



MIDLAND CHRISTIAN

Elementary

Student & Parent Handbook

2023 - 2024

MIDLAND CHRISTIAN SCHOOL

2001 Culver
Midland, Texas 79705

Table Of Contents

Contact Information	3
About Midland Christian School	4
After-School Care	5
Arrival at School	5
Attendance	5
Cafeteria	7
Cell Phones and Other Electronic Devices	7
Chapel	8
Clinic Guidelines	8
Parent and Student Contact Information	9
Discipline	9
Dismissal from School (Pick-Up)	10
Dress Code	11
Emergency Procedures	12
Field Trips	12
Fundraising	12
Grading Guidelines & Procedures	13
Inclement Weather Procedures	13
Lockers	14
Lost and Found	14
myMCS	14
Non-Discriminatory Policy	14
Parking and Traffic Regulations	14
Parties	14
Physical Education	15
Pictures	15
School Supplies	15
Visitors to Campus	15
MCS Statement of Faith	16
Appendix A: Anti-Bullying Policy, Guidelines, and Procedures	18
Appendix B: MCS Drug, Alcohol, and Nicotine Use Testing Policy	24
Appendix C: Parent Code of Conduct	34
Appendix D: MCS Clarification of Expectations Parent/Staff Protocol	37
Appendix F: MCS Student Code of Conduct	39
Appendix G: MCS Acceptable Use Policy	42
Appendix H: MCS Discipline Matrix	46
Appendix I: MCS Travel Policy	53

Contact Information

Midland Christian Elementary School

1902 Northrup Dr.

Midland, TX 79705

www.midlandchristianschool.org

Administrative Staff

President - Dr. Gregory Anderson

Elementary Principal - Mrs. Laura Eves

Elementary Assistant Principal - Mrs. Andrea Snell

After-School Care Director - Mrs. Sara Nguyen

Office Hours

School Year 7:45 a.m. - 3:30 p.m.

Telephone Numbers

Secondary/Business Office (432) 694-1661

Elementary Office (432) 694-4027

After-School Care (432) 262-8194

Fax (432) 694-5281

Elementary School Hours

Pre-Kindergarten 8:00 a.m. - 2:30 p.m.

Kindergarten - Grade 5 8:00 a.m. - 3:10 p.m.

About Midland Christian School

Mission Statement

The mission of Midland Christian School (MCS) is 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. Our desire is to fulfill this mission through embodying an eternal perspective as we equip our students to Live for God, Love like Jesus, and Learn for Life.

Student Mustang Mission

I love the Lord and seek His truth.
I show kindness and respect to those around me.
I work hard to do my best at everything I do.
I am a Christian leader and it shows in my actions and words.

Philosophy of Midland Christian School

The MCS Board of Trustees, administration, faculty, and staff believe that disciples of Jesus promote the highest ideals, develop the strongest character, and hold the greatest promise of any way of life. The entire program of MCS centers around Biblical principles that define and govern our walk with the Lord. .

Therefore, our emphasis is to provide education in a wholesome spiritual environment under teachers with the highest Christian ideals. We believe this emphasis is best accomplished when the church, home, and 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. The education program is planned to meet the varying and diversified needs, interests, and abilities of students. A statement attributed to James Monroe perhaps sums up MCS's philosophy: "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."

MCS 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.

After-School Care

The purpose of the MCS After-School Care is to provide a fun, safe, Christian environment for students who remain on campus after the school day ends. Students in Pre-Kindergarten through Grade 5 are eligible for this program. The program runs from dismissal to 5:30 p.m. Monday - Friday. The afternoon consists of a snack, age-appropriate activities, and playground time. Homework time is designated for students in Grades 1 - 5 and rest time for our Pre-Kindergarteners. Tuition is billed at a monthly rate. In order to keep our enrollment numbers current, we do not accept any drop-ins.

Monthly Rates

Pre-Kindergarten - \$280.00

Kindergarten - Grade 5 - \$270.00

If After-School Care is needed, parents must make prior arrangements with the After-School Care Director, Sara Nguyen, at snguyen@mcs1.org.

Arrival at School

Before 7:45 a.m., students should report to the Student Life Center (SLC). Staff will be on duty and monitoring students at that location starting at 7:30 a.m. daily.

After 7:45 a.m., students may be dropped off in the circle drive at the front of the Early Education Building, in the circle drive at the front of the Elementary Building, or in the circle drive at the south end of the Elementary Building.

After 8:00 a.m., parents must park and check their child in at the front desk. Parents are strongly encouraged to drop off their children at the proper locations and at the designated times so they will be supervised at all times while they are at school.

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.

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.
- 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 administration at your earliest convenience.

When students return to school after being absent, they are to present a note to the Elementary office in order for the absence to be excused. 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. PSIA)

Tardies: Students are considered tardy if they are not in the classroom by 8:05 a.m. If a student is tardy, the student must stop and check-in at the receptionist desk. Excessive tardies will necessitate a parent conference to determine appropriate measures to alleviate the problem.

Pre-Kindergarten students:

- Signed in prior to 9:00 a.m. = tardy
- Signed in between 9:00 - 11:00 a.m. = ½ day absence

Students in Kindergarten - Grade 5

- Signed in prior to 9:00 a.m. = tardy
- Signed in between 9:00 a.m. - 12:00 p.m. = ½ day absence

Student Check-Out Policy:

All students leaving school during the regular school day must be signed out at the reception desk of their respective building by a parent/guardian. Out of courtesy, we ask that parents notify the school receptionist and copy your child's teacher(s) via email in advance if a student needs to leave school during the day for a scheduled appointment.

Early-Out Policy

Pre-Kindergarten students:

- Signed out between 11:00 a.m. - 1:30 p.m. = ½ day absence
- Signed out after 1:30 p.m. = does not count as an absence

Students in Kindergarten - Grade 5

- Signed out between 12:00 - 2:30 p.m. = ½ day absence
- Signed out after 2:30 p.m. = does not count as an absence

Loss of Credit: An excess of eighteen (18) unexcused absences and/or semester average grades below 70 during the school year may result in possible retention and will require tutoring by a certified teacher or Midland Christian School approved tutor at the parent's expense. Three hours per day of tutoring is required for each day missed after eighteen (18) unexcused absences.

Cafeteria

All students in Pre-Kindergarten - Grade 5 will eat lunch in the Student Life Center.

- Students may leave campus during lunch with **their** parent/guardian only after that parent /guardian has signed the child out at their respective building (this includes eating lunch in the car with your child). **If a group is going to lunch together, each child must be signed out by his/her parent. Notes from other parents will not be accepted.**
- Students must bring a lunch from home or purchase the meal served in the cafeteria.
- Students in Grades 4 - 5 may microwave food brought in a microwavable container that takes two or less minutes to warm.
- A visitor's badge, obtained at the receptionist desk in the Early Education or Elementary buildings, is required to eat lunch with your child on campus (designated tables in the cafeteria and/or picnic tables outside the Student Life Center). Parents may only provide food for their own children.
- Students are not allowed to invite friends to join his/her parents for lunch.

Parents will need to create a lunch account at www.K12paymentcenter.com 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 are welcome to send money in the form of cash or checks to the office, but to keep accounting entries to a minimum, payments must be \$20 or more.

All parents are encouraged to check their child's lunch balance every week at www.k12paymentcenter.com.

- Elementary students will NOT be permitted to buy drinks, chips, or other items from the vending machines during lunchtime.
- Students with a negative balance will not be allowed to purchase ice cream or extra items.

Food and Treats/Water: Teachers must be consulted regarding occasional treats brought to school for special events, such as birthdays. For the safety and health of all students, parents are encouraged to check with their child's teacher prior to the event regarding food allergies.

- Gum is not allowed at any time.
- Only plain water is allowed in water bottles. (No colored liquids)
- Aides are not allowed to pass out treats in the cafeteria

Cell Phones and Other Electronic Devices

Students are not allowed to use or visibly possess a cell phone or other electronic devices (i.e. Apple/smart watches, iPads, etc.) during school hours. If a cell phone is seen or heard it will be taken up by a staff member. At that point, a parent may pick up the phone in the elementary office by paying a fine of \$25. Repeated violations of the personal cell phone policy will result in additional disciplinary action. Parents are strongly encouraged to visit <https://www.waituntil8th.org> for information related to cell phone use and its impact on teens.

In addition to the cell phone policy, students are not allowed to use or visibly possess electronic game devices or wear earphones at any time during school hours. Disciplinary action for those devices will follow the same policy as the cell phone policy and may be confiscated. Recording devices, calculators, and computers are allowed for class work only, with teacher approval.

Chapel

All MCS students attend chapel daily. Parents are invited to participate with us in these times of devotion. All parents/visitors must sign-in at a receptionist desk to obtain a visitor's badge and entry into the school prior to attending chapel.

Clinic Guidelines

Unless posted otherwise by the MCS Clinic staff, the Clinic is open from 7:55 a.m. - 3:10 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 the 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.

Parent and Student Contact Information

It is vital that the school has the most recent information about every student. 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. Arrangements can be made through the school office for non-custodial parents to receive school information.

Discipline

MCS exists primarily for the purpose of making Jesus and His timeless teachings the dominating influences in the lives of our students. Disciplinary guidelines are deemed necessary by the Administration of Midland Christian 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 stated purposes. Disciplinary action will be administered as uniformly and consistently as possible, while at the same time recognizing that each student and each incident must be assessed individually in regard to background, attitude, and habitual occurrence. Disciplinary action can include a verbal or written warning, notification of parents, After-School Detention, suspension (ISS-in school or at home), disciplinary probation, or expulsion. It should be noted that several offenses are considered to be of such serious nature as to warrant suspension or expulsion following the first incident.

A definition of discipline that is most compatible with the elementary school philosophy states: "Discipline is the ability to identify the character of a circumstance or situation to determine one's most constructive role in it, to carry out that role directly, to sustain it as long as necessary, and to learn from the consequences of one's actions. Such skill is learned; it is taught best by people who are willing to demonstrate it in their own lives." (Wayson 1985)

At the elementary level, infractions will be documented in myMCS. Consequences for infractions will be determined on an individual basis and dictated by circumstance. At the discretion of MCS Administration and/or faculty member, disciplinary action may include but is not limited to:

- Parent contact and/or conference
- Verbal and/or written warning
- Detention
- Review of expectations, pattern(s) of behavior, and code of conduct
- In-school suspension/out-of-school suspension subject to degree of offense
- 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, students will be asked to withdraw from attending MCS.

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

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 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 check Appendix H to review the Midland Christian School Discipline Matrix.

Dismissal from School (Pick-Up)

We ask that parents not visit with their child's teacher, talk on their cell phones, or visit with their friends while in the pick-up lines as this can cause unnecessary safety concerns and/or delays for other parents.

Parents may not wait immediately outside the exit doors for their children. Teachers must reach the loading zone with all students under their care before they can release them to parents. This is for the safety and security of ALL children. It is every parent's responsibility to supervise their children at all times once they are taken from the loading area.

Pre-Kindergarten

- Parents who wish to park and pick up students must wait outside of the building until students have exited the building.
- Car Line - loads at the entrance of the Early Education Building (turn off Gulf and drive through the parking lot at the east side of the High School until arriving at the Early Education Building)

1st - 5th Grade

- Parents may come through the pick-up lines and let the teachers load students, or parents may park in the parking lot adjacent to the school (not in front of our neighbors' homes) to walk up and pick up students via crosswalks.
- **Kindergarten:** loads at the entrance of the Early Education Building (turn off Gulf and drive through the parking lot at the east side of the High School until arriving at the Early Education Building)
- **1st grade:** loads at the front drive-through of the Elementary building
- **2nd grade:** loads at the McGraw Gym. In the event of a conflict, students will load at the horse by the football field
- **3rd grade:** loads north of the Student Life Center by the mustang/football field (enter on Culver)
- **4th grade:** loads north of the Student Life Center by the mustang/football field (enter on Culver)
- **5th grade:** loads north of the Student Life Center by the mustang/football field (enter on Culver)

All children must be picked up or have other arrangements made by 3:15 p.m. If an emergency precludes a parent from picking up a child within the 15-minute timeframe, it is the responsibility of the parent to inform the office as soon as possible.

Inclement Weather Dismissal: Should inclement weather arise during pick-up, children will be required to wait inside hallways adjacent to the pick-up area.

Multiple Children Pick-up: Families with multiple children in Grades Kindergarten - 5 will pick up all children at the youngest child's loading area. This allows parents to pick up all of their children in one place.

Dress Code

Shirts/Tops/Blouses/Outerwear/Dresses/Skirts

1. Shirts, tops, blouses, dresses, skirts, and outerwear meet the following criteria:
 - a. Solid Colors
 - i. Red
 - ii. Royal Blue/Navy Blue
 - iii. White
 - iv. Gray
 - v. Black
 - b. Designs
 - i. Collared
 - ii. Button up
 - iii. Crew neck
 - iv. ½ or ¼ zip
 - v. Long/short sleeve
2. MCS branded garments (MCS logo, #PonyUp, Go Mustangs!, etc.) that follow dress code criteria are allowed.
3. Hoodies are not allowed. If a student is traveling for extra-curricular activities he/she may wear a hoodie once they are off-campus.
4. College shirts are not allowed except for announced spirit days.
5. Shirts with straps less than 3 inches wide are not allowed.
6. Attire that promotes secular musicians/bands/causes or includes offensive language/phrases is not allowed.
7. Hats may not be worn inside school buildings except in our gym spaces during sporting events.
8. Logo Clarification:
 - a. Small, name-brand logos on the pocket or chest area are allowed for clothing without an MCS logo.

Pants/Jean/Shorts

1. Pants, jeans, shorts, colors and designs:
 - a. Color
 - i. Royal Blue/Navy
 - ii. Khaki
 - iii. Black
 - iv. Gray
 - v. Red
 - b. Design
 - i. Denim
 - ii. Slacks
 - iii. Golf-style
2. Distressed, ripped, holey, and/or patterned jeans are not permissible.
3. Shorts must be knee length (no exceptions). Gym/running shorts are not permissible.
4. Dresses or skirts must be to the knee in length if not longer (no exceptions). Dresses must be worn with shorts or leggings underneath.
5. Girls' MCS cheer uniforms are allowed on Fridays (or Spirit Days) only and must have leggings worn underneath. No other team cheer uniforms are allowed.
6. Leggings are allowed only if they are under dresses or skirts. Leggings must have no mesh or see-through areas.
7. Waistline
 - a. A belt is not required unless pants sag or fall below the waistline.
 - b. Tucking in shirts is not required as long as students are neat in appearance.
 - c. If the midriff/skin is visible, students will be asked to change shirts or put on an undershirt. All undershirts must be in dress code.
 - d. Elastic waistbands are allowed.

Hair

1. Radical hairstyles are not permissible (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.

Piercings/Tattoos

1. No tongue rings or body piercings (except girl's ear lobes) 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.

Fridays are considered "Uniquely You" days. On these days, students may wear colors and styles of choice. However, prohibited items may not be worn - even on Uniquely You days.

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

Students not in compliance with the dress code will be allowed one verbal warning, but repeated offenses will result in a disciplinary infraction.

Thank you dads, moms, and students for promoting MCS school spirit and for helping us create and maintain a God-honoring, distraction free learning environment!

Emergency Procedures

Drills and other emergency procedures will be conducted on a regular basis. Teachers will establish the purpose and importance of drills with their students as well as inform them of emergency procedures. We, too, encourage parents to talk to their children about the purpose of these drills to help alleviate any anxiety students may experience when the drills occur.

Field Trips

Field trips may be scheduled throughout the year to supplement areas of study. A "Permission for Field Trips" form is signed by the parent or legal guardian during enrollment and is kept on file in myMCS. Parents who plan to attend field trips MUST get a Visitor Pass from the office before attending the field trip.

Fundraising

At MCS, we ask students and families to participate in campus-wide fundraising opportunities each year. These fundraisers directly support student activities, instructional and academic programs, athletic and fine arts programs, transportation needs, and more. We encourage and appreciate your continued support.

(All fundraisers at MCS must have prior approval from the Director of Advancement, Courtnee McHugh (cmchugh@mcs1.org)).

Grading Guidelines & Procedures

The purpose of grading guidelines is to ensure continuity in grading practices across all content areas. Grading practices are used to effectively monitor and evaluate student understanding, provide feedback to students and parents, and monitor student progress. Every effort will be made to effectively communicate the ongoing academic performance of each child. Grades will be recorded in myMCS weekly to allow parents the opportunity to monitor student grades and academic performance.

The Midland Christian School grading scale for Elementary (Grades 1 - 5) students is:

A = 90 - 100

B = 80 - 89

C = 70 - 79

F = 69 and below

The grading scale for Kindergarten is:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

The grading scale for Pre-Kindergarten has only 2 levels:

S = Satisfactory

N = Needs Improvement

Late Work

Students will lose 10 pts for each school day work is late. After the third day, the assignment will result in a zero (0).

- 1st day - 10 points deducted from grade
- 2nd day - 10 additional points deducted from grade (20 total)
- 3rd day - 10 additional points deducted from grade (30 total)
- 4th day and beyond - student will not receive credit for assignment

Corrections

If a student scores below 70% on an assignment (does not include tests/assessments), he or she will receive additional instruction and an opportunity to re-do the assignment for mastery. Student work from the previous week will be sent home on Monday and if the student chooses to correct an assignment(s), the work must be turned back into the teacher by the end of week (Friday). Students may receive up to a 70% if all corrections are made accurately and reflect mastery of the content. Corrections may be made at school pending teacher discretion for instructional purposes and to monitor student learning (i.e. if there remains a gap in daily work and exams).

Inclement Weather Procedures

MCS follows the same inclement weather procedures as Midland Independent School District. Please refer to local news outlets and school websites for up-to-date information. MCS will also send mass communication related to school delays/closings. 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 during the winter season in case of a last minute closure or delay.

Lockers

Students in Grades 3 - 5 are assigned lockers. These lockers may not be decorated on the outside of the locker. Parents and students are not to use the lockers for party invitations or special treats for selected students. Locks may not be placed on lockers at any time.

MCS will not be responsible for items stored in lockers. MCS does not allow personal locks on lockers. MCS reserves the right to search a locker at the discretion of the administration.

Lost and Found

All items of clothing must be marked with the child's first and last name. Items properly labeled will be returned to the child. Other student property will be placed in the Lost and Found. Parents and students are encouraged to check with office personnel about lost articles at any time. Items not claimed will be given to a charitable organization throughout the year.

myMCS

MCS utilizes myMCS as the main digital platform for both students and parents. Parents and students are encouraged to utilize myMCS as a communication and planning tool and to also monitor student progress. Parents are encouraged to keep their information up-to-date in myMCS at all times.

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.

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.

Parties

Invitations for birthdays or other parties distributed at school must be given to every child in the class. Parents and students may not put invitations in cubbies or lockers. Birthday treats may be shared in the classroom if communicated and scheduled with the teacher in advance or in the lunchroom if the parent passes them out. Aides are not allowed to pass out treats in the cafeteria.

Physical Education

Every child is expected to participate in Physical Education every day. Students not able to participate must have a note from a parent. After three days of not participating, a signed doctor's excuse must be brought to the office.

All students are required to wear non-marking, rubber-soled tennis shoes in P. E. class. If non-marking, rubber-soled tennis shoes are not worn to P.E., the student will participate in an alternative activity. To ensure the safety of every student, we recommend students wear tennis shoes that lace up with shoestrings or have velcro closures. If students do not want to wear tennis shoes to school, he/she can bring a pair to change into for P. E.

Pictures

School pictures are made each fall and spring. Purchase is optional. All students will have their pictures taken for the yearbook. Students will take individual pictures in the fall and spring. Class pictures will be taken only in spring. Students may wear clothing of choice (any color or pattern) for school pictures as long as the attire meets modesty and neatness guidelines within the dress code.

School Supplies

Midland Christian School provides Elementary student school supplies for the 2022-2023 school year. A \$45 school supply fee (per student) is applied to the total cost of supplies. We hope these supplies last through most, if not all, of the school year; however, your child's teacher may notify you if more supplies are needed as the year progresses.

Visitors to Campus

To ensure the safety of students, all doors of the Early Education and Elementary Building are locked at 8:00 a.m. each morning. Parents and all other visitors must enter through the front doors of each respective building and be buzzed in by the receptionist. Parents and visitors must stop at the reception desk to obtain a visitor's pass (which is to be returned to the receptionist before leaving).

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.

All lunch boxes, money, books, forgotten items, etc. must be left at the receptionist's desk to be delivered to the student. No one is allowed in the MCS buildings after school hours to retrieve forgotten items. For their safety, school personnel are not allowed to give entry to anyone after hours. Visitors who violate the Visitors to Campus policy will immediately be reported to the school's Safety and Risk Manager.

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*

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 marriage are prohibited as sinful, including without limitation, adultery, fornication, incest, zoophilia, pornography, prostitution, masturbation, voyeurism, pedophilia, exhibitionism, sodomy, polygamy, polyamory, sologamy, 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 remain vigilant in our efforts to create and maintain a safe and affirming learning environment for our students and parents and a respectful and productive work environment for our employees. As a Christ-centric alternative to destructive behaviors, we strive to teach mutual respect in our daily coursework and strive to 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 words and actions. We recognize that within these strivings, we are human, and accordingly will 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 included on page 22 of this handbook. 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* included on page 23 of 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
 - o Pray daily for your teachers and classmates
 - o Watch out for and stand up for one another.
 - o If you suspect bullying, talk to a teacher or administrator

Teachers Can:

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

Parents Can:

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

All of Us Can:

- Watch for signs of bullying
 - o Are we noticing sudden mood swings?
 - o Does the student not want to go to school anymore?
 - o Is he or she constantly complaining of not feeling well?

- o 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/>

Alleged Bullying/Harassment Incident Report Form or Witness Statement

Continued Next Page

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: _____

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.

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

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

New Students

All secondary transfer students transferring to MCS once the school year has commenced are subject to drug testing.

The fee for this service is \$25.00 per student. Parents will be notified if participation is required.

Distribution of Policy

Prior to the student's enrollment into the 6th -12th grades, MCS will provide each parent and student access to the drug, alcohol, nicotine testing policy and a consent form designed to provide written permission from parents/guardians for their student/s to be subject to the MCS drug, alcohol, and nicotine testing policy. MCS is committed to the success of this program and expects MCS parents and students to be equally committed.

Consent

All Midland Christian School enrolled students grades 6-12 agree to participate in and abide by our 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 within 48 hours of suspected use.

Current/Incoming students in 6-12 grades

All students enrolled in 6-12 grades are subject to MCS drug, alcohol and nicotine testing policy.

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 in any form, 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 ordered.

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 that 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 (poc-testsupply.com) and nicotine use test kits from nicotests.com. When random testing, MCS employs licensed medical professionals on a contract basis to collect and analyze collected saliva samples. When testing secondary varsity and junior varsity athletes and all secondary fine arts students, MCS reserves the right to use in-house athletic trainers, coaches, and administrators 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 tested once they have made their respective rosters. 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. A negative test result is a final step in team/band/choir/etc. participation. A student who participates in more than one activity is required to take a minimum of one test per school year unless he/she tests positive. Coaches and/or fine arts leaders reserve the right to test students again as a condition of making their respective rosters or if they have reasonable suspicion of drug and/or alcohol and/or nicotine use.

Privacy

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
- A medical professional working on a contract basis will administer the test(s) and record results when random testing. Coaching, training, or administrative staff 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

Test results will be handled per the following protocol:

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 will be 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 be handled discreetly and quickly. The test administrator will photograph and timestamp the positive test result, complete a test result form, and submit 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).

During that conference and in the parents' presence, the student will be tested a second time. A parents' refusal to have their child tested a second time or who attempts to tamper with a sample, is considered a positive test result and is subject to the appropriate consequences depending on previous positive test results, if any.

If the second test result is negative, the first test is treated as a false positive. If the second test is positive, parents are required to immediately schedule an appointment with a licensed physician or licensed drug testing facility for a thorough drug and/or alcohol, and/or nicotine screen. Although students may continue their coursework at home, they are not allowed to return to MCS without validated negative drug, and/or alcohol, and/or nicotine use test results by a licensed physician or licensed drug testing facility.

If parents are unable to attend a conference on the same day their student initially tests positive for drug and/or alcohol, and/or nicotine use, parents must immediately schedule an appointment with a licensed physician or licensed drug testing facility for a drug and/or alcohol, and/or nicotine screening. Although students may continue their coursework at home, they are not allowed to return to MCS without validated negative drug, and/or alcohol, and/or nicotine use test results by a licensed physician or licensed drug testing facility.

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.

Students who cannot produce validated, negative drug, and/or alcohol, and/or nicotine use test results by a licensed physician or licensed drug testing facility within 72 hours will move into the following protocol. 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 performed by a licensed physician or licensed alcohol/drug testing facility.
- 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 responsible for providing validated, negative drug and/or negative alcohol use, and/or negative nicotine use test results by a licensed physician or licensed drug and/or alcohol testing facility. 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 second or 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.
- All other aspects of "first offense" conditions apply (Changing 21 days to 49 days). Day 1 of the 49 days begins the day after a confirmed positive test performed by a licensed physician or licensed drug testing facility.

- **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 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.
- 21 days after an initial positive test, the student will be tested again.
- If the results 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.
- All other aspects of “first offense” conditions apply (Changing 7 days to 14 days). Day 1 of the 14 days suspension begins on the date parents/guardians and student(s) sign a second probationary letter.
- 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.
- All other aspects of “first offense” conditions apply (Changing 14 days to 21 days). Day 1 of the 21 days 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.

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 performed by a licensed physician or licensed drug testing facility. 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.

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.

Drug Dogs on Campus

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

MCS Drug, Alcohol, Nicotine Test Result Form

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

Test Date: _____

Test Time: _____

Subject's Name: _____

Subject's Date of Birth: _____

Test Conducted By: _____

Test Result (Circle all that apply) Negative/Positive for: Drugs Alcohol Nicotine

If Positive, Specify Substance(s) Detected:

Test Results Explanation:

Recommendations for Further Action (if applicable):

MCS Drug, Alcohol, & Nicotine Testing Refusal to Consent Form

(This handbook copy is for your reference only. A DocuSign copy must be requested and signed by every parent who does not want their child to participate in the MCS Drug, Alcohol, and Nicotine Testing Program).

I, _____, do not give my consent for my child, _____, to be drug, alcohol, and/or nicotine tested while enrolled in Midland Christian School. I understand that by refusing to have my child participate in the Drug, Alcohol, and Nicotine Testing Program, my child may not participate in any MCS sponsored or related extracurricular activities.

I also understand that if MCS administration suspects drug, alcohol, or nicotine use by students whose parents/guardians sign this refusal to participate form, they reserve the right to require 3rd party testing by a licensed physician or drug/alcohol/nicotine testing agency within 48 hours of suspected use.

Parent/Guardian Signature

Date

By enrolling in Midland Christian School, parents and students (Grades 6-12) agree to the following terms and conditions of the MCS Drug, Alcohol, and Nicotine Testing Program:

I understand that the drug, alcohol, and nicotine testing program will involve saliva-based tests that detect the presence of certain drugs, and/or alcohol, and/or nicotine including but not limited to marijuana, cocaine, opioids, amphetamines, and benzodiazepines. I further understand that the test results will be kept confidential and will only be shared with the appropriate school officials who have a legitimate need to know.

I acknowledge that my child's participation in the drug, alcohol, nicotine testing program is an opportunity for them to demonstrate their commitment to their personal health and safety, as well as to the values and principles of our faith-based community. I understand that the program is designed to help identify students who may be struggling with drug, and/or alcohol, and/or nicotine use, and to provide them with appropriate support and resources to address their needs.

I understand that my child may be subject to disciplinary action if they test positive for drugs, alcohol, or nicotine, but that the school will work with me and my child to provide appropriate support to address any drug, alcohol, nicotine related issues. I also understand that my child may be required to undergo additional drug, alcohol or nicotine testing and counseling as a condition of continued enrollment in the school.

I have read and understand the information provided above, and understand that by enrolling my child as a student in MCS, I willingly and knowingly give my consent for my child (6th - 12th grades) to participate in the drug, alcohol, nicotine testing program at Midland Christian School. I acknowledge that I have the right to withdraw my consent at any time by requesting, completing, and submitting a MCS Drug, Alcohol, & Nicotine Testing Refusal to Consent Form to MCS administration.

Appendix C: Parent Code of Conduct

The purpose of this code of conduct is to provide parents of Midland Christian School (MCS) students with clear, biblically based expectations related to attitudes and behaviors that embody the teachings of Jesus and exemplify our commitment to those teachings as His disciples. We believe this covenant 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 in Midland Christian School is not solely dependent on the student. Parents whose attitudes and actions run counter to the principles within this code of conduct, risk having their children 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 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, and friends. No matter the context, we challenge all MCS parents 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)*

We understand that the prayer of Jesus for unity is not a prayer for uniformity. We celebrate the unique gifts and talents of our highly diverse student body and the many parents and grandparents who support our school in countless ways. We also recognize that sin is the greatest threat to unity. Sin is literally "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 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 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 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 address faculty, staff, and coaches with appropriate titles (i.e., Dr., Mr., Mrs., Miss, Coach). We also ask that our parents 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 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.

Along these lines, parents 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 witness immoral, illegal, or unethical behavior from faculty, staff, students, or guests, they should immediately reach out to a school administrator. Parents 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 A 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 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 understand that a good reputation surfaces from godly character. Therefore, our parents respect the values of our school and support those values in their attitudes and behaviors. Our parents refrain from profanity, drug use,

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 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 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 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 refrain from abusing alcohol or drugs and will certainly never share alcohol or drugs with any underage student including their own children. Parents understand that failure to do so may lead to reporting such illegal actions to local authorities.

Our parents 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 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 will help their children maintain a high standard of appearance. Parents 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 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 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 will adhere to the highest ethical standards in relationship to position, finances, and influence. This means parents 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 do not fight against one another, but we do expect (spiritually speaking) that our parents will fight for one another. MCS parents 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 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 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.

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 F: 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 and exemplify our commitment to those teachings as His disciples.

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)*

We understand that the prayer of Jesus for unity is not a prayer for uniformity. We celebrate the unique gifts and talents of our highly diverse student body. We also recognize that sin is the greatest threat to unity. Sin is literally "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 will 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 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.

Appendix G: 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 would include 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/loss of employment.

All students who enroll at MCS and all employees who work part time or full time at Midland Christian School commit to abide by the rules and stipulations of the MCS Acceptable Use Policy. Students or employees 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 H: 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 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	1st Offense	2nd Offense	3rd Offense	4th Offense	5th 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 per six weeks)	Beginning with 3 rd tardy – Contact parent / lunch detention	4th tardy - SAC	5th tardy - Contact parent / SAC	6th tardy - Parent meeting / review policy / SAC	Out of school 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 G: 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

*Special Assignment Class

Tier Two

Behavior	Consequences				
Tier II	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
Harassment	1 day detention / SAC.	3 day detention / SAC.	5 day detention / SAC.	1 -3 day suspension.	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.
Skiping 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.
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.				

**Out of School Suspension

Tier Three

Behavior	Consequences		
Tier III	1 st Offense	2 nd Offense	3rd Offense
Possibly engage law enforcement and review code of conduct in conjunction with federal, state, and local laws.			
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 / enrollment status review.	Immediate suspension with return to school date TBD pending investigation / enrollment status review.	Indefinite suspension / 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.

All Tier 3 & 4 violations are subject to not just suspension from class, but also from extracurricular participation including team practices.

Tier Four

Behavior	Consequences	
Tier IV	1 st Offense	2 nd Offense
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.
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 3 & 4 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.

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

Skippping 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 I: 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 \$30 per night per student for all activities. Specific online payment links are sent out per event, per coach/sponsor. If you have questions about payments, please contact your coach/sponsor prior to contacting the school office.

Some travel experiences may exceed the \$30 minimum (e.g., a choral trip to New York). These expectations will be communicated well in advance to help families through the budgeting process.

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. 64 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 should be finalized and distributed to parents no later than 72 hours prior to trip departure time. 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 permission form sample on the following page (A [digital version](#) is available and should be signed by parents and students in a timely manner).

Release Form for MCS Travel

This is a sample form only. Please [click here](#), then carefully review the Midland Christian School Overnight Travel Policy form that contains the information below. By signing, you indicate you are in agreement with the terms and conditions of this policy. If you are accessing hard copy of this document, please call the school office at 432-694-1661, or email info@mcs1.org to request a link to the form.

I, _____ (parent), agree to allow my child, _____ (student's name), to travel with a group or individual on the trip(s) sponsored by MCS as indicated below. I understand this is a trip that is not required as part of any of MCS's basic educational programs or courses. I understand that while student safety is a high priority for MCS, the school is not responsible for medical, dental, or other costs associated with a student injury.

I expressly waive all claims for medical, dental, or other expenses, loss of services, or other claims, and I agree to indemnify and hold harmless MCS, its Board members, employees, and agents from all claims made against it or them on behalf of my child.

This release applies to the following trips: (The digital copy may vary)

Group	Place	Date

I/We _____ (Parents/Legal Guardians), understand the Policy and realize the consequences as stated and will encourage my/our child to abide by the stated Policy.

Parent Signature: _____ Date _____

I, _____ (Student), understand the Policy and agree to fully comply with it. I realize that failure to comply with the Policy may carry the consequences as stated.

Student Signature: _____ Date _____

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 Appendix A) signed by a parent/legal guardian along with instructions for over-the-counter

MCS Release and Permission Form Administering Medication

Sample Only - Form must be completed and signed digitally via [this link](#):

This form is for use 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.

Dear MCS Parent/Guardian,

All students participating in an MCS sponsored or affiliated school travel and requiring medication (both non-prescription & prescription) must adhere to the following regulations:

1. Pursuant to Midland Christian School Medication Distribution Policy, administration of medication to students may ONLY be provided by the following authorized individuals: An MCS Clinic nurse (or substitute school nurse employed by MCS), a school faculty/staff member who has been trained by the MCS Clinic staff on administration of medication, or the student's parent.
2. The Midland Christian School Medication Distribution Policy allows a student to self-administer asthma inhalers and Epi-pens with complete and accurate documentation provided (parents are responsible for providing such documentation to the MCS Clinic prior to the first day of class each school year).

"Medication" refers to a wide variety of substances approved by the Federal Food and Drug Administration (FDA) including but not limited to:

- All prescription medications and over the counter medications.

Students are NOT permitted to carry medications (Exception - see #2 above). Details on trip related storage and administration is outlined in the MCS Student Handbook.

Students Who Participate in Athletics or Fine Arts

To determine required staffing needs ALL parents of students participating in a travel related event or activity that requires administration of medication by an MCS employee throughout a season MUST properly complete the electronic version of this form:

1. No less than 48 hours prior to the first travel date within the season / activity (i.e., prior to the first band camp or competition that requires administration of medication to a student).
2. Parents are required to immediately update the information in this form if dosage instructions or types of medication (prescribed or over the counter) change.
3. Parents of students who participate in seasonal sports have the option of signing the form once for the school year and are not required to sign again unless they are updating dosage instructions.

My child takes the following prescription and/or over the counter medication(s):

This policy requires an upload of a photocopy of dosage instructions. Images should be clear and easy to read.

Standalone Activity, Trip, or Contest

To determine required staffing needs ALL parents of students participating in a travel related event or activity that requires administration of medication by an MCS employee throughout a single activity, trip, or contest MUST properly complete the electronic version of this form:

1. No less than 48 hours prior to the travel date.
2. Parents are required to immediately update the information in this form if dosage instructions or types of medication (prescribed or over the counter) change.

Thank you for helping us provide a safe travel experience for your students. Please do not hesitate to contact MCS Administration if you have any questions related to this policy.

By submitting this form, you indicate you are in agreement with the terms and conditions of this policy. In addition, you expressly waive all claims for medical, dental, or other expenses, loss of services, or other claims and agree to indemnify and hold harmless MCS, its Board of Trustees, employees, and agents from all claims made against it or them on behalf of my child.

Parent/Guardian Signature

Date