

NEW STUDENT SURVIVAL GUIDE



The Student Center

- ♦ The Student Center is the building where **orientation** is held. This building is the main **hang-out place** for students. In the Student Center, you are allowed to talk, eat, play in the practice gym, etc.
- ♦ **Microwaves** available for student use are located on the far wall of the Student Center lunchroom. Please use these responsibly and *only for food!*
- ♦ There is a **phone** by the sink next to the microwaves for student use.
- ♦ There is a **water fountain with bottle filler** in the gym hallway.
- ♦ There are **restrooms** located in the middle of the Student Center hallway. The **ladies'/men's locker rooms** are connected to the restrooms.
- ♦ **Student Lockers** are located outside the practice gym, they are available to be checked-out. At Orientation parents and students will be able to sign a Locker Agreement Form and select a locker. Students must provide their own combination lock.
- ♦ Please place all backpacks, lunches, or books on the west wall or in your student locker.
- ♦ The Student Center is not the ideal place for serious studying. If you want a quieter atmosphere to get your work done, head over to the **Resource Center**.
- ♦ The **kitchen** is also located in the student center, but students are not allowed inside without a staff member.
- ♦ There is a **lost and found** section for less valuable items, such as sweaters, shoes, etc., located in the student center. Please do not take anything from there that does not belong to you. Lost and found is donated to ministries a couple times a semester.

The Resource Center

- ♦ The Resource Center is the first building you come to from the parking lot. This building is a quiet place to get homework done. The **main school office, conference room, some tutor's offices, and library** are in this building. You are allowed to check out most books, but a select few are just to be used inside the library as resource books. The offices of Mrs. Goeke (the Head of Administration), Mr. Zinkgraf (the Executive Dean of Students), and Mr. Nelson (the Dean of Students) are located behind the front desk.
- ♦ The ladies at the front desk are **Mrs. DelValle, Mrs. Martinez, Mrs. Gilbert** (school nurse), **Mrs. Armstead** (school nurse), **Mrs. Horton** (school nurse), and **Mrs. Hunt** (financials), Introduce yourself! The **front desk** is the place to go for first-aid (band-aids), computer problems, book borrowing and general questions.
- ♦ You are allowed to sit at the tables to do homework or something **quiet**, but **no more than four people** can be at one table at any time.
- ♦ **Do not leave your backpacks or books in the Resource Center!**
- ♦ The Resource Center is for a quiet work atmosphere.
- ♦ The **phones** at the front desk are NOT available for students to use. You may use the phone in the Student Center.
- ♦ The **computers** in the Resource Center may be used by students for schoolwork only! They have internet access, and you are able to print documents. If you print something, pick up your papers at the front desk; the printer is behind the counter. Ask someone at the front desk to get/hand it to you instead of just reaching over to grab it.

- ◆ Each student has a **school computer account** to allow you access to MCA computers. Ask for your username and password at the front desk.
- ◆ There is a **copier** in the workroom, but students cannot access it themselves. Ask someone at the front desk to make a copy for you.
- ◆ **Valuable lost & found** items like calculators, textbooks, phones, etc. are kept at the front desk or with Mrs. Goeke. Ask someone in the front office if you are missing something. Other lost and found items will be in the Student Center Lost and Found.
- ◆ At the beginning of the year, you will be asked to bring 2 containers of **disinfectant wipes** and **a box of kleenex** for school use. Write your first and last name on it with a marker. These can be brought to Orientation night and left in the Resource Center or brought the first day of school.
- ◆ Students are not allowed to go back in the tutor workroom behind the front desk. **Seniors**, however, are allowed to work on their senior projects back there. Seniors can also make copies for you.
- ◆ MCA requires students to silence and stow their cell phones when they enter the Resource Center.

The Classrooms

- ◆ There are two (2) classroom wings at MCA. Most classrooms are south of the amphitheater (flagpole) area and Student Center. **Rooms 1-4** are on the side facing the parking lot, and **rooms 5-8** are on the back of the building. The **room number** is on the window of each classroom door. Restrooms are located on the south side of the amphitheater.
- ◆ The other classrooms are located in the building attached to the Student Center. Go around the west end of the Student Center (to the right of the amphitheater) and walk down the *back* sidewalk. **Classrooms 9-12** are located toward the end.

Before School Starts

- ◆ You will most likely have **homework** due on the first day of school! Check the school website the first week of August for your assignments. (Academics>Upper School>Course Description & Class Information>Class Name. Assignments will be at the bottom of the page.)
- ◆ **Do not write in any school issued textbooks.** You may write in spirals and the Great Books that you purchased.
- ◆ Put a copy of your **schedule**, including room numbers in a convenient place. You might want to attach a laminated copy to the outside of your backpack. It is really inefficient to have to keep digging your schedule out of your backpack. You can print your schedule through your **FACTS Family Portal** (ParentsWeb) account under **Student>Schedule**.
- ◆ There will be a **master schedule** posted on the bulletin boards/windows in the Resource Center and Student Center.

Book Return Policy

- ◆ **Some textbooks issued to you belong to the school.** It is your responsibility to turn them in **on time**. All MCA-issued books (yellow "Property of MCA" sticker) should be turned in as you finish with them throughout the semester. Ask your tutor if you're not sure or you may view the books checked out to your Koha account. All MCA-issued textbooks are due the DAY BEFORE school is out unless you have class and need them the last day. After school is out for the summer, **late fees are \$.50 cents per day**, per textbook. All MCA Issued books must be returned and fines paid before you may receive your report card. You will be fined for marking in textbooks or for other damage. **Do not write in MCA-issued books!**

Seniors

- ♦ Why are there **seniors** in my class? Students in their senior year are assigned to be a tutor assistant all year for a particular class. They help the tutor by grading homework, running errands, etc. They may even teach the class! You may be expected to address them as Mr. or Miss.
- ♦ Seniors are given a lot of responsibility during their last year at MCA. They are given **leadership** roles like working as an assistant tutor, leading assembly, or being an RT group leader.
- ♦ Introduce yourself to the seniors! They would love to get to know you and be your friend. That's one of the great things about MCA—the mentorship between upper and lower classmen. Take advantage of this and build relationships with them.
- ♦ Depending on your class size, tutor, and whether or not you have a senior assistant, the tutor may decide to let the class meet off campus (Starbucks, Brew Street, etc.). Your parents will need to sign a form emailed to them before you can do this.
- ♦ Each senior must present his or her **Senior Oral** (thesis) at the end of the year. The senior will give a speech and then answer questions from a panel of tutors. Senior orals are open to the public, and they offer a great opportunity to learn and support the seniors you know. A schedule of senior orals will be posted sometime in March.

Assembly

- ♦ Assemblies at MCA happen every **Friday** morning at 9:15. It is **mandatory** for all students to attend! Parents are also welcome to attend.
- ♦ Assembly is a really neat opportunity for the whole school to come together to worship the Lord, as well as develop deeper relationships with other students. Assembly is what you make it; if you come with the intention of listening, you will learn something valuable every week! Remember, your attitude can help determine the attitudes of your friends as well!
- ♦ Assembly is held in the practice gym. It usually begins with a worship service and general announcements about the coming week. Then there are skits, special presentations, testimonies or guest speakers. The whole thing lasts about an hour.
- ♦ Once a month, we will have a special assembly highlighting a specific character trait like Faithfulness, Respectfulness, Patience, and Humility, etc. Then students vote on which student they think best exemplifies such a trait to receive the **character award** for that trait.

Lunch

- ♦ You are allowed to eat lunch **off campus** or in the Student Center. There are **tables** in the big room of the Student Center and outside.
- ♦ If you do decide to eat off campus, please make sure that your parents know when/where you are going and who you are going with!
- ♦ Do not plan to eat lunch at school on **Friday** due to the school closing at 12:15!

Lunch & Afternoon Duties

- ♦ All students are **required** to help with Midday Duty and Afternoon Duty twice a year, and it does not count as service hours. Each Friday at Assembly the students responsible for the following week will be announced, their names will be posted on the TV in the Resource Center, and an email will also be sent to them.

- ◆ Both Midday and Afternoon Duty last **one week**. You may have the jobs on two different weeks, or you could have them both the same week.
- ◆ **Midday duty** happens **between 11:00 and 1:00 Mon - Fri**. You are to be in the **Resource Center** at those times/days during your service week. It usually only takes about 15 minutes because several students work together.
- ◆ **Afternoon Duty** is after school at **3:15**. Once again, show up on time in the **Student Center**.
- ◆ On **Friday**, a major cleanup happens. Be diligent!
- ◆ When you think you are finished, please be sure to **check in** with the staff supervisor for that week. If they are not available, check with Mrs. Goeke or the front office staff, so that they can inspect your work and assign other chores if necessary. Do not leave the school until you have been told you are finished!
- ◆ Even though your diligent efforts to clean the school are certainly appreciated by the staff and other students, there is one more incentive to work hard at lunch and afternoon duty – a coveted Golden Ticket! **Golden tickets** are awarded every Friday at assembly to students who have demonstrated exemplary attitudes and diligence in service. These tickets are academic bargaining chips and may take the place of an assignment. Ask each of your tutors what you might be able to receive for it: Shop around!
- ◆ If you cannot make your assigned week due to a schedule conflict, you must find someone to replace you. You must also let Mrs. Goeke know!
- ◆ **Do not worry** if there are things you do not understand about Midday and/or Afternoon Duty. There will be older kids assigned to do that duty with you and a tutor supervising. They can explain what you do not understand.

Time Management

- ◆ One unique thing about MCA is the schedule. You will most likely have blocks of **free time between classes**. You can use this time to hang out in the gym or talk with friends, but it is probably the best use of your time to get started on your homework for the next day(s) or work on revisions. It definitely pays off to do your homework while you are still at school.
- ◆ If you need to meet with one of your tutors, plan ahead and check their office hours for a convenient time to ask them questions. Your tutors' schedules of **office hours** are sometimes posted on the door of their offices, but you can always ask them what times they are free.
- ◆ Seniors would also love to help answer any questions you have to the best of their ability!
- ◆ If you don't get the grade you were hoping for on an assignment, you are almost always welcome to do revisions and earn up to 70% of the points you missed.
- ◆ The **Resource Center** has the best atmosphere for getting work done efficiently.

Website – mcaknights.org

- ◆ The Midland Classical Academy **website** is easy to access and has lots of important information. The calendar includes all school and athletic events. Click on **Connect** to access your MCA email account and FACTS Family Portal (ParentsWeb) account. FACTS Family Portal includes a school directory and access to your grades and schedule etc.

FACTS Family Portal (How to check your grades online)

- ♦ Logging into FACTS Family Portal (ParentsWeb) allows you to keep up with your grades in each of your classes. The FACTS Family Portal account was setup during the enrollment process by each family. To log in, go to www.mcaknights.org and then click on **Connect>Log In>FACTS Family Portal** and follow the link to **FACTS Family Portal/Grades**. Enter District Code MD-TX, your Username and Password. On the left side of the page, click on Student Information>Grades.
- ♦ If you have trouble using FACTS Family Portal do not hesitate to **call or ask questions** at the front desk.

Student Email Account

- ♦ Every student is assigned an email address they can access through the website or Microsoft Mail. Tutors and school staff will use this address frequently to communicate with students. Check it daily!
- ♦ All student addresses follow this format:
lastnamefirstname@mcaknights.org (all lower case, no spaces)
- ♦ The password will be set as the last 4 digits for their Student ID number.
- ♦ For help with your email or computer access log in, please go to the front desk in the Resource Center.

MH (Mastery with Honors) Projects - Honors

- ♦ A grade of 92.5 or above is considered "**Mastery Qualifying**" (MQ). If you are "MQ-ing" a class, you have the opportunity to do a **Mastery with Honors (MH)** project. This is a special 20-hour project that is done to show your mastery of that particular class. It must be approved by the tutor before you begin.
- ♦ The tutors or front office will provide an **application** form to fill out which is due in the office by the deadline given (late October). All projects must first be approved by a tutor who must sign the application before you submit it to the front desk. Your family FACTS account will be charged \$5 per application to cover the cost of the award.
- ♦ If your grade is still MQ by the end of the semester, and you have completed your MH project by the deadline, you will be given credit for an **honors class**. You must do 3 projects per year and master all your classes to be on the **honor roll** that year. If you are on the honor roll for 4 out of the 5 years in 8th through 12th grades, you will **graduate with honors**.

Service Awards (Not Required)

- ♦ There are two (2) types of service awards given at MCA. Students can do volunteer work, both for the community and for MCA in order to obtain one of these awards. The **MCA Service Award** requires 25 hours of volunteer work to benefit the school. The **MCA and Community Service Award** requires 25 hours of volunteer work to benefit the school plus 25 hours of service to the community. Both of these looks great on your resume!
- ♦ Talk to Mrs. Goeke or Mr. Zinkgraf before you do any service projects to make sure they **qualify** towards your service award.
- ♦ Also, talk to someone at the front desk if you would like **ideas** for something to do around the school. You may clean windows, pull weeds, sweep, etc.

Athletics

- ♦ The **sports** that MCA offers are cross country, volleyball, basketball, swimming, golf, tennis, power lifting, track & field, and baseball. The sports programs at MCA are contingent on volunteer coaches. If you participate in a sport during high school, this will count as your required P. E. credit for graduation. Specific information about MCA sports will be provided as the year progresses.
- ♦ **Flag football** is an intramural sport that takes place in the fall and is played by MCA's young men and male tutors. Games are on Friday afternoons and are always really fun!
- ♦ MCA offers **RYPT (Reaching Your Potential Training)** The overall purpose is to help our student-athletes get stronger, quicker, faster, help with injury prevention, and self-confidence. RYPT works a balanced approach to strength, speed, agility and jump training.

Other Extracurricular Activities

- ♦ **Art and Academic Team** – The Academic Team is a group of 9th-12th graders who compete in various areas ranging from mathematics and science, writing and acting to painting and photography. Students attend TAPPS District and State Meets during the spring semester.
- ♦ **Robotics** – The Robotics Team is for all students in 7th through 12th grades who are interested in designing, building, programming, fundraising, organizing and/or competing with a robot! This is a multi-faceted endeavor and requires a massive team of diverse students.
- ♦ **Math Team** – The Math Team is for high school students in 9th through 12th grades who are interested in furthering their math skills and competing in local area competitions.
- ♦ **Game Guild** – All students are welcome to stay after school on Friday once a month to play board games and eat pizza!

RT (Round Table) Groups & RT Night

- ♦ Round Table Groups are designed to foster meaningful relationships between students of all ages. Two seniors or juniors share the responsibility of leading a group of 7-10 students from all grade levels of the same gender. Each group eats lunch together weekly and has other get-togethers throughout the school year.
- ♦ **RT Night** takes place early in the school year and is a special event used to **introduce** you to your new small group!! **All students** will receive an email about it telling you what to bring and when to come. Everyone meets in the Student Center/Gym. Your name will be announced, and you will go down from the bleachers onto the gym floor to be with your RT group leaders. Eventually your whole **RT group** will be there, and you will move into another room to get acquainted and have a party with food and fun! It is a night you do not want to miss!
- ♦ This is a really unique part of MCA! Please take advantage of the time you have with your group and continue developing relationships outside of Thursday lunches!
- ♦ Students are required to **wear seatbelts** during RT activities, and **no double buckling** is allowed at any time. This is for your safety and for the safety of the school/your driver. If there are not enough seats for everyone in your group, your seniors/adult sponsors may decide to stay at the school and have someone pick up Chick-fil-a, for example. Your RT group should communicate with you if this is the case, and you may need to bring cash to pay them back.

Other Special Events

- ♦ The **High School Retreat** is a Monday-Friday trip in September for all students in 9th through 12th grades. They take buses to Deer Creek Camp for a lot of fun, a little work and fellowship. It is a little odd for the younger students on campus because they are all alone at school for a whole week! On campus during this week, the class schedule will change. Classes will most likely be in different rooms with different teachers. There will be fun activities for the junior high students during that week at school to help them get to know each other better.
- ♦ **A Knight to Remember** is a fun night held in the fall. It is a fundraiser and a time for MCA parents to get together. There is a silent auction, a live auction, and a nice dinner with entertainment. Students may be assigned a job to do before, during, or after the event.
- ♦ For 10th and 11th graders, each year we have **sophomore and junior orals**. You are required to dress nicely and meet with two tutors who will ask you several questions (they're usually very easy questions). This is nothing to stress out about; it just provides some preparation for your senior oral!
- ♦ The **Awards Ceremony** is on Thursday night of the last week of school. All students and parents are invited. MH project medals and service awards are presented, athletics participants, club and character award winners are recognized, and a few other presentations and announcements are made. There is a run-through practice that week on Tuesday to get ready for it. Please make sure you attend that practice if you're receiving an award!
- ♦ **Senior Celebration** is held on Friday night of the last week of school. This is a time of honoring our seniors with awards and special presentations from the MCA tutors.
- ♦ **Graduation** is on Saturday afternoon. The graduating seniors are honored, and it is a very special event. It is a great time to celebrate the older students and to congratulate your senior RT group leaders!

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