

NEW STUDENT SURVIVAL GUIDE



Lunchroom/Gyms

- ♦ Building D/E - Lunchroom, gyms, & lockers. This building is a **hangout place** for students where you can talk and eat. The Game Gym is where **orientation** is held. The Practice Gym is where you are allowed to play sometimes.
- ♦ **Microwaves** available for student use are located on the far wall of the Lunchroom. Please use these responsibly and *only for food!* Clean up after yourself.
- ♦ 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 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 or in the office when students bring their own padlock and a signed copy of the Locker Policy.
- ♦ Please place all backpacks, lunches, or books in your student locker or outside, NOT in the hallway.
- ♦ The Lunchroom is not the ideal place for serious studying. If you want a quieter atmosphere to get your work done, head over to the **Library or Study Hall**.
- ♦ There is a **Lost and Found** section for items, such as sweaters, shoes, etc., located in the lunchroom. Valuable items are kept in the office (keys, phones, money, etc.) Unclaimed lost and found items are donated to ministries twice a semester.

The Library

- ♦ The Library is a quiet place to get homework done. The **school office, conference room**, some **tutor's offices**, and **library books** are in this building. You are allowed to check out some of the books. The Main Office with administrative offices are located here.
- ♦ The ladies at the front desk are **Mrs. Carter, Mrs. Miller, Mrs. Case** (school nurse), **Mrs. Wolfmueller** (school nurse), **Ms. Tipton** (school nurse), and **Mrs. Menasco** (financials). Introduce yourself! The **front desk** is the place to go for first-aid, computer problems, book-borrowing, turning in assignments to tutors' boxes, and questions.
- ♦ MCA requires students to silence and stow their **cell phones** when they enter the Library, and no food or drink is allowed.
- ♦ 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.
- ♦ The **phones** at the front desk are NOT available for students to use. You may use the phone in the Lunchroom.
- ♦ The **computers** in the Library 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 hand it to you instead of just reaching over to grab it.
- ♦ Each student has a **school computer and an MSN365 account** to allow you access to MCA computers, email, Word, Excel, etc. Ask for your username and password at the front desk.
- ♦ There is a **copier** in the workroom; 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. Ask someone in the front office if you are missing something. Other lost and found items will be in the Lunchroom Lost and Found.
- ◆ Students are not allowed to enter 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.

The Study Hall

- ◆ The Study Hall, located in Building A, is a common space where students may talk at a **moderate volume**, work in groups, and complete homework at their leisure.
- ◆ The use of cell phones and computers are allowed for schoolwork only.
- ◆ **No food or drink** is allowed in the Study Hall. Only **water** is permitted in a closed container. All students are expected to clean up after themselves and to use the space appropriately.

The Classrooms

- ◆ There are 3 classroom wings at MCA.
- ◆ The newest **building (A)** on the corner contains **Rooms A1-A6 and Study Hall**.
- ◆ The **building (B)** next to the baseball outfield contains rooms **B1-B4** on the east side and **B5-B8** on the west side (baseball).
- ◆ The other classrooms are located in the **building (E)** behind the gyms. Go through the amphitheater past the Lunchroom and to the right. **Classrooms E1-E4** are located toward the end.
- ◆ The **room number** is on the window of each classroom door.
- ◆ **Restrooms** are located on the south side of building A, on the north side of building B near the amphitheater, and in the gym hallway.

Before School Starts

- ◆ You will most likely have **homework** due on the first day of school! Your tutors should email you with assignments and information.
- ◆ Check the school website the first week of August for your Course Descriptions. (Academics>Upper School>Course Description & Class Information>Class Name.)
- ◆ **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 take a photo of it on your phone. You can print your schedule through your **FACTS Family Portal** account under **Student>Schedule**.
- ◆ There will be a **master schedule** posted on the bulletin boards/windows in the Library and Lunchroom.

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 which books are textbooks.
- ◆ All MCA-issued textbooks are due the DAY BEFORE school is out unless you have class and need them on the last day. After school is out for the summer, **late fees will be charged**, 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!
- ♦ 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, and 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.
- ♦ Each senior must present his or her **Senior Thesis** (oral) 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 an 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 and participating, 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, games, special presentations, 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 annual **character award** for that trait.

Lunch & Snacks

- ♦ You are allowed to eat **off campus**, in the Lunchroom, or on campus grounds.
- ♦ 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 Lunch Duty and Afternoon Duty for one week 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 Library, and an email will also be sent to them.
- ♦ **Lunch duty** happens at **1:00 pm sharp Mon-Thurs and 12:15 Fri**. You are to meet the tutor on

duty in the **Lunchroom** 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 Mon-Thurs. and 12:15 Fri.** Once again, show up on time in the **Lunchroom**.
- ◆ On **Friday**, a major cleanup happens all over campus. Be diligent!
- ◆ When you think you are finished, please be sure to **check in** with the staff supervisor for that week. Do not leave the school until you have been told you are finished!
- ◆ **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.
- ◆ If you cannot make your assigned duty 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 Lunch 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.
- ◆ 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 posted on the doors 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. Ask your tutors.
- ◆ The **Library** 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 valuable information.
- ◆ The calendar includes all school and athletic events. Click on **Connect** to access your MCA email account and FACTS Family Portal account. FACTS Family Portal includes a school directory and access to your grades and schedule, etc.

FACTS Family Portal – Grade Checks

- ◆ Logging into FACTS Family Portal allows you to keep up with your grades in each of your classes. The FACTS Family Portal account was set up during the enrollment process by a parent. To log in, go to www.mcaknights.org and then click on **Connect>Log In>FACTS Family Portal**.
- ◆ Students should make a habit of checking their grades weekly in all classes. Check for missing assignments, accurate grade entry, and averages. Do revisions on all eligible assignments!
- ◆ **New Students** will receive information about how to create their own Family Portal login account.
- ◆ If you have trouble using FACTS Family Portal do not hesitate to **call or ask questions** at the

front desk.

Student Email Account & Apps

- ◆ Every student is assigned an email address and Microsoft 365 Account they can access through any web browser. MS365 includes all MS Office applications, email, and cloud storage for documents & files that can be accessed through any web browser.
- ◆ Tutors and school staff will use student email addresses frequently to communicate. Check it daily!
- ◆ All student addresses follow this format:
lastnamefirstname@mcaknights.org (all lower case, no spaces)
- ◆ The password will be set by the office and cannot be changed by the student. You will receive your password and more information in 7th Grade Administration.
- ◆ For help with your email or computer access log in, please go to the front desk in the Library.

Mastery with Honor (MH) 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 Honor (MH)** project. This is a special 20-hour project that is done to show your mastery of a particular class and earn honors credit for the class. It must be approved by the tutor before you begin.
- ◆ The tutors or front office will provide an **application** form to fill out. 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 look great on your resume!
- ◆ Talk to Mrs. Goeke or Mr. Zinkgraf before you do any community service projects to ensure they **qualify** for your service award.
- ◆ Also, talk to someone at the front desk if you would like **ideas** for school service.

Extracurricular Activities

- ◆ **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.
- ◆ **Art and Academic Team** – The Art and 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.
- ♦ **Choir** – The choir is a group of girls in 7th through 12th grades who enjoy working together to learn to music and perform both in public concerts and in group & individual competitions.

Other Student Activities

- ♦ **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.
- ♦ **Chess Club** – Students meet once a week to practice and strategize, then participate in competitions a few times each year.
- ♦ **Game Guild** – All students are welcome to stay after school on Friday once a month to play board games and eat pizza!
- ♦ **Yearbook** – The yearbook is open to all students to work together to create the school yearbook. There are opportunities to take photos, create and edit pages, fundraise, etc.

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 to **introduce** you to your new small group. Your name will be announced, and you will go down from the bleachers onto the gym floor to meet your RT group leaders. All groups have a party with food and fun! It is a night you do not want to miss!
- ♦ RT Groups are a vital part of MCA! Please take advantage of the time you have with your group and continue developing relationships outside of Thursday lunches!

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 a local camp for a lot of fun, a little work and fellowship.
- ♦ 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.
- ♦ **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 a reception is held afterwards.