

Parent & Student Handbook

2026-2027



MOSES LAKE
CHRISTIAN ACADEMY

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Preface

Welcome to Moses Lake Christian Academy (MLCA). Enclosed you will find guiding principles regarding how MLCA can collaborate well with families for the education of their children. Since this handbook is designed for already enrolled students, readers desiring information regarding the application process, tuition schedules, or financial assistance may acquire that help via the MLCA website (www.mlca.us) or the MLCA front office. In addition, the terms *parent* and *guardian* are used interchangeably.

Welcome

Dear Parents,

Welcome to the Moses Lake Christian Academy family! Thank you for entrusting us with your child's (children's) education — it is both an honor and a privilege, and we look forward to building a strong partnership with you throughout the year.

We are grateful to God for allowing us to be part of a school that puts Him first. We are excited to see what He is doing in our school community, and what He will do in the lives of these children in the year ahead.

We look forward to serving God and your family this year at Moses Lake Christian Academy.



Vision

Moses Lake Christian Academy is a learning community in which Jesus Christ is glorified through relationships, academic excellence, servant leadership, and community service.

Mission

Our mission is to provide quality Christ-centered education in partnership with the home and church that prepares students as lifelong learners to fulfill the Great Commission in diverse vocations with all their heart, soul, mind, and strength.

Statement of Faith

- We believe that the Bible is literally inspired and the only infallible authoritative Word of God.
- We believe in one God, eternally existent in three Persons: Father, Son and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in his virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that for salvation of lost and sinful man belief in the Lord Jesus Christ, producing regeneration by the Holy Spirit is absolutely essential.

- We believe in the present ministry of the Holy Spirit who's in-dwelling in all believers and enables them to live holy and Christ-like lives.
- We believe in the personal return of our Lord Jesus Christ, in power and glory to reign in righteousness. We believe in the resurrection of both the saved and the lost – those that are saved to the resurrection of life and those that are lost to a resurrection of everlasting punishment.
- We believe in the spiritual unity of believers in our Lord Jesus Christ and in the importance of all His followers maintaining good works as evidence of faith in Christ.
- We believe that heaven is the final place of eternal life with God for the believer and that Hell is the place of everlasting separation from God for the unbeliever.

The Organization

Moses Lake Christian Academy operates under the Lordship of Christ. The Academy Governance Board is charged with protecting the school's mission and setting its vision for the future. The Board selects and supervises the MLCA Director, who in turn selects and manages the Academy's faculty and staff. Both elementary and secondary faculty are professional Christian educators who create classrooms that are effective, engaging, and grounded in Christian principles.

Spiritual Development

A student's social and emotional development as a person standing before the Lord is just as important as academic performance. While in school, students should learn to live as disciples of Christ. Our role is to create an environment that fosters this kind of growth — and Chapel and Servant Leadership are vital parts of that environment. Parents play a critical role in their children's spiritual development as well, modeling and teaching biblical values and lifestyles at home. The goals we have for our students can only be achieved through partnership with parents.

PRAYER: Time is set aside each morning for students to pray. Staff pray for and with students throughout the day, and the school has a designated prayer room available for students and staff.

BIBLE CLASS: Bible is taught at every grade level.

CHAPELS: All students in Kindergarten through twelfth grade meet weekly for a time of worship through song, prayer, and special speakers.

SERVANT LEADERSHIP: All students take part in Christian service projects, giving them the opportunity to put their faith into practice.

Section 1 - Policies

Tuition Payment Options

Plan 1 — Full Prepayment

Prepay the entire tuition amount by July 1st and receive a 2% discount.

Plan 2 — Semester Prepayment

Prepay each semester and receive a 1% discount.

- First half due July 1st
- Second half due January 1st

Plan 3 — Monthly Automatic Payments

Enroll in automatic monthly bank withdrawals (ACH) from your checking or savings account, running July through June. These payments can be set up through Sycamore.

Attendance Policies

Regular school attendance is required by law and is necessary for the success of each student. Guidelines have been established both to help ensure that positive habits are being formed and to make certain that students are in compliance with the Washington State Compulsory Attendance Law.

Procedures

Elementary — Kindergarten through 6th Grade

Roll will be taken by 8:00 AM each school day.

Secondary — 7th through 12th Grade

Students in grades 7–12 are expected to be present at the Cross by 7:55 AM. Roll will be taken at the start of each class period, and any student arriving after 7:55 AM will be recorded as tardy.

Reporting an Absence

It is the responsibility of the parent/guardian to notify the school as early as possible in the morning if a child will be absent. Please email **attendance@mlca.us** to report your student's absence.

If no communication is received from the parent/guardian by 8:15 AM, MLCA secretaries will attempt to contact the parent/guardian to determine the reason for the absence.

It is the responsibility of the parent/guardian to email or call the school indicating the reason for the absence. Based on this information, a determination will be made as to whether the absence is excused or unexcused (RCW 28A.225.005).

Failure to contact the school within three days after the student returns will result in an unexcused absence.

Homework Requests

If a parent/guardian wishes to request homework during an absence, this must be specifically stated at the time of contact with the school. Teachers may be able to honor homework requests that reach them no later than **noon** on the day of the request.

Types of Absences

The school will recognize two types of absences: **excused** and **unexcused**.

Excused Absences Include

1. Illness
2. Medical or dental appointments that cannot be scheduled outside of school hours
3. Family emergencies
4. Bereavement
5. School-sponsored activities
6. Pre-planned family vacations, with school approval

Unexcused Absences:

An unexcused absence means that a student was not in school and failed to meet the school's policy for an excused or pre-arranged absence.

Attendance and Course Credit (Grades 9–12)

Regular attendance is essential to student success and the successful completion of high school coursework. Parents and students are expected to make every effort to ensure consistent attendance and punctuality.

To receive credit for a course, students must successfully complete all academic requirements and maintain attendance sufficient to meet the educational objectives of the class. Students whose absences, whether excused or unexcused, become excessive and significantly interfere with their ability to master course content may be at risk of losing credit for that course. School-sponsored activities approved by the administration will not be considered in determining excessive absences.

When a student's attendance becomes a concern, the administration will review the student's attendance record, academic progress, and ability to meet course requirements to determine whether credit should be awarded. Parents and students will be notified when attendance becomes a concern and may be asked to meet with school administration to develop a plan for improved attendance.

If extenuating circumstances, such as a serious illness, documented medical condition, disability, family emergency, or other exceptional situation, have contributed to the student's absences, the student or parent/guardian may submit a written appeal to the administration. Appeals may be presented to the Board of Directors, which will review the circumstances and make a final determination regarding the awarding of course credit.

Attendance and Promotion (Grades K–8)

Faithful attendance is an important part of a student's academic success, spiritual growth, and participation in the life of our school community. Parents are expected to make every effort to ensure their child attends school regularly and arrives on time.

Promotion to the next grade level is based on successful completion of academic requirements as well as consistent school attendance. Students who accumulate an excessive number of absences, whether excused or unexcused, may be at risk of not meeting the educational objectives required for promotion.

When a student's attendance becomes excessive to the point that it significantly impacts academic progress or the ability to master grade-level standards, the administration will review the student's record to determine whether promotion is appropriate. Parents will be notified

when attendance becomes a concern and may be asked to meet with school administration to develop a plan for improved attendance.

If extenuating circumstances, such as a serious illness, family emergency, or other exceptional situation, have contributed to the student's absences, parents may submit a written appeal to the administration. Appeals may be presented to the Board of Directors, which will review the circumstances and make a final determination regarding promotion.

P rearranged Absence

If you know in advance that your child will be absent from school, you will need to fill out a Prearranged Absence Form. The form can be found [here](#).

Absent on the Day of a Student Activity

A student who has been absent from school during the day of an extracurricular activity will not be permitted to participate in that activity unless the absence is excused and has been approved by administration. If the absence is due to illness, participation will not be allowed unless the administrator grants permission.

Absences and Make-Up Work

Students will be able to make up work for excused absences. Students will receive one day to make up work for each day of an excused absence.

Late Work Policy

Late work will be accepted up to two days after the due date, according to the following schedule:

- **1 day late** – 10% off
- **2 days late** – 20% off

After two days, the student will receive a zero for the assignment.

Tardiness

Students who arrive late to school must report to the office before going to class. Parents/guardians may report a tardy by using one of the following options:

- Providing a written note to the school office
- Signing the student in at the school office

- Sending an email to the attendance office at **attendance@mlca.us**

After the tardy has been documented, the student will receive an admittance slip from the office and may then report to the classroom.

A tardy will only be considered **excused** if the reason falls within the school's approved list of excused absences. Examples may include a medical or dental appointment, extreme weather conditions, car trouble, or other circumstances approved by the administration. Tardies for reasons not included on the excused absence list will be considered unexcused.

Tardiness (Grades 7–12)

For students in grades 7–12, a tardy is defined as a student not being in the assigned classroom when the tardy bell rings. Students are expected to arrive at each class on time and be prepared to begin instruction.

When a student receives a third tardy in the same class, the student will be assigned a morning detention. Continued tardiness may result in additional disciplinary action.

Excusing Students During the School Day

For the safety and accountability of all students, any student leaving the school building during the school day must be checked out through the school office. Students will not be dismissed directly from the classroom without prior notification and approval from the office.

Parents/guardians must come to the office to sign their student out. Office staff will then contact the student and have them brought to the office for dismissal. Students returning during the school day must also check in through the office before returning to class.

Students who are not properly signed in or out during the school day may be assigned detention unless extenuating circumstances apply, as determined by the administration.

Why Service Hours?

MLCA's tuition covers only a portion of the total cost of providing a Christ-centered education for each student. Family involvement through service hours helps support the school's mission by assisting with classrooms, facilities, events, and other areas of need.

Service hours reflect our belief that Christian education is a partnership among the school, church, and family. Parent involvement strengthens our community and allows families to

model Christ-like service, humility, stewardship, and a willingness to contribute to the ministry of the school.

When families serve together, they build stronger relationships with teachers, staff, and other families while creating a greater sense of belonging and shared purpose. Active involvement also reinforces the biblical values and worldview taught at MLCA.

MLCA Service Hour Requirements

Each MLCA family is expected to complete the following service hours during the school year:

- **One Student:** 30 service hours
- **Two or More Students:** 45 service hours
- **Part-Time Student:** 15 service hours
- **Two or More Part-Time Students:** 30 service hours

Families with preschool students only are exempt from the service hour requirement.

Families who are unable to complete their required service hours may contact the school office to discuss alternative arrangements. A **\$3,000 service commitment fee** may be paid in place of completing service hours. Families interested in this option should contact the office for additional information.

Families who complete more than the required number of service hours may donate excess hours to assist another MLCA family. If service hours present a hardship for your family, please contact the school office at **509-765-9704** so we can work together to find an appropriate solution.

Parent Involvement

As part of the Service Hour Commitment Policy agreed to during the application process, Kindergarten–12th-grade families are invited to contribute to the ongoing success of MLCA by completing service hours based on the number of students enrolled in the family. Serving alongside other MLCA families, staff, and community members is a meaningful way to become connected and support the mission of the school.

Families are encouraged to contact the MLCA office to learn about current volunteer opportunities. Available opportunities may vary throughout the year and may include, but are not limited to:

- Fall Auction Committee
- Crab Feed Committee

- Parent Teacher Fellowship (PTF)
- Finance Committee
- Fund Development Committee
- Long Range Planning Committee
- Lunchroom helpers
- Classroom helpers (arranged with individual classroom teachers)
- Field trip drivers and chaperones
- Field Day assistance
- School cleaning and/or maintenance
- Landscaping assistance
- Other opportunities based on individual skills, talents, hobbies, or areas of interest

Families are welcome to share their own ideas for ways to serve. Contact the MLCA office to discuss how your experience, gifts, or interests may support the needs of the school.

Before volunteering, all volunteers must check in with the front office to ensure they are properly registered in the school's volunteer tracking system. This allows MLCA to accurately document completed service hours.

For the safety of our students, all volunteers are required to complete a background check before serving.

Section 2 - Academics

Academic Expectations

Moses Lake Christian Academy is committed to academic excellence as a key part of its mission. Students are expected to demonstrate diligence, responsibility, and a commitment to learning while maintaining academic standards consistent with their abilities.

All curriculum is taught from a Christ-centered perspective to equip students to be **“doers of the word”** (James 1:22) and to apply biblical principles in their daily lives.

Students are expected to:

- Attend classes regularly and arrive on time.
- Come prepared with the necessary materials and a willingness to learn.
- Participate actively and respectfully in the learning process.

- Demonstrate self-discipline and behavior that contributes positively to the classroom environment.

Repeated tardiness, classroom disruptions, or behavior inconsistent with maintaining an effective learning environment may result in disciplinary action, including further administrative consequences as outlined in school policy.

Academic Integrity

MLCA is committed to developing students who demonstrate honesty, responsibility, and integrity in their academic work. Students are expected to properly summarize, paraphrase, and cite sources when using the work or ideas of others.

Learning to express ideas in one's own words and properly acknowledge sources is an important skill that develops over time. Students who need assistance with citations, research, or academic writing are encouraged to seek help from their teachers.

Submitting work that includes little or no attempt to summarize, paraphrase, or cite sources is considered a violation of academic integrity. Plagiarism, whether intentional or unintentional, may result in a **zero credit grade for the assignment** and parent notification.

Cheating is also a serious violation of academic integrity. Cheating includes, but is not limited to, copying answers from another student's work, sharing answers, using unauthorized materials, or copying from an answer key. Consequences for cheating may include a **zero credit grade for the assignment** and parent notification.

Repeated incidents of plagiarism or cheating may result in additional academic and disciplinary consequences.

Academic Probation

Academic probation may be implemented for students who are not meeting academic expectations at any grade level. The purpose of academic probation is to provide students with support, accountability, and an opportunity to demonstrate improved academic performance.

Academic probation begins with a formal written plan developed through a conference involving MLCA administration, teachers, the student, and parents. The plan will outline

expectations, goals, and steps for improvement. During the probationary period, certain school privileges or extracurricular activities may be limited.

Follow-up conferences will be held throughout the probationary period to monitor progress, provide encouragement, and recognize positive steps toward improvement.

If the terms of the academic probation plan are not met, if academic performance continues to decline, or if a student is placed on academic probation multiple times during enrollment, dismissal from MLCA may be considered.

Grading Procedures

MLCA uses grading procedures that are developmentally appropriate for each grade level and designed to communicate student progress, growth, and achievement.

Students in **Kindergarten and First Grade** use a skill-based grading system appropriate for early elementary learners. Rather than traditional letter grades, student progress is measured by the level of mastery demonstrated in specific skills and learning objectives.

Skills will be evaluated using the following scale:

Kindergarten & 1st Grade GRADING SCALE	
4	- Exceeds Expectations
3	- Meets Expectations
2	- Making Progress
1	- Needs Improvement
*Indicates Subject Not Yet Introduced	

Students in **Grades 2–12** are assigned letter grades of **A, B, C, D, and F** based on the percentage earned from the total number of points possible on graded assignments and assessments. Students are expected to complete assignments and demonstrate effort toward their learning goals. Students who fail to complete an assignment or demonstrate a lack of effort may receive a grade of **0**.

Percentage grades will correspond to letter grades as follows:

2nd– 12th GRADE SCALE				
A	Well Done	92.5%	-	100%
A-	Well Done	90%	-	92.4%
B+	Above Average	87.5%	-	89.9%
B	Above Average	82%	-	87.4%
B-	Above Average	80%	-	81.9%
C+	Average	77.5%	-	79.9%
C	Average	72.5%	-	77.4%
C-	Average	70%	-	72.4%
D+	Below Average	67.5%	-	69.9%

D	Below Average	62.5%	-	67.4%
D-	Below Average	60%	-	61.4%
F	Failed	00%	-	59.9%

Report Cards

The academic year at MLCA is divided into two semesters. At the end of each semester a student's academic achievement is reported to parents on report cards that are given to students to take home - REMIND message will be sent out to notify parents. Grades are also accessible on Sycamore.

Monitoring Your Student's Academic Progress Through Sycamore

To monitor your student's academic progress throughout the semester, please utilize our school management system, **Sycamore Education**: <https://app.sycamoreeducation.com/> .

MLCA uses the Sycamore Student Information System to provide parents and students with access to grades, assignments, attendance, and other important school information. We strongly encourage parents to regularly monitor their students' academic progress through Sycamore.

To access your account, please contact the MLCA office for login assistance or if you experience any issues with Sycamore. The MLCA school code is **1477**.

After reviewing information in Sycamore, parents are welcome to contact their student's teacher via email with questions regarding academic progress or classroom performance. Teachers may also incorporate regular Sycamore grade checks into classroom expectations to encourage students to develop responsibility, accountability, and self-regulation in managing their academic success.

Regular use of Sycamore by both parents and students helps foster effective communication and supports a successful partnership between home and school.

Homework

Homework is an important extension of classroom learning and is assigned to reinforce concepts taught in class, provide additional practice, and encourage the development of responsibility, organization, and effective study habits. Students are expected to complete all

assigned homework and may also be required to finish incomplete classwork outside of the school day. Parents are encouraged to support their students' learning by providing a consistent time and place for homework completion while encouraging personal responsibility for assigned work.

Parent-Teacher Conferences

MLCA values the partnership between home and school in supporting each student's academic, spiritual, and personal growth. Parent-teacher conferences are held for all families each fall. Additional conferences may be scheduled throughout the school year, including in the spring, as needed, at the request of the parent or teacher to discuss a student's academic progress, behavior, or other concerns.

Open and respectful communication between home and school is essential to helping each student succeed. Parents are encouraged to maintain regular communication with their child's teacher throughout the school year.

Dropping and Adding Classes – Secondary Only

Students may add or drop a class without penalty within the first 10 school days of actual class instruction (excluding retreat days). Courses dropped within this period will not appear on the student's official transcript.

To request a schedule change, students must complete a **Class Change Request Form**, available in the MLCA office, and submit it to the school administration for approval. Students are required to continue attending their originally scheduled class until the requested change has been approved.

Course changes are not permitted after the add/drop period except under exceptional circumstances as determined by the administration.



High School Graduation Requirements

These requirements meet or exceed course work necessary to be accepted to most WA State colleges or universities.

Subject	Minimum State Requirements	MLCA Requirements	Minimum Requirements for Public Four-Year Colleges & Universities*	Recommended For Highly Selective Colleges & Universities
Bible	0	4 Credits	0	0
English	4 Credits	4 Credits	4 Credits	4 Credits
Math	3 Credits Alg 1, Geometry, Integrated Math	3 Credits Alg 1, Geometry, Integrated Math	3 Credits	3-4 Credits
Science	3 Credits 2 Labs	3 Credits 2 Labs	3 Credits	3-4 Credits
Social Studies <i>*May be substituted w/other SS courses</i>	3 Credits 1- US History *1- World History .5 - Civics *.5 - CWP	3 Credits 1- US History *1- World History .5 - Civics *.5 - CWP	3 Credits	3-4 Credits
World Language <i>same language</i>	2 Credits	2 Credits	2 Credits	3-4 Credits
Arts	2 Credits 2 - Performing or Visual Arts	2 Credits 2 - Performing or Visual Arts	1 Credit	2-3 Credits
Health & Fitness	2 Credits .5 - Health 1.5 - Fitness	2 Credits .5 - Health 1.5 - Fitness	.25 - Sport Credit 1 Credit = 1 Year <i>Moses Lake Christian Academy's graduation requirements are higher than Washington State's minimum graduation requirements.</i> STUDENTS ARE REQUIRED TO PASS BIBLE IN ORDER TO GRADUATE FROM MLCA	
CTE	1 Credit	1 Credit		
Electives	4 Credits	4 Credits		
Total	24 Credits	28 Credits		

Students at MLCA who have completed a minimum of 28 credits in the appropriate categories as described in the Graduation Requirement table earn an official high school diploma recognized by Washington State Office of Public Instruction (OSPI). MLCA has an additional diploma requirement in that a MLCA Christian Studies class (Bible) is required every year for every student attending. All high school students taking classes at Running Start, CB Tech, Moses Lake High School or other educational opportunities are required to complete a MLCA Christian Studies class every year of high school to receive a diploma from MLCA. Students may not skip a year then return to graduate. Furthermore, all high school students should be in communication with Academy administration throughout their high school years to avoid failing to meet graduation requirements during their senior year.

Washington State requires public school graduates to complete requirements as described on the Office of Superintendent of Public Instruction (OSPI) website, <http://www.k12.wa.us/graduationrequirements/>. Two credits must be in visual or performing arts (Fine Arts). A credit, as defined by state law, requires a minimum of 150 hours of instruction. Typically, the credit is earned over one year of study. The Academy has adopted the one Fine Arts credit requirement as well. Students earn their Fine Arts credit through classes offered at MLCA such as Worship, Art, and Yearbook. In addition, students may earn additional Fine Arts credits by completing at least 150 hours of independent study during a year. Examples of independent study include instrument lessons/performance such as piano, guitar, voice lessons/performance dance lessons/performance, etc. The MLCA Fine Arts Credit Form, available in the secondary office, is completed by the student and signed by the instructor(s) and parent(s) to document hours of study. No more than two (2) credits for Fine Arts may be earned by independent study over the four years of high school. Washington State guidelines note that two to three credits in Fine Arts is recommended for students seeking enrollment in highly selective colleges and universities. The Fine Arts class offerings at MLCA, along with the option of independent study, allow MLCA students to meet this recommendation.

Running Start and CBTech Guidelines

The Running Start Program is offered by Big Bend Community College for qualified 11th and 12th grade students, whereby they can enroll in college classes that meet both their high school and college requirements.

Students interested in CBTech should contact the CBTech office to inquire about class offerings. All CBTech classes carry a total of 3 credits.

Further qualifications include:

1. Submitting and meeting all admission processes for MLCA, BBCC, and/or Moses Lake High School (MLHS enrollment is required for students to enroll in Running Start or CBTech).
2. Students who participate in MLCA athletics must be enrolled in a minimum of three classes at MLCA. Students who are only taking one class at MLCA to complete graduation requirements must take a Bible course.
3. Students must still meet the 28-credit requirement to graduate from MLCA. Since MLCA students enrolled in Running Start or CBTech are considered part-time students, they will be required to pay the normal registration and curriculum fees.

Physical Education Credit for Varsity Sports Participation

Students must take a minimum of 2 academic PE/Health classes (totaling 2 credits) during their 4 years of high school. High School Health and Fitness credits may also be earned through participation in after-school interscholastic sports (all sports are by season except cheerleading, which runs the entire year).

- 1) A maximum of 1 credit toward meeting the basic Health and Fitness and minimum graduation requirements may be earned through participation in after-school interscholastic sports or other athletic type activities such as martial arts, club sports, gymnastics or dance.
- 2) Each completed high school sports season with a certified coach or teacher will earn .25 high school PE/Health credit.

Physical Education Credit for Varsity Sports Participation

Students must complete a minimum of two academic PE/Health classes (totaling 2 credits) during their four years of high school. Up to one of these credits may instead be earned through participation in after-school interscholastic sports or other athletic activities (e.g., martial arts, club sports, gymnastics, or dance), under the following conditions:

1. **Credit cap:** A maximum of 1 credit toward the basic Health and Fitness/graduation requirement may be earned this way.
2. **Credit rate:** Each completed high school sports season, supervised by a certified coach or teacher, earns 0.25 PE/Health credit.
3. **Seasons:** All sports are seasonal (fall, winter, spring)

Valedictorian and Salutatorian Policy

MLCA recognizes outstanding academic achievement through the designation of Valedictorian and Salutatorian. Students considered for these honors must have no failing grades throughout high school (grades 9–12).

It is possible for more than one student to earn the same honor if multiple students meet the established qualifications. If no student meets the requirements, MLCA may choose not to award one or both honors for that graduating class.

Valedictorian Qualifications:

- Cumulative GPA of 4.00 during grades 9–12.

Salutatorian Qualifications:

- Cumulative GPA of 3.90–3.99 during grades 9–12.

College Entrance Examinations

Students planning to attend a college or university may be required to take a college entrance examination as part of the admissions process. The **ACT** and **SAT** are offered at testing locations throughout the region on designated national testing dates.

Students and families are responsible for registering for these examinations and meeting all registration deadlines. Current testing dates, registration information, and other resources are available through the official ACT and SAT websites. Students are encouraged to meet with the school counselor or administration if they have questions regarding college entrance requirements or testing.

Standardized Testing

MLCA uses standardized assessments in reading and mathematics to measure student achievement and academic growth. These assessments provide valuable information about each student's current skill level, identify areas of strength, and help teachers recognize opportunities for additional instruction and support.

Assessment results are used to guide instructional planning, monitor student progress, and help ensure that each student is challenged and supported in reaching their academic potential. Families will receive information regarding their student's assessment results throughout the school year.

Standardized assessments are administered at designated times during the school year as determined by the school administration.

Section 3 – Student Life

Lockers - Secondary Students Only

Each student is assigned a locker at the beginning of the school year upon completion of the Locker Use Agreement. Any locker assignment changes must be approved through the secondary office. Lockers are not a student's personal property, so students are to use their locker responsibly. The privilege of personalization with photos and decorations is allowed, though no piece should be in conflict with Academy standards or policies. In addition, MLCA issues a combination lock which has a replacement fee if it is not returned. Furthermore, lockers may be searched without notice for articles that are inappropriate to have at school.

PE Lockers - Secondary Students Only

All secondary students taking a PE class will have access to a locker in the Den. Students will need to purchase a lock for gym lockers. We ask that all students lock PE uniforms and shoes up everyday. Other teams from other schools will have access to the locker room and in order to keep items safe they will need to be locked up.

Lunch

Students are responsible for providing their own lunch each day. Microwaves and cafeteria tables are available for student use during the lunch period.

All students are expected to eat lunch in designated lunch areas. Secondary students may eat in the lunchroom or in classrooms when permitted by the classroom teacher. Eating is not permitted in hallways, the student lounge, outdoors, or in the chapel.

Food and beverages are not permitted in the chapel at any time.

Pizza is available for purchase every Wednesday for students who wish to participate. In addition, the **Associated Student Body (ASB)** operates a **Snack Shack** during the lunch period, offering a variety of snacks, beverages, and light meal options for purchase. Student organizations or classes may also offer food items as fundraisers throughout the school year. Participation in these optional food offerings is voluntary.

Food Delivery Services:

To minimize classroom disruptions and maintain a safe and orderly campus, student food deliveries (DoorDash, Uber Eats, Grubhub, etc.) are permitted only under the following guidelines:

- Food deliveries must arrive between **11:30 a.m. and 1:00 p.m. (can change times)**
- All deliveries must be dropped off at the school office or designated lunch area.
- School staff will not interrupt classes or deliver food to students.
- Students are responsible for picking up their orders during their lunch period.
- Deliveries arriving outside the approved time window will be held in the office or refrigerator until the end of the school day.
- Students will receive a warning for a first violation. Repeated violations may result in the loss of food delivery privileges and additional disciplinary action.
- The school is not responsible for late deliveries, missing orders, incorrect orders, or food quality.

The administration reserves the right to deny or discontinue food delivery privileges when such deliveries become disruptive to the educational environment.

Juniors and seniors may be granted the privilege of leaving campus during the lunch period. Students who leave campus must sign out in the school office before leaving campus and sign back in upon their return. Off-campus lunch is a privilege based on responsible behavior and may be revoked by the administration if misused. Students are expected to return to campus and be in class on time following the lunch period.-[Off-Campus Lunch Family Permission Form](#)

Chapel

Chapel is an integral part of the spiritual life and educational experience at MLCA. As a Christ-centered school, we gather each week to worship God, grow in our faith, and encourage one another in our walk with Christ.

Students in all grade levels participate in a weekly chapel service held each Wednesday. Chapel provides opportunities for worship, prayer, biblical teaching, and the development of Christian character. Throughout the school year, chapel may also include student participation, guest speakers, testimonies, community service recognition, and opportunities to develop servant leadership.

Attendance and respectful participation in chapel are expected of all students, as it is a vital part of the MLCA educational program and our mission to glorify Jesus Christ in all that we do.

Chapel Buddy Program



To foster a strong sense of Christian community, MLCA's **Chapel Buddy Program** pairs secondary students with elementary students for selected chapel services and special activities throughout the school year. The program encourages mentorship, friendship, servant leadership, and Christ-like relationships between older and younger students.

Elementary and secondary students typically attend separate chapel services; however, they periodically gather together as Chapel Buddies for joint worship and fellowship opportunities.

Secondary students must demonstrate responsible behavior and adhere to the school's **Chapel Buddy Code of Conduct** before being assigned an elementary Chapel Buddy.

Field Trips

MLCA encourages educational field trips that support classroom learning and provide students with opportunities to apply knowledge beyond the classroom. Field trips are designed to enhance the educational experience, encourage exploration, and support student growth.

A separate permission form will be provided for each field trip and must be completed and returned prior to a student's participation. Parents are encouraged to partner with the school by volunteering to assist with transportation and supervision when needed.

All individuals transporting MLCA students must have the required documentation on file in the school office prior to providing transportation.

MLCA Bell Schedules

REGULAR SCHEDULE 7:55 - The Cross - Secondary Only			CHAPEL SCHEDULE 7:55 - The Cross - Secondary Only			DELAYED OPENING DUE TO WEATHER		
1	8:00 – 8:50	50 min.	CH	8:00 – 8:55	45 min.	1	10:00 – 10:45	35 min.
2	8:55 - 9:45	50 min.	1	9:00 – 9:40	45 min.	2	10:50 – 11:25	35 min.

3	9:50 – 10:40	50 min.	2	9:45 – 10:25	40 min.	3	11:30 - 12:05	35 min.
4	10:45 – 11:35	50 min.	3	10:30 – 11:10	40 min.	4	12:10 – 12:45	35 min.
5	11:40 – 12:30	50 min.	4	11:15 – 11:55	40 min.		LUNCH 12:45-1:15	30 min.
	LUNCH 12:35-1:05	30 min.	5	12:00 – 12:40	40 min.	5	1:20 – 1:50	30 min.
6	1:10 – 2:00	50 min.		LUNCH 12:45-1:15	30 min.	6	1:55-2:25	30 min.
7	2:05 – 3:00	55 min.	6	1:20-2:05	40 min.	7	2:30-3:00	30 min.
			7	2:10-3:00	50 min.			

HALF DAY SCHEDULE			ELEMENTARY SCHEDULE			PRESCHOOL		
1	8:00 – 8:30	30 min.		DROP OFF	7:40	3-4 YR	TUE & THUR	8:00-10:30
2	8:35 - 9:05	30 min.		START OF SCHOOL	8:00	PK	MON-FRI	8:00-12:00
3	9:10 – 9:40	30 min.		RECESS (K-2)	10:00-10:15	4-5 YR	MON-WED-FRI	8:00-10:30
4	9:45 – 10:15	30 min.		RECESS (3-6)	10:15-10:30			
5	10:20 – 10:50	30 min.		LUNCH K-3 RECESS K-3	11:30-11:50 11:50-12:10			
6	10:55-11:25	30 min.		LUNCH 4-6 RECESS 4-6	11:55-12:15 11:30-11:50			
7	11:30 – 12:00	30 min.		DISMISSAL	3:00			

Building Access and After-School Supervision

During regular school hours, the MLCA building will open for students at **7:40 a.m.** Students should not arrive before this time unless prior arrangements have been made with a staff member.

At the end of the school day, the building will be secured at **3:30 p.m.** Students may not remain in the building after this time unless they are under the direct supervision of an MLCA employee or approved volunteer.

Any school-sponsored groups, activities, or clubs meeting outside of regular school hours must have an assigned advisor or supervisor present at all times. Students participating in after-school activities are expected to follow all school policies and demonstrate responsible behavior while on campus.

Cub Club After-School Program (Kindergarten–6th Grade)

Cub Club is a separately billed after-school childcare program available exclusively for MLCA students in **Kindergarten through 6th grade**. Students must be at least **five years old** to participate.

Cub Club provides a safe and supervised environment for students whose childcare needs extend beyond the regular school day. The program operates from **3:15 p.m. to 4:30 p.m.** Elementary students who remain on campus after **3:15 p.m.** without another approved activity or designated supervision will be checked into Cub Club.

Cub Club fees are managed through Sycamore and are billed at a rate of **\$10.00 per hour**. Families are responsible for all charges incurred for Cub Club use.

Students picked up after **4:30 p.m.** will be charged a late fee of **\$1.00 per minute**. Families who are late for pickup more than three times may no longer be permitted to utilize Cub Club services.

Lost and Found

Students who have misplaced personal items at school should check the Lost and Found areas located in the elementary and secondary buildings. Students are encouraged to label personal belongings with their name whenever possible to help ensure items are returned to their owners. Unclaimed items will be kept for a reasonable period. After that time, remaining items may be donated to a local charity or otherwise disposed of by the school.

Section 4 - Extra-Curricular Activities

Extracurricular Participation Requirements

Participation in extracurricular activities at MLCA is a valued privilege that enhances a student's overall educational experience. Involvement in athletics, activities, and leadership opportunities helps students develop responsibility, teamwork, perseverance, and character.

Successfully balancing academic responsibilities, extracurricular commitments, and personal conduct is an important part of student growth. Because student leaders serve as representatives of MLCA, participation privileges may be reduced or revoked by the Academy if a student is struggling to maintain academic expectations, meet conduct standards, or manage responsibilities effectively.

Extracurricular Academic Requirements

Students participating in extracurricular activities are expected to maintain a minimum **2.30 cumulative grade point average (GPA)** with **no failing grades**.

Grades will be reviewed by the administration. At the beginning of each activity season or leadership term, eligibility will be determined using the student's most recent semester report card. During the activity season or term of service, grade checks will occur on the **first Tuesday of each month** that school is in session.

All courses are included in eligibility reviews, including academic courses, electives, Running Start courses, and courses taken through Moses Lake High School.

A student will become ineligible for participation or leadership responsibilities if:

- The student's GPA falls below **2.30**.
- The student receives an **F** in any course.
- The student is placed on **Behavioral Probation**.

Students who become ineligible may not participate in competitions, performances, or activities and may be restricted from attending practices or traveling with the team or group. Eligibility status will be reviewed weekly. A student who is declared ineligible will remain ineligible until the next scheduled grade check, at which time the student may regain eligibility by meeting the established academic requirements. The administration reserves the right to review individual circumstances and make decisions regarding participation privileges based

on academic progress, conduct, and overall student responsibility.

Classroom Representatives

To encourage community and leadership development among secondary students, each grade level is assigned an MLCA faculty advisor who remains connected with the class throughout the students' secondary years, from seventh grade through graduation. Class advisors help students plan social activities, ministry opportunities, and fundraising efforts that support their future Senior Trip.

Each spring, students elect a Classroom Representative who works alongside the class advisor during the following school year. Classroom Representatives assist with planning grade-level events, social activities, and fundraisers, with proceeds designated toward the class Senior Trip. Serving as a Classroom Representative provides students with valuable leadership experience and helps prepare them for future high school student leadership opportunities.

Student Council and Social Events



Student Council (STUCO) is a high school leadership organization elected by student peers each spring to represent the student body during the following school year. STUCO members serve the Academy by helping plan student activities, encourage fellowship, and promote school spirit.

Past STUCO activities have included planning the beginning-of-year retreat, student-led buddy chapels, dances, game nights, and other community-building events. STUCO members also provide leadership for secondary committees, including dance, activities, spiritual emphasis, and community service.

To be eligible for election to a STUCO position, students must have completed at least one year of service as a Classroom Representative, with the exception of the Secretary position.

Student Activities, Fundraising, and Senior Trip

All student activities sponsored by MLCA and held outside of regular school hours must receive prior approval from the administration and be supervised by an approved adult sponsor. Proposed activities must be reviewed to ensure they align with the mission and interests of the Academy. Considerations may include facility availability, transportation needs, scheduling conflicts, and coordination with other school events or fundraisers.

Senior Trip

The Senior Trip is a privilege provided to the graduating class as an opportunity to celebrate their final year together and strengthen class relationships. The Senior Trip is typically a four-day, three-night experience. Class advisors generally serve as chaperones, and the trip location may be anywhere within the Pacific Northwest. Air travel is not permitted for the Senior Trip.

In accordance with MLCA's nonprofit status, funds raised by the class must be used for the benefit of the entire class and may not be used for individual students. Approved uses of class funds may include transportation, lodging, meals, and group activities associated with the Senior Trip. Class funds may not be used for personal items such as class clothing, jewelry, individual gift cards, or other items intended for individual benefit.

At the conclusion of the senior year, remaining class funds will be used to provide a legacy gift to MLCA and \$500 in seed money toward the following year's Senior Awards Breakfast. Any additional remaining funds may be designated by the class toward a specific MLCA fund, including the general operating fund. If no designation is made within six months, remaining funds will be transferred to the MLCA general fund.

Fundraising Commitment

Fundraising is an important part of supporting the mission and ongoing operations of Moses Lake Christian Academy. As a private Christian school, tuition covers only a portion of the total cost of providing a high-quality, Christ-centered education. Fundraising efforts help provide additional resources and opportunities that enhance the educational experience for our students while supporting the overall ministry of MLCA.

Funds raised through school-wide initiatives help support student experiences, classroom resources, facility improvements, extracurricular activities, and special events. Many of these opportunities are made possible through the generosity, involvement, and commitment of our MLCA families.

At MLCA, we believe fundraising is a shared responsibility and an opportunity for families to participate in the stewardship and growth of our school community. Through giving, volunteering, and serving, families demonstrate unity, generosity, and a commitment to the mission of Christian education.

All MLCA families are expected to actively support and participate in school fundraising initiatives throughout the school year. Specific fundraising opportunities, goals, and expectations will be communicated in advance.

Through shared commitment and Christ-centered service, our families help ensure that Moses Lake Christian Academy continues to provide excellent academic, spiritual, and community opportunities for current and future students.

Section 5 - Athletics

League and Athletic Affiliation

Moses Lake Christian Academy (MLCA) is a member of the **Washington Interscholastic Activities Association (WIAA) District 6 Central Washington B League**. As a member of the WIAA, MLCA follows all established WIAA rules, regulations, and eligibility requirements as a minimum standard for participation in interscholastic activities.

The most current **WIAA Handbook** is the authoritative source regarding athletic eligibility, participation requirements, and activity regulations. When questions arise, families and students should consult the current WIAA Handbook in addition to the policies outlined in the MLCA Student Handbook.

MLCA currently competes in the following sports:

Middle School Athletics	High School Athletics
Volleyball (Girls)	Volleyball (Girls)
Basketball (Boys and Girls)	Basketball (Boys and Girls)
Possible Softball (Girls)	Track (Boys and Girls)
	Cheerleading (Girls)

Running Start Participation Requirements

Students participating in the Running Start program must be enrolled in a minimum of **three classes at MLCA** in order to participate on an Academy athletic team. Students and families should consult with the school office or athletic department regarding eligibility requirements and participation expectations.

Athletic Physicals

All student-athletes must have a current physical examination completed within **two years prior to the first day of practice**. Students may not participate in practices or competitions until

they have submitted documentation of a completed physical exam and have been certified by a licensed physician as physically fit for athletic participation.

Athletic physicals are valid for **two years from the date of the examination**.

Athletic Travel

Student-athletes and activity groups are expected to travel to and from contests, events, and competitions as a team or group using school-provided transportation. In unique circumstances, alternate arrangements may be approved by the coach or administration prior to the event.

Student-athletes are expected to arrive at school on time, attend all required classes, and complete any assignments or coursework missed due to athletic-related absences.

Athletic Fees

Participation fees help offset the costs associated with providing athletic opportunities for students.

- **High School Athletics:** \$225 per sport
- **Middle School Athletics:** \$150 per sport

If a student participates in a middle school sport and is later invited to participate with a high school team, the difference in athletic fees will be charged.

Athletic Gear and Uniforms

Athletic uniforms, equipment, and gear issued to student-athletes remain the property of MLCA and must be returned at the conclusion of each season.

If uniforms or gear are not returned within **one week of the end of the season**, parents/guardians will be responsible for the cost of replacement items.

Section 6 - Student Conduct

Dress Code

The purpose of MLCA's dress code is to promote modesty, cleanliness, neatness, unity, and respect for our Christ-centered learning environment. Students are encouraged to make clothing and appearance choices that honor God and reflect Christian character. When in doubt, students should choose clothing that aligns with the values and standards of MLCA.

Casual Dress (Worn Daily Except Wednesdays)

Students are expected to wear clothing that is neat, clean, well-fitting, and appropriate for a school setting. Clothing should be free from excessive holes, fraying, or alterations that compromise modesty or appearance.

The following guidelines apply:

- Shorts, skirts, and dresses must be no more than two inches above the top of the kneecap.
- Leggings may only be worn under dresses or skirts.
- Pants must be worn above the hips and must fully cover undergarments.
- Some athletic apparel is acceptable; however, nylon or polyester joggers, athletic shorts, spandex shorts, and spandex-style pants are not permitted.
- Clothing may not be excessively baggy, revealing, tight-fitting, or made of see-through material.
- Pajama pants, cut-off shorts, yoga pants, halter tops, low-cut tops, spaghetti straps, swimsuits, slippers, and similar items are not permitted.
- Visible boxer shorts or other undergarments are not permitted.
- Students may not go barefoot or wear slippers on campus due to safety concerns.
- Sunglasses may not be worn inside the building during school hours.
- Hats may not be worn inside the building during school hours.

Chapel Uniform (Required Every Wednesday)

The MLCA Chapel Uniform is designed to promote unity, school pride, and a focused learning environment. Students are expected to wear chapel uniforms from the time they arrive on campus until they leave for the day. Students may change into MLCA PE uniforms for PE classes.

Young Men:

- MLCA logo collared shirt (white, navy, or gold) or MLCA logo sweater
- Khaki or navy pants

Young Ladies:

- MLCA logo collared shirt (white, navy, or gold) or MLCA logo sweater
- Khaki or navy pants, or a school-approved solid navy skirt, solid khaki skirt, plaid skirt, or plaid jumper

Additional Chapel Uniform Guidelines:

- Closed-toe shoes are required.
- Logo sweaters and fleece jackets are acceptable outerwear. Jackets must be removed during chapel service; however, an exception will be made on days of unusually cold weather, when students may keep jackets on for warmth.
- Clothing must be clean, properly fitted, and free from excessive wear or embellishments.
- No Jeans or sweatshirts are permitted on chapel uniform days.

Personal Appearance

Students are expected to present themselves in a manner that reflects Christian character, modesty, respect for others, and the mission of MLCA. Personal appearance should support a positive learning environment and avoid distractions.

Tattoos

Visible tattoos are discouraged and may be required to be covered during the school day and at school-sponsored events. Tattoos containing language, symbols, or images that are inconsistent with Christian values, promote violence, profanity, illegal activity, or otherwise conflict with the mission of MLCA are not permitted.

Hair

Hair should be clean, neat, and well-maintained. Hairstyles, colors, or grooming choices that create a distraction or draw undue attention to the student are not permitted.

Hair may be worn in any natural texture or protective style. Hair color should remain within naturally occurring human hair color ranges. Artificial colors such as blue, green, pink, purple, neon shades, or similar colors are not permitted.

The administration reserves the right to determine whether a hairstyle or color is consistent with the standards and mission of MLCA.

Piercings

Modest ear piercings are permitted. Facial piercings, including nose, eyebrow, lip, tongue, or other visible facial jewelry, are not permitted during school hours or school-sponsored activities.

The school may require the removal of jewelry that presents a safety concern or is inconsistent with school standards.

Because no policy can anticipate every situation, MLCA administration reserves the right to determine whether a student's clothing, hairstyle, accessories, or appearance aligns with the school's Christian mission, educational environment, and dress code expectations.

Students are expected to avoid appearance choices that are intended to draw undue attention to themselves or conflict with biblical principles of modesty, humility, and respect.

PE Uniforms

Students in **grades 7–12** who are enrolled in a PE class are required to purchase and wear an MLCA PE uniform. PE uniforms, including both the required top and bottom, are available for purchase through the front office.

Students must wear the complete MLCA PE uniform during all PE classes. Failure to wear the required uniform may result in a reduction of the student's PE grade.

Dress Code for High School Formals

The MLCA formal dress code applies to all MLCA students and guests attending MLCA-sponsored formal events. Students are expected to choose attire that reflects modesty, respect, and the values of the Academy.

Students who arrive at a formal event and do not meet the following guidelines may not be permitted to remain at the event and may be asked to leave.

Girls:

- Dresses and skirts must be no more than **two inches above the top of the kneecap**.
- Midriffs (exposed stomachs) and exposed mid-to-low backs are not permitted.

- Strapless dresses are permitted if they are modest and provide appropriate coverage in the front and back.
- No visible undergarments.
- Dress shoes are required.

Boys:

- A suit, tuxedo, or sports coat with dress slacks is required.
- A dress shirt and tie are required.
- Hats are not permitted, with the exception of formal top hats.
- Closed-toe dress shoes are required.

Conduct

Student conduct is an essential part of creating and maintaining the Christ-centered culture of the MLCA community. Expectations for student behavior are not intended to be merely a list of rules, but rather an opportunity for students to reflect the character of Jesus Christ in their words, actions, and relationships with others.

As Scripture reminds us, **“Whoever claims to live in Him must walk as Jesus did”** (1 John 2:6). Students are expected to demonstrate respect, kindness, honesty, responsibility, and self-control in all areas of school life.

Students are expected to:

- Treat all students, staff, and visitors with respect. Physical, verbal, or emotional harassment, bullying, or assault will not be tolerated.
- Use language that is respectful and appropriate. Profane, crude, abusive, or disrespectful language, including slanderous comments or jokes related to race, gender, or other personal characteristics, is not permitted.
- Refrain from possessing, using, selling, or distributing alcohol, illegal drugs, tobacco products, hazardous substances, or pornography in any form. Violations may result in immediate suspension, notification of appropriate authorities when required, and possible expulsion.
- Demonstrate responsibility and care for school property and facilities. Carelessness, neglect, or vandalism will result in disciplinary action and may require restitution. Students and families are financially responsible for damage beyond normal use.
- **Cell Phones and Personal Electronic Devices:** Cell phones and personal electronic devices are not permitted on campus during the school day. Students may not have a

cell phone in their possession, including in backpacks, lockers, classrooms, or personal belongings, from arrival at school until dismissal. Students who bring a cell phone to school must immediately check it into the designated cell phone locker upon arrival. Devices will remain secured until the end of the school day. Violations of this policy will result in disciplinary consequences.

- Maintain appropriate relationships and behavior. Public displays of affection beyond normal friendship are not permitted.
- Follow the MLCA dress code, which is designed to promote modesty, comfort, and respect for the learning environment.
- Come prepared for class by completing assignments, bringing necessary supplies, and preparing for quizzes, tests, and other assessments.
- Maintain academic integrity. Cheating and plagiarism in any form are not permitted. Plagiarism includes presenting another person's work, ideas, or information as one's own. Confirmed incidents of cheating or plagiarism will result in a **zero for the assignment** and may include additional consequences such as detention or suspension.
- Demonstrate appropriate classroom behavior during classes, assemblies, field trips, athletic events, and all school-sponsored activities. MLCA reserves the right to address conduct concerns that occur on or off campus when such behavior impacts the safety, reputation, or Christ-centered mission of the school community.

Electronic Devices Including Phones, Smart Watches, and AirPods

To maintain a focused learning environment with minimal distractions, personal electronic devices are not permitted on campus during the school day. This includes, but is not limited to, **cell phones, smart watches, AirPods, earbuds, and other personal electronic devices.**

Students may not have these devices in their possession, including in backpacks, lockers, classrooms, or personal belongings, from arrival at school until dismissal. Students who bring a cell phone or other prohibited device to school must immediately check it into the designated cell phone locker upon arrival. Devices will remain secured until the end of the school day.

Personal electronic devices may not be used during school-sponsored trips or activities unless special permission has been granted by MLCA staff.

Violations of this policy will result in disciplinary consequences.

- o First offense - Student will be sent to the office, referral written, parent contacted and student sent home.
- o Second offense – Parent/Student/Administration conference. Students will serve a two day out of school suspension.
- o Third offense – Parent/Student/Administration conference. Students will serve a five day out of school suspension.
- o Fourth offense – Students will be expelled from MLCA.

Electronic Devices (Chromebooks and/or Laptops)

Chromebooks and laptops issued by or used on school premises are to be used for school purposes only. Students found viewing, listening to, and/or sharing inappropriate content will have the device confiscated immediately. Parents/guardians will be contacted, and appropriate disciplinary action will be administered in accordance with school policy.

This behavior is also a violation of the MLCA Lifestyle Agreement and will be addressed accordingly.

Lifestyle Agreement

The Academy desires to partner with parents in creating a safe, healthy environment for young people. In order to create this atmosphere, some basic guidelines need to extend into situations off-campus. Students are asked to agree to refrain from the behaviors listed below during school hours and outside of school hours, on-campus and off-campus, as long as they are enrolled as a student of MLCA. Because God has given the primary authority in a student's life to parents, MLCA calls parents to partner with us in supporting and upholding these values with their students in the home.

Students are required to refrain from:

1. **Illegal Activity** – Any illegal activity will be turned over to proper authorities for further action. (*Romans 13:1–5*)
2. **Fighting and Harmful Speech** – Students are not to be involved in fighting or in the use of profane, crude, abusive, or disrespectful language. (*Ephesians 4:29; Colossians 3:8*)
3. **Deceit** – Cheating or plagiarism in any form will not be tolerated. Plagiarism involves taking information from another source and using it as your own. (*Leviticus 19:11; Colossians 3:9*)
4. **Theft** – The act of stealing. (*Exodus 20:15; Ephesians 4:28*)
5. **Substance Abuse and Pornography** – The possession, selling, giving away, or use of alcohol, illegal drugs, vaping products, hazardous substances, tobacco, or

pornographic material in any form will result in immediate suspension and will be turned over to proper authorities for further action. This may result in expulsion. (*Ephesians 5:18; Romans 13:13–14*)

6. **Sexual Immorality** – All sexual immorality, including, but not limited to, the use of pornography. (*1 Corinthians 6:9–20; Hebrews 13:4; Romans 1:21–27; Ephesians 5:3*)
7. **Carelessness, Neglect, or Vandalism** – Students will learn to be responsible and to take pride in the school and its facilities. Carelessness, neglect, or vandalism is not appropriate and will be met with consequences. Students will be financially responsible for damage to school property or materials beyond normal use.

Section 7 - Discipline

Discipline Philosophy

The Academy desires that its philosophy of discipline be based on Biblical principles. In particular, the following understanding guides the process of classroom management and discipline at MLCA:

- In its essence, discipline is closely related to discipling. Specifically, discipline is a process of loving, strengthening, protecting, training, and correcting a person with the goal of developing an individual who practices a self-disciplined lifestyle of obedience to God and sensitivity to the needs of others.
- Discipline is based upon a relationship of love and concern. In the same way God disciplines those He loves (*Hebrews 12:6*), parents are to discipline their children and teachers are to discipline their students.
- Though each person is born with the tendency toward sin, each individual is of value to God and each individual has the potential of being transformed by the Holy Spirit.

The Academy recognizes that in order to maintain a positive Christian atmosphere where growth and effective learning can take place for all students, reinforcement of positive behaviors must be practiced. Yet, corrective discipline may sometimes be necessary. Almost all situations that require corrective discipline will be handled by the classroom teacher, but occasionally a situation arises of greater concern that is referred to an administrator.

Some situations that may require administrative involvement include: cheating, plagiarism, frequent misbehavior, flagrant disrespect, vandalism, theft, acts of violence, intimidation or

harassment, or any action that endangers the safety and well-being of staff or fellow students. Devices that are considered "weapons" in any culture are not permitted at school. Parents will be contacted. Possible actions the administration may take include detention, in-school detention, disciplinary probation, or, in extreme cases, suspension or expulsion.

See also Section 6: Lifestyle Agreement, which outlines behavioral expectations for students both on and off campus.

Behavioral Probation

Behavioral probation may be implemented for disciplinary causes at any age level. The purpose of probation is to provide a time period in which a student may demonstrate improved behavioral performance, thereby demonstrating the possibility of long-term success at Moses Lake Christian Academy.

Probation begins with formal written terms discussed at a joint conference between Academy administration, the student, and a parent. School privileges or extracurricular activities (i.e., school-sponsored social events) may be limited during the probationary period. To support even greater success, MLCA may require the completion of counseling or additional tutoring.

Supplementary joint conferences between the same parties will be held throughout the probationary period to help encourage the positive steps taken and monitor progress.

Should the written terms of probation not be met, or should further behavioral missteps be taken while a student is on probation, dismissal from MLCA may result. Moreover, students placed on probation more than once while enrolled at MLCA may also lead to student dismissal.

See also: Discipline Philosophy, above, regarding the range of administrative actions that may be taken in response to student conduct.

Closed Campus

MLCA is a closed campus. All visitors, including parents, must check in and out with the MLCA office to obtain a temporary visitor's pass.

Students are required to remain on campus at all times during school hours unless they are with a faculty or staff member on school-related business, or they have been picked up in the school office by a parent. No student should be in the parking lot area unless given permission

by MLCA staff. Students who are only at MLCA for part of the day must check out before leaving.

To leave school prior to the end of the day, a student must have a written excuse from his/her parent/guardian. Students needing to leave campus for any reason must sign out in the school office and sign back in upon return. Students who leave campus without authorization will receive detention and may be suspended.

Junior/Senior Lunch Privilege - Note - Lunch privileges are exclusive to juniors and seniors.

Juniors and seniors may leave campus for lunch within the following stipulations:

1. A parental release slip must be on file in the office; this applies to both drivers and passengers.
2. Tardiness to after-lunch classes due to this privilege will result in the following consequences:
 - **First offense:** Warning
 - **Second offense:** Two-week suspension of the privilege
 - **Third offense:** Permanent loss of the privilege

[Off-Campus Lunch Family Permission Form](#)

Section 8 – Info for Families of MLCA

Continuous Enrollment

Moses Lake Christian Academy uses Continuous Enrollment. This is an efficient way for our families to manage enrollment from year to year — there's no need to re-enroll every year.

In March of every year, a re-enrollment fee of \$125 per student will be charged to all family accounts. This fee is non-refundable.

January and February are the opt-out months for current MLCA families. During this time, families who need to withdraw their student(s) for the upcoming school year may do so by completing an online withdrawal form, available [here](#).

Extended Learning

Per the school calendar, one week each spring is set aside for secondary students to take their learning beyond the Academy classroom. Faculty and parent chaperones provide learning

opportunities that are as varied as the participants can arrange, though some traditions do exist:

- **6th grade** students traditionally serve in and around the Moses Lake area.
- **7th grade** students traditionally remain in the Moses Lake area and engage in STEM activities.
- **8th grade** students traditionally explore Washington State in correlation with their 8th grade Washington State History class.
- **High school** students have an assortment of choices, including community service in Moses Lake, as well as mission trips to Alaska and, every third year, to Europe.

Extended Learning options are made available early in the school year, and planning happens throughout the year so that students and faculty know the requirements for their trip's success. Upon their return, student groups report their learning back to the MLCA community on Presentation Night.

Because this program requires students to raise additional funds depending on the trip they select, it is wise for students and families to plan financially well in advance.

As with all field trips, the Academy's student expectations remain in effect. Students will be graded on their participation during Extended Learning Week and on the following Presentation Night.

Extended Learning Week and the following Presentation Night are not optional for MLCA students.

Parent Communication

MLCA strives for a positive partnership with our school families and believes communication is an important aspect of that partnership. Throughout the year, student development, current events, and other MLCA topics of interest may be presented through:

- School website: www.mlca.us (including a printable school calendar)
- Sycamore Education: student grades, updates, announcements
- Email (first letter of first name then last name@mlca.us)
- Friday MLCA newsletter emails (request to be added to this mailing list)
- Beginning of the year classroom syllabus
- Parent-teacher conferences scheduled on school calendar
- Facebook/Instagram: Moses Lake Christian Academy/mlcalions

- Remind
- Parent/Teacher Fellowship
- MLCA School Governance Board Meetings (Third Tuesday of the month, open to public)

Dispute Resolution

Disagreement, disputes, and differences may arise within the Academy community; such differences are inevitable. Dealing with these situations in a Biblical, Christ-like manner is necessary to avoid tension and to promote a positive Christian environment. In the majority of these situations, issues are resolved directly by the parties involved.

The MLCA School Board maintains a Dispute Resolution Policy for situations where the parties are unable to settle their differences without additional assistance.

This policy may be accessed on the MLCA website: ([Dispute Resolution Policy](#))

Section 9 – Health & Safety at School

Safe Place to Learn

The Academy is committed to maintaining a safe environment, free from all forms of violence, intimidation, and harassment. Therefore, any student who engages in acts of violence, intimidation, or harassment on or off campus (including but not limited to fights, threats, or bullying — whether electronic or in person) will be subject to disciplinary action.

Transportation Permission

Parents are asked to pick up or arrange for transportation of their child immediately following dismissal. Students must use designated crosswalks on the way to the Secondary pick-up area to allow MLCA traffic to keep moving efficiently.

- Parents must inform the office or teacher of any special circumstances in which someone other than the parent may be picking up their child from school.
- Parents must inform the office of anyone specifically **not** authorized to pick up their child from school.

Campus Driving and Parking

Campus parking is a privilege, not a right. Therefore, students, teachers and parents driving to school are expected to drive cautiously and safely. The posted speed limit is 5 miles per hour.

Exceeding this speed, or driving in a dangerous or reckless fashion, will result in loss of the privilege of driving on the campus.

Weapons

Devices considered "weapons" in any culture are not permitted on campus, whether real, simulated, or novelty in nature. This includes, but is not limited to: firearms, knives 3 inches or longer, explosives, martial arts weapons, ammunition, and any other object that could reasonably be used to cause harm.

Possession of a weapon on school grounds will result in automatic suspension and may result in expulsion. Students and staff who become aware of a weapon on campus are required to report it immediately to a teacher or administrator.

The school administration reserves the right to determine, at its discretion, whether an item constitutes a weapon under this policy.

Emergency Contact Forms & Medical Records

All parents must complete the Emergency Contact Form which gives consent to treatment in case of a medical emergency. It is important that the school be able to make contact with a parent or family representative in case of an emergency so please be thorough and update the information as needed. In addition, parents are asked to make sure a student's health and immunization records are updated annually.

Drugs & Medications

Students who are taking medications (including prescription drugs, etc.) should always inform the Main Office and their classroom teachers regarding their medication schedule and dosage. No student should ever take medication apart from the knowledge and cooperation of the Main Office. In order for a child to take medication at school an Authorization for Administration of Oral Medication is required.

When Students Should Stay Home

In accordance with Grant County Health District recommendations, MLCA requests that students remain at home when experiencing the following conditions:

- **Fever:** Please keep sick children at home for at least 24 hours after they no longer have a fever or show signs of a fever, without the use of fever-reducing medication. Temperatures of 100°F or more are considered a fever, and students who have a fever at school will be sent home.

- **Sore Throat:** When accompanied by fever or swollen glands.
- **Vomiting:** Two or more times in 24 hours (the student should not return until at least 24 hours have passed since the last occurrence).
- **Diarrhea:** Two or more watery stools in 24 hours.
- **Rash, Ringworm, Lice, or Nits:** Body rash, especially when accompanied by fever or itching.
- **Eye Infection:** Thick mucus or pus draining from the eye.

Emergency Procedures

The Academy has emergency procedures in place to implement in the case of fire, inclement weather, or other emergencies. Students practice these procedures throughout the school year.

If an emergency occurs during the school day that forces the cancellation of classes, MLCA will notify parents by phone and through the Remind app so that arrangements can be made for immediate student pick-up. Pick-up location will depend on the nature of the emergency and will be communicated at the time. Parents must follow standard office pick-up procedures unless students have been relocated off campus, in which case instructions for the alternate pick-up location will be provided.

Parents are urged to keep the office updated with current cell phone numbers to ensure they can be reached promptly.

Insurance & Liability

Moses Lake Christian Academy carries general liability insurance only. This coverage does not extend to sports injuries or incidents resulting from student negligence. In the event of a claim, the parent's own insurance policy will take precedence over the school's policy.

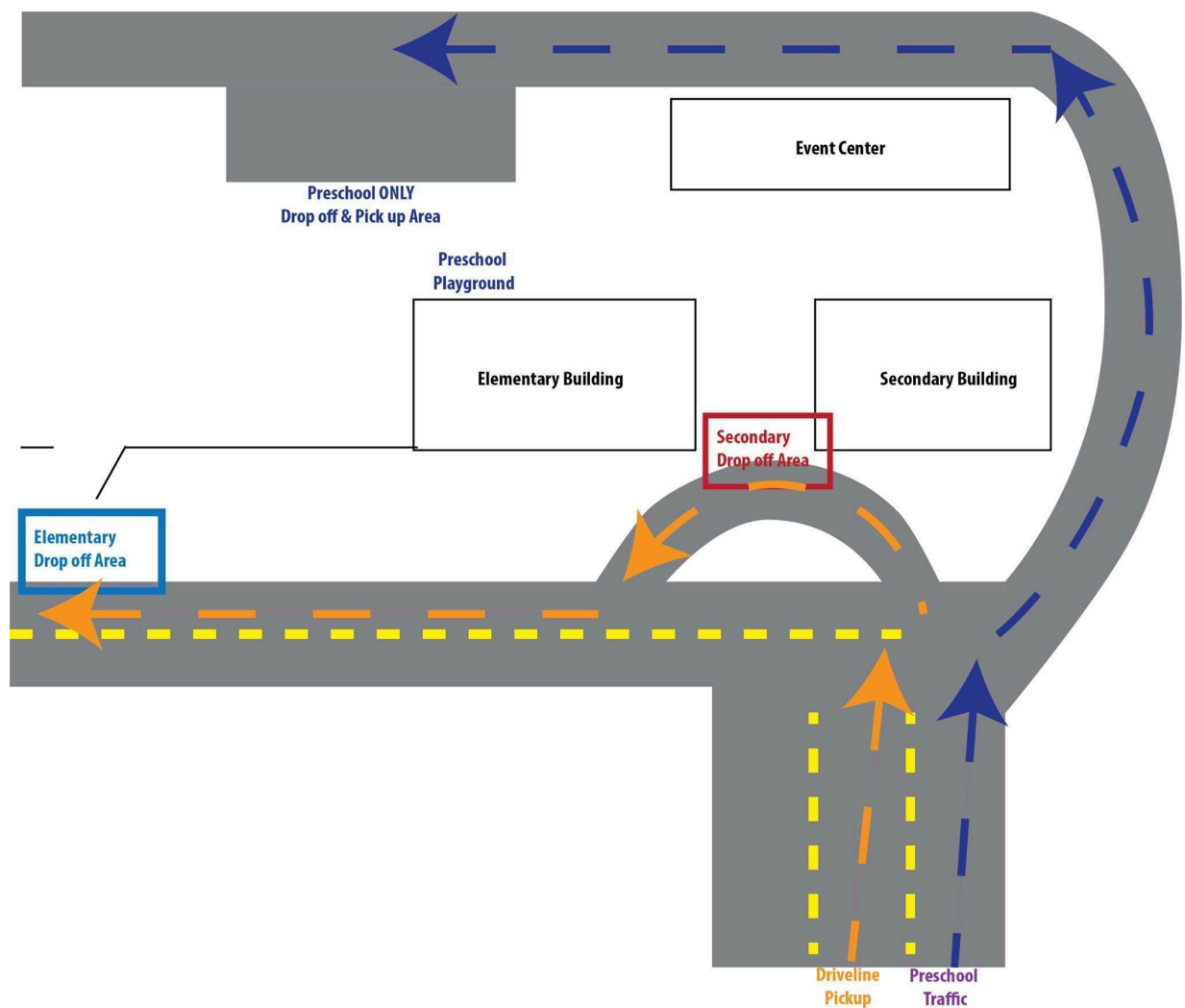
Inclement Weather & School Closures

In the event of poor weather or unsafe driving conditions, a decision regarding a possible school delay or closure will be made early in the morning, generally by 6:00 AM. The MLCA office will send an automated phone call and text message announcing the decision before 6:15 AM. This information will also be posted on the MLCA Facebook page and website. Please keep the office updated with the phone number at which you wish to receive these notifications.

Recess Guidelines

Students are expected to follow all recess guidelines. Failure to do so may result in recess privileges being altered or reduced. To further promote student safety, skateboards, rollerblades, roller skates, bicycles, and similar items are not to be used on school grounds. Students who ride a bicycle, skateboard, or similar item to school as a means of transportation must store it in a designated area upon arrival and may not use it on school grounds during the school day.

Pickup & Drop Off



Drop-Off Procedures

- Please drop off all elementary students at the playground gate between 7:40 and 8:00 AM.
- Late elementary students must be escorted to the Elementary Office by a parent and checked in.
- Secondary students may be dropped off in the circular drive between 7:40 and 7:55 AM (7:30 AM if the student has detention).
- Late secondary students must be escorted to the Secondary Office by a parent and checked in.
- Parents should not exit their vehicles while in the drop-off lanes. If you need to speak with a teacher or exit your car, please park in the parking lot instead

Driveline Pickup Instructions

- Students in preschool through 8th grade will be issued a Driveline number card for their family's car.
- The number card must be displayed in the window of the car at all times during pick-up.
- For preschool families, the number card is used for safety identification purposes. Preschool parents must present the ID card to be admitted into the building for pick-up.
- As your car enters the Driveline pick-up line, your number will be entered and your child's teacher will send your child out to the car.
- Once your child has entered the car, please proceed to the exit.
- If you forget your number card, a photo ID will be required before your child will be released.
- Parents should not exit their vehicles while in the pick-up lines. If you need to speak with a teacher or exit your car, please park in the parking lot instead.

MLCA Non-Discrimination Statement

Moses Lake Christian Academy will admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, employment, scholarship programs, and athletic and other school-administered programs.