

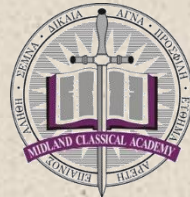
# HANDBOOK

## FOR PARENTS AND STUDENTS

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MIDLAND CLASSICAL ACADEMY UPPER SCHOOL 2019-20

**ENGAGING MINDS.  
PURSUING CHRIST.  
DISCOVERING GREATNESS.**



5711 Whitman Drive, Building B ♦ Midland, Texas 79705  
Phone: (432) 694-0995 ♦ Fax: (432) 694-0978  
[www.mcaknights.org](http://www.mcaknights.org)

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<b>School Hours</b>	<b>Office Hours</b>
Monday-Thursday ♦ 8:15 am - 3:15 pm	Monday-Thursday ♦ 7:45 am - 3:30 pm
Friday ♦ 8:15 am - 12:15 pm	Friday ♦ 7:45 am - 12:30 pm

**MCA BOARD MEMBERS**

**BOARD OF TRUSTEES**

Jeff Beard  
Ken Beattie  
Luke Dunn  
Tim Dunn  
Kevin Sparks

**GRAMMAR SCHOOL EXECUTIVE BOARD**

Rachael Beard  
Kim Doan  
Lindsay Dunn  
Laura Shuman

**BOARD OF ADVISORS**

Andy Bayley  
Eric Boyt  
Cody Casey  
Darrell Corzine  
Seth Cunneen  
General Echols  
Lee Fithian  
Luke McNeely  
Trae Porter  
Keith Skaar  
Todd Sparks  
Jeff Tyner



## UPPER SCHOOL STAFF & TUTORS

*Alphabetical*

***Bold text indicates tutors.***

<b>Mr. Chase Acuff</b> <b><i>Intern</i></b>	<b>432-557-7950</b> <b>cacuff@mcaknights.org</b>
Mrs. Norma Battenfield (M/W/Th) <i>Office Staff, Librarian</i>	432-694-0995 ext. 222 nbattenfield@mcaknights.org
<b>Mr. Pat Blackburn</b> <b><i>MCA Tutor</i></b>	<b>432-694-0995 ext. 231</b> <b>pblackburn@mcaknights.org</b>
Mrs. Anna Coleman (M/W) <i>Office Staff</i>	432-694-0995 ext. 221 acoleman@mcaknights.org
Mrs. Carla Cunneen <i>Athletic Director, Ladies Basketball</i>	432-694-0995 ext. 289 ccunneen@mcaknights.org
<b>Mr. Jonny Custer</b> <b><i>Tutor</i></b>	<b>432-694-0995 ext. 230</b> <b>jcuster@mcaknights.org</b>
Mrs. Alexis DelValle (T/Th/F) <i>Office Staff</i>	432-694-0995 ext. 238 adelvalle@mcaknights.org
Mrs. Cheryl Giffin (M/T/W) <i>Office Staff, Financials</i>	432-694-0995 ext. 240 cgiffin@mcaknights.org
Mrs. Mona Gilbert (M/W) <i>Office Staff, Nurse</i>	432-694-0995 ext. 238 mgilbert@mcaknights.org
<b>Mrs. Rachel Harvey</b> <b><i>Tutor</i></b>	<b>281-660-1061</b> <b>rharvey@mcaknights.org</b>
<b>Mrs. Mary Henson</b> <b><i>Tutor</i></b>	<b>240-668-0765</b> <b>mhenson@mcaknights.org</b>
<b>Mrs. Stacey Jackson</b> <b><i>Tutor</i></b>	<b>432-694-0995 ext. 235</b> <b>sjackson@mcaknights.org</b>
<b>Mr. Justin Johnson</b> <b><i>Tutor</i></b>	<b>432-559-4689</b> <b>justinjohnson@mcaknights.org</b>
<b>Mr. Eric Littleton</b> <b><i>Athletic Director, Tutor</i></b>	<b>432-694-0995 ext. 236</b> <b>elittleton@mcaknights.org</b>
Mrs. Robin Long <i>Office Staff, Financials</i>	432-694-0995 ext. 225 rlong@mcaknights.org
<b>Ms. Blair Lord</b> <b><i>Intern</i></b>	<b>512-771-8682</b> <b>blord@mcaknights.org</b>
Mrs. Tori Martinez (T/Th) <i>Office Staff</i>	432-694-0995 ext. 221 tmartinez@mcaknights.org
<b>Mr. Perry McDuffey</b> <b><i>Tutor</i></b>	<b>432-694-0995 ext. 226</b> <b>pmcduffey@mcaknights.org</b>

## UPPER SCHOOL STAFF & TUTORS

(continued)

*Bold text indicates tutors.*

<b>Mrs. Leah McQueen</b> <i>Tutor</i>	<b>432-694-0995 ext. 294</b> <b>lmcqueen@mcaknights.org</b>
<b>Mrs. Amie Miller</b> <i>Tutor, Volleyball Coach</i>	<b>432-553-1852</b> <b>amiller@mcaknights.org</b>
<b>Mr. Ron Miller</b> <i>Dean of Athletics, Tutor</i>	<b>432-553-2440</b> <b>rmiller@mcaknights.org</b>
<b>Mr. Jared Nelson</b> <i>Tutor</i>	<b>432-694-0995 ext. 228</b> <b>jnelson@mcaknights.org</b>
<b>Mr. Jeff Patterson</b> <i>Tutor</i>	<b>432-770-6225</b> <b>jpatterson@mcaknights.org</b>
<b>Mr. Collin Pedersen</b> <i>Tutor</i>	<b>432-352-3497</b> <b>cpedersen@mcaknights.org</b>
<b>Mr. A.J. Perea</b> <i>Dean of Math and Science, Tutor</i>	<b>432-694-0995 ext. 233</b> <b>ajperea@mcaknights.org</b>
<b>Mr. Adam Reed</b> <i>Tutor</i>	<b>432-694-0995 ext. 291</b> <b>areed@mcaknights.org</b>
<b>Mrs. Debbie Shelburne</b> <i>Tutor</i>	<b>432-694-0995 ext. 254</b> <b>dshelburne@mcaknights.org</b>
<b>Mr. Brandon Shuman</b> <i>Dean of Arts and Humanities, Tutor</i>	<b>432-694-0995 ext. 252</b> <b>bshuman@mcaknights.org</b>
Mrs. Corie Sturdivant (T/Th/F) <i>Office Staff, Library</i>	432-694-0995 ext. 223 csturdivant@mcaknights.org
<b>Mrs. Corey Telschow</b> <i>Tutor, Robotics</i>	<b>432-694-0995 ext. 234</b> <b>ctelschow@mcaknights.org</b>
<b>Mr. Matt Waller</b> <i>Tutor</i>	<b>432-694-0995 ext. 231</b> <b>mwaller@mcaknights.org</b>
Mrs. Kalen Walls <i>Administrative Dean</i>	432-694-0995 ext. 229 kwalls@mcaknights.org
<b>Mrs. Brandi Westfall</b> <i>Tutor</i>	<b>432-553-9076</b> <b>bwestfall@mcaknights.org</b>
<b>Mr. Steve Westfall</b> <i>Executive Dean, Tutor</i>	<b>432-694-0995 ext. 232</b> <b>swestfall@mcaknights.org</b>
<b>Mr. Andy Zinkgraf</b> <i>Dean of Students, Tutor</i>	<b>432-694-0995 ext. 290</b> <b>azinkgraf@mcaknights.org</b>



## MCA VISION

### ENGAGING MINDS. PURSUING CHRIST. DISCOVERING GREATNESS.

#### ENGAGING MINDS

Education at Midland Classical Academy is an active endeavor. Students are neither blank slates to be written upon nor empty vessels to pour facts into, rather they are young people brimming with thoughts and ideas of their own. Learning is a team effort. Students are invited to join tutors in the learning process and this is where exponential growth happens. Our staff draws students out—encouraging them to share what they know, ask their questions, and seek real answers. At MCA the atmosphere of curiosity and the discipline of inquiry are cultivated so that we break through the mechanics of education and allow the subject to intersect the student’s thoughts under the supervision of the tutor.

As we biblically consider God’s world together in the classroom, through sports, and within relationships, the full spectrum of our lives become transformed by divine purpose.

*“And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God.” Romans 12:2*

*“...casting down arguments and every high thing that exalts itself against the knowledge of God, bringing every thought into captivity to the obedience of Christ” 2 Corinthians 10:15*

#### PURSUING CHRIST

Jesus Christ is the focus and foundation for all that we do at Midland Classical Academy. He is Alpha and the Omega and it is in Him that we have our life and being. As He is fully God, Jesus is our authority for what is true and what is right. Every subject we learn, every activity we undertake, indeed every aspect of our lives is to proclaim His goodness. At our core, we are a discipleship program that strives to carry out the Great Commission through Classical Education.

*“If anyone desires to come after Me, let him deny himself, and take up his cross daily, and follow Me.” Luke 9:23*

*“And Jesus came and spoke to them, saying, ‘All authority has been given to Me in heaven and on earth. Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age.’ Amen.” Matthew 28:18-20*

#### DISCOVERING GREATNESS

At Midland Classical Academy we strive for greatness. We train our character. We pursue excellence in academics. We compete to the best of our ability. But we believe that true greatness is defined through the teachings and example of Jesus. Greatness is not discovered in the mere development or display of our talents, but through selflessly employing them in humble service to others. MCA exists to teach and to train young men and women to give our utmost for eternal greatness.

*“But he who is greatest among you shall be your servant.” Matthew 23:11*

*“For even the Son of Man did not come to be served, but to serve, and to give His life a ransom for many.” Mark 10:45*

# **PARENTAL INVOLVEMENT**

## **PARTNERING WITH FAMILIES TO DEVELOP CHRIST-LIKE LEADERS**

Midland Classical Academy partners with families to develop Christ-like leaders. The educational philosophy of our school is that parents are the primary educators. At MCA parents are invited and encouraged to be involved in their student's journey. While the educational outcome cannot be guaranteed, we believe the single biggest factor in a child's education is the extent to which the parents are involved. When parents enroll their children in MCA, they are committing themselves to engaging minds, pursuing Christ and discovering greatness as much as their children.

## **UPPER SCHOOL**

When parents enroll their children at MCA they are committing themselves as much as their kids. This is especially true at the Grammar School where the K-6th grade students are in class only two and half days a week and are at home doing schoolwork under parental supervision for the remainder of the week. At the Upper School, parents may have less direct involvement, but their role is no less vital. It is imperative that Upper School parents be aware of what is going on in their teenager's life academically, socially, and spiritually.

Communication between parents and tutors is essential and takes place regularly at MCA. Parents and tutors proactively communicate with one another for the benefit of the student. Our tutors are in the habit of informing the parent with accurate information so that the parent can fulfill their role. Parents are promptly informed when their child consistently or dramatically fails to meet expectations. Likewise, because of the highly relational aspect of our educational environment, tutors should be made aware from the parents of any issues or factors that affect the student's performance. Parents need to communicate with their children about what goes on at MCA. Sometimes class discussions over complex issues may need additional sorting out at home. The best environment for the student to succeed is one where she knows that she is loved by her parents and tutors – and that her parents and tutors are on the same team. When children are “dropped off” at school by uninvolved parents, it is much more difficult for them to succeed. They are left without a rudder, and unless they manufacture academic discipline and drive without support from home, they will struggle to meet the demands of our school. The bottom line is that it is of immeasurable benefit to have the school and parents working in harmony in the educational development of each child.

MCA provides and requires its parents to serve a certain number of hours at either the Grammar or Upper School for each family. This benefits the families in several ways. The work parents perform for the school helps keep tuition costs low and fosters community within the larger school family. Working together gives parents opportunities to meet other parents, tutors, and students. In addition to these things, parents who complete service hours with excellence, model how to be a servant-leader. There are few things parents can do to effectively communicate more simply and clearly to the eternal importance of educating young men and women for Christ than volunteering their time and talent in this endeavor.

## **PARENT SERVICE HOURS / FEES**

We are able to provide a high quality of education and still pass on to parents a lower tuition rate with the agreement of a minimum of the following: 5 service hours per month (50/year) for parents of Upper School students and 3 hours per month (30/year) for parents of Grammar School students. For families with children at both the Upper and Grammar schools, their monthly service hour requirement will be: Upper



School – 4 hours per month (40/year) and Grammar School – 2 hours per month (20/year). If parents decline or are not able to fulfill their service hours for any given reason for the year, they will be required to pay \$20.00/school service hour hour to defray the cost of their absence.

### PARENT SERVICE HOUR AGREEMENT

SCHOOL	ANNUAL REQUIRED HOURS	ANNUAL COST
<b>Upper School ONLY Parents</b>	50 hours/year (5 hrs./month)	\$1000 (\$20/hour)
<b>Grammar School ONLY Parents</b>	30 hours/year (3 hrs./month)	\$600 (\$20/hour)
<b>BOTH Grammar &amp; Upper School Parents</b>	Upper: 40 hours/year (4 hrs./month)	\$800 (\$20/hour)
	Grammar: 20 hours/year (2 hrs./mo.)	\$400 (\$20/hour)
		\$1200 Total

Parents should come to the office during school hours or contact the office ahead of time to serve after hours. Opportunities include indoor/outdoor cleaning, lunch duty, building/grounds maintenance, special events, office/clerical work, filing, and more. There is also a Parent Volunteer Calendar in the Front Office where you can sign up in advance for service days and times. If the office staff knows when to expect you, they can set aside tasks for you. Students are not allowed to contribute towards their parents' service hours. Other adult family members may contribute toward Parent Service Hours.

Parents should record their Service Hours throughout the year in the Parent Service Hours Binder in the Front Office, or email their service hours to [upperservicehours@mcaknights.org](mailto:upperservicehours@mcaknights.org). Please include the parent & student names, day, time, activity, and hours served. Students should also record their Service Hours in a binder located in the office. (See Student Service Award Opportunities.)

# UPPER SCHOOL STRATEGY OVERVIEW

Midland Classical Academy provides a unique culture of education.

Everything we do has purpose and practicality. Every routine is strategic. Nothing we undertake should be disconnected from our aims either in spirit or action. This does not mean we do not sometimes make mistakes or have no room for improvement, but we strive for intentionality in every word and deed to better attain our transcendent ambitions.

The following sections provide explanation for how some of our more unusual paths are the most direct routes we have found for Midland Classical Academy and their families to Engage Minds, Pursue Christ, and Discover Greatness in an academic setting.

## GRADING

No grading system is perfect. Grades are an attempt to quantify and measure a student's progress or scholastic ability in a given subject. Education consists of many variables. At MCA we strive to reflect what we believe to be the most important dimensions of learning and aptitude as accurately as possible in our grading system.

The Upper School's approach to grading has three distinctive characteristics from more conventional grading methods. These characteristics are Mastery, Revisions, and Project/Participation Grades.

### **Mastery**

Most schools require 70% or more to pass a course. MCA does not follow these typical pass/fail models. MCA adheres to what is best described as a Mastery/Non-Mastery model. To attain Mastery a student must achieve no less than an 85% overall grade for each class. This seems like a high standard because it is. We expect our students to not merely get by in a subject, but to proficiently understand it. We desire greatness for our students. Given a fair opportunity, students generally rise or sag to the level of expectations. If standards are high, students will work to achieve them. If they are low, students will put forth minimum effort. An integral part of an MCA education is training students to be excellent.

### **Revisions**

One of the best ways we learn is from our mistakes. The revision policy at MCA allows students to take advantage of this learning opportunity and correct their mistakes on most project grades. For every 1 point corrected, the student receives .7 points back for their assignment. These revision values are substantial enough to incentivize reviewing and correcting mistakes, but not so high that it devalues effort during the initial work. From an institutional standpoint, revisions are not mandatory. If a student is going to do revisions, they must decide to do it. The grade provides the feedback, the tutor provides the opportunity, but as with so much at MCA, the student has the freedom to take ownership of their education.

In order for learning to take place, (which is the transcendent goal of revisions) tutors put in place some sort of deadline for which they can be turned in. The more time separates the initial work from the revision the less likely it will be that learning occurs. For this reason, MCA encourages students to turn in revisions quickly.

Ultimately revisions serve three purposes: they make the 85 standard more attainable, they provide students an opportunity to learn from their mistakes, and they build character into the student. Oftentimes revision work is where the most lasting learning takes place.



## Project/Participation Grades

Grades at MCA are divided into two basic categories: Project and Participation.

Project and Participation grades are weighted differently at different stages in the student's career. In 7th and 8th Grade project grades count for more, allowing students an adjustment period to adapt to the logic and rhetoric-based classes.

	Project	Participation	Total Grade
<b>7th Grade</b>	90%	10%	100%
<b>8th Grade</b>	80%	20%	100%
<b>9th-12th Grades</b>	70%	30%	100%

**Project Grades** Project grades measure the student's performance on traditional types of assignments. Project grades consist of the material work that students turn in (i.e. tests, papers, quizzes, homework assignments, projects, etc.) But while project grades to a degree quantify the knowledge or skills acquired in a particular course, their scope does not consider the extent to which the student's mind was engaged in the class. MCA believes an engaged mind is essential to authentic learning.

**Participation Grades** Participation grades evaluate and score students on their level of engagement in the learning process. They measure important but less tangible aspects of the student's education – such as their preparedness for class, their attitude, their respect for their tutor and peers, and their willingness to consider and share ideas during class. In essence, participation grades measure the student's character and effort within a given class. Participation grades play a particularly vital role within Classical Education and the Socratic Method. Because our classes are discussion based, they heavily rely on the students to willingly participate by sharing their ideas, asking questions of their own, and courteously listening to others. If a student is unwilling to participate, they not only deprive themselves, but also do a disservice to other members of the class who stand to benefit from their input.

While tutors vary in their expectations to suit the needs of each class, all participation grades are entered weekly and consist of a score of 10 points per hour of class.

Participation grades are measured along the following scale:

- 0-5 serious problems are occurring
- 6-8 needs improvement
- 9 good
- 10 outstanding

## GRADING GUIDELINES: AN EXPLANATION OF THE MCA GRADING SYSTEM

A student's work will be evaluated by an objective standard in each class rather than being compared with the work of other students. Our grading system is designed to emphasize the development of character, leadership, and achievement in our students rather than to draw comparisons between students. By insisting that students strive until they achieve a required level of accomplishment (85 or higher), we



believe that, among other things, we are encouraging MCA students to pursue excellence in all endeavors. We intend for excellent communication to be maintained between parents and teachers, and for parents to be aware as quickly as possible when their child is having difficulty in a particular subject. Parents may check their child’s progress daily by going to the school website and logging into RenWeb. In addition, students in all grades will receive a report card via email at semester-end and year-end. Report cards will denote both numeric grades and letter grades. In addition, students will receive one of the following statuses according to their level of achievement:

“**MQ**” (**Mastery with Honor Qualifying**) concerning Upper School students, represents a grade of 92.5 or higher at the end of the first semester. This signifies a student’s eligibility for an honors credit if he or she chooses to do an approved project.

“**MH**” (**Mastery with Honor**) concerning Upper School students, represents a grade of 92.5 or higher at both the end of the first semester and the end of the year along with an approved Honors Project. This signifies honors credit for the course. (See “*Honors Credit*” below.)

“**M**” (**Mastery**) concerning Upper School students, represents a grade of 85 to 92. Mastery for Grammar School students, grades first through sixth, is 85 or higher. At the semester, this signifies that the student is on target to achieve mastery. At the end of year, this signifies that the student has achieved mastery and received credit for the course.

“**NM**” (**Non-Mastery**) for all first through twelfth grade students, represents a grade below 85. At the semester, this signifies that the student is **not** on target to achieve mastery. At the end of the year, this signifies that the student **did not** receive credit for the course.

As a general principle, students must achieve Mastery (85 or higher) in all classes to be promoted to the next grade or given credit for high school classes. In some circumstances, a junior high student may be given a “C” for Completion in a course in which the student has not achieved Mastery, the student must have achieved a grade of 80% or higher, demonstrated a sufficient effort in pursuing the course material, and made adequate progress toward Mastery to allow the student to advance to the next course. At the sole discretion of the Deans, with input from the tutor and parents, a limited number of “C” courses may be allowed to apply toward promotion.

Numerical Grade	Letter Grade for Transcript	Grade Points Earned for Transcript
96.5-100	A+	4.0
92.5-96.4	A	4.0
89.5-92.4	A-	4.0
86.5-89.4	B+	3.0
84.5-86.4	B	3.0
Below 84.5	Fail	0.0

## **HONORS CREDIT**

### **Mastery with Honor**

Midland Classical Academy offers honors credit, referred to as “Mastery with Honor”, but we offer no “honors” classes.

From a practical standpoint we do not have the staff to teach multiple levels of credit, but more importantly, we have at least two philosophical reasons for this. First, we do not wish to segregate “so-called smart-students” from “average students” because this does not promote unity and inclusive relationships. Second, we desire our honor students to stretch out, take initiative, and enhance their abilities to teach themselves and serve others.

Mastery with Honor credit for a class is given to those students who

- receive a minimum grade of 92.5 at the end of each semester
- receive a minimum participation grade of 85 at the end of each semester
- demonstrate character befitting an honor student (1 Corinthians 10:31)
- complete a tutor-approved, 20+ hour project that advances the student’s knowledge or skills in the subject while serving either the school or the community in some capacity.

As a student fulfills these requirements in a class at MCA they receive a Mastery with Honor designated by an “MH” for the class. Mastery with Honor applications and a nominal fee are due at the end of October. The projects themselves are due at the end of March with two scheduled check-points in between the application and final deadline.

We have found that awarding honors credit this way engages student’s minds and incentivizes the development of values such as love of learning, self-governance, academic excellence, and service to others.

### **Honor Roll**

Midland Classical Academy places students on the honor roll who have received three or more “MH” credits in a single school year while mastering (85% or above) all six of their classes.

### **Graduating with Honor**

Students graduate with Honors from Midland Classical Academy if they have met the normal graduation requirements and made the honor roll four out of five years during 8th-12th grade.

## **SENIOR PROJECT / SENIOR THESIS**

### **Senior Project**

The most unique class at MCA is the Senior Project class. Senior Projects are a required course for MCA graduates, taken during the senior year. Students are assigned to assist a Tutor in an MCA class or other highly involved project. In this endeavor, they are given many different responsibilities including: teaching, entering attendance and grades, generating assignments, running errands, and grading assignments. These specific responsibilities are discussed and agreed upon at the beginning of the year and are catered to the needs of the class and tutor as well as the senior’s abilities and interests. Tutors and their senior assistants meet once a week to go over upcoming responsibilities and or concerns.



For most students, their education comes full circle during their Senior Projects as they carry the mantle of servant leadership in an academic setting. Their efforts in this class greatly benefit their tutors by sharing the load, and it greatly benefits the younger students by setting an example of what a responsible senior looks like. Seniors benefit from this experience by gaining a whole new appreciation for the education process, and it serves as a major step toward becoming a responsible, self-governing individual ready to take their place in the larger world. Finally, as this project is undertaken, the tutor is able to disciple the student each step along the way, encouraging them, critiquing mistakes, and providing the patient wisdom and love necessary for such growth to occur.

Many lasting relationships have deepened and formed during this experience. At the end of the year the Tutor shares some brief remarks about the character of his or her senior assistant during Senior Celebration.

### **Senior Thesis**

One component of the Senior Project class is the Senior Thesis. The Senior Thesis or Senior Oral is the culmination of the student's career at Midland Classical Academy.

Each graduate is required to research, write, memorize, and deliver a ten-minute speech that demonstrates an in-depth understanding of their subject and relates the topic to other fields of study and to life. In preparation, seniors are required to conduct research such as reading a reviewed book in the purview and interviewing an expert in the field. After writing and crafting their speech under the supervision of their Senior Project Tutor, students publicly deliver their oral before family, friends, peers, the community, and a panel of three tutors. Following their speech, the student sits down at a table across from their tutor panel who then probe the student with questions regarding their thesis and character.

What is demonstrated during this public dialogue is the student's ability to intellectually and emotionally grapple with a topic. The entire oral presentation lasts between forty-five minutes to an hour. The student's oral is graded along the following categories: scholastic ability, application to life, delivery, responses during the question period, and research requirements. Grading is conducted by staff members in the audience or on the panel.

Senior Orals at MCA are accompanied by the pageantry and ceremony befitting such a landmark event in the student's life. They are as much a final test of the graduate's academic growth as they are a celebration of their scholastic achievement.

### **CODE OF CONDUCT**

All students are assumed to be exhibiting the godly fruit of self-control. We anticipate working with students who are characterized by joy, honesty, and diligence. For this reason, upon enrollment, we require that each student affirm that he or she will maintain the highest standards of honesty and behavior in all work done for Midland Classical Academy. All students will be asked to sign the following.

#### ***Pledge of Academic Honesty***

*I have read and understand the Midland Classical Academy Code of Conduct. I pledge my honor, with God as my witness, to commit myself to the practice and preservation of these standards of academic honesty as long as I am a student of the academy.*



*As such, the following actions are considered serious violations of our Honesty Policy.*

1. *Directly copying someone else's work visually, orally, electronically or otherwise.*
2. *Use of disallowed devices on assignments such as notes, smartphones, books, etc.*
3. *Getting test questions or essential information from another student who has already completed an assignment that will later be taken, such as a test or quiz.*
4. *Any other activity that the tutor has explicitly described as cheating.*

## **DRESS CODE POLICY**

Students attending Midland Classical Academy are expected to comply with the following guidelines for student attire:

**General** Midland Classical Academy is a workplace for students as well as for tutors. Students should dress in such a way as to demonstrate their respect for the school, their fellow students, the tutors, and the staff.

**Enforcement** The tutor will determine if there is a violation of the dress code, either in fact or in attitude. Students will be asked to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action. The student or the parents may appeal the decision to the Executive Committee or the Board of Advisors.

## **STUDENT DRIVER POLICY**

Students who drive to school are expected to do so responsibly. Special attention should be paid to other students in the parking lot before and after school. Driving to school is a privilege that may be revoked if necessary.

### **Student Parking**

Students are not allowed to park directly in front of the Resource Center or in spaces marked "Visitor." Students may park in front of the gyms, on the east side of Whitman Dr. or in the baseball field lot. Do not block Fire Lanes!

## **ELECTRONIC DEVICES**

Cell phones, iPods, iPads, laptops, CD players and other electronic devices create more responsibility for the owner. If the owner uses an electronic device irresponsibly, the device may be confiscated during a class or until a parent can pick it up. Cell phones are not allowed to be used in the Resource Center. (See Resource Center Policy.)

## **DISCIPLINE POLICY**

The goal of Midland Classical Academy is to help our students become godly disciples of Jesus Christ. We hope the need for discipline will rarely arise, but if it does, the tutors will determine the kind and amount of discipline. The discipline will be administered in the light of the individual student's problem and attitude. All discipline will be based on biblical principles e.g., restitution, apologies (public and private), restoration of fellowship, no lingering attitudes, etc. To maintain consistency, the staff will discuss biblical standards and school policy concerning discipline. If a staff member is unable to satisfactorily deal with a discipline problem at the Upper School, the matter will be brought to the Dean

of Students. The student and parents may meet with the Dean of Students to determine the nature of the discipline. The Dean may require restitution, janitorial work, parents' attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate. To increase clarity and accountability, the student may be asked to enter into a contract with the parents. Student contracts may set forth conditions upon which the student may either maintain enrollment at MCA or continue to have a pending graduation plan. A member of the Executive Committee Member or the Board of Trustees shall approve any contract entered into leading to termination of a student's right to attend MCA. A student may be expelled at the sole discretion of the Board of Trustees for either a violation of the Policies of Midland Classical Academy or a violation of a contract pursuant to this policy. Expulsion due to a violation of the Policies of MCA shall require approval of the Dean of Students, as well as the Board of Trustees. Should a student be expelled from the school, there shall be no refund of any tuition or expenditures already paid, and the family shall be liable to pay any further contracted tuition for the remainder of the year. No corporal punishment will be administered. It is vital for parents and students to realize that maintaining an orderly atmosphere is critical to the learning process. As in all other areas of the education at Midland Classical Academy, love and forgiveness will be an integral part of the discipline of a student.

**Note on Expulsion:** The Midland Classical Academy Board of Trustees realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case by case basis. Forgiveness and restitution are fundamental to our total discipline policy; however, should a student and his parents not be able to make satisfactory progress toward eliminating behavioral problems, the student will be expelled.

**Serious Misconduct:** If a student commits an act with such serious consequences that the Board of Trustees deems it necessary, suspension or expulsion may be imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, bringing deadly weapons onto school premises, perpetrating or threatening gross violence, vandalism to the school facilities, violations of civil or criminal law, or any act in clear contradiction of scriptural commands for moral or ethical conduct. Students may be subject to school discipline for serious misconduct that occurs after school hours and/or away from school grounds.

**Re-admittance:** Should the expelled student desire to be readmitted to Midland Classical Academy at a later date, the Board of Trustees will make a decision based on the student's attitude and circumstances at the time of reapplication.

## **GRIEVANCE POLICY**

The objective of this policy is to establish biblical guidelines for the resolution of disputes and grievances in the operation of Midland Classical Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Midland Classical Academy's operations between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, and Board members.

### **Students/parents to tutors:**

- The student and/or parents must first present all concerns about a class to the tutor or teacher. If the student presents the concern, a respectful demeanor is required at all times.
- If the problem is not resolved, the student, parents, and the tutor or teacher together may bring the concern to the administrators.



**Parents/patrons to school administration:**

- If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of a class), they should bring their concerns to the administrators first. If this does not bring satisfaction, any concerns may be taken to the Executive Committee or a member of the board.
- This procedure applies to members of the Board who are acting in their capacity as parents or patrons and not acting as representatives of the Board.

## UPPER SCHOOL HOURS

We can only guarantee your child’s admittance into the building during these hours. Unless your child has an early morning athletic practice the building will not be open earlier. When the main lights are on in the Resource Center, staff members are present to oversee your children.

**Office Hours**

Monday-Thursday ♦ 7:45 am – 3:30 pm

Friday ♦ 7:45 am – 12:30 pm

Upper School Regular Schedule		Upper School Delayed Schedule <i>See "Inclement Weather Policy"</i>	
Period 1	8:15 am – 9:10 am	10:00 am – 10:35 am	
Period 2	9:15 am – 10:10 am	10:40 am – 11:15 am	
Period 3	10:15 am – 11:10 am	11:20 am – 11:55 am	
Period 4	11:15 am – 12:10 pm	12:00 pm – 12:35 pm	
Lunch	12:15 pm – 1:10 pm	12:40 pm – 1:35 pm	
Period 5	1:15 pm – 2:10 pm	1:40 pm – 2:15 pm	
Period 6	2:15 pm – 3:10 pm	2:20 pm – 2:55 pm	

## ATTENDANCE POLICY

This policy is designed to encourage student attendance at school. At school, a student is exposed to various types of instruction in each class or subject. Because of the nature of classes at Midland Classical Academy, each class period should contribute significantly to the curriculum objectives; therefore, it is necessary to encourage student attendance in all prescribed classes. However, in recognizing the authority of parents over their children, we understand that parents may decide that it is in the best interest of their child not to attend school on a particular day.

Students enrolled in a class at Midland Classical Academy are expected to attend all prescribed class sessions. Parents and/or the student may not choose how many class sessions to attend.

A record of attendance for each student will be kept.

### ABSENCES

Parents must inform the school if their student will be absent for any reason. Call the Front Office or email [attendance@mca knights.org](mailto:attendance@mca knights.org) prior to the absence or on the morning of the absence. If a student is



absent without prior notification by a parent, the school will call the parent to determine the validity of the absence. **Call the office, 432-694-0995, or email [attendance@mcaknights.org](mailto:attendance@mcaknights.org).** Tardies will be marked at the discretion of the individual tutors. Students or parents should contact the individual tutor to report reasons for tardiness as soon as possible.

In the event an Upper School student is absent for more than one-fourth (1/4) of the class sessions during a semester, the student's parents must meet with the tutor and Head Administrator to determine whether the student will receive credit for the class. Additional and/or make-up work may be required.

Upon request from parents, the Executive Committee may waive requirements set by provisions of this policy. In doing so, the Committee should consider the student's mastery in all subjects, attitude toward work and study, and disciplinary record at school.

**Missed Assignment Due Date Guidelines:** In the event of an absence, an extension will be given. The extension will not exceed the number of school days missed during the absence. Due dates will be established by the teacher or class tutor. Students must complete all work assigned during their absence. However, the teachers or tutors may, at their discretion, excuse the students from any portion of the assignments missed. Students will receive full credit for submitting assigned work. **Note:** It is the student's responsibility to find out what work was assigned. In the case of extended illness, it is recommended that the student or parents contact the tutors directly to find out what assignments were or will be missed.

## LEAVING CAMPUS

Midland Classical Academy has no system, and no intention of establishing one, for monitoring whether a seventh through twelfth grade student remains on campus. Midland Classical Academy assumes no responsibility for the parental oversight of its students.

## LUNCH

MCA provides one optional hot meal per week (Wednesdays) for a \$5 fee, which must be paid in advance. This lunch menu will be listed each week on the website calendar and in the school newsletter which is emailed to Upper School families and uploaded to the website weekly. All other days, your student(s) will need to provide his or her own lunch. The student center does have microwaves. No meals are sold on credit terms. Wednesday meals must be purchased at least 7 days in advance by contacting Cheryl Giffin, [cgiffin@mcaknights.org](mailto:cgiffin@mcaknights.org), 432-694-0995 ext. 240. Meals will be deducted from your FACTS account in \$50 increments as authorized by the parent.

## INCLEMENT WEATHER POLICY

If school is postponed or canceled due to inclement weather, information concerning weather conditions will be listed on the following television stations: 2, 7, 9, and 24. You may find information on MCA's website, [www.mcaknights.org](http://www.mcaknights.org), and you may also receive a text message from the school Parent Alert system. Unless there are extreme conditions, MCA will proceed with school as scheduled. It is rare that

MCA needs to cancel school. On occasion, we may determine for the safety of those traveling, that a delayed start is necessary. The delayed start will always begin at 10:00 am with the day ending at 3:30 pm. (See Delayed Schedule.) In the event of inclement weather that does not cause a school cancellation, parental discretion should be used to determine whether your child should attend school. Please call the main office if you have any questions or need further information.

## SOCIAL POLICY

MCA encourages appropriate social activities, and may sponsor such activities throughout the year. The Board of Trustees, at its sole discretion, will determine which events are appropriate.

One of the primary goals of MCA is to assist parents in developing outstanding character in their children. The Great Commandment to "...love your neighbor as yourself" (Matthew 22:39) embodies the most supreme of all character qualities next to one's love for the Lord. Furthermore, the quality of Christian love is the governing character quality for both Christian relationships and one's relationship with God (1 John 3:10, 16, & 4:20). It follows that the term "socialization" should encompass Christian love as the proper "social" behavior toward others.

Relationships among boys and girls provide an outstanding opportunity to practice respectful, encouraging, and loving behavior. Rather than the common notions about "romance as love," we believe the foundational definition of love is found in I Corinthians 13: 4-7, and is the measure of the actions of the students toward one another:

*"Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres"* I Cor. 13:4-7 (NIV, 1984).

This biblical standard of "love" in principle excludes the common practice of focusing on the emotion or physical attributes of a member of the opposite sex as an instrument of entertainment. Therefore, we will actively discourage any activities or actions that promote such "unsociable" and unloving behavior. Included in such unloving behavior are the following examples: comments which denigrate others, inappropriate behavior or comments which measure the worth of others based on an improper emphasis on physical characteristics or capabilities, rude or vulgar language, etc.

In light of this Great Commandment to "love others," MCA seeks to cultivate both the environment and attitudes that encourage practical growth in exercising this type of Christian love as our basic social policy. Therefore:

- Any behavior between students which violates this principle of Christian love will be discouraged.
- Every social event, however, should not only promote Christian love (which builds one another up), but each event shall also encourage the standards described in Philippians 4:8: *"Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things"* (NIV, 1984).

The Board of Trustees, at its sole discretion, will determine what events comply with the above Social Policy.



## **RELATIONAL SKILLS**

MCA will seek to promote biblical virtues in the area of relationships, with emphasis on biblical principles. MCA seeks to train students in relational skills through implicit as well as explicit means. Some classes, such as Rhetoric, place major emphasis on such skill. In other classes, discussions may lead to subjects that provide opportunity for students to develop a biblical, and therefore effective, understanding of relational skills. The staff also seeks to promote the development and practice of effective, biblically sound, relational skill development outside the classroom. Set forth below is a philosophy and/or strategy the MCA staff intends to utilize in promoting such skill development. We solicit and desire to be of one mind with parents on this subject and accordingly welcome parent communication and feedback relating to this subject. However, we realize that in some cases the parents will not agree with parts of this philosophy. In keeping with our commitment to parent ownership of the education process and recognizing that parents may disagree with this philosophy, we therefore recognize that when students are off campus, they may not comply with these philosophies.

### **I Corinthians 13 Friendship**

This is not intended to be an exhaustive study on what the Bible says about friendship, but rather a brief outline of certain pivotal principles. Both I Corinthians 13 and Jesus' description of the "greatest commandment" are familiar passages, but each has much to offer on this subject.

#### **What is I Corinthians 13 Friendship?**

John 15:13 states that no one can have any greater love than to lay down his life for a friend. This might be viewed as the ultimate definition of friendship. Perhaps I Corinthians 13 could be viewed as the steps one takes toward those ultimate friendship commitments. The first thing to notice about this chapter of the Bible is that emotions are never addressed. This does not necessarily mean that emotions must not play a role or that emotions are to be excluded. It does seem to indicate that this ultimate friendship love is defined by actions taken rather than the feelings of the one taking the action. Following is a brief review of some of the active characteristics identified in what might be considered the consummate treatise on friendship.

*Love is patient...* Patience is, of course, a fruit of the Spirit (Gal 5:22). It is interesting that the first characteristic noted for effective friendship is patience. The very definition of patience indicates that there is an irritant present. No patience is required when all circumstances are harmonious. It is when an acquaintance is annoying that the opportunity to employ this I Corinthians 13 definition of friendship takes wing.

Therefore, the MCA staff will endeavor to promote a culture in which students bear a receptive attitude toward those with whom they have significant differences. This might include taking the time and effort to question or challenge a fellow student in his thinking, rather than simply shooting him down. In the event a fellow student is out of line, it might include a rebuke that is offered with dignity and respect for the fellow student. It definitely excludes grouping an undesirable student into a category that is then ridiculed or persecuted by another group. For example, the action of a student in categorizing fellow students as "nerds" or "jocks" for the purpose of categorical opposition and ridicule has no place in this biblical definition. If a student has difficulty dealing with a fellow student due to differences based on student interests, backgrounds, or even personalities, the MCA staff will endeavor to promote the development of patience in that student.

*Love is not jealous...* God calls Himself jealous when His bride, the church, chases after other gods. Therefore, we would take this not to be the godly kind of jealousy that desires exclusivity of relationship,

such as in marriage, that is proper and in the best interest of those concerned. Rather, this appears to refer to the kind of exclusivity that seeks to possess another person for one's own self-serving purposes. Therefore, the MCA staff will seek to encourage students to avoid creating barriers that might inhibit the broad development of friendships. This could include groupings, or “cliques,” that seek to exclude and/or denigrate “outsiders” as a primary tenet of the group’s purpose. This could also include inappropriate “best friend” or inter-gender relationships that are based on exclusivity and possessiveness.

*Love’s characteristics...* “Love does not brag and is not arrogant, does not act unbecomingly; it does not seek its own, it does not take into account a wrong suffered.” (NASB) This passage describes characteristics any of us would love to have in a friend, recalling the admonition in Hebrews to “stir up one another to love and good works.” (ESV) The MCA staff believes that by emphasizing friendship, in the sense of exhibiting this type of behavior toward those who don’t necessarily have anything to offer to us, the students have a terrific opportunity to develop godly character. We believe this can provide a solid foundation in their future endeavors, whether it is in their family, community, or business.

*Love does not rejoice in unrighteousness...* We will diligently seek to encourage students to applaud and encourage only righteous and godly behavior.

### **I Corinthians 13 Friendship is Unnatural**

After reading the foregoing, it should be clear that this describes an ideal rather than an existing state of being. It requires, at a minimum, a lot of dedication and hard work to be a real friend. In reality, it probably requires supernatural empowerment. A student who develops these skills in his formative years will be, in our opinion, substantially equipped for leadership in the home and in the community.

### **Relationships Based on Physical Attraction**

Unlike the previous section where a sketch of the I Corinthians 13 friendship ideal is proposed, initiating relationships based on physical attraction can be effortless. God built a physical attraction between the genders that is mysterious and powerful. This attraction can create emotional fireworks that can be exhilarating for a while. However, without the I Corinthians 13 style of relationship as a foundation, these relationships will inevitably falter.

It seems clear in Scripture that the ideal model is for young men and women to contain their physical desires that lead toward physical, sexual union until marriage. Unlike I Corinthians, in which we are admonished to “pursue love” (I Cor. 14:1 ESV), in the case of physical attraction, we are admonished to “flee” and “control” such urges until the appropriate timing, in marriage. When a young man and woman are in a station of life to pursue marriage, Scripture seems clear that the physical relationship is then to become an integral part of their marriage.

### **Conclusion**

In light of the foregoing, it seems fitting for MCA staff to continually encourage students to develop I Corinthians 13 friendship skills and to avoid bypassing such opportunities by pursuing relationships based on physical attraction. Accordingly, social discourse and intermingling of all kinds of students would be a positive opportunity. Younger and older students, men and women, math-oriented and language-oriented students may all benefit from the opportunity to practice I Corinthians 13 friendship skills with one another, since these differences are likely to lead to circumstances that require skills like patience and forbearance.



Conversely, social groups that identify “members” by modes of dress or actions and seek to differentiate themselves from other students in a derogatory manner should be discouraged or disallowed. Similarly, it seems apparent that when the powerful, but temporal, intrinsic inter-gender physical attractions are cultivated, the opportunity to develop the difficult, but sustaining, supernatural I Corinthians 13 friendship skills will most likely be substantially compromised. Therefore, MCA staff will encourage inter-gender relations to remain at a I Corinthians 13 friendship level, given that MCA students are not expected to be at an age or station of life to pursue marriage.

Our belief is that the easiest way to promote this distinction is to discourage any “mock marriage” type of commitments. In a marriage, each spouse is committed to the other, and exclusivity is essential. Biblically, this commitment is ideally broken only by death. Our society has invented various forms of “temporary marriage”, whereby a couple is exclusive, and pursues mutual “enjoyment” of physical and emotional intimacy. We view this sort of arrangement as a barrier to the aforementioned development of the spiritual discipline that we are admonished to pursue in Scripture. We believe that by pursuing this “supernatural” rather than “natural” course, students have the opportunity to develop skills that will lead to real, fulfilling marriages, complete with the physical relational pleasures, as well as terrific ministry opportunities that could otherwise be missed.

We hope to promote these principles without reverting to making many rules. We ask, and require, that students do not display physical intimacy appropriate for married or engaged couples, such as kissing, caressing, embracing, and holding hands, etc. while on campus. We also intend to address any pattern of clothing that is designed to create exclusions or divisions among students, as the need may arise.

## FIREARMS ON CAMPUS - SCHOOL GUARDIAN PLAN

Texas state law prohibits the possession of a firearm on campus and at all school-related activities and in school vehicles except by written authorization of the institution as outlined in the policy below.

Midland Classical Academy has instituted a School Guardian Plan as a practical application to provide an extra level of safety to the students and campus of MCA. School Guardian participants receive written consent from MCA allowing them to possess a firearm on the school premises. Each participant in the School Guardian Program must meet the following minimum requirements:

- Must be a full-time employee of MCA
- Maintain a valid Concealed Handgun License
- All must take a psychological exam every 5 years
- Must qualify annually at the same distances and rounds in the Texas License-to-Carry Test
- Must shoot a minimum of 50 rounds per month of practice with a hand gun
- Must take an active shooter course approved by the Board of Trustees
- Must submit and pass any random drug tests
- May only have frangible ammunition on campus
- Must keep any firearm secure at all times

Each School Guardian must be approved in writing by the Executive Dean and Ron Miller (Approvers). No candidate who completes all requirements shall be entitled to be included as a School Guardian Participant without the written approval, which shall be at the Approver’s sole discretion of candidates

who meet the minimum requirements. A list of participants in the School Guardian program will not be made available to the public but will be shared with the Midland Police Department or Midland Sheriff's Department, as well as MCA leadership. School Guardian participants will be volunteer participants and qualifying and being selected in the program shall not create an obligation to keep a firearm on campus at any time.

## **ILLEGAL DRUGS AND SUBSTANCE ABUSE**

Because our bodies are the temple of the Holy Spirit, the possession, use, or distribution of illegal drugs, alcohol, and tobacco product(s) is prohibited, and it is also a violation of the law to do so on campus or at any associated school events. The Administration of MCA reserves the right to conduct routine and random checks for illegal drugs anywhere on campus (including vehicles in parking lot) with reasonable suspicion, as defined with the administration. Violation of this policy will be dealt with by the administration whether the events occur on or off campus and whether or not the parents have knowledge of the activity. Any reasonable grounds or discovery of actual illegal drug use or sales will be referred to the Midland Police Department or Midland County Sheriff's Department by the Executive Dean.

## **STUDENT HEALTH**

### **HEALTH SCREENING**

MCA provides vision, hearing, spinal, and acanthosis nigricans (pre-diabetes) screening for various grades, which is determined by Texas law. Vision, hearing, and acanthosis nigricans screening is performed for 7th graders and for any new student that MCA does not have the documentation of a 7th grade screening. Spinal screening is performed for 9th graders and on any new student that MCA does not have the documentation of a 9th grade screening. Parents will be notified by email when their student will be screened. The information should also be on the calendar and in the weekly newsletter. These screenings are usually performed in the fall. Family members who wish to be screened, but are not enrolled at MCA may make arrangements with Mona Gilbert for an appointment, [mgilbert@mcaknights.org](mailto:mgilbert@mcaknights.org). Only abnormal results will be communicated to parents, usually within 3-4 weeks after the screenings.

### **IMMUNIZATIONS**

Texas law requires all students of public and private schools to show acceptable evidence of current immunization history prior to entry, attendance, or transfer to another school. If your child needs an immunization, you will be notified. Additional immunizations are usually required between 6th and 7th grades.

### **PHYSICALS**

All students are required to have a current health physical on record each year, whether they participate in any sports or not. Please use the TAPPS physical form found on our website or pick up one in the office.



Many clinics in the area do school physicals, but they get very busy in August, so it is best to get this taken care of early.

## SCHOOL TESTING

MCA offers the PSAT, PSAT 8/9, and the SAT, which are provided by the College Board.

The PSAT (Preliminary SAT) is given to all 10th and 11th grade students in October on the MCA campus. Juniors taking this exam, may be eligible for a National Merit Scholarship depending upon their test score. Scores are available on the College Board website, if students have created an account with the College Board. Students will get a paper copy of their scores before Christmas break. They may or may not get their test booklets back, depending on what College Board decides to do. The fee for this is billed through FACTS. Your student is not required to take this test, but it is beneficial for them.

The PSAT 8/9 is given in March to all 7th, 8th, and 9th grade students. Score reports provide a large amount of information regarding the areas where your child excels, as well as areas needing improvement. Students, 13 years of age and older, will be able to create an account with the College Board to obtain their scores and see this information. MCA should get paper copies of their scores before the last day of school in May. They may or may not get their test booklets back, depending on what College Board decides to do. The fee for this is paid by MCA. Your student is not required to take this test, but it is beneficial for them.

MCA offers the SAT to 11th and 12th grade students. College Board gives us a range of dates the test can be given. Administration chooses a date least likely to conflict with other activities. Most likely, it will be in the spring. Students will be given an opportunity to sign up at school to take it. They do not sign up on College Board for this particular test. They will obtain their scores on the College Board's website. The school will not get a paper report or the test booklet to give back to the students. The fee for this is billed through FACTS.

Additional information about these tests is available on [www.collegeboard.com](http://www.collegeboard.com). The SAT and ACT tests are also provided at Midland and Odessa Colleges throughout the year.

## P. E. CREDIT

Due to Texas state standards for high school graduation and state university requirements, MCA requires each student to have one P.E. credit. Because MCA does not offer a P.E. class, each student must participate in one athletic activity during high school. *Tennis, golf, powerlifting, track/field and the RYPT Program require 2 seasons of participation to earn 1 P. E. credit. All other sports require 1 season of participation. Flag football does not qualify for a P.E. credit.* Any other activities that might count towards a P. E. credit must be submitted to the Administration and Athletic Director for approval.

# ATHLETICS

## PHILOSOPHY

Midland Classical Academy considers the extracurricular athletic activities it sponsors to be an integral part of the learning experience for students, and accordingly encourages wide participation.

With the primary mission of MCA being focused on assisting parents in developing their children into Christian leaders who walk with the Lord in a manner that impacts the world for Christ, our athletic activities provide an outstanding opportunity to put the principles learned in class into action. Our culture worships fame, and athletics is one significant way fame is achieved. Accordingly, our culture tends to pursue athletics to achieve personal glory. In contrast, MCA seeks to pursue athletics in a manner which is distinctive from that of our culture and which will accomplish drastically different results.

### Effort

**Ecclesiastes 9:10** says, “Whatever your hand finds to do, do it with your might.” **Ephesians 2:10** says, “We are created in Christ Jesus for good works, which God prepared beforehand that we might walk in them.” Paul says in **I Corinthians 9:24**, “Do you not know that those who run in a race all run, but one receives the prize? Run in such a way that you may obtain it.” **Colossians 3:23** says, “Whatever you do, do it heartily, as to the Lord and not to men.” In all these (NKJV) passages the need for diligent effort is apparent.

**Goal 1:** MCA's athletic program provides an ideal opportunity for students to learn to put forth maximum effort, even when the flesh is weak.

### Character

**Romans 8:28-29** says that God weaves all things together to conform us to the image of Christ. **Galatians 5:22** lists the fruit of the Spirit that we exhibit as we allow Christ to live through us.

**Goal 2:** MCA's athletic program provides an ideal opportunity for students to practice walking by faith, denying the flesh, and walking in the spirit.

**Joy:** When we experience disappointment in meeting athletic desires, whether it be playing time or outcome, we have the opportunity to learn to focus on the greater goal of becoming like Christ. This allows us to experience joy in times of unhappy circumstances.

**Peace:** When we are confronted with belligerent opponents, a biased official, a heckling crowd, or even uncooperative teammates, we have the opportunity to learn to focus on the fact that Christ as the great judge will bring all to right, and His rest becomes our peace.

**Patience:** When we are frustrated in achieving our desires - the development of personal ability, performing at less than our capability, overcoming injury, not being utilized by the coach in the manner we desire, not getting recognition we think we deserve, etc. - we have the opportunity to focus on the biblical principle of **Rom. 12:18 (NIV)** to make sure that “as far as it depends on you, live at peace with everyone.”

**Goodness, Kindness, Gentleness:** As we focus on giving our all for Christ for the eternal rather than temporal rewards, we can become more like Christ by walking in the newness of life as He has made us new creations. We can then view our competitors as our best allies because they are creating the



environment that allows us to progress toward our goal. We can view the officials and the rules as great friends because they are providing an opportunity to achieve our ultimate objective in life. We can view our teammates as essential elements in developing our character. As this occurs, our behavior towards others exhibits these traits of Christ.

**Self-Control (Discipline):** As we are pushed beyond our limits by our teammates, opponents, and coaches, we have the opportunity to learn to trust in Christ for our sufficiency rather than reverting to the flesh and making excuses or placing blame on others. We also are allowed the opportunity to resist the temptation to cut corners as we submit to the rules, even when we could get away with non-compliance.

Since each player, coach, and fan will reflect on MCA and what we stand for, we will agree to hold each other accountable to a standard of behavior that reflects the foregoing philosophy toward other teams, officials, and each other. Any player, coach, or fan who becomes an obstacle to the implementation of this policy shall not be allowed to participate. Midland Classical Academy is a member of the Texas Association of Private and Parochial Schools (TAPPS) and will abide by all the rules and regulations of TAPPS.

## **ATHLETIC ACTIVITIES**

MCA offers a variety of sports teams during the school year for students with passing grades. In order to participate in **competition**, a student must be mastering all classes (85% or above). To attend **practice** a student must be making at least 70% + in all classes. Coaches will be in contact with teachers to verify eligibility for team members. MCA participates in TAPPS and adheres to their rules. Teams include junior high, junior varsity and varsity. All coaches are volunteers.

Cross Country  
Power Lifting  
Ladies Volleyball  
Men's & Ladies Basketball  
Men's & Ladies Golf  
Men's & Ladies Tennis  
Swimming  
Men's Baseball  
Track & Field  
Equestrian – Must be approved by Administration

### **Does Not Receive P.E. Credit:**

Intramural Flag Football

## **PARENT ATHLETIC SERVICE HOURS**

Parents of students involved in athletic activities are required to fulfill a certain number of volunteer hours per student per activity. Volunteer hours for athletics are **in addition to** the required MCA parent volunteer hours. The athletic hours required vary depending on the sport, participants and events. There are a variety of opportunities to earn service hours, including concessions, tickets, set-up, take-down, score keeping, etc. The Sport Volunteer Coordinator will communicate the requirements to each family. Make sure you sign in and out at each service opportunity to record your hours.

## STUDENT SERVICE AWARD OPPORTUNITIES

MCA students are encouraged to serve their school and community. They have the opportunity to earn awards for hours spent in service. Students serving 25 hours for the benefit of the school will receive a **School Service Award**. A **Community Service Award** can also be earned by serving an additional 25 hours to benefit the community. Students may earn a Community Service Award **ONLY** if they have also earned a School Service Award. Students should ask Tutors or Office Staff for opportunities to earn school hours. Community hours must be accompanied by a letter of explanation signed by an adult supervisor. Recognition of service hours will be awarded at the year-end Awards Ceremony. Students must record their service hours in the Student Service Hours Binder in the Front Office. The document with signed proof of community service should be attached to the back of their binder page. If service hours are not recorded in the binder, they will not be credited to the student.

## LUNCH & AFTERNOON DUTIES

All students are required to help with clean up after lunch and after school two weeks during the school year. Each week, the students responsible for the following week's duties will be announced at Friday Assembly. Students will also receive a note reminding them of their service week. Both Lunch and Afternoon Duty last one week. A student may have the jobs on two different weeks or on the same week. A tutor or staff member is always assigned to supervise Lunch & Afternoon Duty. Any questions or conflicts should be directed to the staff member on duty or to Mrs. Walls directly.

**Lunch Duty is at 1:00 pm sharp.** Students on duty must be in the Student Center every day during their assigned week. Duty usually only takes about 15 minutes because there are several students assigned. *Lunch Duty includes pushing in all chairs at all tables, washing all tables, cleaning microwaves, gathering trash from campus and taking to dumpster, and moving backpacks and papers to Lost & Found.*

**Afternoon Duty is after school at 3:15 pm.** Students on duty should report to the Student Center every day during their assigned week. *Afternoon Duty includes washing tables, gathering trash and taking to dumpster, stacking chairs on tables, sweeping the room and hallway, and placing stray personal items in Lost & Found.*

**Friday Lunch/Afternoon Duty happens promptly at 12:15 pm.** *In addition to regular Lunch and Afternoon Duty tasks, students must also mop the floors, collect any lost/left items and put them in Lost and Found, and vacuum or dust.* Always ask if anything else needs to be done. You will be rewarded for your service!

At the end of each week, students who have satisfactorily completed their week of service will receive a coveted **Golden Ticket**. Golden Tickets are academic bargaining chips for school assignments. Students should ask each of their tutors what they might receive for turning in their Golden Ticket.

## LOST AND FOUND

Lost and Found items are kept in the Student Center. Valuable items (cell phones, wallets, money, jewelry, etc.) may be kept at the front desk in the Resource Center. All items not claimed by the end of



each semester will be donated to charity. All of a student's belongings should be clearly marked with each student's name. Office staff will return items to students that are marked. Parents will not be called to retrieve their student's lost items. The student is responsible for keeping up with his/her belongings.

## STUDENT LOCKER POLICY

Lockers are available outside the Practice Gym for students to rent each year. Students must provide their own lock and turn in a signed *Locker Agreement Form*.

Midland Classical Academy offers school lockers as a service to the student body. Lockers will remain the property of MCA. Thereby MCA retains the right to search or confiscate materials from lockers. MCA also has the right to revoke locker usage from a student found violating locker policy. Students utilizing lockers are to be good stewards. Students are responsible for all items in their locker and should not possess any material prohibited by the MCA code of conduct. Lockers should remain locked when not in use.

Students will be asked to clean out lockers at the end of the year and notify the administrative staff when cleaning is complete. Any student withdrawing or expelled during the course of the year will do this in conjunction with their departure.

\*Students will be financially liable for any damage inflicted on lockers as determined by an MCA administrator.

### **Locker Assignment Procedure**

*May be done at Orientation or during school hours at the Front Desk.*

1. Student must submit a *Locker Agreement Form* to MCA. This form indicates that the student agrees to the *MCA Locker Policy*.
2. Student must bring a lock that will keep their locker secure at all times once it is issued to them.

## STUDENT LIFE

Midland Classical Academy attempts to promote a culture that encourages inclusiveness, excellence, responsibility and spiritual growth. Below, is a brief list of the activities available to our students. If you have questions, please call the office and we will be glad to provide you with further details.

### **ROUND TABLE GROUPS**

RT or Round Table Groups are designed to foster fellowship, encouragement, accountability and mentoring between students at MCA. All students are assigned to an RT group which consists of an adult sponsor, two senior/junior leaders, and a group of equally distributed 7th through 10th graders of the same gender. During the year, the RT leaders meet with their RT groups to go to lunch, have movie nights, Bible studies, and other group activities. The goal of these groups is to make new friends, promote servanthood and provide the opportunity for older students to mentor younger students. RT Groups are designed to foster an inclusive environment at MCA by eliminating traditional class cliques.

Round Table Groups are initiated at the beginning of each school year at RT Night. This crazy, costumed kick-off introduces Round Table leaders and sponsors to their new group members.

## HIGH SCHOOL RETREAT

The Upper School at Midland Classical Academy goes on a High School Retreat each September at Deer Creek Camp in the Texas Hill Country. Students in grades 9-12 go to Deer Creek for a week of relationship-building, biblical teaching, and interactive activities. The juniors and seniors leave for camp on Monday and come back on Friday while the sophomores and freshmen depart for camp on Tuesday and return to MCA on Friday. The students enjoy games, a challenge-by-choice ropes course and many opportunities to slow down and get to know their classmates and tutors. Teaching times are led by tutors and all activities are facilitated by MCA and Deer Creek Staff.

## DISCOVERING GREATNESS CLASS AND KNIGHT NIGHT

Engaging minds, pursuing Christ, and discovering greatness are the basic tenets Midland Classical Academy holds dear.

Believing that our MCA students will go to places far and wide from Midland, the etiquette class was originally developed to help our students go forth with confidence and class. The word “etiquette” is derived from the French and literally means “ticket.” Practicing etiquette, commonly called good manners, can be your ticket in the door. By using etiquette skills as believers, we are pursuing Christ and discovering greatness by showing consideration for and serving those with whom we come into contact.

Part of this process of engaging minds, pursuing Christ, and discovering greatness also involves equipping our students to be servant leaders within the student body and in our community. Last year, we began transitioning etiquette to combine both good manners and quality leadership. As sophomores, the students had a one-month servant leadership discussion to help them prepare for their role in RT leadership as juniors. In the spirit of this change, we are now calling the junior etiquette and leadership seminar, Discovering Greatness.

Because part of servant leadership is impacting the community we live in, the new design will involve exploring who God has made us to be (looking at both personality traits and Spiritual gifts and talents), what our community is like and how it came to be (involving the history and people groups in the Permian Basin), and why God has placed us in this community (involving how we can use what we have learned about ourselves and our community to be active in serving)!

Discovering Greatness is a practical and fun learning environment for the student to become skilled in how to lead and respond in almost any situation. Our speakers are community leaders in politics, the non-profit realm, and the business world who are at the top of their game in the areas of college and job interviews, meal-time etiquette, chivalry, correspondence, proper dress for various situations, and conversational finesse. The goal of this hands-on opportunity is to provide enough information for the student to be confident in any situation, whether that is a friend’s backyard barbeque or dinner at the White House! As well, we want to help the students to learn more about themselves, our community, and how they can have an impact for the Kingdom right here in the desert!

The culmination of this class is **Knigh Night**. This Junior-Senior Banquet is a celebration honoring our seniors and recognizing the junior year in Discovering Greatness. The only requirement for this dinner and festivity is the student’s participation in Discovering Greatness during the junior year. This dress-up affair is a night not to be missed and a night younger students look forward to.



## **WEEKLY ASSEMBLY**

Assembly is a weekly activity at Midland Classical Academy when the school comes together to worship, learn, play, and listen to announcements. The purpose of assembly is to give the students a chance to unite as a student body. Assemblies vary from week to week, ranging from student performances, group activities, guest speakers, tutor testimonies, to a host of other activities. Assemblies are often student-led and student-organized.

## **EXTRACURRICULAR ACTIVITIES**

### **ART & ACADEMIC TEAM**

The TAPPS Art & Academic Team is a group of 9th-12th graders who compete in various academic areas. Academic areas range from Mathematics, Science, Spelling, Writing, Prose/Poetry, Acting and Oratory Speeches. Artistic students can showcase their artistic talents through various media such as drawing, painting and sculpture. Students attend TAPPS District and State Meets during the spring semester. It is a fun and exciting way to spend beneficial time sharpening your academic skills while wearing an awesome “Nerd Herd” shirt.

### **CHOIR**

Life is full of many ups and downs, twists and turns and lots of uncertainties. One thing that is sure to last, however, is music! Music is something that comes from within. That’s the goal of the MCA Choir: Not to just sing because something sounds good but to sing from the heart.

We sing all genres of music from classical to contemporary to gospel. If music is something that is in you, the MCA Choir is the place for you.

### **GAME GUILD**

Engage your minds in some friendly competition! All students are welcome to stay after school on Friday once a month to play board games and eat pizza.

### **YEARBOOK**

Yearbook is an extracurricular activity offered to sophomores, juniors and seniors. Writing, designing and photography skills are involved in the production of the yearbook. Students gain communication and salesmanship skills by reaching out to the businesses in the community for purchases and advertisements.

### **ROBOTICS**

The Midland Classical Academy Robotics Club was established to inspire young people’s interest and participation in science and technology. By competing in robot-building competitions, students work alongside adult mentors to fund raise, design, program and build a working robot that performs tasks specified in the competition rules.

Competitions are sponsored by FIRST, a national organization designed to bring industry and education together to inspire young people toward degrees and careers in science and technology. The website for FIRST describes the industry sponsors (NASA, Lockheed Martin, General Dynamics, Boeing etc.), the levels of robotics competitions they support, and the scholarship and grant potential that exists for students involved in FIRST sponsored robotics clubs.

The MCA Robotics Club is open to all MCA students, grades 7-12, but should appeal the most to juniors and sophomores taking Physics and Chemistry, any student who has previous experience with remote-control devices, or any student who has ambitions to pursue a math/science degree in college.

### **Student Involvement**

There are many ways for students to be involved in MCA's Robotics Club.

Some students design the mechanical equipment which will accomplish the various tasks that the robot is asked to perform. Programmers use an industry-recognized software program called App Designer to code an on-board computer that drives the robot. Drivers use joysticks to operate the robot by remote-control during competitions.

Other students construct the robot, doing whatever is necessary to physically assemble the mechanical parts. Assembly may require welding or the manufacture of new parts.

Finally, other students develop organizational and rhetorical skills to help raise funds, account for income and expenses, advertise, and make presentations to potential donors. Students also are responsible for communication and team spirit, through the use of social media, pictures, and t-shirts.

### **Adult Mentors**

Adult mentors of various skills and backgrounds work alongside the students to assist them in all aspects of the build and competition process. Adult mentors need only to love kids and be willing to teach, as students are given responsibilities and ownership of the project.

We are badly in need of adult mentors!!! If you have ever wanted to work with students on an integrated team, or if you have any design, programming, building or administration skills which you think would be of use, or if you just want to learn more, contact the school for more information.

### **Fundraising and Club Costs**

The MCA Robotics Club is funded by grants and donations that believe in the goal of promoting science and technology excellence at MCA. Corporate or individual grants are sought each year to pay for a "kit of parts" from FIRST, and the entry fee to compete in a regional competition in Lubbock. All costs and expenses of hotels, food and transportation are paid as they occur by the members of the Robotics Club, similar to other extracurricular activities at MCA. At the current time, MCA is not funded to compete in the national competition, but funds may be needed in the future as success dictates.

If you or someone you know would like to make a tax-deductible donation to the MCA Robotics Club, please contact Midland Classical Academy. Donations must be made to MCA and earmarked specifically for MCA Robotics.



## Benefits and Scholarships

All members of the MCA Robotics Club may use the experience to enhance their college resume. Colleges are looking for well-rounded students with a wide array of extracurricular activities. In addition, students in MCA science classes who are heavily involved in the Robotics Club may appeal to their tutors to receive Mastery with Honors status in their math or science class. Approval may depend on class fit and the student's level of participation. Finally, numerous scholarships are available to participants in FIRST Robotics Clubs. The FIRST website lists over 128 organizations that offer over \$14 million dollars in scholarships to high school seniors. Although many of these scholarships depend on the student pursuing a science-related degree, many are general scholarships.

## ELIGIBILITY FOR EXTRA CURRICULAR ACTIVITIES

Throughout the year, there are several designated Academic Checkpoints. Check the school calendar on [mcaknights.org](http://mcaknights.org). **At each Academic Checkpoint students who are not mastering (85 or above) one or more of their classes, may not participate in any games, meets, or extracurricular events with MCA, and if their grade is below 70 they may not practice. They cannot participate or travel with the team to any out of town events for two weeks or until their grade is Mastery.** MCA Staff will communicate with any student whose grade does not meet the goal. *Each individual student is responsible for working with their tutor(s) to bring their grade up, and should notify the staff/coach when their grade is Mastery.*

If your student participates in athletics or extracurricular activities and is struggling academically, please remind them to communicate with their tutors for a plan of action. All revisions and missing assignments should be turned in to the tutors at least one week before the Academic Checkpoint. Tutors have one week to input grades. ***Communicate to dominate!***

## FUNDRAISING

MCA has two required school-wide fundraisers each year in order to keep tuition costs down. Dollars raised from these fundraisers are part of the school budget; therefore, all students are expected to participate. Students have a set dollar amount of sales to meet that is deducted from their FACTS account when they receive the fundraiser. The fall fundraiser will begin soon after the first day of school.

## OTHER WAYS TO HELP

**A Knight to Remember Dinner and Auction** Silent and live auctions are held every year at A Knight to Remember. All auction items are collected through donations of businesses, families and friends. Auction items include services, merchandise and gift certificates. Contact the office to donate anytime! This event also provides many opportunities for parents to earn volunteer hours.

**Box Tops** MCA participates in Box Tops Collection sponsored by General Foods. Box Top coupons can be clipped from selected household and grocery products and redeemed by MCA for 10 cents each. Look for the coupon, clip them (including the coupon expiration date) and store in a plastic bag with your student's name and grade on it. Turn them in to the box in the Resource Center to compete for grade level prizes. Money accumulated will be redeemed and credited to each class' senior trip account.

**AmazonSmile** When you shop at [smile.amazon.com](https://smile.amazon.com), Amazon will donate a portion of the purchase price to your selected charitable organization. Select Midland Classical Academy as your preferred organization so MCA will earn 0.5% of eligible purchases.

**Target Credit Card** If your family holds a Target credit card, a percentage of the purchases made on the card can be designated to MCA. Call the number on the card to set it up for our school's account.

**Office Depot** When you check out at Office Depot, mention MCA and 5% of your purchases will be designated for MCA. Periodically the school will receive a check.

**Albertson's** A percentage of purchases on your Albertson's Preferred Card will be credited to MCA. Contact your store to link your card to MCA's account.

## MOMS IN TOUCH

Moms in Touch is an organization that meets once a week on campus to pray for our students, school, staff and families. The meeting schedule will be determined by parent's availability.

## AWARDS CEREMONY

Awards night is held each year on the Thursday night before graduation to honor academic, character, service and athletic achievements. The program is emceed by the senior class. Awards and recognitions include, tutor/staff recognitions, student service awards, athletic achievements, art & academic achievements and MH projects. The evening culminates in a student-created slide show.

## GRADUATION

Graduation is held on the Saturday afternoon following the last day of school. All MCA families and friends are invited to attend. A Senior Celebration is held for seniors and their families the Friday night before Graduation.

## RESOURCE CENTER POLICY

The MCA Upper School Resource Center is a quiet place where students can do homework, read or study without distraction or interruption. The Resource Center also houses a number of reference books, fiction and non-fiction titles which may be of use in their studies.

The Student Center, across from the practice gym, is an alternate place where students may talk freely, work in groups, snack and complete homework at their leisure.



## **RESOURCE CENTER CONDUCT**

1. Talking in the Resource Center is restricted to conversation regarding assignments and coursework, and must be kept at a moderate volume.
2. No food or drink is allowed in the Resource Center. Only water is permitted in closed containers. Mind the books!
3. Do not misuse the furniture. Please keep shoes on the floor.
4. A maximum of 4 students may sit at a table at a time.
5. Please pick up after yourself. Check the desk, chair and floor before you leave.
6. Cell phones must not be seen or used in the Resource Center.

If a student cannot abide by these rules after repeated verbal correction, they may be asked to leave the Resource Center for the day or for a specified period of time.

## **CELL PHONE POLICY – RESOURCE CENTER**

MCA requires students to silence and stow their cell phones when they enter the Resource Center. Students will be expected to leave their phones stowed away while they are in the RC. If MCA faculty and staff see or hear students' phones in the RC, the phone will be confiscated and placed at the front desk. Students will be able to retrieve their phones at Noon (if it was taken up that morning), at 3:15 pm (if it was taken up in the afternoon), or when a student leaves campus for the day. Parents may call the main office at any time to locate or contact their student.

Smartphones provide a near limitless buffet of conveniences to our lives, but it is no secret that they also can be a harmful distraction from the things that matter most. Because MCA values the skill of thinking above the regurgitation of facts, the advent of smartphones can be particularly threatening to the mission of MCA – especially “Engaging Minds.” Thinking requires time, focus, and energy. Smart phones’ constant barrage of notifications and texts (not to mention the temptations of games, social media feeds, endless scrolling, etc.) often intercept and undermine students’ thoughts before those thoughts can hatch. In light of this, MCA wants to provide a sanctuary from such distractions for our students. We realize that this policy may occasionally be an inconvenience to parents when you are trying to reach your students. But we ask that you consider the upshot, which is the enhancement of your son’s and daughter’s capacity to think well.

## **BOOK BORROWING POLICY**

Any books that are not designated as Reference or Resource may be checked out and borrowed from the Resource Center for an unspecified period of time. Students must check-out the book at the front desk before removing it from the building. Students are responsible for the proper care and prompt return of any book borrowed. Borrowed books are governed by the same policy and rules as textbooks. If books are not returned by the end of the semester, fines may be issued for the full replacement cost of the books.

## **REFERENCE BOOKS**

All Reference books must remain in the Resource Center, and may NOT be checked out or taken out of the building. Most of these books are stored on the South wall or in the rolling cart, and include encyclopedias, dictionaries, atlases, historical sets or Biblical reference sets. Most Reference books are designated “Resource” or “R” on their label. Students may use these books while in the Resource Center.

## COMPUTER USE

Every student has been assigned a unique login name and password which allows them to utilize the computers in the Resource Center. The front desk always has the list of names and passwords. A staff member can provide assistance.

Login Name: lastnamefirstname  
Password: 4-digit ID# (see Front Desk)

Computers are to be used only for school-related projects. Students misusing computers may have their computer access disabled.

## STUDENT EMAIL

Every student has a school-issued web-based email account. These accounts are available for new students on their first day of school. In any web browser, navigate to **office.com** and use the following to login:

Email Address: lastnamefirstname@mcaknights.org  
Password: 4-digit ID# (see Front Desk)

## PRINTER & COPIER USE

Students may print school-related assignments and reference materials from the computers in the Resource Center. Students should select the Printer Upper-Resource Center, and retrieve their paper from a staff member at the front desk. There is no fee for printing student-authored pages or class assignments. \$.05 per page will be charged for printing multiple pages from the internet with heavy graphics.

**Copier Use:** Students are not allowed to enter the workroom or use the copier. However, copies of school-related assignments and notes may be made by staff members at no charge. Just ask at the front desk.

## OFFICE WORKROOM & SENIORS

Students are not allowed in the Workroom in the back of the Office Suite, with the following exception: Seniors are allowed to utilize the Workroom to work on their Senior Project Classes. Seniors must be doing work for their Senior Project Class or for their Tutor in order to use the Workroom. Seniors will not be allowed to socialize or work on any other classwork in the Workroom.

## TEXTBOOK POLICY

All textbooks, binders and folders received by the student from MCA remain the property of Midland Classical Academy. These materials are issued to each individual student, by name, who becomes responsible for their care and preservation.

Students will be issued textbooks only for those classes in which they are enrolled. Students are required to return all textbooks at the conclusion of the class or assignment, at the direction or request of the administration, tutor or staff, or if the student leaves MCA.



## TEXTBOOK RULES

### **ALL hardback books MUST be covered!**

1. Students are not to write, underline, or highlight textbooks, including novels checked out for English or other classes (use sticky notes/tabs). Students will be fined for marking in books.
2. Textbooks, binders and folders are checked out under the student's name. (See inside cover.) Books are barcoded and linked to each student's account. YOU are responsible for YOUR school materials, even if someone else damages them. Your name inside = Your responsibility.
3. Students are to protect all materials from damage. If you notice a problem with the textbook when it is checked out to you, let the staff know within the first week so you are not held responsible for the damage. If your book begins to fall apart from regular use in the middle of the year or semester, please bring it to the front desk. We will repair or replace it if possible.
4. All textbooks and materials checked out to the student must be returned in good, usable condition, with the barcode still attached to the book or material at the end of a class.
5. Novels or shorter texts used in English or other classes should be returned **as soon as your class is finished with them**. Other classes may need those books! It is permissible to keep novels if you are still using them, but do not start a collection under your bed or in your car! You may be restricted from checking out more books until past ones are returned or paid for, if lost.
6. If a textbook or material is lost or irreparably damaged, the student is required to pay the full replacement cost for the textbook, binder or folder.

## PENALTIES

Seniors will not be given their diploma until all textbook obligations are met. Report Cards, transcripts, school privileges & trips may be withheld until all materials are returned or fines/fees have been paid.

### **Fines & Fees**

\$5: Missing Barcode or Label

\$5-100% of Cost: Graffiti, Highlighting, Writing

100% of Cost: Lost or Destroyed/Unusable Textbooks

## STUDENT TIPS FOR TEXTBOOKS

- Keep your books in your possession. Do not leave your book in a classroom, on a table or in a friend's car.
- Keep your book away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students must pay for a replacement.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Do not loan your book to anyone.
- Check your textbooks for marks or damage before you turn them in.
- Return books to the Resource Center as soon as possible when you are finished with them, (ask your tutor) or if you know you will be dropping a class, or withdrawing.

Each student and one parent are required to sign an acknowledgement of the Resource Center and Textbook Policies at Orientation before taking their books home.

# INFORMATION SOURCES

## Your Email, Text Messages, and Phone Voicemail

### [www.mcaknights.org](http://www.mcaknights.org)

School & Extracurricular Calendar  
Forms & Documents – Including this *Handbook for Parents & Students*  
MCA Staff Contact Information  
Detailed Information about Grammar & Upper School

### **FACTS Family Online/RenWeb/ParentsWeb**

Student Grades & Schedules  
Student & Family Contact Information (Demographic Form to update contact info.)  
MCA Staff Contact Information  
Announcements  
*Handbook for Parents & Students*

### **RepU Website & App**

Website: <http://midland.repuschool.com/>  
Mobile App: <http://midland.repuschool.com/app>  
Extracurricular Information

### **Social Media**

School Wide:

Instagram: [mca\\_knights](#)  
Twitter: [@MCA\\_Knights](#)

Athletics:

Instagram: [classicalathletics](#)  
Twitter: [@mca\\_\\_athletics](#)  
Facebook: [@classicalathletics](#)



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