley@mcs1.org

Websites:

www.theprotectors.org/blog

<https://store.samhsa.gov/product/knowbullying>

<https://www.focusonthefamily.com/parenting/mean-kids-or-bullies-whats-the-difference/>

The Reasonable and Informed Third Party Test

The reasonable and informed third party test is a consideration by the decision-maker about whether the same conclusions would likely be reached by a reasonable and informed third party (a fully-informed, reasonably prudent person), who weighs all the relevant facts and circumstances that the decision-maker knows, or could reasonably be expected to know, at the time the conclusions are made. The reasonable and informed third party does not need to be an administrator, but would possess the relevant knowledge and experience, to understand and evaluate the appropriateness of the decision-maker's conclusions in an impartial manner.

Midland Christian School
Alleged Bullying/Harassment Incident Report Form or Witness Statement

Name of student allegedly bullied/harassed: _____

Date or dates alleged incident(s) occurred: _____

Grade: _____

Names of accused individuals who allegedly bullied/harassed:

Where did the alleged incident occur? (Check all that apply):

- Classroom Restroom Bus Cafeteria
 Gym To/from school Hallway Locker Room
 School sponsored activity or event not on school property Other (describe) _____

Describe in detail exactly what happened (please use the back of this form if needed):

Describe any physical evidence that exists related to the incident to include physical marks, email, websites, video/audio recordings, photos or other evidence:

Name/s of Witnesses:

Who did you tell at school? _____

I AGREE THAT THE INFORMATION ON THIS FORM IS ACCURATE AND TRUE TO THE BEST OF MY KNOWLEDGE:

Signature of person reporting alleged bullying/harassment Date

Signature of staff member accepting report Date

Name of person completing this form:

Relationship to person who reported being bullied/harassed: Self Parent Witness

Administrative Purposes Post Meeting:

Law Enforcement or Child Protective Services Contacted? Yes No

Date Contacted: _____ Report and/or Case Number if "Yes": _____

Name of Officer or Contact: _____

Appendix B: MCS Drug, Alcohol, and Nicotine Use Testing Policy

This MCS Drug, Alcohol and Nicotine Testing Policy supplements and complements all other MCS policies, rules, and regulations regarding prohibited possession or use of illegal drugs, consumption of alcohol, or use of nicotine in any form. In accordance with the terms of this policy, MCS reserves the right to randomly test any student in Grades 6–12. Furthermore, MCS may require scheduled drug, alcohol, or nicotine testing of any student in Grades 6-12 who is suspected by school administration of illegal drug, alcohol, or nicotine use or being under the influence. Any student determined to be violating this policy on drug or alcohol use shall be disciplined according to the Student Handbook and this Policy.

Prohibited Substances - Overview

Students shall not, at school-related or school-sanctioned activities on or off school property:

- Sell, give, or deliver to another person or possess, use, or be under the influence of any amount of marijuana, an alcoholic beverage, a controlled substance or dangerous drug as defined by federal or state law. A student with a valid prescription for low-THC cannabis as authorized by Chapter 487 of the Health and Safety Code does not violate this provision
- Possess, use, give, or sell paraphernalia related to any prohibited substance
- Smoke, use, or possess any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device (“vape” or vaping device) or possess any component, part, or accessory for an e-cigarette device
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug
- Use or be under the influence of over-the-counter drugs that cause impairment to body or mind
- Use or be under the influence of performance-enhancing drugs, such as, but not limited to, anabolic steroids

MCS reserves the right to review enrollment status for any student who posts pictures, videos, social media posts, etc., depicting consumption of alcohol or use of any illegal substance regardless of where consumption or usage occurs, and regardless of whether the event is affiliated with or sponsored by MCS. In addition, any individual who hosts parties, gatherings, events, etc., not sponsored by MCS, but serves or allows the serving of alcohol, drugs, nicotine or any unlawful substance to minors will be reported to CPS.

Purpose

The MCS drug, alcohol, and nicotine testing policy is intended to:

- Help provide a safe alcohol-free and drug-free environment for students
- Enhance a culture that more thoroughly reflects MCS’s mission and core values
- Help prevent injury, illness, or harm to self or others resulting from the use of illegal drugs, alcohol, or nicotine
- Help enforce a drug-free, alcohol-free, and nicotine-free learning environment and overall student experience
- Deter student use of illegal drugs, alcohol, or nicotine
- Educate students regarding the harm caused by illegal drugs, alcohol, and nicotine

Definitions

Abuse is improper or excessive use.

Alcohol Use Test: An objective, scientifically substantiated method to test for the presence of alcohol or the metabolites thereof in a person's saliva.

Controlled substance: A substance, including a drug, an adulterant, and a dilutant, listed in Schedules I through V or Penalty Group 1, 1-A, 1-B, 2, 2-A, 3, or 4 of the Texas Controlled Substances Act.

Dangerous drug is defined by Health and Safety Code 483.001 as a device or a drug that is unsafe for self-medication and that is not included in Schedules I through V or Penalty Groups 1 through 4 of the Texas Controlled Substances Act.

Drug Use Test: An objective, scientifically substantiated method to test for the presence of illegal drugs or the metabolites thereof in a person's saliva.

E-cigarette or electronic cigarette has a meaning as defined in Texas Health & Safety Code § 161.081(1-a). Use of an e-cigarette is also referred to as vaping.

Nicotine Use Test: An objective, scientifically substantiated method to test for the presence of nicotine or the metabolites thereof in a person's saliva.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Positive: When referring to an administered drug and/or alcohol use test, means a toxicological test result which is considered to demonstrate the presence of an illegal drug or the metabolites thereof or alcohol consumption using the standards established by the administered drug and/or alcohol use test or tobacco/nicotine use using the standards established by the administered nicotine use test.

Possession means to have an item on one's person or in one's personal property, including, but not limited to: 1. Clothing, purse, or backpack; 2. A private vehicle used for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle; 3. Telecommunications or electronic devices; or 4. Any school property used by the student, including, but not limited to, a locker or desk.

Random selection method: A basis for selecting student participants for drug and/or alcohol testing that results in an equal probability that any participant from a group of participants subject to the selection mechanism will be selected and does not give the school discretion to waive the selection of any participant selected under the mechanism.

Reasonable Suspicion: A suspicion of a student using or being under the influence of alcohol and/or drugs and/or nicotine in violation of MCS policy, based on specific observations made by teachers / coaches / administrators / sponsors of the appearance, speech, or behavior of a student; the reasonable inferences that are drawn from those observations; and/or information of illegal drug, alcohol, or nicotine use by a student supplied to school officials.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

General Guidelines

Distribution of and Consent to the Policy

The MCS drug, alcohol, and testing program policy is published annually in the MCS Student Handbook. By enrolling as a student at MCS, **all Midland Christian School students grades 6-12 and their parents/guardians agree to participate in and abide by the MCS drug, alcohol, and nicotine testing program.** Parents/guardians who do not want their children to participate in the MCS drug, alcohol, and nicotine testing program, are required to sign a ***MCS Drug, Alcohol, & Nicotine Testing Refusal to Consent Form***. This signed consent form remains in effect as long as the student is enrolled at Midland Christian School until and unless revoked by the parent/guardian. Students of parents/guardians who sign a refusal to participate form, are not allowed to participate in any extracurricular activities. Should MCS administration suspect drug, alcohol, or nicotine use of students whose parents/guardians have signed a refusal to participate form, MCS reserves the right to require 3rd party testing by a licensed physician or drug/alcohol/nicotine testing agency of the school's choice within 48 hours of suspected use.

Confidentiality

Drug use, alcohol test results, and nicotine test results are confidential and will only be disclosed to the student, the student's parents/guardians, and designated MCS officials who need the information to administer the drug, alcohol, nicotine testing program. Test results are not maintained with a student's academic record. Results are not otherwise disclosed except as required by law.

School Property and School Related Travel

Desks, lockers, and similar items provided by MCS are the property of MCS and are provided for student use as a matter of convenience. MCS property is subject to search or inspection at any time without notice. Students have no expectation of privacy in relation to MCS property. Students shall not place, keep, transport, or maintain any illegal drug, dangerous drug, alcohol, or nicotine in any form in a desk, locker, on MCS-provided transportation, or any other MCS property. Students shall be responsible for any prohibited item(s) found in MCS property provided to the student. Students shall also be responsible for any prohibited item found in student's possession during all aspects of off-campus events conducted on behalf of MCS, including athletic events, band competitions, service trips, etc.

MCS-Sponsored Off-Campus Events

If a faculty member has reasonable suspicion that a student is under the influence and the student informs the faculty member that he or she used drugs or alcohol while off campus and will test positive, MCS will consider the student under the influence and no drug screen/test will be conducted as soon as possible. An extra-curricular activity sponsor or administrator may send a student who is suspected of drug or alcohol use while on a trip home at the parents' expense.

Searches of Student Vehicles

School officials may search student vehicles parked on school property if there is reasonable suspicion to believe they may contain substances or items prohibited by this MCS policy or that a search may reveal evidence of a violation of MCS policy. Students are responsible for any prohibited items found in their vehicles parked on school property.

If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, MCS

administration will contact the student's parents. If the parents also refuse to permit a search of the vehicle, MCS will consult with local law enforcement officials to determine the most appropriate next steps.

Parent Notification

The student's parent or guardian will be notified if any prohibited substances or items are found in a student's locker, student's desk, in a student's vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

Test(s) Kits and Personnel

MCS administration purchases quick result illegal drug and alcohol use test kits from POC Test Supply (pocestestsupply.com) and nicotine use test kits from nicotests.com. When random testing, designated MCS employees who have been trained on testing protocol to collect and analyze collected saliva samples. We have used these products for two years, with a high validity rate and are confident in their efficacy. When testing secondary varsity and junior varsity athletes and all secondary fine arts students, MCS uses in-house athletic trainers, coaches, administrators, and other designated MCS employees who have been trained on testing protocol.

The drug test kit, alcohol test kits, and nicotine test kits show results in approximately four (4) minutes. The drug test is a rapid oral fluid screening that is designed to detect the presence of Amphetamine, Barbiturates, Cocaine, Methylenedioxymethamphetamine, Methamphetamine, Methadone, Opiate, Oxycodone, Phencyclidine, and Marijuana. The alcohol test is intended for use to qualitatively detect alcohol in human saliva at relative blood alcohol concentration (BAC) greater than or equal to 0.02%. The nicotine test is designed to detect nicotine (cotinine) at the 30 ng/ml level.

Collection Procedures

Random Testing

The process for random selection of students was created by MCS Administration and approved by the MCS Board of Trustees. Within MCS drug, alcohol, and nicotine testing protocol, students do not receive prior notice of testing dates or times. A student who refuses to be tested when randomly selected, or who is determined to have tampered with a sample, is considered a positive test result and is subject to the appropriate consequences depending on previous positive test results, if any.

Athlete and Fine Arts Participant Testing

All secondary varsity and junior varsity athletes and all secondary fine arts students are randomly tested once per semester. Coaches and fine arts personnel reserve the right to have a student tested should he/she suspect drug and/or alcohol and/or nicotine use. Coaches and/or fine arts leaders reserve the right to test students again as a condition of making and/or remaining on their respective rosters or if they have reasonable suspicion of drug and/or alcohol and/or nicotine use.

Privacy

To the best of our ability, all aspects of the drug, alcohol, and nicotine use testing program will be conducted to safeguard the personal and privacy rights of the student. A saliva test was chosen because it requires no removal of clothing nor does it involve physical contact between the collector and student. To minimize intrusiveness of the procedure:

- The specimen must be collected in a private space on the MCS campus

- Coaching, training, administrative, or other designated MCS employees who have been trained on testing protocol may administer and record results of varsity and junior varsity tests.
- All used test kits will be properly disposed of
- To the fullest extent possible, students will not be tested in the presence of other students
- Results will be kept confidential (MCS encourages students to not divulge the results of their tests to others)

Test results will be handled per the following protocol:

Invalid Result(s) & Procedures

Invalid test results occur when the test control line does not appear as required as well as if the control line does not have enough color to appear when photographed after the allotted time. When/if an invalid result occurs, the test administrator will record Invalid on the student’s paperwork. The parent/guardian and student should note that the student would not be considered Negative or Positive at that time, but inconclusive and to be determined.

Test administrators will attempt a retest immediately following the invalid result to rule out a malfunction of the test device or an error that may have occurred due to the saliva sample itself. If a 2nd invalid occurs, the student will then be tested on the following school day. This process may continue until the student is able to provide a clear positive or negative test result that can be photographed and stored on a confidential, password protected server.

Negative Result(s)

Negative test results will be recorded and stored on a confidential, password protected server. Once a student graduates from MCS or leaves MCS with no intention of returning, all drug test results are permanently deleted. Students who test negative may be required to test again later per the testing protocol outlined within this policy.

Positive Result(s)

An initial positive test result will result in an immediate second test. If the second test result is negative, the first test is treated as a false positive. If the second test is positive, the MCS test administrator will photograph and timestamp the positive test result, complete a test result form, and submit the results to the school principal. The principal will immediately notify parents and ask them to report to the school for a conference with their child and his/her principal (and other administrators if deemed appropriate).

A parent’s refusal to report to the school will be considered a positive test result.

Students of driving age who test positive for drug and/or alcohol use are not allowed to leave the MCS campus. Parents must arrange transportation off campus. The student is allowed to leave his/her vehicle on campus until it can be secured by parents at a later time. MCS is not responsible for damage to or theft of vehicles and/or personal contents left on school property.

All students who test positive for a prohibited substance, alcohol consumption, or nicotine use are subject to, but not limited to, the following disciplinary actions:

- **First Offense (Drugs and Alcohol):**
 - The student testing positive will be suspended from all extracurricular performances, competitions, activities, and/or driving and/or parking on school property privileges for 21 school days. Day 1 of the 21 days begins the day after a confirmed positive test.
 - The student is required to enroll in a school approved private drug and/or alcohol counseling

program.

- On or before the 21st day, the principal will arrange a conference with the student, parent/guardian, and appropriate coach(es)/sponsor(s).
- During this conference, the student is required to show proof that the student is engaged in a private drug and/or alcohol counseling program. The program must be approved by the school prior to the student's participation. Any costs associated with counseling are the responsibility of the student and/or parent/guardian.
- Within 72 hours of the end of the 21-school day suspension, the student is required to test again. If the results of the drug and/or alcohol tests are negative, the student is eligible to participate in performances, competitions, activities, and/or regain parking privileges at the end of the 21-school day suspension period.
- A subsequent positive result counts as a second offense.
- During the suspension, the coach or sponsor will determine the conditions of participation (service, team meetings, conditioning, etc.). However, the student is not allowed to compete, dress out, or travel with the team while suspended.

- **Second Offense (Drugs and Alcohol):**

- A student who tests positive for drug and/or alcohol use will be suspended from all extracurricular performances, competitions, activities, and/or driving privileges for 49 school days. Day one of the 49 day period begins the first day of suspension.
- The student is required to remain in a school approved private drug and/or alcohol counseling program.
- On or before the 49th day, the principal will arrange a conference with the student, parent/guardian, and appropriate coach(es)/sponsor(s).
- During this conference, the student is required to show proof that the student is engaged in a private drug and/or alcohol counseling program. The program must be approved by the school prior to the student's participation. Any costs associated with counseling are the responsibility of the student and/or parent/guardian.
- Within 72 hours of the end of the 49-school day suspension, the student is required to test again. If the results of the drug and/or alcohol tests are negative, the student is eligible to participate in performances, competitions, activities, and/or regain parking privileges at the end of the 49-school day suspension period.
- A subsequent positive result counts as a third offense.
- During the suspension, the coach or sponsor will determine the conditions of participation (service, team meetings, conditioning, etc.). However, the student is not allowed to compete, dress out, or travel with the team while suspended.

- **Third Offense (Drugs and Alcohol):**

- The student testing positive for drug and/or alcohol use will be expelled from school for a minimum of one calendar year.
- The principal will notify the student and student's parent/guardian of the date of expulsion.

Consequences of positive drug and alcohol test results are cumulative from grade 6 through graduation.

- **First Offense (Nicotine):**

- The student testing positive will be placed on probation for 7 days (one week). Day 1 begins on the date parents/guardians and student(s) sign the confirmed nicotine use probationary letter. Students are still allowed to attend class and participate in extracurricular activities with the following exceptions:
 - Students may not participate in TAPPS competitions or contests.
 - Students are not allowed to travel on school related or sponsored trips.
 - 28 days after an initial positive test, the student will be tested again.
 - If the result of the nicotine use test is negative, the student is reinstated.
 - A subsequent positive result counts as a second offense.
- **Second Offense (Nicotine):**
 - The student who tests positive for nicotine use will be suspended from all extracurricular performances, competitions, activities, and/or driving privileges for an additional 14 school days.
 - Day 1 of the 14 day suspension begins on the date parents/guardians and student(s) sign a second probationary letter.
 - 28 days after the 2nd positive test, the student will be tested again. If the results of the nicotine use test are negative, the student is eligible to participate in performances, competitions, activities, and/or regain parking privileges.
 - A subsequent positive result counts as a third offense.
 - **Third Offense (Nicotine):**
 - The student testing positive for nicotine use will be suspended from all extracurricular performances, competitions, activities, and/or driving privileges for an additional 21 school days.
 - Day 1 of the 21 day suspension begins on the date parents/guardians and student(s) sign a third probationary letter.
 - Once a student reaches the third offense level, he/she is subject to examination of continued enrollment. A student's willingness to participate in a school approved private drug and/or nicotine use counseling program will weigh significantly on continued enrollment conversations.

Consequences of positive nicotine use test results are cumulative on an annual basis.

Suspensions and Expulsions

If a student's suspension from participation in extracurricular activities and/or driving or parking privileges or expulsion from school is not completed by the end of the semester/school year in which it was assigned, the student will complete the assigned period of suspension during the next semester/school year.

Appeals

Any student who has been determined by MCS administration to be in violation of this policy shall have the right to appeal the decision. Such a request for a review must be submitted to MCS Administration in writing within five (5) business days of notice of a confirmed positive test. A student requesting a review remains ineligible to participate in any extra-curricular activities and remains subject to disciplinary decisions associated with a positive drug and/or alcohol and/or nicotine use test until the review is completed. MCS Administration shall then determine whether the original finding was justified. Any necessary interpretation or application of this policy shall be in the sole and exclusive judgment and discretion of school Administration which is final and non-appealable. Any attempt to taint a

sample or fake a test will result in immediate suspension.

Opting Out

If a parent/guardian or person otherwise in lawful control of the student elects to opt out of the MCS drug, alcohol, and nicotine testing program, the student may stay enrolled, but will be immediately and indefinitely suspended from all extra-curricular activities and parking privileges. The MCS administrative team reserves the right to expel a student from school for other behavioral or attitudinal considerations.

Parents may complete an opt out form by [clicking here](#). If you are accessing this information via hard copy, please call the school office 432-694-1661 or email info@mcs1.org for a digital link to the opt-out form.

Drug Dogs on Campus

MCS has partnered with local law enforcement professionals for random sweeps by trained drug dogs and their certified handlers. MCS will not announce these sweeps in advance.

A sample test form is available on following page:

MCS Drug, Alcohol, Nicotine Test Result Form

Test(s) administered: Drug ___ Alcohol ___ Nicotine ___ (Check all that apply)

Test Date: _____

Test(s) 1 Time Started: _____

Test(s) 2 Time Started: _____

Subject's Name: _____

Subject's Date of Birth: _____

Test(s) 1 Conducted By: _____ Witnessed By: _____

Test(s) 2 Conducted By: _____ Witnessed By: _____

Test(s) 1 Time Results Read: _____ Test(s) 2 Time Results Read: _____

Test(s) 1 Results:
Drugs: Negative or Positive or Invalid
Alcohol: Negative or Positive or Invalid
Nicotine: Negative or Positive or Invalid

Test(s) 2 Results:
Drugs: Negative or Positive or Invalid
Alcohol: Negative or Positive or Invalid
Nicotine: Negative or Positive or Invalid

If Positive, Specify Substance(s) Detected:

Test(s) 1: _____

Test(s) 2: _____

Test(s) Results Explanation:

Recommendations for Further Action/ Disciplinary Action: _____

Principal Signature: _____

Appendix C: Parent/Guardian Code of Conduct

Midland Christian School Parent/Guardian Code of Conduct

The purpose of this code of conduct is to provide parents and guardians of Midland Christian School (MCS) students with clear, biblically based expectations related to attitudes and behaviors that embody the teachings of Jesus, exemplify our commitment to those teachings as His disciples, and are aligned with our statement of faith. We believe this code of conduct is a critical component of our school's long-established mission to, "...assist parents in leading students to love God and to seek truth by training them in a Christ-centered environment that emphasizes moral and academic excellence and inspires them to develop their God-given talents for lives of Christian leadership and service" (midlandchristianschool.org/page/our-foundations). It is important for parents to understand that a student's opportunity to enroll and stay enrolled in Midland Christian School is not solely dependent on the student. Parents, guardians, and other relatives closely related to a student whose attitudes and actions run counter to the principles within this code of conduct, risk having their children/relative withdrawn from MCS.

Our Relationships

"We love others because God first loved us" (1 John 4:19)

We do not believe any of our families are here by accident. We believe every parent, guardian, and student is uniquely created by God for His unique purposes. Accordingly, we respect the unique talents and gifts each individual brings to our school and we rejoice with one another when those gifts are fully realized. We do not set "self" up on a pedestal. Instead, we "mourn with those who mourn and rejoice with those who rejoice" (Romans 12:15) as we learn and grow together as educators, classmates, parents, guardians, and friends. No matter the context, we challenge all MCS parents and guardians to look for ways to imitate the heart of Jesus in all interactions and relationships.

Our Unity

*"I pray that my followers will be one... just as you and I are, Father"
(Jesus's prayer for us in John 17:20-23)*

In Christ, and as we strive for unity, we celebrate the unique gifts and talents of our highly diverse student body and the many parents, guardians, and grandparents who support our school in countless ways. We also recognize that sin is the greatest threat to unity. The word "sin" literally means "missing the mark." Our aim or "mark" is to honor God with our words, actions, and attitudes in all things. Yes, there will be times when our aim is off, but even in those moments, our heart is to love well, confess our sins, turn our eyes and hearts back to Jesus as we understand that all who believe in Him and follow his teachings are in this with Him *and* with one another.

In response, we do not have to worry about being jealous of others, or feeling insecure, or being afraid of what others think. We also strive to understand that no one is "less than." Instead, we embrace the truth of Scripture that, "God has put the body together, giving greater honor to the parts that lacked it, so that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it" (1 Corinthians 12:24-26).

On a larger scale, we pray for unity in the Kingdom of God. That means we pray for the success of other Christian schools throughout the world. Within our competitive endeavors, we play hard, but we do so with an understanding that before our opponents are competitors, they are first our brothers and sisters in Christ.

Our Attitudes

“You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires; ²³ to be made new in the attitude of your minds; ²⁴ and to put on the new self, created to be like God in true righteousness and holiness” (Ephesians 4:22-24).

It has often been said, “Our attitude affects our altitude.” We are committed to constantly raising the bar in our academic, athletic, fine arts, and extracurricular activities. Our attitudes are a key component of making that happen. In all things, we expect our parents/guardians will strive to model for our students, staff, and fellow parents, “Have this attitude in (themselves) which was also in Christ Jesus” (Philippians 2:5).

In response, parents/guardians commit to talk to one another, not about one another, unless the conversation is positive and life-giving. Remember the teaching of Jesus in Luke 6:45, “A good man brings good things out of the good stored up in his heart, and an evil man brings evil things out of the evil stored up in his heart. For the mouth speaks what the heart is full of.”

Our Words

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

We ask MCS parents/guardians to model for all within our circles of influence a commitment to refrain from profanity, trash talking, or choosing words or tone that are disrespectful or demeaning. We expect that our students will address faculty, staff, and guests with dignity and respect. To show our students what that looks like lived out behaviorally, we ask that parents please/guardians address faculty, staff, and coaches with appropriate titles (i.e., Dr., Mr., Mrs., Miss, Coach). We also ask that our parents/guardians respectfully address adults including guests to our campus such as guest speakers, referees, opposing teams, their coaches, etc., in the same way we want our students to address them; as "Sir" or "Ma'am." We strongly discourage divisive or demeaning speech and ask that our parents/guardians rise above insults and disparaging comments that cast our school or our guests in a negative light. This includes carefully choosing what is posted to social media and what is shared via apps such as GroupMe. Parents/guardians who engage in such public disparagement of MCS and our faculty, staff, or students risk having their children unenrolled from MCS.

Along these lines, parents/guardians will refrain from criticizing our faculty, staff, students or guests. If a problem arises, parents are encouraged to practice the principles of Jesus’s teachings in Matthew 18, go directly to the individual, and respectfully engage in conversation. Should parents/guardians witness immoral, illegal, or unethical behavior from faculty, staff, students, or guests, they should immediately reach out to a school administrator. Parents/guardians who experience a broken expectation or misunderstanding with a staff or faculty member are encouraged to utilize the Clarification of Expectations resource outlined in Appendix D of this code of conduct.

Our Motives

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17)

Why do we follow the counsel of the Apostle Paul from Colossians 3? Because his words are rooted in a deep understanding of what it means to be a disciple of Jesus. We are motivated “by his great love for us” (Ephesians 2:4), and as such, we understand that our words and actions are a means to a Good News end. And what is that Good News? “While we were still sinners, Christ died for us” (Romans 5:8).

We demonstrate our response to Jesus's indescribable sacrifice for us by abiding by the stipulations within the student handbook, committing to faculty and staff expectations, and following the rules of competition in letter and in spirit. Bending the rules, taunting opponents, treating classmates and guests with contempt, and the like do not drive us. Instead, we seek to embrace and embody those decisions that honor God, self, and others. Our parents/guardians play a critical role in helping our students understand and adopt these motivations.

Our Behaviors

"The one who keeps God's commands lives in him, and he in them. And this is how we know that he lives in us: We know it by the Spirit he gave us" (1 John 3:24)

Parents/guardians understand that a good reputation surfaces from godly character. Therefore, our parents/guardians respect the values of our school and support those values in their attitudes and behaviors. Our parents/guardians refrain from profanity, drug use, excessive alcohol consumption, sexual impurity, etc., not because they have to – but because they choose to as a means of honoring God, raising up faith-filled children, and serving as His image bearers.

In addition, our parents/guardians choose to strive for a well-disciplined life. They respect the school's emphasis on the importance of Christian disciplines such as prayer, worship, and service while also exploring, and hopefully practicing, these disciplines within their homes. They are committed to monitoring their children's coursework, team commitments, projects, and tasks. They demonstrate this commitment by being respectful at all times to faculty, staff, coaches, other families, students, and guests. Parents/guardians demonstrate this commitment by teaching their children to be good stewards of time and resources by caring for equipment, playbooks, materials, instruments, computers, etc. Parents/guardians also commit to being well-disciplined when off campus and will strive to avoid behaviors that bring shame or reproach on their family and their school. This means parents/guardians refrain from abusing alcohol or drugs and will certainly never share alcohol or drugs with any underage student including their own children. Parents/guardians understand that failure to do so may lead to reporting such illegal actions to local authorities.

Our parents/guardians show respect for their children's classmates, teammates, competition judges, and game officials. They respect the seriousness of their parental charge by making sure their children attend all practices, meetings, and games/competitions as prescribed by their coaches, directors, and sponsors and that they and their children will refrain from being disrespectful to competition or game officials. Parents/guardians commit to work together with MCS faculty and staff to accomplish God honoring desired outcomes. With a spirit of humility, they also commit to mutual accountability in relation to our words and actions.

Because MCS is committed to excellence in all areas of life, parents/guardians will help their children maintain a high standard of appearance. Parents/guardians commit to make sure their children follow the school dress code and athletic and extracurricular uniform codes because they understand that we are called, "...in view of God's mercy, to offer your bodies as a living sacrifice, holy and pleasing to God—this is your true and proper worship" (Romans 12:1).

There has perhaps never been a time in our nation's history when it has been more imperative that MCS parents/guardians model for their children a commitment to supporting and practicing holy sexuality. "Holy" means "to be set apart." Our students are called to "set apart" their sexuality to God and save this most sacred union for marriage. Neither MCS parents/guardians nor students will promote any secular understanding of sexuality, gender, or gender transition. Instead, they will embrace God's original and timeless design for marriage and family (Genesis 2:24). Overt or covert promotion of any other agenda is not tolerated at MCS.

Parents/guardians will adhere to the highest ethical standards in relationship to position, finances, and influence. This means parents/guardians will not attempt to sway decision making through giving or withholding gifts,

retaliation, or threats. Instead, we will mutually strive for the most God-honoring pathway forward in all decisions that impact the character and integrity of our school.

Our parents/guardians do not fight against one another, but we do expect (spiritually speaking) that our parents/guardians will fight for one another. MCS parents/guardians support school policies and procedures that are based on the timeless truths of God’s Word and are committed to work with MCS faculty and staff to collaboratively and prayerfully grow our students in faith, self-awareness, and self-control. In short, MCS parents/guardians and students are committed to leaving the fruit of God’s Spirit in their wake as they commit to honoring God through practicing experiencing, and spreading, “Love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control” (Galatians 5:22).

Our Charge

By signing your agreement with the MCS student handbook, MCS parents/guardians commit to abide by the God honoring principles within this Code of Conduct. Parents who sign a commitment to abide by the student handbook then refuse to abide by these principles may face disciplinary action per the student handbook, team participation contracts, fan-based activities and other school policies and procedures that are openly available to all students and their parents.

Appendix D: MCS Clarification of Expectations Parent/Staff Protocol

From time to time, we will experience a parent who is experiencing a broken expectation with one or more staff and/or faculty members. While such occurrences are often easy to remedy, i.e., clarifying a simple misunderstanding, there are times when conversations are harder to navigate.

The purpose of this document is to provide a clear understanding of Midland Christian School's protocol for processing broken expectations with our parents when the broken expectation involves a staff or faculty member. This document is designed to complement the policies and procedures within employee and student handbooks.

The protocol designed in this document specifically addresses potential broken expectations between parents and/or faculty and/or staff and does not address potential broken expectations that may arise between employees or parent to parent.

The First Step:

Our hope is that when parents experience a broken expectation, they will first spend time in prayer, talking to God, asking for wisdom and discernment. We also pray our parents will take time to identify facts before forming opinions. Because many of our faculty and staff are MCS parents too, we understand the many pressures our families are under in these stressful times. Since we are with students every day, we also understand contextual dynamics that may impact developmental processes. This is why a solid, strategic, and collaborative partnership with faculty, staff, and parents is so very crucial. In short, dad and mom – we are here to help as best we can. When we fail to meet an expectation, we prayerfully ask for the benefit of the doubt as we journey together.

Step Two:

Parents are invited to directly contact the person with whom they are experiencing a broken expectation. This is practicing the principles of Matthew 18, where Jesus instructs his disciples, "If a fellow believer hurts you, go and tell him—work it out between the two of you. If he listens, you've made a friend" (The Message). The MCS Board and Administrative Team will consistently route parents to process first with their student and gather facts before forming an opinion. Parents are asked to not disparage the teacher or staff member in front of your child. We also ask that parents assume positive intent. We then recommend scheduling a phone call or face-to-face session with the faculty or staff person with whom you are experiencing a broken expectation. During the meeting, parents are encouraged to present their understanding of the situation and seek clarity on the staff or faculty member's intentions and perspectives. We ask that judgment is suspended until all parties are heard. If inconsistencies surface, process those in a spirit of civility and mutual desire for truth. If apologies are merited, apologize. If forgiveness is asked for, forgive. If resolution is achieved and expectations are once again clear, rejoice. If not, then move to step three.

Step Three:

If the parents and faculty/staff member are unable to find common ground, the faculty/staff member involved in the conversation agrees to contact their direct supervisor, make him/her aware of the situation, and invite him/her into a conversation with the parents to attempt resolution. All parties are asked to utilize "Step Two" protocol in an attempt to resolve the broken expectation. If resolution is achieved and expectations are once again clear, rejoice. If not, then move to step four.

Step Four:

If the parents and faculty/staff member and his/her direct supervisor are unable to find common ground, the supervisor involved in the conversation agrees to contact the school president, make him/her aware of the situation, and invite him/her into a conversation with the parents to attempt resolution. If resolution is achieved and expectations are once again clear, rejoice! If not, then move to step five.

Step Five:

If resolution is not achieved within step four, the president will contact the school Board of Trustees, make Board members aware of the situation, and work with the Board for a final resolution. The decision of the Board is final.

Within all steps, we invite parents and staff members to prayerfully consider certain actions to avoid:

- Please do not take to social media to express the broken expectation.
- Please do not gossip about the situation.
- Please do not “circle the wagons” in an attempt to turn opinion against others
- Please do not contact Human Resources to file a complaint. The MCS HR department handles employee development and personnel related issues. Human Resources will not get involved in relationship dynamics between parents and staff.
- Please avoid going “straight to the top” to resolve an issue. Work the protocol as brothers and sisters in Christ – always understanding that our Lord and Savior Jesus always occupies the head seat at the table.

Appendix E: MCS Student Code of Conduct

The purpose of this student code of conduct is to provide students of Midland Christian School (MCS) with clear, biblically based expectations related to attitudes and behaviors that embody the teachings of Jesus, exemplify our commitment to those teachings as His disciples, and are aligned with our statement of faith.

Our Relationships

"We love others because God first loved us" (1 John 4:19)

We do not believe a single student is here by accident. We believe every student is uniquely created by God for His unique purposes. Accordingly, we respect the unique talents and gifts each individual brings to our school, and we rejoice with one another when those gifts are fully realized. We do not set "self" up on a pedestal. Instead, we "mourn with those who mourn and rejoice with those who rejoice," (Romans 12:15) as we learn and grow together as educators, classmates, and friends. Whether we are in class, at an event, or in a competition as a team or versus a team, we look for ways to imitate the heart of Jesus in all our interactions.

Our Unity

*"I pray that my followers will be one... just as you and I are, Father"
(Jesus's prayer for us in John 17:20-23)*

In Christ, and as we strive for unity, we celebrate the unique gifts and talents of our highly diverse student body and the many parents, guardians, and grandparents who support our school in countless ways. We also recognize that sin is the greatest threat to unity. The word "sin" literally means "missing the mark." Our aim or "mark" is to honor God with our words, actions, and attitudes in all things. Yes, there will be times when our aim is off, but even in those moments, our heart is to love well, confess our sins, turn our eyes and hearts back to Jesus as we understand that all who believe in Him and follow his teachings are in this with Him *and* with one another.

In response, we do not have to worry about being jealous of others, or feeling insecure, or being afraid of what others think. We also strive to understand that no one is "less than." Instead, we embrace the truth of Scripture that, "God has put the body together, giving greater honor to the parts that lacked it, so that there should be no division in the body, but that its parts should have equal concern for each other. If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it" (1 Corinthians 12:24-26).

On a larger scale, we pray for unity in the Kingdom of God. That means we pray for the success of other Christian schools throughout the world. Within our competitive endeavors, we play hard, but we do so with an understanding that before our opponents are competitors, they are first our brothers and sisters in Christ.

Our Attitudes

"You were taught, with regard to your former way of life, to put off your old self, which is being corrupted by its deceitful desires;²³ to be made new in the attitude of your minds;²⁴ and to put on the new self, created to be like God in true righteousness and holiness" (Ephesians 4:22-24).

It has often been said, "Our attitude affects our altitude." We want to be an organization that raises the bar in our academic, athletic, fine arts, and extracurricular activities. Our attitudes are a key component of making that happen. In all things, we expect our students to strive to, "Have this attitude in (themselves) which was also in Christ Jesus" (Philippians 2:5).

Our Words

“Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen” (Ephesians 4:29).

Our students commit to refraining from profanity, trash talking, or choosing words or tone that are disrespectful or demeaning. Our students will address faculty, staff, and guests with dignity and respect. Students will address faculty, staff, and coaches with appropriate titles (i.e., Dr., Mr., Mrs., Miss, Coach). Insubordination and divisive speech or behavior is not tolerated. Students will also respectfully address adults including guests to our campus such as guest speakers, referees, opposing team coaches, etc., as "Sir" or "Ma'am."

Our students will refrain from criticizing adults. If a problem arises, students will go directly to the individual and respectfully engage in conversation. Unless the adult is acting illegally, unethically, or immorally, the student will adhere to the judgment of the adult, honor his or her authority, and follow his or her lead. Should students witness illegal, unethical, or immoral behavior from an adult, they should report it immediately to their parents/guardians and/or a school administrator.

Our Motives

“And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him” (Colossians 3:17)

Why do we follow the counsel of the Apostle Paul from Colossians 3? Because his words are rooted in a deep understanding of what it means to be a disciple of Jesus. We are motivated “by his great love for us” (Ephesians 2:4), and as such, we understand that our words and actions are a means to a Good News end. And what is that Good News? “While we were still sinners, Christ died for us” (Romans 5:8).

We demonstrate our response to Jesus’s indescribable sacrifice for us by abiding by the stipulations within the student handbook, committing to classroom expectations, and following the rules of competition in letter and in spirit. Bending the rules, taunting opponents, treating others with contempt, and the like do not drive us. Instead, we seek to embrace and embody those decisions that honor God, self, and others.

Our Behaviors

“The one who keeps God’s commands lives in him, and he in them. And this is how we know that he lives in us: We know it by the Spirit he gave us” (1 John 3:24)

Our students understand that a good reputation surfaces from godly character. Therefore, our students respect the values of our school and support those values in their behaviors. Our students refrain from profanity, drug use, alcohol consumption, sexual impurity, etc., not because they have to – but because they choose to.

In addition, our students choose to strive for a well-disciplined life. They are committed to learning about and hopefully practicing spiritual disciplines such as prayer, worship, and service. They are committed to their coursework, their teams, and their tasks. They demonstrate this commitment by being respectful at all times to faculty, staff, coaches, and guests. They demonstrate this commitment by being on time and by caring for their equipment, playbooks, materials, instruments, computers, etc. They also commit to being well-disciplined when off campus and will strive to avoid behaviors that bring shame or reproach on their family and their school.

Our students show respect for their classmates and teammates. They respect the seriousness of their commitment by attending all practices, meetings, and games/competitions as prescribed by their coaches, directors, and sponsors

by working together to accomplish God honoring desired outcomes. With a spirit of humility, they also hold other students accountable for their words and actions.

Because our students are committed to excellence in all areas of life, they maintain a high standard of appearance. They follow the school dress code and athletic and extracurricular uniform codes because they understand they are God's image bearers.

Our students are committed to practicing holy sexuality. "Holy" means "to be set apart." Our students are called to "set apart" their sexuality to God and save this most sacred union for marriage. Our students do not promote any secular understanding of sexuality, gender, or gender transition. Instead, they embrace God's original and timeless design for marriage and family (Genesis 2:24). Overt or covert promotion of any other agenda is not tolerated at MCS.

Our students do not fight against one another, but we do expect (spiritually speaking) that they will fight for one another. They support school policies and procedures that are based on the timeless truths of God's Word and are committed to growing in faith, self-awareness, and self-control. In short, our students leave fruit of the Spirit in their wake as they commit to honoring God through practicing experiencing, and spreading, "Love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control" (Galatians 5:22).

Our Charge

By signing your agreement with the MCS student handbook, MCS students commit to abide by the God honoring principles within this Code of Conduct. Students who sign a commitment to abide by the student handbook and then refuse to abide by these principles may face disciplinary action per the student handbook, team participation contracts, and other school policies and procedures that are openly available to all students and their parents.

May God bless you and your family and may God bless Midland Christian School!

Appendix F - MCS Acceptable Use Policy

All members of the Midland Christian School (“MCS” or “the School”) Community are required to follow this Acceptable Use Policy (“AUP”) at all times when using MCS Technology (including, but not limited to, licensed software, computers, servers, email, and/or the MCS network).

The AUP is an Honor Code for technology and is designed to help guide the appropriate, ethical, and practical use of MCS technological devices and applications. All MCS Technology is intended to be used as academic tools to enrich the MCS learning environment. All MCS Community members are expected to use responsible, safe, and respectful practices at all times when using MCS Technology. Bullying, harassment, embarrassment, and/or harm toward another person is not tolerated and is subject to any and all appropriate disciplinary and/or legal actions.

The following actions may result in disciplinary action including but not limited to the loss of enrollment/employment, the loss of network privileges, and/or legal action: Local/state/federal illegal activity, accessing or transmitting offensive material, hate mail, material advocating violence or discrimination, obtaining obscene or pornographic material, creating or forwarding inappropriate (mean-spirited, racist, pornographic, false, etc.) material, using another School user’s account (with or without their permission), plagiarism, accessing or modifying another user’s account, files, or passwords, and any other actions that disrupt School network services or damage MCS Technology or data. This list of prohibited actions is demonstrative and not exhaustive.

While general rules for MCS Technology usage are set by this document, MCS empowers its faculty and staff to set further boundaries within their individual classrooms, offices, and common areas as they deem appropriate.

Equipment

Midland Christian School (“MCS”) retains sole right of possession of the laptop and related equipment (“the Computer”). The MCS technology team retains the right to collect and/or inspect the Computer at any time, and to update, alter, add, remove, or delete software or hardware. Per MCS policy, all 6th-12th grade students are issued and required to use the Computer as part of their educational studies at MCS.

Substitution of Equipment

In the event that the Computer is inoperable, the student should bring it to the MCS IT Department immediately. If the repair is extensive, a “Loaner” may be provided for the duration of the repair. This Laptop User Agreement (“the Agreement”) will remain in force for the Loaner. If a student forgets to bring their laptop or power charger to school, a Loaner *will not* be provided.

Email

All MCS staff, faculty, and students receive an official email account protected by username and password. Any MCS-controlled domain, along with all associated email accounts, are owned by the School and are therefore subject to monitoring. Email access will be unavailable after the email account holder terminates his or her association with the School, or within 60 days after graduation. MCS assumes no liability for direct and/or indirect damages arising from the use of the MCS Technology, including the email system and services. Users are solely responsible for the content they disseminate. MCS is not responsible for any third-party claim, demand, or damage arising out of the use of the MCS email system or service. Inappropriate language and material should never be sent by MCS email. At no time shall confidential or sensitive information be transmitted through the MCS email system.

Instant Messaging/Chat

Instant messaging applications, services, and chat rooms are prohibited during school hours, unless it is part of an assigned, supervised in-class activity.

Audio and Video

The use of audio and video streaming services is prohibited on the School campus, unless it is part of an approved academic activity. Listening to music, either aloud or with earphones, is not permitted during class, unless express permission is given by MCS personnel. The watching of movies, videos, etc. in class is restricted to educational use as directed by the MCS Administration.

Games

Games (either installed or over the School's network) are not permitted during school hours, except as part of an assigned, supervised in-class activity, or as directed by MCS personnel.

Network Access

Any attempt to access servers, switches, or any other secure network hardware or software is subject to disciplinary action. The utilization of proxy avoidance IP numbers and programs (e.g. VPNs) is strictly prohibited. No one may use the School network for personal or private business reasons at any time without express permission from the MCS Administration.

File Sharing

Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing and is prohibited on and off campus, unless directed or explicitly authorized by MCS personnel.

Downloading and Loading of Software

Students are only permitted to install software made available in "Self-Service". All other software must be installed by MCS I.T. personnel on any student-issued computer. The School reserves the right, at any time, to remove any software that has been loaded onto MCS Technology.

Internet Use

The Internet is a rich and valuable source of information for education; however, there are also malicious and dangerous things online. Inappropriate material is strictly prohibited. The School provides Internet filtering for all MCS Technology, on and off campus. It is impossible to block every possible moral and ethical Internet threat, so the School relies upon parental oversight while students use MCS technology at home. No one at any time may bypass the filter by any means to gain access to sites blocked by MCS. If access to a website that contains obscene, pornographic, or otherwise offensive material is accidentally accessed, it is the responsibility of the user to report it to the teacher, I.T. personnel, and/or Administration so that future access may be blocked. If a student or faculty/staff member feels material is blocked in error, he or she should schedule an appointment with I.T. personnel for a review.

Artificial intelligence (A.I.)

Students are not allowed to use artificial intelligence for papers, projects, or assignments unless directed to do so by the teacher who assigned the paper, project, or assignment. Using artificial intelligence to author any assignment without teacher permission is considered an indirect form of plagiarism.

Privacy, Use and Safety

MCS strongly advises against the dissemination of any personal information through email or the Internet, including but not limited to: name, phone number, addresses, age, social security number, credit card information and passwords.

NETIQUETTE and RESPONSIBLE USE:

All members of the MCS community who use MCS Technology understand that by signing the AUP, they understand and agree, individually, to the following:

- **I understand that passwords are private** and I will not allow others to use my account name/password, nor will I try to use those of others.
- **I will be polite and use appropriate language** in all digital communication, including but not limited to, email, blogs, projects, and online postings. School administrators will determine appropriate language.
- **I will use School email responsibly** and for education purposes only. I will not use any technology, School or personally owned, to send, post, or propagate harassing, discriminating, degrading, bullying, or any other types of harmful messages, images, or videos toward another person or myself.
- I understand that **I am an ambassador for the School** in all of my online activities and that these activities should never reflect negatively on myself, my fellow peers, the MCS Community, or the School itself.
- **I understand that masquerading, spoofing, or pretending to be someone else is forbidden.** This includes, but is not limited to, sending email, creating accounts, or posting messages or other online content (i.e. texts, images, videos, audio, or video) in someone else's name as a 'joke'.
- **I will use MCS Technology resources productively and responsibly** for education-related purposes only. I will not use any technology resource in such a way that disrupts the activities of other users.
- **I will not attempt to bypass security settings** or Internet filters, or interfere with the operation of the MCS network.
- I understand that **vandalism is prohibited**, which includes, but is not limited to, modifying or destroying equipment, programs, files, or settings or modifying in any way the physical appearance of any MCS Technology resource.
- **I will respect the intellectual property of other users** and information provided. I will obey copyright guidelines. I will not plagiarize or use other's work without proper citation and permission. I will not access files, software, or other resources owned by others without the owner's permission. I will use only those School network directories that are designed for my use or for the purpose designated by MCS personnel.
- **I will follow all guidelines** set by the School and MCS personnel when publishing work online. I agree to abide by all accepted Internet safety guidelines.
- **I understand that this AUP is to be used as a guideline** for my acceptable use of MCS Technology and is by no means exhaustive. MCS Administration has discretion to determine what use and/or conduct involving MCS Technology is inappropriate.

Summary of AUP Agreement:

- All MCS Technology is provided specifically for educational use.
- Unauthorized software is not to be installed on MCS Technology.
- It is considered a serious violation of the AUP to attempt to bypass, alter, or damage any part of the MCS Technology/Network.
- Proper behavior is expected when using any MCS Technology. This includes strict moral and ethical standards, treatment of the equipment, Internet usage, and interactions with other people whether or not they are part of the MCS Community.
- Violating this AUP may result in disciplinary action, including dismissal.

All students who enroll at MCS commit to abide by the rules and stipulations of the MCS Acceptable Use Policy. Students who refuse to abide by these principles may face disciplinary action. Thank you in advance for choosing to learn and serve with honor!

If you have questions or concerns regarding the policies and procedures within this handbook, please do not hesitate to reach out to any member of our administration for an appointment.

Yours in Christ Jesus,

The MCS Administrative Team

Appendix G - MCS Discipline Matrix

Midland Christian School Discipline Guidelines

While our faith in Jesus compels us to walk in mercy and grace, we are also compelled to be good stewards of our charge. Appropriately balancing both within our disciplinary approach is critical to the long-term success of our school and our students.

While it is impossible to create disciplinary guidelines that anticipate every contingency, MCS uses the following Discipline Matrix, tracked via MyMCS, as a means of determining a fair and equitable approach to school discipline.

Note: The administration of Midland Christian School reserves the right to determine alternative discipline techniques when warranted.

Tier One

Behavior	Consequences				
Tier I	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Disruptive Behavior	Verbal warning	1 day detention/ SAC*	3 day detention/ SAC	5 day detention/ SAC	10 day detention/ SAC / enrollment status review
Dress Code Violation	Verbal warning and clothing change	Detention / SAC and clothing change	Detention/ SAC and clothing change	Detention/ SAC and clothing change	Parent contact / detention / SAC / enrollment status review
Excessively Tardy (Secondary only) *Tardies cumulative by period	Every 4th unexcused tardy – lunch detention	16th unexcused tardy - SAC	24th unexcused tardy - Contact parent / SAC	36th unexcused tardy - Parent meeting / review policy / SAC	Out of school suspension / enrollment status review
Skipping Class (Grades 6-12)	1 SAC per class.	2 SACS per class.	3 SACS per class / Parent conference.	5 SACS per class / Parent conference.	Suspension / Enrollment status review.

Failure to serve SAC (Grades 6 - 12)	Double SAC	1 day suspension	3 day suspension	5 day suspension	10 day suspension / enrollment status review
Parking Lot Violation (Student Drivers)	Engage law enforcement and review code of conduct in conjunction with law.				
Technology Violation	See Appendix F: Acceptable Use Policy in Student Handbooks				
	Verbal warning / review of AUP	1 day detention / SAC	3 day detention / SAC	5 day detention / SAC	10 day detention / SAC / Enrollment status review
Cheating / Plagiarism	0 for assignment and parent conference	0 for assignment, parent conference, detention / SAC	0 for assignment, parent conference, detention / SAC	0 for assignment, parent conference, detention / suspension	0 for assignment, parent conference, suspension, enrollment status review
	Dual Credit - Follows collegiate code of ethics and standards				
Public Display of Affection	Verbal warning / parent contact	1 day detention/ SAC	3 day detention/ SAC	5 day detention/ SAC	10 day detention / SAC / Enrollment status review
Insubordination	1 day detention / SAC.	3 day detention / SAC.	5 day detention / SAC.	1 -3 day suspension.	Enrollment status review.
Profanity/Obscenity	1 day detention / SAC.	3 day detention / SAC.	5 day detention / SAC.	1 -3 day suspension.	Enrollment status review.

*Special Assignment Class

Tier Two

Behavior	Consequences				
Tier II	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Possibly engage law enforcement and review code of conduct in conjunction with federal, state, and local laws.					
Harassment	1 day detention / SAC.	3 day detention / SAC.	5 day detention / SAC.	1 -3 day suspension.	Enrollment status review.
Vandalism	1 OSS** Pay restitution and/or participate in repair.	2 OSS and Parent conference Pay restitution and/or participate in repair.	Suspension / enrollment status review. Pay restitution and/or participate in repair.	Suspension / Enrollment status review.	Suspension / Enrollment status review.
	Engage law enforcement for review of criminal law.				
Bullying / Cyber-bullying	See Appendix A in Student Handbooks				
	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Indefinite suspension / enrollment status review.		
Physical Violence	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Indefinite suspension / enrollment status review.		
Stealing / Theft	Immediate suspension with return to school date TBD pending investigation /	Immediate suspension with return to school date TBD pending investigation /	Indefinite suspension / enrollment status review.		

	enrollment status review.	enrollment status review.			
Sexual Harassment	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Indefinite suspension / enrollment status review.		

**Out of School Suspension

All Tier II & III violations are subject to not just suspension from class, but also from extracurricular participation including team practices.

Tier Three

Behavior	Consequences	
Tier III	1 st Offense	2 nd Offense
MCS will always engage law enforcement at this level.		
Alcohol / Drugs / Nicotine Use/Distribution on Campus	Reference Appendix B: Drug, Alcohol, and Nicotine Use Testing Policy in the MCS Student Handbook.	
Weapon possession	<p>Immediate suspension pending law enforcement investigation / potential expulsion. Return to school date (if applicable) TBD.</p> <p>Mandatory removal from campus per Tex. Educ. Code 37.007(b)(3) pending law enforcement investigation / enrollment status review.</p>	Law enforcement investigation / Immediate and potentially permanent expulsion.
Distribution of pornographic materials	Immediate suspension pending law enforcement investigation / potential expulsion. Return to school date (if applicable) TBD.	Law enforcement investigation / Immediate and potentially permanent expulsion.

Death threat (person to person)	Immediate suspension pending law enforcement investigation / enrollment status review. Return to school date (if applicable) TBD.	Law enforcement investigation / Immediate and potentially permanent expulsion.
Terroristic threat (person to group)	Immediate suspension pending law enforcement investigation / potential expulsion. Return to school date (if applicable) TBD.	Law enforcement investigation / Immediate and potentially permanent expulsion.
Criminal Assault	Mandatory removal from campus pending law enforcement investigation / enrollment status review. Return to school date (if applicable) TBD.	Law enforcement investigation / Immediate and potentially permanent expulsion.

All Tier II & III violations are subject to not just suspension from class, but also from extracurricular participation including team practices.

MCS Discipline Matrix Definitions

The definitions described below are by no means exhaustive. We will, on occasion, encounter unique circumstances, behaviors, and attitudes that must be considered on a case by case basis. In these instances, the spirit of our disciplinary approach will serve in healthy tension with the letter of our disciplinary approach. In all situations, we will constantly turn to God’s Word and pray for wisdom and discernment.

Alcohol Use/Distribution, Illegal Drug Use, THC Vapes - A minor using or distributing any illegal substance in any form.

Bullying / Cyber-Bullying - A single, purposeful act or pattern of purposeful acts by one or more students directed at another student or students to coerce, abuse, dominate, humiliate or intimidate. Such acts may be expressed directly or indirectly via physical, verbal, or digital means (cyber-bullying) and are designed to harm another person’s or persons’ physical, emotional, mental, and/or spiritual well-being.

Cheating / Plagiarism - Copying someone else’s work or presenting someone else’s work as your own.

Criminal Assault - An unlawful physical attack upon another; an attempt or offer to do violence to another, with or without battery, as by holding a stone or club in a threatening manner.

Death Threat - Declaration of an intention or determination to cause serious harm, injury, or death to another person.

Disruptive Behavior - Behaviors that disrupt a teacher's ability to teach or that disrupts fellow students from learning or that go against MCS values of respect and courtesy regardless of event, activity, or classroom context.

Dress Code Violation - Wearing of any attire that conflicts with the dress code standards identified in the student handbooks.

Excessively Tardy - A pattern of behavior when a student consistently arrives late to class.

Failure to Serve SAC - When a student does not attend a Special Assignment Class (SAC)

Harassment - Attitudes, words, or behaviors intended to annoy, alarm, abuse, torment, or embarrass another person.

Insubordination - Any blatant act of disobedience.

Parking Lot Violation - Irresponsible behavior in the school parking lot such as revving a motor, spinning out, speeding, lane violation, playing the radio at a level that is disruptive to school or neighbors, etc.

Physical Violence - Rough or injurious physical force, action, or treatment directed at self or others.

Pornographic Materials - Distribution in any form of materials that are pornographic in nature.

Profanity / Obscenity - Words, images, or references that are offensive to God and others; words, images, or references that are indecent or immoral.

Public Display of Affection - Acts of physical intimacy in view of others.

Sexual Harassment - Unwelcome sexual advances, either verbal or physical, especially by someone with power or authority

Skipping Class - Purposefully not attending classes without permission.

Stealing / Theft - Taking the property of another or others without permission or right

Technology Violation - Using any electronic device or Internet means of access on the MCS campus for purposes that do not honor God or are in direct violation of the MCS Acceptable use Policy.

Terroristic Threat - Declaration of an intention or determination to cause serious harm, injury, or death to a group of people.

Vandalism - Deliberately mischievous or malicious destruction or damage of property.

Weapon Possession - Having in one's possession or within one's immediate access (i.e. within a vehicle, or backpack) a device intended for the harm of another person or persons.

Appendix H - MCS Travel Policy

Introduction

The purpose of this policy is to articulate clear expectations related to all Midland Christian School (MCS) sponsored or affiliated trips, activities, events, and competitions that require overnight travel. This policy is aligned with all rules and expectations listed within the employee handbook, student handbook, parent code of conduct, and student code of conduct.

No handbook can anticipate every contingency related to overnight travel. If an unanticipated incident occurs on any MCS sponsored or affiliated event that negatively impacts participants or the reputation of the school, trip sponsors should immediately contact school administration via text or email to begin an incident audit trail. If a parent or student has a concern about un-Christlike attitudes or behaviors exhibited on an overnight trip, they should immediately contact the trip sponsor.

Overnight Travel

MCS students are blessed to have the privilege of participating in numerous events and extracurricular activities. Many of these events and activities require overnight travel. The safety and wellbeing of our students and their chaperones is of utmost importance when overnight travel is required. Regardless of where our students are housed, chaperones, coaches, fine arts leaders, parents, etc., are responsible for making sure the policies and procedures within this handbook are followed without exception. Any adult who participates in overnight travel on an MCS sponsored or affiliated event and who violates the outlined policies and procedures within this policy manual is subject to disciplinary action and may be prohibited from attending future MCS events or activities.

Booking Lodging

Unless it is impossible to do so, separate hotels or overnight accommodations are required for male and female students. If no other lodging options are available, students must be on separate floors. Sponsors should work with hotel staff to make sure students who are out of their rooms past curfew are immediately reported to the trip sponsor or his/her appointed contact person.

Bullying

Bullying in any form is not tolerated at MCS. The MCS Anti-Bullying policy is in effect throughout the duration of any MCS sponsored or affiliated trip. Should alleged bullying occur, the trip sponsor should use the anti-bullying reporting form as outlined in both the Elementary and Secondary Student Handbooks. Adults or students who participate in bullying, hazing, or similar behaviors may be required to leave the trip at their parents' expense.

Cell Phone Use

Students are allowed to carry a cell phone with them for overnight travel. Students should refrain from excessive cell phone use, particularly after curfew. Trip sponsors reserve the right to a stricter cell phone usage policy. Any student who uses any electronic device to photograph or record another student and share or post pictures or video to other

students or social media without permission from the student being photographed or filmed, may face disciplinary action up to and including expulsion from MCS.

Any student or adult who digitally records or photographs a student in a state of undress will be reported to local law enforcement authorities.

Chaperones

All chaperones must be background checked by MCS Human Resources and pre-approved by the trip host(s) prior to chaperoning a trip. All chaperones must also meet the following requirements:

- Be at least 21 years of age.
- Must agree to follow the policies and procedures of this handbook and all other MCS policy manuals, rules, and regulations.

Chaperones are strictly prohibited from consuming alcohol, using tobacco in any form, or using illegal drugs. Chaperones who contribute to the delinquency of a minor will be reported to local law enforcement officials.

When both male and female students participate in an MCS-sponsored overnight trip, they will be accompanied by at least one male and one female chaperone.

Curfew

- Students agree to abide by curfews set by the trip coordinator/sponsor.
- Students who violate curfew by leaving their rooms or refusing to personally get a good night's rest or keeping others from getting a good night's rest may be required to leave the trip at their parents' expense.
- Unless security is provided by the host agency, chaperones are required to help enforce curfew.

Dress Code

An MCS student's personal appearance and actions represent not just the student, but the school, faculty, staff, and parents as well. Unless the trip coordinator indicates otherwise, the MCS dress code is in effect on school sponsored overnight trips. Clothing should be modest at all times and neat in appearance. If water activities are part of the trip, swimsuits are to be modest. Female students may wear a one-piece swimsuit or a dark colored T-shirt over a two-piece swimsuit. Male students should wear appropriate knee length swim trunks (no fitted swim trunks or speedo type swimwear). Appropriate swimsuit cover-ups should be worn to and from the water activity/swimming pool. Students may not use hotel or other venue swimming pools without at least one adult chaperone present.

Financial Obligations

MCS has a school policy of \$40 per night, per student for hotel accommodations during school-related travel. Specific online payment links are provided for each event by the respective coach or sponsor. If you have any questions regarding payments, please reach out to your coach or sponsor before contacting the school office.

Additional travel expenses, such as meals or snacks, may occur and will be the responsibility of the student.

Packing Lists

Packing lists should be distributed to parents no later than one week prior to trip departure time. As a courtesy, trip coordinators are asked to provide at least a 30-day notice for trips involving flights or extended stays (i.e., international mission trip, out of state multi-day trip, etc.).

Students are asked to properly label their bags. Students are also personally responsible for items they may transport during all portions of overnight trips.

Prescription Medications

If a student is taking prescription medication, parents must abide by the MCS Medication Distribution Policy (Sample provided on p. 70 of this handbook). Trip sponsors are not allowed to administer medication unless they have a completed digital or hard copy of the permission form in their possession. In the event of a medical emergency, trip sponsors are required to call 911. If a student is on a narcotic prescription medication, that student's parent(s) is/are required to accompany their child.

Room Assignments

Barring mitigating circumstances, room assignments are available upon request. If a parent has concerns regarding a room assignment, parents should contact the trip coordinator as quickly as possible.

Planning for every contingency related to room assignments is a difficult task. However, MCS wants to work with parents, students, and trip leaders to make overnight stays as safe, restful, and enjoyable as possible. Room assignment protocol includes:

- No student may stay in a room alone by himself/or herself
- Except for emergencies or a group meeting called meeting by a trip sponsor, no member of the opposite sex is allowed in overnight accommodations at any time
- Trip sponsors are responsible for making sure adjoining rooms with a door between rooms house students/chaperones of the same sex. If a parent plans on attending an event and books a room in the same hotel as the team/group, they must notify the coach and/or trip sponsor in advance
- Parents agree to support trip rules and will not make exceptions for their children (i.e., will not make a pizza run after curfew)
- A student who violates any portion of the student code of conduct while on an MCS sponsored or affiliated trip faces disciplinary action up to and including expulsion

Security

Trip sponsors are responsible for working with chaperones and host sites to mitigate safety risks to all trip participants to the fullest extent possible. Students are expected to honor all safety protocols per host site requirements, and obey all federal, state, and local laws. Students are not allowed to leave a trip under any circumstance without first checking in with the primary trip sponsor. Students who sneak out of their rooms after curfew or lodge in an unassigned room may be required to leave the trip at their parents' expense.

Snacks

Trip sponsors will notify students if they are allowed to bring snacks on trips. Students are also asked to be sensitive to various allergies other students may have and abide by the instructions of trip sponsors related to prohibited food items. Students are asked to keep vehicles clean by properly disposing of trash, gum, plastic bottles, etc.

Stewardship

MCS trip participants are expected to take care of all MCS resources and the properties and venues that are part of the overnight travel experience. Students are responsible for damages caused to accommodations, host sites, and participation venues. Should students accidentally break a fixture, appliance, outlet, etc., he or she should immediately contact a trip chaperone.

MCS also expects stewardship of time and reputation. Regarding time; students and trip participants should report to designated meeting locations as instructed. Participants who are consistently late and hold up the group, are subject to ineligibility for future overnight trips. Regarding reputation; Participants represent Midland Christian School. As a result, they are expected to make sure their language, attitudes, and behaviors are in alignment with all policies and procedures outlined in both the Elementary and Secondary student handbooks.

Swimming

In 2023, the State of Texas enacted a new life jacket bill. The requirements state: If schools take children 12 and under on an activity where they enter any body of water, trip sponsors must ask parents if any of the children are not able to swim. If any children on the trip cannot swim, trip sponsors must work with parents before the trip begins to make sure those children have and use only the certified life jackets purchased for them. Trip sponsors and/or chaperones are required to make sure the children who are unable to swim are wearing the life jackets securely for the entire activity.

Transportation

MCS students are expected to travel with their respective team/group via transportation provided by MCS on all MCS-sponsored trips. If a parent needs to transport a student to or from a competition or event, or if a student is riding to or from an event with another adult, parents must sign a release form and submit to the head coach and/or group leader via digital form or in writing prior to departure. Students are not allowed to drive personal vehicles to events requiring overnight travel.

When students of the opposite sex travel in the same school owned or school chartered vehicle, our young men are expected to sit in the back, and our young women are expected to sit in the front. Chaperones should sit in the middle. If there are not enough chaperones present to monitor student behavior, potential medical emergencies, etc., while being transported, alternative transportation arrangements must be made prior to the trip.

Emergency Protocol

Trip sponsors must make sure they are in possession of emergency numbers of parents and/or guardians and/or next of kin of all trip participants. Parents, guardians, and next of kin are expected to keep contact information up to date.

In the event of a non-medical emergency (e.g., a fender bender, theft, etc.), trip sponsors are expected to call 911 or contact host site security.

If a trip participant experiences a medical emergency, trip sponsors should immediately call 911. Trip sponsors should not hesitate to administer assistance (e.g., CPR or “stop the bleed”) until medical professionals arrive.

Release Form for MCS Travel

School trips that require overnight stays are a unique experience that Midland Christian School provides for its students. To avoid possible miscommunication, the Midland Christian School Overnight Travel Policy clearly explains the behavior expected of those participating in overnight trips.

Parents, students, trip sponsors, and chaperones understand that a failure to follow the policies and procedures within this Overnight Travel Policy may result in forfeiting participation in future overnight experiences. Severe failure to follow the policies and procedures within this Overnight Travel Policy may result in additional consequences up to and including expulsion.

Please see and sign the permission form via the link below (A digital copy will be stored in MyMCS).

Release Form for MCS Travel

Please click [HERE](#) for the MCS Travel Permission Form. Any student attending an overnight trip must submit the MCS Overnight Travel Policy Form in myMCS, indicating agreement with its terms and conditions.

Emergency Contact Information:

Name: _____

Cell Number: _____

Email: _____

Relationship: _____

Health Insurance Information:

Provider: _____

Group Number: _____

Phone Number: _____

Midland Christian School Medication Distribution Policy

Midland Christian School (MCS) policy allows school employees who are trained under the supervision of the MCS Clinic nurses to administer medication to students during school related events should it be necessary for the student's optimum health and for maintaining maximum school performance. Texas Law requires districts to have the following information on file for all students who receive medication at school.

Nonprescription Drugs and Prescription Drugs

The school must receive a written and dated request from the parent or legal guardian to administer any medication. This permission must include the name of the medication, the exact dosage, route and time of administration, and reason or purpose the student is to receive the medication. Prescription and nonprescription drugs must be in the original container and properly labeled. Prescription medication must be routed through the MCS Clinic.

Example: Jane Doe is to receive Zyrtec (Cetirizine HCl) 10mg, 1 tablet, by mouth, at 8am each day, for allergy maintenance.

No prescription medications should be given directly to sponsors, nor should students transport prescription medications on their own person (with the exception of Epi-pens and inhalers). Parents and coaches must coordinate distribution of prescription medications through the MCS Clinic. Prescription medications should be transported to and retrieved from the MCS Clinic and stored in a secure container and location by the trip sponsor. If a parent serves as a chaperone, he/she may of course administer medications to their own children.

Authorized MCS employees have the right to refuse to administer prescription and nonprescription medications that are not approved by the U.S. Food and Drug Administration (FDA).

Only the guidelines printed on the container will be followed unless a physician order is present. The U.S. Surgeon General, the Food and Drug Administration, and the Center for Disease Control now recommend that due to the increased risk of developing "Reye's Syndrome", aspirin or products containing aspirin should not be given to children under 18 years of age. If your physician orders aspirin for your child, please send a copy of the physician order.

Additional Guidelines for Administering Medications

- All medication must be kept in the clinic during the school day with the exception of emergency medications with appropriate physician's orders.
- All medication given must be in the original container. This includes both prescription and over-the-counter medicines.
- Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If a physician, dentist, or orthodontist has directed a certain dosage that is greater than the directions recommended on the container, a written order must be included with the written permission from the parent.
- The use of "sample" medication from the physician, dentist, or orthodontist must have signed written instructions from that doctor accompanied by the parent's written permission.
- MCS policy prohibits administration of any type of expired medication.

- The MCS clinic staff will work on a case-by-case basis with parents to determine an acceptable amount of medication to be checked in at one time (i.e., a 30-day supply).
- All prescription and nonprescription medications must be labeled in English.
- All prescription medications must be prescribed by an authorized licensed healthcare provider in Texas. Medications prescribed by authorized licensed healthcare providers in other US states may be accepted for no longer than 45 calendar days. Medications purchased in a foreign country cannot be administered.
- In the interest of safety for all students, medications should be transported to or from school by a parent or guardian. Should your child need to have medication at school please bring or make arrangements for the medication to be brought to the clinic. For your convenience, many local pharmacies will provide a second labeled container for medications needed at school. Extra labeled containers are also extremely helpful for school travel.
- Please note: If medication is required daily or twice-a-day, please administer at home. Many three-times-a-day orders may also be given at home unless a physician requests a specific time of day within school hours.
- A record of each medication given at school is maintained in the clinic.
- Inhalers: Students with asthma may experience times when symptoms worsen and a physician requests that the student carry an inhaler to be used as needed. Please provide a letter from the physician with complete instructions for inhaler use and permission for the student to carry the inhaler. It is strongly recommended that a spare inhaler be kept in the clinic in case a student is unable to locate their personal inhaler.
- For medication for anaphylaxis, such as an “epi-pen”, to be in the possession of a student, the student must have a written letter from a physician stating that the student is capable of self-administering the medication if needed. This procedure is also evaluated by the school nurse to ensure that the student is adequately prepared to self-administer. MCS strongly recommends keeping a spare in the MCS clinic.
- For students with Diabetes to carry supplies and self-administer insulin, the student must have a written plan from a physician stating that the student is capable of self-managing their care.
- All medication is to be picked up in the clinic by a parent or a designated adult at the end of the school year. No medication is kept over the summer months. Please make arrangements with your campus clinic staff regarding pick-up of medications.
- Over-the-counter medications (i.e., Tylenol, Motrin, Benadryl, DimeTapp, etc) are kept in the clinic for students to take as needed. To help mitigate depletion of Clinic supplies, parents are asked to please bring medication from home if a student frequently takes OTC medications.
- Clinic staff cannot treat students without first notifying a parent/legal guardian. No treatment can begin until "Permission to treat" has been entered in the student's MyChart. Serious injuries/illnesses will be communicated to parents as quickly as possible.
- Clinic treatments include basic assessments, neosporin, application of ice packs, cough drops, OTC medications, vital sign monitoring, etc.
- All medication must be accompanied by a dated MCS Release and Permission Form (See Instructions on Following Page) signed by a parent/legal guardian along with instructions for over-the-counter

MCS Release and Permission Form Administering Medication

An annual signed MCS Travel Medication Procedure and Liability Release Form is required by parents of students who take prescribed or over the counter medication while on or participating in an MCS sponsored competition, trip, or activity within which the time commitment requires administration of

prescribed or over the counter medication.

This policy requires an upload of a photocopy of dosage instructions. Images should be clear and easy to read. Please see instructions on the form.

Students who require administration of prescription medication while under the guardianship of a Midland Christian School employee and who do not have an annual MCS Travel Medication Procedure and Liability Release Form on file, are required to submit a copy of the form prior to the stand alone activity in which they are participating.

Please click [here](#) to access the MCS Travel Medication Procedure and Liability Release Form.