



MIDWEST CHRISTIAN ACADEMY

Our Service Sets Us Apart



Parent-Supervisor Training

"Train up a child in the way he should go and he will not depart from it."

PROVERBS 22:6





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Introduction

Welcome to Midwest Christian Academy!

Welcome to Midwest Christian Academy! Whether you are experienced at home schooling or new to home schooling, you are embarking upon a wonderful adventure.

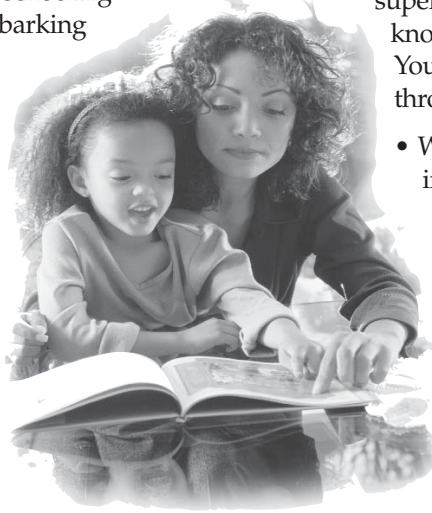
This training booklet was designed with you in mind. It will equip you with skills you need to work successfully with your student; it will inform you of the various features and requirements of MCA; and it will give you firsthand experience of how students work with the curriculum.

Completing this booklet will save you time and frustration. It will also save our staff time on the phone answering questions, which helps us

keep our cost down. Therefore, we ask that you complete this training booklet before we send your curriculum.

This is also true for any person who is helping to supervise the student's learning. Just let us know if you need additional copies. You will notice several things as you work through this training booklet:

- We use "he" as a generic pronoun instead of "he/she" or "they".
- We use the term "student" instead of "child" because we realize that teenagers do not wish to be referred to as a child.
- We use the term "parent" instead of "teacher" even though we realize that in some cases the teacher may actually be another relative, legal guardian, or private tutor.



Glossary of Terms

Academic Balance – Achieved when a student is working in all subjects at the same rate.

Academic Projection – A year-by-year and course-by-course outline of what a high school student must complete in order to graduate.

Activity Pac – A consumable pop-out booklet of activities used with upper level science and social studies PACEs.

Checkup – A quiz appearing periodically throughout a PACE.

Credits – All high school students must earn credits to graduate. 12 PACEs equal 1 high school credit. 6 PACEs equal credit.

Diagnostic Test – A Test used for accurate academic placement in the curriculum.

Gap PACEs – Curriculum assigned to strengthen specific weaknesses revealed by Diagnostic Testing.

Goal Card – A card where daily assignments in each subject are written.

PACE – A bite-sized booklet of curriculum. A grade level of work is divided into 12 PACEs in each subject. Each PACE is equivalent to a chapter in a textbook. Research indicates that students

retain more information if it is introduced in units over a period of about three weeks.

PACE Test – The final Test for each PACE. Remove this from the middle of the booklet and keep it in a secure place.

Progress Report – A quarterly report card.

Quarter – Nine weeks' worth of curriculum. 15 PACEs (3 PACEs in each of 5 subjects)

Scoring & Rescoring – Terms used for checking and re-checking answers in a PACE.

Score Key – Contains the answers to questions in a PACE. The parent controls the Score Key at all times.

Self Test – A pretest at the end of each PACE, reviewing and Testing all concepts in the PACE.

Star Chart – A card where a star is placed when a student completes a PACE.

Supervisor's Progress Card – A sheet of paper where PACE Test scores are recorded.

Test Key – Contains the answers to Test questions. Remove this from the middle of the Score Key and keep it in a secure place.

Getting Started

Parent-Supervisor Training

We appreciate your cooperation in completing this Parent Training. Your experience in working through this booklet will be similar to the type of experience the student will have this year as he completes his academic work.

First, **remove the Test** from the middle of this booklet, and set it aside with the Score Key. Then, start reading through this booklet and fill in the blanks in **pencil**.

When you come to a score strip, you should stop and score your work up to that point.

- With a red pen, check your answers with the Score Key and mark each wrong answer with a red "X" beside the question number.
- When you are done scoring, set the red pen and the Score Key aside, and then erase and correct each wrong answer.

When you are done making corrections, you should rescore your work.



- Check your corrections with the Score Key and mark each correct answer by circling the red "X" beside the question number.

- When all your answers are correct, circle the page number at the bottom of the page.

You may then proceed to the next section. Follow these same steps for each Checkup and the Self Test.

When all activities in this booklet are completed, scored, corrected, and rescored, then you are ready for the final test.

- Study for the test by reviewing the Checkups and the Self Test.
- When working on the Test, do not look back in the booklet for answers.
- When you have finished the Test, check your answers with the Test Key and write your score on the front of the test.

Relax! This material is designed to give you a small learning experience similar to that of the student, so **have fun!**

Match the Following Terms

- | | |
|---|------------------------|
| ___ 1. bite-sized booklet of curriculum | a. Academic Balance |
| ___ 2. checking and re-checking answers in a PACE | b. Checkup |
| ___ 3. curriculum assigned to strengthen specific weaknesses | c. Gap PACEs |
| ___ 4. final test pulled out from the middle of the PACE | d. PACE |
| ___ 5. nine weeks' worth of curriculum (15 PACEs) | e. PACE Test |
| ___ 6. pretest at the end of each PACE | f. Quarter |
| ___ 7. quiz appearing periodically throughout a PACE | g. Scoring & Rescoring |
| ___ 8. when a student is working in all subjects at the same rate | h. Self Test |



Getting Started

Diagnostic Testing

Our first concern is assigning curriculum that is a good fit for the student. All students who are able to read, including those in high school, must be tested for accurate academic placement in the curriculum. The Diagnostic Tests are necessary for identifying learning gaps.

The student should have a good night's sleep and a nutritious breakfast before Testing. Testing should be done in quiet, comfortable surroundings with no distractions (such as television, radio, stereo, or telephone).

Give the student a ten to fifteen minute break each hour while he's working on the Tests. We recommend that students not Test more than three hours at a time, so for an older student you may want to plan two or three mornings for Testing.

It is important that these Tests be administered without coaching. The material should not be read to the student except when you administer the Word Building Test.

Instruct the student to try to answer all the questions. If he cannot answer a question, he should skip it and go to the next question. He should not guess at the answer. He is done with the test when he can work no further, or if he is skipping most of the questions.

You do not need to score the Diagnostic Tests. MCA will score them, examine previous records, and prescribe curriculum. When we have completed these steps, we will send your curriculum to you.

Academic Gaps

Sometimes parents ask us why their student was placed in lower PACE numbers in Math and English. They explain that their student had previously been working at a higher level in those subjects.

Diagnostic Testing is designed to uncover "academic gaps" in a student's learning. If weak areas are evident from the Testing, we will prescribe appropriate gap PACEs to strengthen specific skills. By taking the time to fill these academic gaps, you give the student a stronger educational foundation on which to build.



Requesting Records

Fill out the Record Release Form and send it to the student's previous school. These records are used in the process of assigning the student's curriculum.

We also have forms for parents who have educated their children at home:

- > Elementary Course Verification Form
- > High School Credit Verification Form

Fill in the blanks

1. Students who are able to _____ must be tested for accurate placement in the curriculum.
2. It is important that these Tests be administered without _____.
3. MCA will _____ the Diagnostic Tests, examine previous records, and prescribe curriculum.
4. Diagnostic Testing is designed to uncover "academic _____" in a student's learning.

Getting Started

Items to Return to MCA

Once the Diagnostic Tests are completed, return the following items to MCA:

- Your completed Parent Training Test. (Keep this booklet for future reference.)
- The student's Diagnostic Tests.
- Your tuition payment.

Receiving Your Curriculum

Typically, your first quarter of curriculum is shipped about two weeks after we receive all required items. We must receive your tuition payment before we ship curriculum to you.

Please understand that from July through September the MCA office is extremely busy! Orders can take up to four weeks for processing during that time. Be sure to place orders early for curriculum you wish to receive in the fall.

Financial Notes

Students may enroll any time during the school year, but re-enrollment is required for each new school year. Our school year runs from July 1st until the following June 10th.

- Registration fees are due at the beginning of each school year and are non-refundable.
- No curriculum can be ordered after June 10th until the student is re-enrolled.
- The re-enrollment form and registration fee must be received by MCA in order for the student to be officially enrolled.
- Tuition may be paid quarterly or annually.
 - If you pay annually, you may choose to have all four quarters shipped together, or one quarter at a time.
 - If we ship one quarter at a time, you need to request each of your remaining quarters when you are ready for them.
- You may pay with cash, check, money order, or credit card. We accept MasterCard, Visa, Discover, and American Express.
 - We cannot accept postdated checks.
 - Insufficient-funds checks or checks returned for any reason will be assessed an additional charge.
- When you simply cannot wait, we are able to process orders very quickly with our Rush Service program. At your request, an employee stays after work to process rush orders for an additional fee. Rush service fees must be paid in advance.



Fill in the blanks

1. We must receive your _____ payment before we ship curriculum to you.
2. Our school year runs from July 1st until the following _____ 10th.
3. Tuition may be paid quarterly or _____.
4. If we are shipping you one quarter at a time, you need to _____ each of your remaining quarters when you are ready for them.

Setting Up for School

Study Area

Here are some practical suggestions on how to set up a study area:

- Select a room where the student can work with minimal distractions. It might be the dining room or kitchen table. Wherever it is, it should have good lighting, and it should be set aside for school all day.
- Provide a place in the room where the student's Star Chart can be displayed—a small bulletin board, or even the fridge door!
- If you have more than one student, each should have an individual work area.
- Create a separate area where the student can score his work and take Tests. This could be a sewing table, a corner on the kitchen counter, a game table, etc.

Filing System

Set up a filing system for your school materials. You might use a plastic file crate, portable file box, or mobile filing cabinet.

At the end of the school year, you will need to file away the Supervisor's Progress Cards, Progress Reports, Star Chart, Goal Cards, yearly schedule, and end-of-the-year records.

Supplies

All Students:

- Bible (King James Version)
- Pencils
- Eraser
- Ruler
- Dictionary
- Notebook paper

Grades K-6:

- Glue
- Scissors
- Crayons

Grades 7-12:

- Compass
- Protractor
- Ruled 3x5 cards (notes & research)

Parents:

- Filing System
- Ink Pens (blue, black, red, and green)
- The student uses blue or black ink for setting goals, and red ink for scoring.
- The parent uses green ink for initialing PACE activities (e.g., reading aloud, scoring, Checkups, Self Tests).



Fill in the blanks

1. If you have more than one student, each should have an _____ work area.
2. Set up a _____ system for your school materials.
3. The student uses blue or black ink for setting goals, and _____ ink for scoring.
4. The parent uses _____ ink for initialing PACE activities.

Setting Up for School

Daily Schedule

Students need structure, so we recommend that you start school at the same time each day.

- You will have occasional interruptions (which is normal) but ask family and friends to avoid calling during school hours, unless it is an emergency.
- You should schedule regular break times. Generally give the student a 10 to 15 minute break each hour. Younger students may need to take breaks more often.

Yearly Schedule

If you have access to a public-school schedule, it will alert you to days off or holidays that your local school is observing. Your schedule may be different from theirs, but it is usually helpful to know when other students will be out of school.

Use a small calendar and assign each week a number. Skip over the weeks you are planning to take off, such as Christmas and Spring Break. You should have a total of 36 school weeks (four quarters with nine weeks in each).

On your student's Star Chart, write the ending date for each week of school in the spaces provided. Make sure the student completes all four quarters before June 10th, which is the end of the MCA school year.

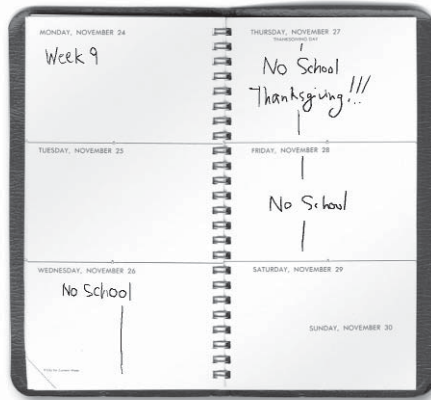
Example:

MIDWEST CHRISTIAN ACADEMY <i>Our Service Sets Us Apart</i>		Student: <i>Wagoner</i>				
	1	2	3	4	5	
Date	9/1	9/8	9/15	9/22	9/29	

Unpacking the Box

Open your package from MCA as soon as it arrives and check the contents of the box against the packing list. If there are missing or incorrect items, check to see if there is a backorder slip in the box. If not, call MCA right away!

Read all the papers in the top of the box. You will find important reminders, announcements, and record-keeping forms. You should have five goal cards for each student, and a PE calendar for each high school student. Make a special file for these papers.



- Arrange the PACEs in numerical order by subject, and then select the first PACE of each subject. (Exception: Math PACEs 73-96 are sometimes done in a special sequence. In this case, refer to the Supervisor's Progress Card for that student and issue the PACEs in the order listed under the Math Sequence Change chart.)

- Put the rest of the PACEs in a box or file drawer until the student is ready to use them.
- Pull out the Test that is stapled in the middle of each PACE before you give the PACE to the student.
- Also pull out the Test Key from the middle of each Score Key.
- The PACE Tests and Test Keys must be kept in a secure place where the student does not have access to them.
- On the front cover of each PACE write the student's name and the date issued.
- Issue the PACEs (one in each subject) to the student.

Fill in the blanks

1. You should have a total of _____ school weeks (four quarters with nine weeks in each).
2. On the Star Chart, write the ending _____ for each week of school in the spaces provided.
3. Pull out the Test from the middle of the PACE _____ you give the PACE to the student.
4. The PACE Tests and Test Keys must be kept in a _____ place.

Score _____

Correct mistakes _____

Rescore _____

Checkup I

(5 points each answer)

Fill in the blanks

My Score _____

Fill in the blanks with the correct answers from the list below.

36	blue	graduate	middle	red
all	daily	green	nine	secure
before	Diagnostic	learning	placement	strengthen
bite-sized	filing	MCA	quiz	tested

- Academic Balance – when a student is working in _____ subjects at the same rate.
- Academic Projection – outline of what a student must complete in order to _____.
- Checkup – a _____ appearing periodically throughout a PACE.
- Diagnostic Test – used for accurate _____ in the curriculum.
- Gap PACEs – curriculum assigned to _____ specific weaknesses.
- Goal Card – card where _____ assignments in each subject are written.
- PACE – a _____ booklet of curriculum.
- Quarter – 15 PACEs; _____ weeks’ worth of curriculum.
- Test Key – pulled out from the _____ of the Score Key and kept in a secure place.
- All students who are able to read must be _____ for placement in the curriculum.
- It is important that _____ Tests be administered without coaching.
- _____ will score the Diagnostic Tests, examine previous records, and prescribe curriculum.
- Diagnostic Testing is designed to uncover “academic gaps” in a student’s _____.
- Your school year should have a total of _____ school weeks.
- Set up a _____ system for your school materials.
- The student uses _____ or black ink for setting goals, and _____ ink for scoring.
- The parent uses _____ ink for initialing PACE activities.
- Pull out the Test _____ you give the PACE to the student.
- The PACE Tests and Test Keys must be kept in a _____ place.

Score _____

Correct mistakes _____

Rescore _____

Curriculum Procedures

Star Chart

The Star Chart is an 8.5" x 11" card with subjects listed on the left for each progress report period. We have placed the Star Chart in a plastic sheet protector, which helps keep the chart neat and clean. You will receive the Star Chart and stars with your first quarter of curriculum.

- Write the student's name and ID # at the top of the chart.
- Write the ending date for each week of school in the spaces provided.
- Throughout the school year when the student completes a PACE and passes the Test, place a star for that subject in the proper column representing the week in which the Test was passed.

Example:

	1	2	3	4	5
Date	9/1	9/8	9/15	9/22	9/29
MATH			★		
ENGLISH		★			

The star colors are:

- Gold – Math
- Red – English
- Green – Social Studies
- Blue – Science
- Silver – Word Building, Bible, Electives

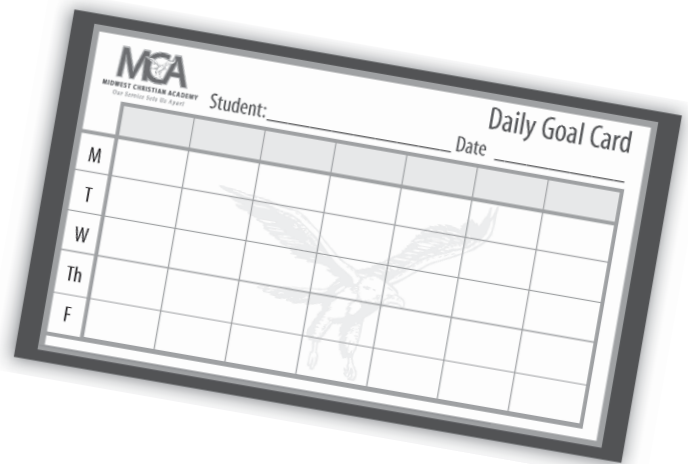
The Star Chart helps the student visualize his overall achievement and progress. A good way for you to see if the student is maintaining academic balance is to look at the student's Star Chart – he should have at least one star in each subject every three weeks.

Daily Goal Card

The Goal Card is designed for daily entries each week, and it is two-sided, so it can be used for two weeks.

- Have the student write specific page numbers (e.g., 9-12) in each subject for one day only, not for the whole week.
- After his daily goals are completed, scored, and rescored, the student draws a diagonal line through each goal and enters new goals for the next day.
- The student should be taught that his schoolwork for the day is not finished until all his goals have been completed, scored, rescored, and marked off on his goal card.
- It is important that the student take no more than **three weeks** to complete a PACE.

After the Goal Cards have been used, they may be kept in your files for future reference. They make excellent attendance records since they show the student's name, dates, and work completed. (Make sure the student doesn't scratch out or cover up goals.)



Fill in the blanks

1. When the student completes a PACE and passes the Test, place a _____ for that subject in the column that represents the week the Test was passed.
2. The Star Chart helps the student _____ his overall achievement and progress.
3. It is important that the student take no more than _____ weeks to complete a PACE.
4. After the Goal Cards have been used, they may be kept in your _____ for future reference.

Curriculum Procedures

Setting Goals

Proper goal setting is the key to helping your student maintain academic balance. The best way to do this is to have him work in every subject every day.

It is important that the student take no more than **three weeks** to complete a PACE. When you schedule five school days per week, you will have 15 school days in a three-week period. Allow one day for the Self Test and one day for the PACE Test. Divide the remaining number of pages by 13. This gives you the number of pages to complete each day.

Generally students should complete **3 to 5 pages** in each subject every day.

Beginning at PACE number 85, social studies and science PACEs contain Activity Pacs.

Activity Pacs are numbered with letters; therefore, the student should write letters instead of numbers on the Goal Card. Simply count the number of pages in the Activity Pac, and then follow the same steps for setting goals as outlined above. The student reads the needed pages in the PACE text in order to complete his daily goals in the **Activity Pac**.

On a rare occasion, a student might not have all five subjects because of a back-order. While waiting for a backordered PACE, have the student do extra pages in his other subjects. When the backordered PACE arrives, have him do extra pages in that subject until he is caught up.



Working in the PACEs

The student should use a pencil to write all of his answers in the PACEs. He should also be careful to read and follow all of the directions.

Start by having the student read the first page of each PACE to you, and then initial the page to show that it was read aloud.

The student should also read all vocabulary words and meanings to you, as well as all English and Math rules as he comes to them. You should also initial these sections.

This gives you an opportunity to be sure that he understands the concepts, examples, and vocabulary words and meanings that are given.

Stay in the room with the student while he is doing his schoolwork, and be readily

available to help him. Assure the student that you will help him but not give him answers. Instead of telling the student the answer, ask questions to guide him to the answer.

For example:

- "What part don't you understand?"
- "Did you follow the step-by-step instructions?"
- "Did you study carefully the rules and instructions?"
- "Let's go over it together."
- "Read the instructions to me."
- "Work through the problem while I watch you."
- "Where did you find the answer to the questions just before that one?"

Fill in the blanks

1. Proper _____ setting is the key to helping your student maintain academic balance.
2. Generally, students should complete 3 to 5 _____ in each subject every day.
3. The student should use a _____ to write all of his answers in the PACEs.
4. Instead of telling the student the answer, ask questions to _____ him to the answer.

Curriculum Procedures

Scoring

The parent must maintain control of the Score Keys at all times. With that in mind, please follow these scoring procedures:

- When the student comes to a score strip or the end of his daily goal, he should stop and ask permission to score his work up to that point.

You scan the pages to make sure all the blanks are filled in, and then write your initials next to the score strip.

- The student does not take his pencil to the scoring area.
- He compares his answers with the Score Key and marks each wrong answer with a red "X" beside the question number.
- When he has completed the scoring, he returns to his work area to make corrections. The red pen is left at the scoring area.
- When he has finished making corrections, he asks permission to rescore his work.

You scan the pages again, then write a "2" next to your initials (to show that this is the 2nd time he has used the Score Key).

- When all his answers are correct, he circles the page number at the bottom of the page. The circle around the page number signifies that all answers on that page are correct.

You should not allow the student to rescore the same answers over and over again. If he still has corrections to make after he has used the Score Key twice, you should rescore his work until those answers are correct. It could be that he needs extra help from you to understand the concept.

Checkups & Self Tests

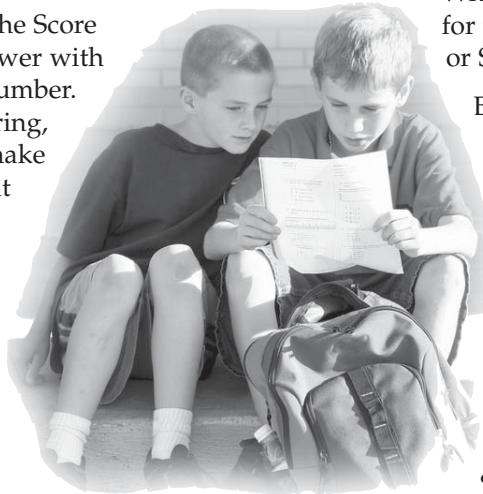
The following guidelines apply to both Checkups and Self Tests:

- When the student comes to a Checkup or Self Test, he should make sure that all activities prior to it are completed, scored, and corrected.
- He should pre-study the Checkup or Self Test by reading it over and looking up any answers he does not know. He should review the vocabulary words and their meanings. (He does not write in answers during the pre-study.)
- When he is ready, he should ask you for permission to take the Checkup or Self Test.

Before giving the student permission, make sure all prior activities are completed, scored, and corrected. Note any section the student had difficulty with and quiz him orally to make sure he has mastered the material. When you are satisfied that he is ready, initial the Checkup or Self Test, giving him permission to take it.

- When working on a Checkup or Self Test, the student should not look back to find answers.
- If the student scores less than 90% on a Checkup or Self Test, he should review the subject matter, and you should ask him questions about it until you feel sure he knows the material.

The Self Test will state the point value for each question or answer. (To find the score, subtract the points of wrong answers from 100.)



Fill in the blanks

1. The _____ must maintain control of the Score Keys at all times.
2. The student marks each wrong answer with a red " _____ " beside the question number.
3. The _____ around the page number signifies that all answers on that page are correct.
4. When working on a Checkup or Self Test, the student should _____ look back to find answers.

Curriculum Procedures

PACE Tests

After taking and reviewing the Self Test, the student hands in his PACE. He should wait until the following morning to take the PACE Test.

The day before the PACE Test, you should quiz the student out loud with questions from the vocabulary, Checkups, and Self Test. (The student should not pre-study the PACE Test.)

When you know the student is ready for the PACE Test, have the student take the Test at the designated Testing area.

- Make sure you can observe him while he is Testing. This is not an open book Test.
- When the student has finished the Test, take the Test and score it with the Test Key.
- The student should not correct answers on the PACE Test after you have scored it.
- **Always score the Test before issuing the next PACE in that subject.** If he scores below 80% he will need to repeat the same PACE before going on in that subject.

The Test will state the point value for each question or answer. (To find the score, subtract the points of wrong answers from 100.)

If all the answers are correct, the student has scored 100% on the PACE Test. (Even though a few Tests do not total 100 points, the Tests are still worth 100% maximum.)

- Record the PACE Test score on the Supervisor's Progress Card sheet. Do **not** send this sheet to MCA. Keep it in your files for your records.

- The score he receives on the PACE Test is the score that is recorded on his permanent record.

Occasionally, packages of Tests are lost in transit to us; therefore, it is very important that you keep a record of the student's Test scores.

Repeat PACEs

The student must score a minimum of 80% on the PACE Test. If the student scores below 80%, order a repeat PACE and have the student rework the entire PACE and retake the PACE Test.



- When you call MCA to order a repeat PACE, please give us the student's full name, ID number, subject, and repeat PACE number.
- In upper level social studies and science, you may order the Activity Pac instead of the whole PACE.
- If you send us a PACE Test that does not have a passing score, we will automatically send you a repeat PACE.
- Payment for the repeat PACE is due upon receipt of the PACE. (See MCA price list for repeat PACEs and shipping & handling.)

Repeat PACEs

Order a repeat PACE as soon as the student fails a Test. He needs to master the concepts in each PACE before moving on in the curriculum. If a student does not master the concepts before going on, he may have trouble understanding and passing the next PACE in that subject.

Fill in the blanks

1. The day _____ the PACE Test, quiz the student out loud with questions from the PACE.
2. The student should not correct answers on the PACE Test after you have _____ it.
3. Record the Test score on the Supervisor's _____ Card for your records.
4. If the student scores below _____% on a PACE Test, order a _____ PACE.



Curriculum Procedures

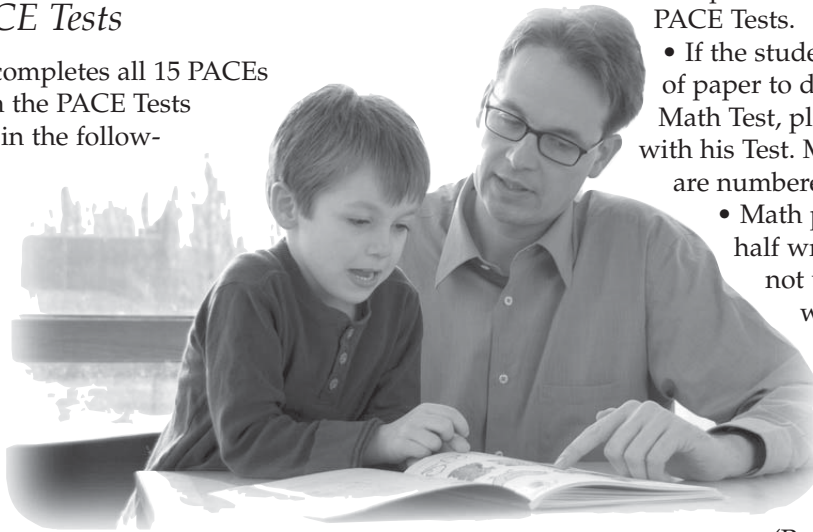
Ordering More Curriculum

You should order more curriculum when the student starts working on his last PACE in each subject. If you are paying quarterly, send your next tuition payment with your order (include the student's full name and ID number). You may also call in your curriculum order by phone and use your Master Card, Visa, American Express, or Discover Card.

Returning PACE Tests

After the student completes all 15 PACEs in a quarter, return the PACE Tests promptly to MCA in the following manner:

- Stack the Tests separately for each student.
- Place the Tests in numerical order by subject as follows: Math, English, Social Studies, Science, Word Building, then other subjects.



- Be sure to write on the front of each Test:
 - The Test score
 - The student's first and last name
 - The student's ID number
- **Please keep the PACEs and Score Keys.** You may need the PACEs for future reference, and you may need the Score Keys for the student's next quarter.
- If you are enclosing other notes or checks, put them in a separate envelope on top of the PACE Tests.
 - If the student used a separate piece of paper to do calculations for his Math Test, please include that paper with his Test. Make sure the problems are numbered and are done neatly.
 - Math problems will be marked half wrong if the student does not write out his "check" when the directions say to "check" answers.
 - Math problems will be counted wrong if the student does not show all steps as taught in the PACE (Pre-Algebra, Algebra I, etc.).

We will send you a Progress Report once the student's Test scores have been recorded in our office.

Fill in the blanks

1. Order more curriculum when the student _____ working on his last PACE in each subject.
2. After the student completes a quarter, return the PACE Tests _____ to MCA.
3. Please _____ the PACEs and Score Keys.
4. We will send you a Progress _____ once the student's Test scores have been recorded.

Checkup II

(5 points each answer)

Fill in the blanks

My Score _____

Fill in the blanks with the correct answers from the list below.

80	keep	pages	return	telling
answers	key	Progress	Score Keys	Test
back	last	quiz	Star Chart	weeks
correct	PACE	repeat	Supervisor's	wrong

- When the student completes a PACE and passes the _____, place a star on the Star Chart.
- The _____ helps the student visualize his overall achievement and progress.
- It is important that the student take no more than three _____ to complete a PACE.
- Proper goal setting is the _____ to helping your student maintain academic balance.
- Generally, students should complete 3 to 5 _____ in each subject every day.
- The student should use a pencil to write all of his _____ in the PACEs.
- Instead of _____ the student the answer, ask questions to guide him to the answer.
- The parent must maintain control of the _____ at all times.
- The student marks each _____ answer with a red "X" beside the question number.
- When all his answers are _____, he circles the page number at the bottom of the page.
- When working on a Checkup or Self Test, the student should not look _____ for answers.
- The day before the PACE Test, orally _____ the student with questions from the PACE.
- The student should not correct answers on the _____ Test after you have scored it.
- Record the PACE Test score on the _____ Progress Card for your records.
- If the student scores below _____% on a PACE Test, order a _____ PACE.
- Order more curriculum when the student starts working on his _____ PACE in each subject.
- After the student completes a quarter, _____ the PACE Tests promptly to MCA.
- Please _____ the PACEs and Score Keys.
- We will send you a _____ Report once the student's Test scores have been recorded.

Score _____

Correct mistakes _____

Rescore _____

High-School Specifics

Academic Projection

The Academic Projection maps out what a high-school student needs to do each year to meet all the graduation requirements of MCA. We give students credit for any credits transferred to us from another school.

We send you a copy of the Academic Projection, and it becomes the student's "map" through high school. It is one of the most important documents you will receive during the high-school years. It lists all completed work, current subjects, and that which still needs to be completed. It also shows you when the student will need to choose electives.

Study over the Academic Projection very carefully, and call us if there is something you don't understand. Keep it handy for reference, especially when you call the office with questions about the student's courses or credits.

Electives

Midwest Christian Academy offers a full range of elective courses. Some require videos or DVDs that can be purchased, and others require resource books that can be purchased. Call MCA for a list of electives and their description.

Occasionally MCA does not offer a particular course and a student will choose to take it elsewhere.

The tuition does not change when a student takes an elective elsewhere, even if he receives fewer PACEs per quarter. Please call us when making elective choices.

A non-MCA elective can be added to a student's high-school transcript upon completion of the course, and when MCA receives verification of the course credit.

Physical Education

PE is a required subject for high school. Students receive _ credit per year for PE, and they are required to do at least two hours of physical activity per week for 36 weeks. You keep a written record of these activities, and turn in the PE Calendar quarterly when you return each quarter's Tests.

Applied Music

Students may receive one credit for Applied Music during high school. Call our office to ask about requirements.

Nutrition Science

Nutrition Science is a practical study of nutrition, based on biblical concepts. It is a high-school course for _ credit in Science, Health, or Home Economics.

Successful Living

Successful Living (Studies in the Book of Proverbs) is a required course for high school that covers such topics as: Happiness, Education, Marriage, Work Ethic, and Wisdom.

Art PACEs

For Beginning Art (73-84) and Advanced Art (97-108) the Score Keys are inside the PACE. Please score all Art Tests and write the score on the front before returning them to MCA.

Driver's Education

Students receive _ credit when they complete a state-approved driver's education class. Simply send us a copy of their certificate of completion or a copy of their driver's license.

English Resource Books

The following PACEs require resource books that may be purchased locally or from MCA. Some may be available at your public library.

- 100, 101 – The Swiss Family Robinson
- 107, 108 – Twice Freed
- 110 – God's Tribesman
- 115, 116 – The Hiding Place
- 129 – In His Steps
- 140 – The Rime of the Ancient Mariner
- 141 – Silas Marner

Creative Communication Skills

The Creative Communication Skills course is a set of study & activity guides based on the text of *The Art of Storytelling*, by John Walsh. It is a high-school course for _ credit in Speech, Bible, or Ministry Preparation.



High-School Specifics

Video/DVD Courses

Videos or DVDs are required for Health, Speech, Spanish, and Sign Language. Please call MCA for more details about the availability and cost of purchasing the videos or DVDs for these courses.

Videos or DVDs are not required for high school Math and Science, but they are available, and many students find them helpful.

The high school Science courses include various **Lab Reports** that may be completed only by viewing the videos or DVDs. These reports are not required, but they are recommended. (If you want the Lab Reports listed on the transcript, they must be returned to MCA.)



Graduation

We will send you a Diploma Order Form when you order the student's last quarter to be completed for graduation. Fill it out and return it to us with the Graduation Fee, and we will order the student's diploma. When all graduation requirements are met, the diploma will be shipped to you, or the student may choose to receive it at MCA's graduation ceremony.

MCA has an annual graduation ceremony in Bloomington, Illinois, at the end of June. We send out the graduation registration form each year in the January newsletter. Students must pre-register in order to participate in the graduation ceremony.

Fill in the blanks

1. The Academic Projection maps out what a high-school student needs to do each _____ to meet all the graduation requirements.
2. The tuition does not _____ when a student takes an elective elsewhere.
3. Students receive _____ credit per year for _____, and they are required to do at least two hours of physical activity per week for 36 weeks.
4. The Creative _____ Skills course is a set of study & activity guides based on the text of *The Art of Storytelling*, by John Walsh.
5. Nutrition Science is a practical study of _____, based on biblical concepts.
6. *Successful Living (Studies in the Book of Proverbs)* is a _____ course for high school.
7. Videos or DVDs are required for _____, Speech, Spanish, and Sign Language.
8. When all graduation requirements are met, the _____ will be shipped to you, or the student may choose to receive it at MCA's graduation ceremony.

Additional Products

Kindergarten

We recommend the **Kindergarten with Ace and Christi** program for Kindergarten. (It may also be used for K-3 and K-4 students for preschool.)

It is a complete phonics-based reading readiness program designed to develop the basic skills that prepare a child to learn to read. It is also a foundational course for all the child's school years ahead. It is a full-year program with 60 PACEs, and it dovetails into the Learning-To-Read program.

Learning-To-Read

We recommend the **ABCs with Ace and Christi** program for the first quarter of 1st Grade. (It may also be used with any student who needs to learn to read.)

It is a phonetic skills package designed to be used in conjunction with Word Building PACEs 1-12 and Math PACEs 1-3. This program usually requires about 12 to 15 weeks.

Sometimes parents feel that their kindergarten-age child is ready to learn to read. In this case the child should take our Reading Readiness Test. If the child passes this Test with 80% or higher, he is ready to learn to read. In such a case, the ABCs with Ace and Christi program may be used for Kindergarten. However, you should plan to spread this program out over the entire school year.

Holey Cards

It is important that a student master the multiplication tables before starting division. One method we recommend is "Holey Cards."

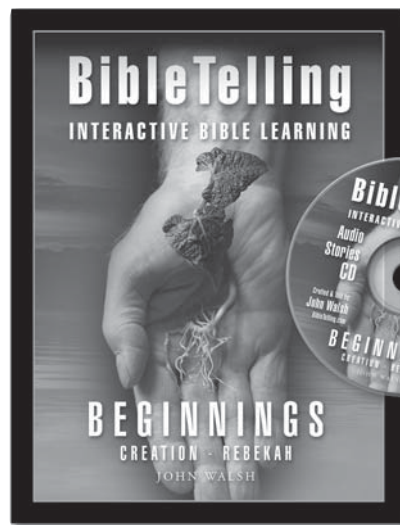
These are reusable and they are available for Addition, Subtraction, Multiplication and Division. They are designed so the student endeavors to beat his own time.

This learning exercise can be fun if the parent adds a reward. Requiring a student to complete the Holey Cards each year will keep him current on basic Math facts.

Elementary Electives

Extra courses are available for purchase for some levels of elementary students. They include: Bible Reading, Literature & Creative Writing, Animal Science, and Basic Literature.

Some English PACEs have a reminder on the front that says, "Issue Literature with this PACE." This is not required by MCA, but the literature study guides and books can be purchased separately if you choose to have the student do the additional courses.



BibleTelling

BibleTelling can be used as a high-school Bible course or as a family devotional.

- Students enjoy learning Bible stories in detail without having to memorize them.
- They relate to the story in multidimensional ways – art, drama, poetry, nature, crafts, music, research, storytelling, and more!

- Contact Midwest Christian Academy for a free BibleTelling Training DVD.

State History

MCA requires students to take a state history course for Social Studies 79-84. Here are three options:

Our Illinois Heritage – This is our required state history course for students in Illinois, but it is also recommended for students in other states. Our Illinois Heritage is more than a history course! It is a character study of people who have impacted our nation.

Local State History – You may find a local source for your state's history. When the student completes the course, fill out the Elementary Course Verification Form and submit it with the student's passed State Constitution Test.

Self-designed State History Course – If you wish to create your own state history course, we will send you the list of requirements.

MCA Policies

Hours and Holidays

MCA is open year-round. Our regular office hours are 8 a.m. – 5 p.m. CST Monday – Friday. Our offices are closed for the following holidays: Memorial Day, July 4th, Labor Day, Thanksgiving (2 days), Christmas (2 days), and New Year’s (2 days).

Each-One-Enroll-One

When you refer another family to MCA, be sure to have them write your name on their enrollment form as the one who referred them. If they do, you will receive a credit (for each student) toward your tuition. Thank You!

Newsletter

The MCA newsletter is our best means of sending you important announcements. Please take the time to read all articles and helpful hints included in the newsletter.

Quarter Ending Dates

All students have nine weeks to complete each quarter. Four quarters make one school year, and we have set the following dates for the ending of the quarters. If you begin your first quarter on or before September 1st, you should strive to have the quarters completed by these dates and returned to us:

- } Quarter 1 ends October 31
- } Quarter 2 ends January 31
- } Quarter 3 ends March 31
- } Quarter 4 ends June 10

Transcripts

Please allow at least three weeks to receive a transcript. Here are the conditions for MCA to send out a transcript:

- No incomplete work, and all final Tests completed and returned.
- Account balance paid in full.
- Transcript fee paid.
- A written request from the parent requesting a transcript.
- The name and address of where the transcript is to be sent.

Academic Awards

Awards are given to students based on the number of PACEs completed within the MCA school year. Students who complete at least 60 PACEs will receive a certificate, and students who complete 75 PACEs or more will receive a trophy.

All work for awards must be in the MCA office by 5 pm, June 10th. Work turned in after June 10th will still be recorded in the permanent record but will not qualify for awards.

MCA holds a graduation/awards ceremony in Bloomington, Illinois, at the end of June each year. Students may register for the Awards Ceremony to receive their awards, or we will ship the award to them.

Personal Notes

Please include a note of explanation when sending something to us. Please include your full name and ID number. We are grateful for your reminders!

Also, please notify MCA when you change your address, telephone, or email.

We sometimes send curriculum to the wrong address because the customer has not notified us. Notifying the post office is not sufficient since we send most of our packages by UPS.

Unused Curriculum

Unused curriculum may be returned for a refund, but you will be charged a 50% Restocking Fee. You will receive a refund if:

- It is returned in the same school year it was purchased.
- The Test and Activity Pac have not been pulled out.
- It has not been written in or on.
- It is reusable (like-new condition).

Always call MCA before returning unused curriculum.



Fill in the blanks

1. Kindergarten with Ace and Christi is recommended for _____.
2. ABCs with Ace and Christi is recommended for the first _____ of 1st Grade.
3. Our Illinois Heritage is a character study of people who have impacted our _____.
4. BibleTelling can be used as a high-school _____ course or as a family devotional.
5. The MCA _____ is our best means of sending you important announcements.
6. Please allow at least _____ weeks to receive a transcript.
7. Please notify MCA when you change your _____, telephone, or email.
8. Always call MCA before returning _____ curriculum.

Score _____

Correct mistakes _____

Rescore _____

Checkup III

(10 points each answer)

Match The Items

My Score _____

- | | |
|--|--------------------------------------|
| ___ 1. character study of people who have impacted our nation | a. ABCs with Ace and Christi |
| ___ 2. high-school Bible course or a family devotional | b. BibleTelling |
| ___ 3. our best means of sending you important announcements | c. Kindergarten with Ace and Christi |
| ___ 4. practical study of nutrition, based on biblical concepts | d. MCA Newsletter |
| ___ 5. recommended program for Kindergarten | e. Notify MCA |
| ___ 6. recommended program for the first quarter of 1st Grade | f. Nutrition Science |
| ___ 7. required for Health, Speech, Spanish and Sign Language | g. Our Illinois Heritage |
| ___ 8. study & activity guides based on The Art of Storytelling, | h. Tuition |
| ___ 9. when you change your address, telephone, or email | i. Videos or DVDs |
| ___ 10. does not change when a student takes an elective elsewhere | j. Creative Communication Skills |

Score _____

Correct mistakes _____

Rescore _____



Self Test

(2 points each answer)

Fill in the blanks

My Score _____

Fill in the blanks with the correct answers from the list below.

3 to 5 pages	coaching	keep	quiz	starts
3 weeks	control	not	read	student
36	filing	parent	red	Test Keys
80%	gaps	pencil	scored	X
circles	goal	promptly	star	

1. All students who are able to _____ must be tested for placement in the curriculum.
2. It is important that Diagnostic Tests be administered without _____.
3. Diagnostic Testing is designed to uncover “academic _____” in a student’s learning.
4. Your school year should have a total of _____ school weeks.
5. Set up a _____ system for your school materials.
6. The student uses blue or black ink for setting goals, and _____ ink for scoring.
7. The _____ uses green ink for initialing PACE activities.
8. Pull out the PACE Test before you give the PACE to the _____.
9. The PACE Tests and _____ must be kept in a secure place.
10. When the student completes a PACE and passes the Test, place a _____ on the Star Chart.
11. It is important that the student take no more than _____ to complete a PACE.
12. Proper _____ setting is the key to helping the student maintain academic balance.
13. Generally, students should complete _____ in each subject every day.
14. The student should use a _____ to write all of his answers in the PACEs.
15. The parent must maintain _____ of the Score Keys at all times.
16. The student marks each wrong answer with a red “_____” beside the question number.
17. When all answers are correct, the student _____ the page number at the bottom of the page.
18. When working on a Checkup or Self Test, the student should _____ look back for answers.
19. The day before the PACE Test, orally _____ the student with questions from the PACE.
20. The student should not correct answers on the PACE Test after you have _____ it.
21. If the student scores below _____ on a PACE Test, you need to order a repeat PACE.
22. Order more curriculum when the student _____ working on his last PACE in each subject.
23. After the student completes a quarter, return the PACE Tests _____ to MCA.
24. Please _____ the PACEs and Score Keys.

Self Test

Match the Terms

- | | |
|---|-------------------------------|
| ___25. bite-sized booklet of curriculum | a. Academic Balance |
| ___26. checking and re-checking answers in a PACE | b. Academic Projection |
| ___27. contains the answers to questions in a PACE | c. Checkup |
| ___28. contains the answers to Test questions | d. Diagnostic Test |
| ___29. curriculum assigned to strengthen specific weaknesses | e. Gap PACEs |
| ___30. final test pulled out from the middle of the PACE | f. Goal Card |
| ___31. nine weeks' worth of curriculum (15 PACEs) | g. PACE |
| ___32. outline of what a student must complete to graduate | h. PACE Test |
| ___33. pretest at the end of each PACE | i. Progress Report |
| ___34. quarterly report card | j. Quarter |
| ___35. quiz appearing periodically throughout a PACE. | k. Score Key |
| ___36. sheet of paper where PACE Test scores are recorded | l. Scoring & Rescoring |
| ___37. test used for accurate placement in the curriculum | m. Self Test |
| ___38. when a student is working in all subjects at the same rate | n. Star Chart |
| ___39. where a star is placed when a student completes a PACE | o. Supervisor's Progress Card |
| ___40. where daily assignments in each subject are written | p. Test Key |

Score _____

Correct mistakes _____

Rescore _____



MIDWEST CHRISTIAN ACADEMY

Our Service Sets Us Apart



Parent-Supervisor Training

TEST

NAME _____

DATE _____ SCORE _____



Test

(3 points each answer)

Match the Terms

My Score _____

- | | |
|--|-------------------------------|
| ___1. when a student is working in all subjects at the same rate | a. Supervisor's Progress Card |
| ___2. test used for accurate placement in the curriculum | b. Quarter |
| ___3. sheet of paper where PACE Test scores are recorded | c. Progress Report |
| ___4. quiz appearing periodically throughout a PACE. | d. PACE Test |
| ___5. quarterly report card | e. Gap PACEs |
| ___6. outline of what a student must complete to graduate | f. Diagnostic Test |
| ___7. nine weeks' worth of curriculum (15 PACEs) | g. Checkup |
| ___8. final test pulled out from the middle of the PACE | h. Academic Projection |
| ___9. curriculum assigned to strengthen specific weaknesses | i. Academic Balance |

Fill in the blanks

Fill in the blanks with the correct answers from the list below.

ABC's	change	Kindergarten	parent	tested
address	Diagnostic	nation	PE	three
all	diploma	newsletter	repeat	unused
balance	every day	not	secure	Videos
Bible	green	PACE	Self Test	

10. All students who are able to read must be _____ for placement in the curriculum.
11. _____ Testing is designed to uncover "academic gaps" in a student's learning.
12. The parent uses _____ ink for initialing PACE activities.
13. Pull out the Test before you give the _____ to the student.
14. The PACE Tests and Test Keys must be kept in a _____ place.
15. It is important that the student take no more than _____ weeks to complete a PACE.
16. Proper goal setting is the key to helping the student maintain academic _____.
17. Generally, students should complete 3 to 5 pages in each subject _____.
18. The _____ must maintain control of the Score Keys at all times.
19. When _____ his answers are correct, the student circles the page number at the bottom of the page.
20. When working on a Checkup or _____, the student should not look back for answers.



Match the Terms

21. The student should _____ correct answers on the PACE Test after you have scored it.
22. If the student scores below 80% on a PACE Test, order a _____ PACE.
23. The tuition does not _____ when a student takes an elective elsewhere.
24. Students receive _____ credit per year for _____ when they do 2 hours of physical activity per week.
25. _____ or DVDs are required for Health, Speech, Spanish, and Sign Language.
26. _____ with Ace and Christi is recommended for Kindergarten.
27. _____ with Ace and Christi is recommended for the first quarter of 1st Grade.
28. Our Illinois Heritage is a character study of people who have impacted our _____.
29. BibleTelling can be used as a high-school _____ course or as a family devotional.
30. The MCA _____ is our best means of sending you important announcements.
31. Please notify MCA when you change your _____, telephone, or email.
32. Always call MCA before returning _____ curriculum.
33. When all graduation requirements are met, the _____ will be shipped to you, or the student may choose to receive it at MCA's graduation ceremony.





MIDWEST CHRISTIAN ACADEMY

Our Service Sets Us Apart



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Accredited by the National Association of Private Schools