



**MIDLAND ADVENTIST ACADEMY  
SCHOOL HANDBOOK 2024 - 2025**

---

*Developing passionate followers of Christ who love God and serve people.*

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

## Midland Adventist Academy

6915 Maurer Road  
Shawnee, KS 66217

Phone: (913) 268-7400

Fax: (913) 268-4968

E-mail: [maa@midlandacademy.org](mailto:maa@midlandacademy.org)

Website: [www.midlandacademy.org](http://www.midlandacademy.org)

Stay connected!

Follow us @MAAMustangs



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

- *Education*, p. 30

**Contents**

<b>Contents</b> .....	4
<b>Overview</b> .....	5
<b>General Information</b> .....	9
<b>Parental Information</b> .....	10
<b>Academics</b> .....	14
<b>Course of Study</b> .....	22
<b>Course Selection Guides</b> .....	26
<b>High School Course Descriptions</b> .....	28
<b>Student Life</b> .....	34
<b>High School Specific Activities</b> .....	37
<b>Student Guidelines</b> .....	38
<b>Discipline Procedures</b> .....	44
<b>Financial Information and Policies</b> .....	51
<b>Home School Students</b> .....	58
<b>Index</b> .....	59

## Overview

### Welcome to Midland Adventist Academy

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

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

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

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

## **The Midland Mission, Vision, and Core Values**

**Our Mission Statement** - Developing passionate followers of Christ who love God and serve people.

**Our Vision** – His will be done.

**Our Core Values** – Midland’s core values are:

- **Academic Excellence** – Challenging every student to think critically, innovatively, and to fulfill their God-given academic potential.
- **Christ Centered** – Jesus lives in us and we live in Him.
- **Compassion** – Opening our hearts to others with sympathy and understanding without judgement.
- **Grit** – Having the courage to push through adversity.
- **Integrity** – Doing the right thing because it is the right thing.
- **Service** – Considering others before ourselves.

**Our Mission is...**

**Developing passionate followers of Christ  
who love God and serve people.**

## History

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

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

## Who We Are

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

Midland is accredited by the following accrediting bodies:

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

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

## Our Philosophy of Education

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

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

---

---

***Faculty and Staff***

**Kelsea Allen, B.S.**  
Mathematics / STEM

**Melissa Arends B.S.**  
Spanish

**Brandon Beneche, M. Ed.**  
7<sup>th</sup> & 8<sup>th</sup> Grade

**Jonathan Borne, M.S.**  
Science / Biotech

**James Brazeal**  
Custodial Director

**Ryan Dennis, B.S.**  
History / Government / Tech

**Kristie Deutsch, B.S.**  
1<sup>st</sup> & 2<sup>nd</sup> Grade

**Darlene Fairchild, A.S.**  
Registrar / Office Manager

**RaeLea Frishman, B.S.**  
K-8 STEM

**Sarah Gilbert, M.A.**  
Music

**Greg Hallock, M.A.**  
Language Arts

**Latoya Hazell-Alcide, M.Div.**  
Religion / Chaplain

**Carmen Holland**  
Accounting Assistant

**Tracy Kreiter**  
After-school Care

**Matthew Liepke, M.S.Ed.**  
Physical Education

**Greg Murphy, M.A.**  
Principal

**Mary Jo Murphy, M.A.**  
Kindergarten

**Emilia Shields, M.A.**  
3rd & 4th Grade

**Megan Wehling, B.S.**  
5th & 6th Grade



## General Information

### Non-Discrimination Policy

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

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

### Entrance Age

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

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

### Student Accident Insurance

Midland has purchased School Time Accident Coverage that will provide coverage during the hours and days when school is in session, and while the student is attending school-sponsored and supervised activities. This is secondary accident insurance and that means that the parent's insurance is primary.

## Materials Necessary for Enrollment

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

1. Completed Application form.
2. Consent-to-Treat form.
3. Image Release form.
4. Birth certificate. A photocopy will be placed in the student's academic file.
5. Proof of Immunization. This is required by the State of Kansas to attend school.
6. A medical report from a physician must be submitted for all new students enrolling at Midland for the first time OR students entering grades 4 and 9. Any special conditions existing which would exclude a student from normal school activities or from physical education class should be so stated. (In order for students to remain in school, medical reports must be on file within 30 days of the student's first day of school)
7. Students transferring from other schools may be accepted after taking standardized tests in reading and math, pending the arrival of official records.

## Parental Information

### Length of the School Day

Students may be dropped off at Midland at 7:30 a.m.

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

## After-School Hours

For safety reasons all children must be supervised after school. All students in grades K-8 not picked up 20 minutes after dismissal time will be placed in the after-school care program, at the parent's expense. The cost will be \$5.75 per hour (see After School Care Info on page 56).

High School students are expected to leave the campus at dismissal time or as soon as possible.

**Please be prompt and pick up your child within 20 minutes after dismissal.**

**Students remaining at school after this time will be placed in after-school care at the parent's expense.**

## Office Hours

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

## Student Safety

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

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

## **Medications**

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

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

## **Teacher Availability for Parent Meetings**

Teachers are available outside of regularly scheduled conference times. Arrangements can be made with the teacher for an after-school meeting. Due to supervision responsibilities and staff worship, teachers will be available to meet before school on a limited basis.

## **Hot Lunch**

Hot lunch will be served Monday through Thursday, except on early dismissal days. Parents / students may purchase a meal ticket punch card for 10 meals at a cost of \$60.00 (@ \$6.00 per meal). Cards may be purchased with cash or check. These punch cards will be kept in the office and used only at lunch time.

## **Student Health**

If a student exhibits any of the following symptoms they should not come to school.

- Fever of 100.0°F+
- Severe cough
- Vomiting
- Diarrhea

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

## Emergency Closing Information

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

## Emergency Drills

Emergency preparedness drills will be conducted in accordance with the guidelines from the Office of the State Fire Marshall. Tornado drills, shelter in place drills, and emergency lockdown drills will also be conducted on a regular basis. Students will be instructed by their teachers regarding the correct procedures to follow during the emergency drills. The person responsible for getting the non-ambulatory student(s) out of the building or to a designated area is the classroom teacher, with the assistance of the school principal or his/her designee. Exit routes and designated meeting points for any non-ambulatory students are the same as for the other students.

## Parent / Teacher Conferences

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

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

## Visitors

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

## **Conflict Resolution**

The best interest of your child is our top priority but we also recognize that misunderstandings and questions may arise. If that occurs, a communication procedure has been established in accordance with Matthew 18:15.

The following steps of action are:

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

## **Academics**

### **Acceleration**

Acceleration is generally not encouraged, unless the academic and social needs of the student cannot be met with the regular curriculum. In that case, it may become desirable to allow a student to complete the required course work in less than the traditional number of school years.

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

### **Academic Placement**

The school reserves the right to give entrance and qualifying tests as may be deemed advisable to incoming students in grades K-12. The result of such tests may be used in placing the student in the grade level where he/she may do their best work.

### **Final Examinations**

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

## Class Placement – High School

Specific requirements for class placement are as follows:

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

Freshman - 8th grade graduate

Sophomore - 55+ credits

Junior - 110+ credits

Senior - 165+ credits

## Student Retention

When a student demonstrates to the school staff and to the parents or legal guardians evidence of unsatisfactory academic, emotional, chronological, or social readiness or growth, he/she may be considered for retention. Unsatisfactory academic progress may be defined as earning a composite score on a standardized achievement battery which places him/her within the first stanine or bottom 10%.

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

## **Correspondence / Summer School**

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

## **Home Based Education**

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

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

## **Code of Academic Integrity**

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

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



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

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

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

Plagiarism is cheating. It is academically dishonest as well as an ethical offense. It violates the school's mission and expectations for students.

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

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

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

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

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

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

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

## **Consequences for Breach of Academic Integrity**

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

Potential consequences may include:

- A grade reduction on the assignment/exam in question. This could include the opportunity to retake an assessment. The final score would be determined by taking the average of the score of 0% from the first assessment and whatever score is earned on the retake.
- A grade of zero (0) for the assignment/exam in question with no opportunity to make up that work in any way, including extra credit work.
- If the severity of the situation merits it, the student shall be given a grade of F for the quarter of the course in which the offense occurred.
- The Discipline Committee reserves the right to administer additional appropriate consequences when deemed necessary.

## Evaluation of Student Progress

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

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

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

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



## Testing

Three times each year the MAP (Measure of Academic Progress) Test is administered to students in grades K-12. These tests measure each student's scholastic achievement in language skills, reading, mathematics, and science.

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

## Academy/High School Grade Point Values

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

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

## Honor Roll

Midland recognizes scholastic excellence. Students in grades 9-12 will be recognized at the end of each grading period as follows.

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

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

## Graduation Honors

Graduation honors are determined based on a student's seven-semester high school transcript.

## Remedial Program

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

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

## Student Records

Student records are maintained in the registrar's office. Student cumulative records will be issued to another school when requested from the Midland Registrar.



## **Course of Study**

### **Grades K through Eight**

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

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

### **Grades Nine through Twelve**

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

### **Course Load**

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

### **High School Credit Recovery**

In the event a student fails a semester of a course, parents may request for a student to take a recovery course from an approved online program by submitting a request form to the academic standards committee. The student may start the recovery course after the semester is complete and permission has been granted by the committee. In order to receive a Midland diploma, a student's transcript may not contain more than two recovery credits per year they were enrolled at Midland from recovery credit programs.

## Class Changes – Adding / Dropping a Class

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

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

## Senior Trip Eligibility

Class trip is a privilege reserved for full-time Midland students that are members of the senior class. Midland reserves the right to determine if a senior will participate in the senior trip according to the following criteria:

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

## Commencement Eligibility

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

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

## Senior Graduation Requirements

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

## College Prep Diploma

Subject	Units	Must Include
English (Four years)	40 Units	
Math (Three years)	30 Units	10 Algebra I 10 Geometry 10 Algebra II
Science (Three years)	30 Units	10 Physical Science / Earth Science 10 Biology 10 Chemistry
Religion (Four years)	40 Units	5 units for each semester at an SDA secondary school
Social Studies (Three ½ years)	35 Units	10 World Geography 10 World History 10 US History 5 Government
Practical / Technical Ed. (Two years)	20 Units	10 Technology 5 STEM 5 Life Skills
Fine Arts (One year)	10 Units	Choir OR Band (5 each)
Physical Education (Four years)	20 Units	2.5 units for each semester at an SDA secondary school
Foreign Language (Two years)	20 Units	10 Spanish I 10 Spanish II
Health (½ year)	5 Units	
Electives (One year)	10 Units	May select from A&P, Statistics, or Pre-Calculus
<b>Total</b>	260 Units	



## High School Diploma

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

**Course Selection Guides (9-10)****9th Grade****SP Units**

Religion I	10
English I	10
Algebra I	10
Physical Science	10
Technology I	10
World Geography	10
Physical Education	5
*Band	5
*Choir	5
*Diversity	5

**10th Grade****SP Units**

Religion II	10
English II	10
Geometry	10
Biology	10
World History	10
STEM	10
Physical Education	5
*Band	5
*Choir	5
*Diversity	5

\* Electives

## Course Selection Guides (11-12)

<b>11th Grade</b>	<b>SP Units</b>
Religion III	10
English III	10
Algebra II	10
Chemistry	10
US History	10
Spanish I	10
Health	5
Healthy Lifestyles (PE)	5
Life Skills	5
*Band	5
*Choir	5
*Diversity	5

<b>12th Grade</b>	<b>SP Units</b>
Religion IV	10
English IV	10
*Pre-Calculus	10
*Anatomy & Physiology	10
*Statistics	10
*STEM	10
Spanish II	10
Government	5
Physical Education	5
*Band	5
*Choir	5
*Diversity	5

\* Electives

## High School Course Descriptions

### English

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

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

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

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

## Religion

**Religion I:** This course will explore the existence of God, who He is, what He is like, and how each student can have a personal relationship with Him. They will also study about the gifts that God has given us including Creation, the Sabbath, and Grace. (Units 10, Semesters 2)

**Religion II:** In this course the student will study Old Testament stories such as Hosea and David, as well as the Sermon on the Mount. The student will research the nature of God through these stories. The student will also identify and explore ways in which one's relationship with God is life-changing and is expressed through knowledge, attitudes, and actions. (Units 10, Semesters 2)

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

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

## Social Studies

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

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

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

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

## Mathematics

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

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

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

**Pre-Calculus:** This course is designed to include the topics of college algebra, advanced trigonometry, and analytic geometry. Students experience a thorough analysis of all elementary functions and curve-sketching. It strengthens students' conceptual understanding of problems and mathematical reasoning in solving problems. This course is especially important for students intending to study physics, calculus, other sciences, and/or engineering in college. (Units 10, Semesters 2. Prerequisite: Algebra II with at least a C grade OR teacher permission)

**Statistics:** Students will work with probability, descriptive and inferential statistics, data collection, probability, and technologic tools to analyze statistics. The main focus of the course will be exploring real-world statistics, how it applies to all fields, and how to understand the meaning behind the statistics. With an emphasis on projects, students will be able to apply their skills in their area of interest. (Units 10, Semesters 2. Prerequisite: Algebra I with at least a C grade)

## Science

**Anatomy and Physiology:** Anatomy & Physiology is a senior-level laboratory course that can be taken for college credit. This course addresses the concepts and terminology associated with human anatomy and physiology. Topics of this class include skeletal structure, muscle tissue, blood, heart, metabolism, and others. Through close study of these topics, students should become aware of God's creative power. *May be taken for dual credit.* (Units 10, Semesters 2, Prerequisite Biology, Chemistry)

**Biology:** Biology is a sophomore-level laboratory course. This course will study those concepts that describe a living organism through detail study of introductory cell and molecular biology, genetics and hereditary principles, taxonomy, ecology and botany, and introductory anatomy principles, and creation & evolution. (Units 10, Semesters 2)

**Chemistry:** Chemistry is a junior-level laboratory course. This course studies those concepts that describe the composition and changes of matter. Chemistry is a descriptive and quantitative science based on controlled experiments, logic, and theory. Scientific laws, theories, principles, and concepts are taught from a perspective that promotes an appreciation for the wisdom and creative power of God. (Units 10, Semesters 2)

**Physical Science:** Physical Science is a freshman-level overview of basic physics and chemistry topics. This class includes exercises based upon the analysis of data and the correlation of these topics to Scripture. As students study the forces that govern the universe, they are expected to gain an appreciation of God as Creator of all things. (Units 10, Semesters 2)

## Fine Arts

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

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

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

## Practical Arts

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

**STEM:** Design and 3D printing (1st semester); Biotechnology and bioengineering (2nd semester). (Units 10, Semesters 2)

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



## Physical Education / Health

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

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

## Foreign Language

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

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

---

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

- Ellen G. White, *Education*

---

## Student Life

### Field Trips

Field trips and out-of-school activities can be a valuable, important part of the curriculum. Written parental permission is required for field trip attendance. Students are expected to participate in follow-up activities. It is important to remember that all school guidelines, including dress code, are in effect when off campus for these trips.

### Community Service

All students participate in community service projects throughout the school year with their class or in teacher organized groups.

### Drinks in School

Except for lunch, students are only allowed to have water to drink in the classrooms.

### Trip Policy

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

### Leaving Campus

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

## Sports Participation Guidelines Including Home School Students

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

- boys' & girls' junior varsity and varsity basketball
- boys' & girls' varsity cross country
- girls' junior varsity & varsity volleyball
- co-ed gymnastics
- middle-school sports

All participants (athletes, team managers, and helpers) must maintain a 2.0 GPA or higher and cannot receive an incomplete, an F, or have more than one D at mid-term or at a three-week grade check to remain eligible for practice or competition. An ineligible student will have three weeks to regain eligibility at the next grade check.

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

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

The athletic handbook, which includes fees and athletic policies, is available at [www.midlandacademy.org](http://www.midlandacademy.org). A copy may also be obtained from the athletic department.

## Computer and Internet Acceptable Use Policy

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

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

A responsible user **will not**:

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

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

## High School Specific Activities

### Leadership Opportunities

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

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

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

**Varsity teams:** Midland students may participate in boys' and girls' varsity basketball, boys' and girls' cross country, and girls' varsity volleyball (see Athletic Policy Guidelines, on page 35 for team membership).

### Requirements to Hold Office

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

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

## **Student Vehicles**

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

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

### **Student Guidelines**

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

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

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

## **Confiscated Items**

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

## Student Conduct Guidelines

Certain types of behavior are not in harmony with the Christian lifestyle and are contrary to the purposes and goals of Midland. At the first offense of any of the following examples, the student will begin the Four-Step Discipline Plan on page 45.

1. Actions that are antagonistic and undermine the spiritual and religious ideals of the school. Showing disrespect during chapel or other spiritual related activities.
2. Any actions or language that puts another person down, including, but not limited to, sexist or racial remarks.
3. Any dishonest behavior including theft, cheating, lying, or willful deception.
4. The use of profane, indecent, obscene language, gestures, or literature; indulging in lewd conduct or suggestions.
5. The use, furnishing, or possession of narcotics, unauthorized drugs, tobacco, vaping products, or alcoholic beverages. This also includes inappropriate use of prescription drugs.
6. The use, handling, or possession of air pistols, firearms, look-alike firearms, firecrackers, knives, flammable devices, or any harmful instruments or weapons at school.
7. Vandalizing, defacing, or destroying of objects, materials or property belonging to the school.
8. Engaging in, or threatening to engage in physical contact for the purpose of inflicting harm on another person.
9. Students leaving campus during school hours.
10. Involvement in improper sexual conduct with other persons, including, but not limited to, holding hands and kissing on campus or on school functions. Midland has a "Hands Off" policy.
11. Inappropriate sexual conversation, possession of sexual music, literature, videos, or graphics.
12. Making unwanted sexual advances is considered sexual harassment and is against the law. (see Sexual Harassment Policy on page 43)
13. The use of personal electronic devices during school hours. (see Electronic Device Policy on page 40)
14. Involvement with the occult, its materials or devices.
15. Gang-related activities or dress.

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

## Electronic Device Policy

### Elementary (Grades K-8)

All personal electronic devices (Cell phones, iPods, tablets, smart watches, MP3 player, AirPods/bluetooth listening devices, etc.) should be turned off at school and kept in the student's backpack for the entire school day. This includes field trips and community service activities. Students may call their parents from the office as needed. Parents may call the office to leave messages for their students as needed.

### High School (Grades 9-12)

All personal electronic devices (Cell phones, iPod, tablet, smart watches, MP3 player, AirPods/bluetooth listening devices, etc.) should be silenced or powered off, and stored in student lockers from 8:00 a.m. until dismissal. Devices may not be used during classes, passing periods, lunch, or study halls. Students may call their parents from the office as needed. Parents may call the office to leave messages for their students as needed.

### Whole School (Grades K-12)

Electronic devices may not be in a student's possession in the school restrooms or locker rooms during school hours. Any violation of MAA's electronic device policy will lead to immediate confiscation of the device. MAA faculty/staff may confiscate personal devices at any time if they are seen/heard or there is reasonable suspicion that inappropriate material/activity is involved or if possession of the item is in violation of any/all school policies. All confiscated electronic devices are subject to electronic search by administration. Failure to comply with digital search will result in a 3-day out of school suspension. At no time are students to take pictures/videos at school nor may any pictures/video/likeness or image be posted publicly or sent to others without written school permission.

Confiscated electronic devices will be given to the Principal or Vice-Principal. If there are no other extenuating circumstances, the following consequences will apply.

- 1st Confiscation: Parent device pick-up
- 2nd Confiscation: Lunch detention. Parent device pick-up.
- 3rd Confiscation: Lunch detention. Parent-Administration meeting. Device returned after the meeting.
- 4th+ Confiscation: Discipline Committee meeting



## One-to-One Device Policy

In order to educate our students to thrive in our current society, MAA has adapted a one-to-one technology program for grades K-12. This program provides all students with a device for school use in accordance with a digital citizenship contract to be signed at the beginning of the year. Students in grades 7-8 are free to use this device while in the school building. Students in grades 9-12 are welcome to use their device at home and at school. Students should not bring any personal laptops or tablets to school.

## Damaged, Lost, or Unreturned Devices

Surface one-to-one devices are loaned to students during the school year and are considered school property. As such, if a student damages or loses their device they will be held liable for up to a \$750 repair fee, or a \$1,000 replacement fee if the damage is substantial enough to warrant a full Surface device replacement. Devices that are not returned by the end of the school year will be assessed the full replacement cost.

## Theft

Midland will try to protect all student property. However, Midland is not responsible or liable for the damage, theft, or loss of private property belonging to the students. If something is missing, look through your things thoroughly. If you are unable to locate it, check "Lost and Found." If it is still not found, report the missing item to the office.

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

## Searches

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

## Dress Code Policy

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

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

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

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

These principles guide our dress code policy.

The following is a list of dress/attire that are not allowed at school unless specifically designated by a teacher/administrator.

- Blankets
- Pajamas
- Tops that expose the midriff
- Shorts and skirts shorter than finger-tip length (grades 5-12)
- No athletic shorts may be worn in class except for PE (grades 7-12)
- Graphic representation (t-shirts, hoodies, etc.) musicians, movies, and other pictures not aligned with the goals of a Christian school.

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

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

Areas of dress not mentioned or defined will be left to school personnel for interpretation and enforcement. Dress code violations will be handled according to the school-wide discipline plan. If an item of clothing raises a question in your mind, do not wear it.

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

Dress code violations will result in a student being sent to the office to change clothes before they return to class. A student may be required to wear a school issued hoodie, shirt, or sweats if they do not have their own clothes to change into or a parent cannot bring clothes for a student to change into.

## Drug Abuse Policy

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

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

## Sexual Harassment Policy

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

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

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

For discipline reporting purposes, sexual harassment will be broken into two categories; physical and non-physical. Investigations must yield reasonable and conclusive proof before discipline can be administered.

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

## **Discipline Procedures**

### **Parental Assistance in Discipline**

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

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

### **Discipline Review**

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

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

4. Within the next five school days the School Board chair will set up a time for the hearing. The ensuing decision of the committee is final.

## **K-8 Discipline Plan**

Teachers in Grades K-8 will form their own discipline procedures within their classrooms. However, on occasion they may deem it necessary to send a student to the principal's office. In this case, the following steps will be taken.

First Visit: Parents are notified of the visit.

Second Visit: A meeting will be scheduled with parents, principal, and discipline committee chair to form a plan for correcting the pattern of behavior.

Third Visit: A meeting with parents, principal, and the discipline committee will be scheduled to determine the appropriate disciplinary response.

## **High School Four-Step Program**

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

### Level 1: Parent Meeting

A meeting with the principal and discipline committee chair will be scheduled within the next few days. Parents/guardians and the student are required to attend this meeting to discuss the incident and a plan to prevent future occurrences. If this meeting is scheduled and not attended, we will attempt to reschedule, while a second failure to attend will result in a Level 2 consequence.

### Level 2: In-School Suspension (ISS) and discipline committee meeting

A meeting with the discipline committee will be scheduled to discuss the pattern of behavior and form a corrective plan. The student will serve an in-school suspension for a period of 1-2 days. A student in ISS is isolated at school under supervision. The student will receive their daily classroom work. These assignments should be completed during ISS. The student will be responsible for obtaining lecture notes or other in-class material that was missed.

**Level 3: Out-of-School Suspension (OSS), discipline committee meeting**

A meeting with the discipline committee, parents and the student will be scheduled to discuss the pattern of behavior and form or adjust the corrective plan. The student will serve an out-of-school suspension for a period of 3-5 days. The student will also forfeit extra/non-curricular eligibility for the remainder of the semester. Their eligibility may be appealed if desired and will be determined by the discipline committee and activity leader.

Students spend OSS time at home. Students are responsible for completing their normal classwork while in OSS. The student should coordinate with teachers upon returning to class to obtain lecture notes or other in-class materials, and to schedule taking any tests that were missed.

**Level 4: Withdrawal/Expulsion**

A discipline committee meeting will be scheduled to discuss the possible request for a family to withdraw their student from Midland. There are several behaviors that may cause the student to be AUTOMATICALLY WITHDRAWN from Midland. These are certain behaviors that, for student safety, cannot be tolerated. The definition of Withdrawal/Expulsion is a time period of one (1) calendar year from the date of withdrawal/expulsion.

**High School Accumulated Discipline**

Any four **Level 1** consequences accumulated in one semester will result in a Level 2.

Any three **Level 2** consequences accumulated in one semester will result in a Level 3.

Any two **Level 3** consequences accumulated in one semester may result in a Level 4.

## Discipline Outcomes 1

Offense
Alcohol or Drug Use/Possession
Arson/Explosives Use
Assault/Battery
Bomb/Biochemical Threat
Breaking and Entering
Cell Phone Violation
Disrespect
Disruption of Class/Assembly
Dress Code Violation
Driving/Parking Violation
Extortion
Failure to Report for Detention
Fighting or Aggression
Fire Use without Permission
Forgery
Gambling
Gang Related
Hazing
Horseplay
Insubordination
Language/Gesture or Materials, Inappropriate
Leaving Campus without Permission
Lying
Medical Policy Violation
Misconduct on School or Approved Transportation
Network/IT Violation
Other Misconduct
Physical Aggression of Faculty/Staff Member
Possession of Contraband Materials
Public Display of Affection
Robbery
Safety System Abuse
Sexual Harassment – Non-Physical
Sexual Harassment – Physical
Stalking
Stealing
Threat/Intimidation
Trespassing
Unauthorized/Unsupervised Area
Vandalism
Weapons Possession

## Discipline Outcomes 2

1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
Level 3	Level 4		
Level 4			
Level 3	Level 4		
Level 4			
Level 3	Level 4		
Warning	Level 1	Level 2	Level 3
Level 1	Level 2	Level 3	Level 4
Level 1			
Warning	Level 1	Level 2	Level 3
Level 1			
Level 4			
Level 1	Level 2		
Level 2	Level 3	Level 4	
Level 1	Level 4		
Level 2	Level 3	Level 4	
Level 1	Level 3	Level 4	
Level 2	Level 3	Level 4	
Level 2	Level 4		
Warning	Level 1		
Level 1 or 3	Level 2 or 4		
Level 1	Level 2		
Level 1	Level 3		
Level 1	Level 2	Level 4	
Warning	Level 1	Level 2	
Level 1	Level 2		
Warning	Level 1	Level 2	Level 3
Level 1	Level 2	Level 3	Level 4
Level 3	Level 4		
Level 3	Level 4		
Warning	Level 1	Level 2	
Level 4			
Level 2	Level 3		
Level 2	Level 3	Level 4	
Level 3	Level 4		
Level 3	Level 4		
Level 3	Level 4		
Level 1	Level 2	Level 3	
Level 2	Level 4		
Level 1	Level 2	Level 3	Level 4
Level 1 (\$0-\$100)	Level 2 (\$100-1000)	Level 4	
Level 4			



## Attendance Policy

Tardiness and absence from school impedes academic progress for the student. They are also an interruption to the teacher and the rest of the class. Parents should make every effort to ensure that their children are in attendance and on time. We realize that tardiness on the elementary level is not the fault of the student. The student is dependent on their parent/guardian/driver to get them to school on time.

- A tardy is defined as:
  - High school students are considered tardy if they arrive in the classroom after the start of the period (within the first 10 minutes).
  - Elementary students are considered tardy if they arrive in their classroom between 8:10 a.m. and 8:20 a.m.
- An absence is defined as:
  - High school students are considered absent when they arrive in the classroom more than 10 minutes after the start of the period.
  - Elementary students are considered absent when they arrive in their classroom after 8:20 a.m.
- The driver must sign the student in at the office before the student can go to their classroom.
- When it becomes necessary for parents to take a child out of class, parents must sign out the student in the school office.

### **Excused and Unexcused tardies and absences:**

**Excused** - To have an absence/tardy marked excused, a parent or guardian must contact the office via phone call, email, or in-person. An excused tardy/absence can include pre-approved school events. Examples are field trips, tour trips, mission trips, athletic competitions, medical emergencies, family emergencies, pre-approved family trips (with pre-arranged absence forms required), unexpected road conditions, and illness lasting 1-3 days.

If your student is sick for four or more consecutive school days a doctor's note is required. Non-emergency medical appointments should be scheduled for non-school hours whenever possible. A 24-hour notice for non-emergency medical appointments is required.

**Unexcused** - Any absence or tardy that is not excused according to the conditions cited above. Each unexcused tardy will result in 1 point added to the student's attendance record. Each unexcused absence will result in 2 points added to the student's attendance record. \*See attendance record point system below for steps that will be taken to improve attendance.

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

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

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

### **Attendance Record Point System**

Tardy = 1 point, Absence = 2 points

Points reset at the start of each semester.

The following consequences will apply at listed point intervals:

- Every 5 points - an email will be sent home and a written form that will need to be signed and returned.
- 10 points - The parent will be contacted for a phone conference to see how we can work together to put a stop to tardiness.
- 15 points - In addition to another phone conference, the student will serve a lunch detention.
- 20 points - In addition to another lunch detention, an in-person Parent-Administration conference will be held.
- 25 points - Discipline Committee Meeting.

\*An excused absence/tardy will not add points to the students' attendance record. Any combination of excused or unexcused absences exceeding 13 (15% of total classes) in one semester will result in a disciplinary committee meeting. For high school students, this may also result in the loss of academic class credit.

## School Rights

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

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

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

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

## Financial Information and Policies

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

### Diploma Release

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

## **Parental Responsibility**

Each parent or legal guardian is financially responsible for their student enrolled at Midland. This responsibility includes, but is not limited to, payment of the account, damage to property (regardless of the student's intent), and any other financial debt incurred by the student's actions or inactions.

However, Midland will consider joint payment plans for students provided that each financially responsible party signs a financial responsibility agreement provided by the Midland business office and returns it with 10 days of receipt. In the absence of a signed financial responsibility agreement, no joint payment plan will be authorized.

Each party to a joint payment plan will receive monthly invoices for their agreed-upon portion of the school bill. In the event a student account is past due at the end of a semester, please refer to the following Outstanding Account Balances section.

## **Outstanding Account Balances**

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

## **Activity Participation**

Participation in non-mandatory, overnight school trips (i.e. Senior and Eighth Grade Class trips, athletics trip, etc.) is contingent on the student's account being current as per the individual family's tuition agreement. Refunds for trips or activities not taken will be applied to the student account, not given to the individual.

Permission to attend classes, sit for examinations, participate in overnight trips (as described above), participate in graduation exercises (Seniors and 8th graders), and receive student evaluation reports is based on the student's account being current, as per the family's tuition agreement.

Continued participation in school activities when a student account is in arrears is at the discretion of school administration.

## Tuition and General Fee

### Tuition

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

### General Fee

This fee covers class dues, library fee, textbooks, music fee, tech fees, school yearbook, school T-shirt, student accident insurance and student association dues. Choosing not to participate in any of the above will not reduce the general fee. Textbooks, whether consumable or hardcover, are the property of the school and will not be given to a student/family who withdraws before the end of the school year. The general fee is refundable at 50% during the first two weeks of a student's enrollment at Midland. There will be a \$50.00 discount if this fee is paid by July 1st.

## Payment Information

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

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

There are three tuition levels outlined in the table below:

Grade	Tuition	General Fee
Elementary (K-6)	\$4,760.00	\$820.00
Middle School (7-8)	\$5,750.00	\$825.00
Academy (9-12)	\$9,230.00	\$963.00

## Ten-Month Payment Plan

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

## Payment Options

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

## Outstanding Accounts Receivable Policy

1. **Due Date** – Account balances are due on the 10th of each month.
2. **End of Month** – If the account balance for the current month has not been paid by the end of the month the parent(s) will be contacted to reminding them that the account is past due and asking for immediate payment.
3. **Subsequent Months** – If the required payment has not been received by the date as specified in item 2 above, subsequent contacts will be attempted to remind parent(s) of the amount that is past due. They will also be informed that their child's enrollment will may be suspended if the account is not brought up to date.
4. **End of Semester** – Account balances for first semester charges must be paid in full by the last day of the semester in December in order for a student to be eligible to return for second semester. Account balances for the second semester charges must be paid in full before the start of the next school year.
5. **Termination & Past Due Account Responsibility** – A suspension will may become a termination if the required payment is not made by the end of another 10-day period.

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

## Late Entrance

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

## Revision of Financial Rates

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

## Refunds

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

## FACTS Grant & Aid Assessment

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

- Submitted online application
- Payment of the \$40.00 application fee
- Copies of current-year tax forms including all supporting tax schedules
- Copies of current-year W-2 forms for both parents if applicable
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF

## Financial Aid

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

## Discounts

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

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

## After-School Care

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

## Graduation Fee

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

## Returned Checks

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

## Textbooks

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



## Work Opportunities

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

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

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

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

## Home School Students

### Elementary Classes

The general fee is \$200.00.

K-8 Homeschool Friday participation fee is \$180.00 per semester.

### Sports (grades 7-12)

Sports fee (grades 7-12) is \$325.00 per sport.

### Academy (High School) Credit Classes

The general fee is \$460.00.

The rate for half-credit (5 unit) classes is \$560.00 per semester.

The maximum units of credit for a part-time student must not exceed 15 per school year, otherwise, the student must be enrolled as a full-time student and pay the published full-time rates.

Classes to choose from are:

PE	5 units
Band	5 units
Choir	5 units
Diversity	5 units
3D Design / Printing	5 units

Part-time students must complete the application process with the approval of the Academic Standards Committee.

Part-time students are not eligible for SA activities, graduation activities, or other activities reserved for full-time MAA students.

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

## Index

**- A -**

Academic integrity, code, 16  
 Academic placement, 14  
 Acceleration, 14  
 Accumulated Discipline, 46  
 Activity participation, 24  
 Adding a class, 23  
 After-school care, 56  
 After-school hours, 11  
 Attendance discipline, 50  
 Attendance policy, 49

**- C -**

Cell phone policy, 40  
 Class changes, 23  
 Class placement – High School, 15  
 Closed campus policy, 34  
 Closing info, Emergency, 13  
 College Prep diploma, 24  
 Commencement eligibility, 23  
 Community service, 34  
 Computer and Internet policy, 36  
 Confiscated items, 38  
 Conflict resolution, 14  
 Consequences for breach of  
     Academic integrity, 18  
 Correspondence/Summer  
     School, 16  
 Course load, 22  
 Course of study:  
     Grades 9-12, 22  
     Grades K-8, 22  
 Course Selection Guides:  
     Grades 9-10, 26  
     Grades 11-12, 27

**- D -**

Detention, 50  
 Diploma release, 51  
 Diploma:  
     College Prep, 24  
     High School, 25  
 Discipline:  
     HS 4-step procedure plan, 45  
     K-8 Discipline plan, 45  
     Outcomes, 47  
     Procedures, 44  
     Review, 44  
 Discounts, 56  
 Dress code, 42  
 Drinks in school, 34  
 Dropping a class, 23  
 Drug Abuse policy, 43

**- E -**

Electronic devices:  
     Disciplinary consequences, 47  
     General policy, 40  
 Emergency closing information, 13  
 Emergency drills, 13  
 English - High School, 28  
 Entrance age, 9  
 Evaluation of student progress, 19  
 Expulsion, 46  
 Extra-curricular:  
     Activities, 35  
     Participation, 52

**- F -**

FACTS grant & aid assessment, 55  
 Faculty, 8  
 Fees:  
   Damaged / lost items, 41  
   Graduation, 56  
   Late entrance/registration, 54  
   Late payment, 54  
   Returned checks, 56  
   Tuition, 53  
 Field trips, 34  
 Final examinations, 14  
 Financial aid, 55  
 Financial discounts, 56  
 Financial Info and Policies, 51  
 Fine Arts - High School, 32  
 Foreign Language - High School, 33

**- G -**

Grade point values, 20  
 Graduation  
   Fee, 56  
   Honors, 21  
   Requirements, 23

**- H -**

High School course descriptions:  
   English, 28  
   Fine Arts, 32  
   Foreign Language, 33  
   Mathematics, 30  
   Physical Education, 33  
   Practical Arts, 32  
   Religion, 29  
   Science, 31  
   Social Studies, 29

High School Diploma, 25  
 High School Four-step discipline policy, 45  
 High School Specific Activities, 37  
 History of Midland, 7  
 Home Based Education, 16  
 Home School:  
   Academy credit classes, 58  
   Academy sports, 58  
   Elementary classes, 58  
 Honor Roll, 20  
 Hot lunch, 12

**- I -**

Illness during school, 12  
 In-School suspension, 45

**- K -**

K-8 Discipline plan, 45

**- L -**

Late entrance fee, 54  
 Late registration fee, 54  
 Leadership opportunities, 37  
 Leaving campus, 34  
 Length of school day, 10

**- M -**

Make-up work, 50  
 Materials needed for enrollment, 10  
 Mathematics - High School, 30  
 Medications, 12  
 Mission of Midland, 6

**- N -**

Non-Discrimination policy, 9

**- O -**

Office hours, 11  
 One-to-One Device policy, 41  
 Out of School suspension, 46  
 Outstanding account balances, 52  
 Outstanding accounts receivable policy, 54

**- P -**

Parent / Teacher conferences, 13  
 Parent assistance in discipline, 44  
 Parent responsibility, financial, 52  
 Parental Information, 10  
 ParentsWeb, 19  
 Payment information, 53  
 Payment options, 54  
 Philosophy of Education, 7  
 Physical Ed. - High School, 33  
 Practical Arts - High School, 32  
 Pre-arranged absence request, 50

**- R -**

Refunds, 55  
 Religion - High School, 29  
 Remedial program, 21  
 RenWeb, 13, 19  
 Requirements to hold office, 37  
 Returned checks, 56  
 Revision of financial rates, 55

**- S -**

School rights, 51  
 Science - High School, 31  
 Searches, 41  
 Senior graduation requirements, 23

Senior trip eligibility, 23  
 Sexual harassment policy, 43  
 Social Studies - High School, 29  
 Sports participation guidelines, 35  
 Student:

    Accident insurance, 9  
 Conduct guidelines, 38  
 Guidelines, 38  
 Health, 12  
 Records, 21  
 Retention, 15  
 Safety, 11  
 Vehicles, 38

**- T -**

Tardy policy, 50  
 Teacher availability for parent meetings, 12  
 Ten-month payment plan, 53  
 Testing, 19  
 Textbook fees, 56  
 Theft, 41  
 Trips:  
     Field trips, 34  
     Financial requirements, 52  
     Off-campus trip policy, 34  
     Senior trip eligibility, 23  
 Tuition and general fee, 53

**- V -**

Visitors, 13

**- W -**

Welcome, 5  
 Who we are, 7  
 Work opportunities, 57

**Notes**



**Adventist Education**

A JOURNEY TO EXCELLENCE