

Parent & Student Handbook



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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(ren)’s education. This is a privilege and we look forward to developing a partnership with you throughout the year.

We are thankful to God, who has allowed us to have a school that puts HIM first. We are excited about what He is doing within our school and what He is going to do through the lives of these children.

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

Blessings



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 is an organization under the Lordship of Christ. The Academy Governance Board is tasked to protect the mission and set the vision for the future. The Board selects and supervises the MLCA Director who then selects and manages the Academy faculty and staff. Both elementary and secondary faculties are professional Christian educators, who create classrooms that are effective, engaging, and founded on Christian principles.

Spiritual Development

One's social and emotional development as a person standing before the Lord are just as important in school as one's academic performance. Students should learn how to live as Disciples of Christ while they are in school. Our part is to create an environment that promotes such learning. Chapel and Servant Leadership are a vital part of that environment. The role of parents is critical in the spiritual development of children as they model and teach biblical values and lifestyles at home. The goals we have for students will only be met through partnerships with parents.

PRAYER: Time is set aside for students each morning.

BIBLE CLASS: Bible is taught at every level.

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

SERVANT LEADERSHIP: All students will be involved in Christian service projects, giving them an opportunity to put their faith into practice.

Section 1 - Policies

Financial Policies

A student's tuition billings represent a binding financial obligation to Moses Lake Christian Academy / MLCA). Timely payments are required, based on the stated policy and payment schedule. The primary source of income for MLCA is tuition. It is crucial to provide payroll for the MLCA faculty & staff as well as ensure that our bills are paid promptly to protect our good name and Christian witness in the marketplace. The faithful stewardship of parents and others responsible for student tuition payment enables us to do so.

- Tuition is to be paid through monthly electronic funds transfer from a bank account designated by the student's parent or guardian. These withdrawals will occur once a month from July through June. For students registering after July 1 but before September 30, total tuition will be averaged over the remaining number of months in the school billing cycle.
- Full semester prepayments received by July 2nd (1st semester) or January 1st (2nd semester) will receive a tuition discount of one percent (1%). Full year tuition prepayments received by July 1st will receive a 2% discount.
- When a student enters school mid-year, tuition will be charged for each month the student is registered (regardless of the number of days in attendance that month) on the basis of 1/10 of the annual tuition.
- Fees billed in addition to tuition shall be paid within 30 days of the billing, with the exception of curriculum fees, which are due with the 1st month's tuition payment and are nonrefundable. The application fee, which is due at the time of application is also non-refundable.
- If a student leaves MLCA for any reason, payments for July, August and each month the student was registered (regardless of the number of days in attendance that month) will not be refunded. Report cards and transcripts will be held if the student leaves the school owing tuition or fees.
- Unpaid tuition as of July 1 will place the student on the waiting list, regardless of registration status.

- A \$35 fee will be assessed to the students account for non-sufficient funds (NSF) auto payments.
- Children will not be permitted to attend school on the first day of any month in which his/her account is 60 days' delinquent unless arrangements have been made with the MLCA Administration.
- Senior students will be permitted to receive a diploma only if their account is paid in full.
- Exceptions to this policy may be made on a case-by-case basis as approved by the MLCA Administration and Board of Directors.

Tuition Payment Options

- o Plan 1 Prepay entire amount by July 1st; receive a 2% discount
- o Plan 2 Prepay each semester; receive a 1% discount.
 - First half due July 1st -Second half due January 1st
- o Plan 3 Automatic monthly bank withdrawal from your checking or savings account (July-June). These ACH transactions can be set up in 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 - Grades 7th through 12th will meet at the Cross at 7:55 AM and roll will be taken at the beginning of each class period.

It is the responsibility of the parent/guardian to notify the school as early as possible in the morning if the child will be absent from school. Please email attendance@mlca.us to let us know your student will be absent. If there is no communication from the parent/guardian by

8:15 a.m., an attempt will be made by MLCA secretaries to contact the parent/guardian to learn the reason for the absence. It is the responsibility of the parent/guardian to email or call indicating the reason for the absence. A determination will then be made as to whether the absence is excused or unexcused (RCW 28A.224.00S.0). Failure to contact school within three days after the student returns to school will result in an unexcused absence. If the parent/guardian wishes to request homework from the teacher, it must be specifically stated at the time of contact with the school. Teachers may be able to honor homework requests that reach their desks no later than noon.

The school will recognize two types of absences:

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 Absence:

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

Excessive absences for Grades 9-12

At the secondary level in order to receive credit for any class or subject a student must not exceed 10 total days absent (in any class) of the semester. This includes all reasons for absence, except school-sponsored activities. When a student goes beyond the 10 days of total absences, they will not receive credit for those classes. If extenuating circumstances exist,

an appeal may be made to administration and taken to the Board of Directors. The Board will review to determine the validity of the circumstances.

Excessive absences for Grades K -8

In order to be promoted to the next grade a student must pass academic requirements and not exceed 10 total absent days of the semester for any reason. When a student goes beyond the 10 days of total absences, they will not be promoted to the next grade level. If extenuating circumstances exist an appeal may be made to administration and taken to the Board of Directors. The Board will review to determine the validity of the circumstances.

Prearranged Absence

In the event you know your child will be absent from school you will need to fill out a prearranged absence form. That form can be found [here](#).

Absent the day of student activities

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

Absent and Make-up Work

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

Late work will be accepted up to 2 days after the due date 1 day late - 10% off, 2 days late 20% off. After that the student will receive a zero for the assignment.

Tardiness

A student arriving late must report to the office with a note or a parent must sign them in. An admittance slip must be given to the student before reporting to the classroom. A tardy may be excused due to a medical/dental appointment, extreme weather conditions, car trouble, etc.

Tardiness in 7th -12th Grade:

Tardiness is defined as a student not being in his/her classroom when the tardy bell rings. When a student receives a third tardy in the same class a morning detention will be given.

Excusing Students during the School Day:

Withdrawing children from the building during the school day **MUST** be done through the office. At no time are students to be dismissed from the classroom without prior notice to the school office. **Please stop by the office and sign your child out.** Office staff will then locate your child and have them brought to the office.

Students who are not signed in or out during the school day will receive detention unless extenuating circumstances apply. This will be determined by administration.

Service Hour Commitment Policy

Why Service Hours?

- MLCA's tuition covers only a portion of the true cost of educating each child. Parent volunteerism fills vital roles—such as assisting in classrooms, maintaining facilities, or organizing events—reducing operational costs.
- Service hour requirements remind families that the school is a shared ministry and mission, not just a service to consume, but a community to contribute to.
- Christian education is a collaborative effort among the school, church, and family. Parent involvement reinforces a shared commitment to raising children in the Christian faith.
- Requiring service hours allows families to model Christ-like service, humility, and stewardship to their children, values central to Christian teaching (e.g., Mark 10:45).
- Sense of Belonging: Involvement helps families feel more connected and invested in the school, fostering a sense of community and mutual support.
- Stronger Relationships: Active parent participation fosters stronger relationships among parents, teachers, and administrators, thereby enhancing communication and trust.
- Lead by Example: When parents are involved in their child's education, the child often feels a greater sense of responsibility, support, and motivation.

- Engaged parents are more likely to reinforce the biblical worldview taught at school, creating a consistent message in all spheres of the child's life.

MLCA SERVICE HOURS POLICY

One Student: 30 hours

Two or more Students: 45 hours

Part-time Student: 15 hours

Two or more part-time Students: 30 hours

A charitable donation of \$1,500 is accepted instead of service hours. If you are a family that would rather make a charitable donation, please contact the office. Service hours can be donated if a family has an excess of 30 hours. Pre-school families are exempt from service hours. If service hours are a hardship for your family, please contact us at 509-765-9704.

Parent Involvement

Per the service hour commitment policy signed during the application process, Kindergarten - 12th grade families are invited to help participate in the success of MLCA by contributing hours of service based upon the number of children attending. Working side-by-side with other MLCA constituents can be an enjoyable way to become connected with the greater MLCA community. Please contact the MLCA office to inquire about current involvement opportunities. The following opportunities (not an exhaustive list) are available, though some are seasonal:



- Fall Auction Committee, Crab Feed Committee
- Committees - PTF, Finance, Fund Development, Long Range Planning, Curriculum Pledge Drive
- Lunchroom helpers
- Classroom helpers (arrange with individual classroom teachers)
- Field trip drivers & chaperones, Field Day
- MLCA cleaning and/or maintenance

- MLCA landscaping
- Your own idea. (Contact the Academy to share how your expertise, hobbies, and talents can be matched to support MLCA.)

Please check in with the front office staff before volunteering. We want to make sure you are checked into our volunteer software, allowing us to accurately document your service hours. Each volunteer is required to have a background check.

Section 2 - Academics

Expectations

Academic excellence is a primary goal at Moses Lake Christian Academy. We expect high academic performance. Our curriculum is taught from a Christ-centered perspective and all subject matter is approached with equipping students to be "doers of the word" (James 1:22) and to follow Christ. Since it is our stated purpose to encourage young people to grow: students are expected to be in class on time, prepared and ready to learn, and to have the self-discipline necessary to be a positive addition to the classroom. Continual tardiness, disruptions of the class and other behaviors and attitudes not conducive to the educational environment will result in disciplinary action.

Academic Integrity

MLCA attempts to help students maintain academic integrity while developing summarization and paraphrasing skills. Becoming proficient in summarizing an author's words by putting them into one's own words and learning how to cite sources appropriately is a skill. Students who are unsure and are seeking clarification or assistance with citing sources will find their instructors helpful when asked. Students whose final products include little to no attempts at summarizing or citing sources lack the honesty needed for maintaining academic integrity and will thus incur consequences for plagiarism. The consequences for plagiarism (whether intentional or not) will be zero credit for that assignment and parents will be notified.

Cheating is another serious academic integrity issue and will also be treated as such. Cheating on homework or examinations consists of directly copying answers from a key or from another person's assignment or exam. The consequences for cheating will be zero credit for that assignment and parent notification. Multiple incidents of cheating and/or plagiarism will lead to further disciplinary and academic consequences.

Academic Probation

Academic probation may be implemented for poor academic standing at any grade level. The purpose of probation is to provide a time period in which a student may demonstrate improved performance, thereby demonstrating long-term success at MLCA. Probation begins with formal written terms discussed at a joint conference between MLCA administration, teachers, the student, and parents. School privileges or extracurricular activities may be limited during the probationary period. Supplementary joint conferences between the same parties will be held throughout the probationary period to help encourage students for positive steps taken and monitor progress. Should the written terms of probation not be met or further academic decline occur 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.

Grading Procedures

Students in kindergarten and first grade use a skill-based grading system that is appropriate for early elementary education students. 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		

2nd– 6th GRADE SCALE				
A+	Excellent	99%	-	100%
A	Well Done	92%	-	98%
A-	Well Done	90%	-	91%
B+	Above Average	88%	-	89%
B	Above Average	82%	-	87%
B-	Above Average	80%	-	81%

C+	Average	78%	-	79%
C	Average	72%	-	77%
C-	Average	70%	-	71%
D+	Below Average	68%	-	69%
D	Below Average	62%	-	67%
D-	Below Average	60%	-	61%
F	Failed	00%	-	59%

Students in Grades 7-12 will be assigned grades A, B, C, D, F based on a percentage taken from the number of items on a graded assignment. Students who fail to complete an assignment or who exhibit a lack of effort may receive a 0.

Percentages will receive a letter grade as follows:

Letter Grade	Decimal Equivalent	Numerical Equivalent
A	4.0	92.5-100
A-	3.75	90-92.49

B+	3.25	87.5-89.99
B	3	82.5-87.49
B-	2.75	80-82.49
C+	2.25	77.5-79.99
C	2	72.5-77.49
C-	1.75	70-72.49
D+	1.25	67.5-69.99
D	1	62.5-67.49
D-	0.75	60-62.49
F	0	0-59.9
P- Pass		
W- Withdrawal		
I- Incomplete		

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 sent home to parents.

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

Contact the MLCA office for your login information or other assistance with Sycamore issues. The MLCA school code for Sycamore is 1477. After checking Sycamore, parents may contact teachers to ask about the progress of their student using email or the Pass-A-Note feature in Sycamore. Teachers may also encourage students to become

self-regulating learners by requiring Sycamore grade checks as part of their students' academic coursework. MLCA highly encourages parents to utilize the Sycamore education website to keep up with their students' grades and classwork.

Homework

Homework is work to be completed outside of class. Students may also have to complete unfinished class work outside of school hours. Homework enriches and reinforces the learning that has taken place in the classroom and allows for the development of proper study habits.

Parent/Teacher Conferences

Formal parent-teacher conferences happen two times during the school year. Parents are expected to schedule conferences online and attend the conferences. Other conferences may be scheduled by the parent or teacher, as needed. Communication between school and home is essential for the success of students; therefore, parents are encouraged to keep in contact with the classroom teacher.

Dropping and Adding Classes - Secondary Only

MLCA allows students to change their minds with no penalty by either adding or dropping a class within the first 10 days of actual class time (retreat days excluded). Any class dropped within MLCA guidelines will not be reflected on a student's official record. Students wanting to make changes to their schedule must complete the [Add/Drop Form](#). The form needs students to seek permission to enter a class from the teacher of the course for which they are applying, permission to exit from the teacher of the class for which they were originally enrolled, and approval from their parents to make a schedule change. The completed Course Add/Drop Form is then submitted to MLCA Administration for final approval. Until final administrative approval is obtained, a student must continue to attend the class for which he or she was originally registered. Students may not initiate course changes after the close of the add/drop period.

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 Graduation Requirements	MLCA Graduation Requirements	Minimum Graduation Requirements for Public Four Year Colleges & Universities*	Recommended Courses 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	3 Credits 1- US Hist & Gov .5 - C World Hist .5 - Civics 1 - SS Elective or .5 - C Temp World Hist	3 Credits 1 - US Hist & Gov .5 - C World Hist .5 - Civics 1 - SS Elective or .5 - C Temp World Hist	3 Credits	3-4 Credits
World Language <i>same language</i>	2 Credits	2 Credits	2 Credits	3-4 Credits
Arts	2 Credit 1 - Performing or Visual Arts 1 - Personalized Pathway	2 Credit 1 - Performing or Visual Arts 1 - Personalized Pathway	1 Credit	2-3 Credits
Health and 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 the Washington State minimum graduation requirements. STUDENTS ARE REQUIRED TO PASS BIBLE IN ORDER TO GRADUATE FROM MLCA</i>	
Career and Technical Education	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 juniors and seniors, whereby they can enroll in college classes that meet both their high school and

college requirements. Qualifying MLCA upperclassmen must be in good standing both academically and behaviorally before choosing to participate in the MLCA/Running Start program.

Students interested in CBTech should contact the CBTech office to inquire about class offerings. All CBTech classes have 3 total 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) Must be enrolled in a MLCA Christian Studies course, and two other courses at MLCA
- 3) Must receive MLCA administrative approval. Since MLCA students enrolled in Running Start or CBTech are part-time students, they will be required to pay the normal registration and curriculum fees.

Credit for Work Experiences

A high school work program enabling students to earn a maximum of 3 credits for the year. This educational experience is sponsored by a business and the Academy with MLCA being the supervisor. Administrative approval is required before entering into such a program, and eligibility is based upon the student being legally employed and passing his/her 16th birthday. The number of credits for on-the-job-training will vary depending on the number of hours worked, length of employment, and number of periods released for the student to be on the job. Therefore, the following shall be the credit guidelines for MLCA:

- One full credit may be granted for not less than 405 hours of work experience related to the student's program, as per WAC 180-50-315.
- A student in the program who is paid shall work a minimum of 203 hours for every .5 credit and 405 hours for 1 credit.

- Every 203 hours of satisfactory work in the program may earn an additional 1.5 credit up to the maximum of 3 credits.
- A student in the program who is not paid shall work a minimum of 90 hours for 1 credit. A weekly log of hours, teacher assignments, and a culminating project are required.
- Students must be at least 16 years old and have proper permission forms on file at MLCA.

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.

Valedictorian and Salutatorian Policy

Valedictorian and salutatorian recipients must have no failing grades throughout high school. It is possible to have more than one student qualifying for either honor. For example, if three seniors complete their first semester with a 3.95 GPA or higher, all three seniors will receive the honor of valedictorian. Conversely, it is also possible that no student may qualify.

Valedictorian Qualifications:

- o Cumulative GPA of 3.9 - 4.0 during grades 9th -12th through the first semester of the senior year

Salutatorian Qualifications:

- o Cumulative GPA of 3.8 - 3.89 during grades 9th -12th through the first semester of the senior year

College Entrance Examinations

Both the ACT and the SAT college entrance tests are available locally. National testing dates and registration deadlines are published online and posted on bulletin boards in the secondary building.

NWEA Testing

NWEA Tests help us get to know our students so we can best encourage their strengths and fill any gaps in learning that may have occurred in the past few years. The NWEA Test (Measures of Academic Progress) is an assessment tool used to measure achievement and growth in math, reading, and language use. This test helps us as educators know where our students are academically and helps instructional strategies to ensure that students reach academic success.

Students take this test at the beginning of the school year, middle of the year and then again at the end of the year and the results are shared with families.

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

Microwaves are available for student use. Tables are also located in the lunch room for student use. **Students must eat their lunches in the lunchroom only.** Students are not permitted to bring food and drinks into the chapel room. While students are responsible for providing their own lunch, varying student groups may have lunch or snack options available as a fundraiser throughout the school year. Juniors and seniors are the only students allowed to leave campus at lunchtime, and such a privilege relies on their responsibility to return to class promptly afterward. If a junior or senior chooses to leave for lunch, they are responsible for signing in and out in the office.

Chapel

An important part of any learning community that seeks to glorify Jesus Christ is gathering together weekly to respond to God in worship. The Academy gathers for chapel on Wednesday. Worship is a broad concept that is meant to involve all aspects of the Christian community and the chapel program seeks to recognize this by integrating academic excellence, community service and servant leadership into its yearly program.

Chapel Buddies



To further encourage Christian community, older students are grouped with younger elementary students as Chapel Buddies, and together they attend joint elementary and secondary chapel services. Otherwise, elementary and secondary chapel services are usually held separately. Secondary students are required to follow a universal “Chapel Buddy Code of Conduct” before an elementary buddy is assigned. Secondary students

will be graded based on this "Code of Conduct" and this grade will be taken and assessed in Bible classes.

Field Trips

Moses Lake Christian Academy encourages classroom related trips which enhance the educational process. Trip specific permission slips will be completed for each field trip. Parents are also encouraged to help with transportation and supervision for field trips when needed.

All proper documentation must be on file in the office to transport MLCA students.

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	10:10 – 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	50 min.	6	1:20-2:05	40 min.	7	2:30-3:00	30 min.
			7	2:10-3:00	40 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	TK	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-2 RECESS K-2	11:40-12:00 12:00-12:20			
6	10:55-11:25	30 min.		LUNCH 3-6 RECESS 3-6	12:05-12:25 12:25-12:45			
7	11:30 – 12:00	30 min.		DISMISSAL	3:00			

During regular times of operation, the school building will be opened for the students at 7:40 a.m. **At the end of the school day the building will be locked at 3:30 p.m.** After that time students are not to be in the building without permission and supervision of an employee or volunteer. Any school groups or clubs that meet must have an advisor present.

Cub Club After School Program - for Kindergarten-5th Grade

Cub Club is a separately billed childcare service available for MLCA students from Kindergarten up to fifth grade only. Students must be at least five years old to participate in Cub Club. This service provides quality supervision when a family's childcare needs extend beyond the normal school day. Cub Club begins at 3:15 PM to 4:30 PM. Elementary students still remaining on campus at 3:15 PM will be sent to Cub Club. Payment for Cub Club services is arranged through Sycamore and the charge for services is \$10.00/hr.

Late: After 4:30 PM a charge of \$1.00 per minute. Anyone late more than 3 times will no longer be able to utilize Cub Club.

Lost & Found

If an item is lost at school, students should check the lost and found in elementary and secondary buildings. After a reasonable length of time, items still remaining will be donated to a charity.

Section 4 - Extra-Curricular Activities

Participation in extracurricular activities at MLCA is an enjoyable privilege that enriches a student's overall high school experience. Successfully managing an academic workload and proper student conduct is essential to developing good character and time management skills. Part of the added accountability for student leadership positions means that those same privileges may be reduced or revoked by the Academy when the student is struggling to successfully manage the workload and/or conduct mentioned above.

Extra-Curricular Academic Requirements

Every student participating in an extra-curricular program is expected to maintain at least a 2.30 grade point average with no F's. Grades will be checked by the administrative staff. At the beginning of the season or time of service, initial eligibility will be based upon the last semester's report card grades. However, during the season or term of service, grade checks occur on the first Tuesday (school day) of the month. All academic and elective classes, even Running Start and classes taken at Moses Lake High School are included in the grade check.

Students become ineligible for leadership positions when their overall average falls below a 2.30 GPA, they have an F, or if they are placed on behavioral probation. Furthermore, the student may not ride with the team or group to or from the competition, activity, or performance and may be asked to forgo practices. Once deemed ineligible, a student will remain so for a week until the following Tuesday. At that time, there will be another grade check for the ineligible student. The student's status may be reclassified as eligible if they have met the above grade requirements.

Classroom Representatives

To help encourage community for our secondary students, each grade level is assigned an MLCA faculty advisor who remains connected with the class over the years as they move from seventh grade all the way to graduation. The class advisor helps the class plan social and

ministry activities as well as developing a fundraising plan toward their Senior Trip. A classroom representative is elected each spring who works alongside the advisor the following school year to help plan grade level social events, parties, and fundraisers with proceeds to go towards their future senior trip. The experience of being a classroom representative enables students to be qualified for future high school student council positions.



Student Council and Social Events

Student council (STUCO) is a high school leadership team elected by their peers in the spring to represent the student body the following school year in Academy matters and to plan social activities which inspire fellowship. In the past, such social activities have included planning the beginning of the year retreat, student planned buddy chapels, dances, game nights, etc. STUCO members also oversee secondary committees such as dance, activities, spiritual emphasis, and community service. In order to be elected for a STUCO position, a student must have first had one year's experience as a class representative with the exception of the position of secretary.

Student Activities, Fundraising, & Senior Trip

All student activities sponsored by the school and held outside of regular school hours must receive prior approval from the MLCA administration and be supervised by an approved adult sponsor. In addition, any proposed school activity must be reviewed and authorized by an administrator to ensure alignment with the overall interests of the Academy. Consideration will be given to factors such as facility availability, transportation logistics, and potential conflicts with ongoing fundraisers or events.

The Senior Trip is a privilege that seniors are granted annually to enjoy a final time together as a class. The Senior Trip is four days and three nights. The class advisor(s) are generally the chaperones for the trip which can be taken anywhere in the Pacific Northwest. Air travel is not allowed for the Senior Trip.

In keeping with the non-profit status of MLCA, the funds raised must be used for the benefit of the entire class and not for class members individually. For example, class funds can be used

for housing, food, transportation, and group activities related to the Senior Trip. The funds cannot be used for class clothing, jewelry, individual gift cards, etc.

In addition to the Senior Trip, class funds at the end of the senior year of a class provide for a legacy gift to MLCA and \$500 “seed money” toward next year’s senior awards breakfast. Any funds left over at the end of the year may be designated by the class toward any particular fund within MLCA including the general operating fund. If not designated within six months those extra funds will be added to the general fund account at MLCA.

Fundraising Commitment

Fundraising is a vital part of sustaining the mission and daily operations of **Moses Lake Christian Academy**. As a private Christian school, tuition alone does not cover the full cost of providing the high-quality, Christ-centered education we are committed to offering. Fundraising helps bridge that gap, allowing us to keep tuition more affordable while still delivering excellent academic and spiritual programs.

The funds raised through school-wide efforts directly support student experiences, classroom resources, facility improvements, extracurricular activities, and special events. Many of these enhancements would not be possible without the generous support and active participation of our families.

At Moses Lake Christian Academy, we believe fundraising is a **shared responsibility**. As a community rooted in Christian values, we view these efforts not only as practical necessities but also as opportunities to practice **biblical stewardship, unity, and servant leadership**. When every family participates—whether through giving, volunteering, or organizing events—we strengthen both our financial foundation and our sense of community.

Because of this, all families are expected to actively support and participate in fundraising initiatives throughout the school year. Specific opportunities and expectations will be communicated in advance.

Together, through shared commitment and Christ-centered service, we can ensure that Moses Lake Christian Academy continues to grow and thrive for generations to come.

Section 5 - Athletics

League and Affiliation

MLCA is a member of the Washington Interscholastic Activities Association (WIAA) District 6 Central Washington B League. As a member of the WIAA, MLCA abides by their established eligibility guidelines as a minimum standard. The most [current WIAA handbook](#) is authoritative over this MLCA handbook and the WIAA handbook should be consulted when questions arise. MLCA competes in the following sports:

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

Running Start and participation in Athletics

Running Start participants must be enrolled in at least 3 classes at MLCA in order to compete on an Academy sports team. Consult the WIAA handbook for further information,

<https://assets.wiaa.com/results/handbook/2025-26/25-26%20Handbook.pdf>

Athletic Physical

Every athlete must have a physical exam within two years prior to the first day of practice. A student may not attend practices or compete until he/she has a physical exam and has been certified physically fit for athletic participation by a licensed physician. Physicals are good for two years from the date of exam.

Athletic Travel

All athletes/groups are expected to travel to and from contests/events as a team/group via school provided transportation. In unique situations other arrangements may be made through coaches.

Student athletes are expected to arrive at school on time and make up any work missed from athletic related absences.

Athletic Fees

All high school athletes are charged \$225.00 per sport and all middle school athletes are charged \$150.00 per sport. If a student plays a middle school sport and then is asked to play with the high school only the difference in fees will be charged.

Athletic Gear/Uniforms

If uniforms/gear is checked out to students and they are not turned in within one week of the season ending parents will be charged for missing items.

Section 6 - Student Conduct

Dress Code

The emphasis of MLCA's dress code guidelines is **modesty, cleanliness, and neatness**. All students are encouraged to dress in a manner that honors God. **If in doubt, don't wear it!**

Casual Dress (Worn every day except Wednesday)

- Clothing is to be neat and well-fitting with no holes or frays. Excessively baggy or revealing items do not conform to the MLCA's standard of neatness and modesty.
- Some athletic apparel is acceptable for casual school dress. Nylon or polyester joggers or athletic shorts are not allowed.

- All shorts, skirts, dresses must be no more than two inches above the student's knee cap
- Leggings can only be worn under dresses or skirts.
- Pants are to be worn above the hips covering under apparel.
- No spandex shorts and spandex style pants, cutoffs, yoga pants, visible boxer shorts or other underwear undergarments, pajama pants, slippers, halter tops, low cut tops, swimsuits, spaghetti straps, loosely woven or see-through material.
- Sunglasses are not to be worn inside the building during school hours.
- Hats are not to be worn in the building at any time.
- For safety reasons students are not allowed to wear slippers or go barefoot on campus.
- **Chapel Uniform - Required every Wednesday.**

Our school chapel uniform policy is to promote unity and school pride, create a safe and positive environment, and ensure a distraction-free learning environment for all students. Students are expected to wear school uniforms every CHAPEL day from the time they enter the school campus until they are off campus in the afternoon. Students are allowed to change into MLCA PE uniforms for PE.

Chapel Uniform Requirements:

- **Young Men:** A collared logo shirt (white, navy, or gold) or logo sweater paired with khaki/navy pants.
- **Young Ladies:** A collared logo shirt (white, navy, or gold) or logo sweater with either khaki/navy pants or an optional school-approved solid navy skirt , solid khaki skirt, plaid skirt or plaid jumper.
- **Footwear:** Closed-toe shoes.
- **Outerwear:** All logo sweaters are acceptable, however jackets must be removed during chapel service.
- **Neatness:** Clothing should be clean, properly fitted, and free of excessive wear or embellishments.
- **No jeans are permitted**

PE Uniforms:

7th-12th grade students taking a PE class must purchase a MLCA PE uniform from the front office. A MLCA uniform top and bottom must be worn during PE. Grades in secondary PE classes will be affected if MLCA PE uniforms are not worn.

Dress Code for High School Formals:

Applies to all MLCA students and guests of MLCA students. Students who show up to a dance without meeting the following guidelines will not be allowed to stay and will be sent home. If you are unsure, take a picture and ask the administration.

Girls:

- Dresses/skirts no more than two inches above knee cap
- No midriffs (exposed stomachs or mid to low backs)
- Dresses can be strapless but must be modest with no low cut front or back
- No visible undergarments
- Dress shoes

Boys:

- Suit, tux, or sports coat & slacks is required
- Dress shirt and tie required
- No hats, other than top hats
- Closed-toed shoes

Conduct

Student conduct is central to establishing the Christ-centered culture desired for the MLCA learning community. The following areas of conduct should be taken in the light of who Jesus Christ is and his good will for our lives, not simply a set of rules to be followed. As the Apostle John so succinctly put it, "Whoever claims to live in Him, must walk as Jesus did" (1 John 2:6).

- 1) Students will not physically or verbally assault or harass other students or adults.
- 2) Students are not to use profane, crude, abusive, or disrespectful language. This includes but is not limited to any slanderous statements or jokes with regard to race or gender.
- 3) The possession, selling, giving away or using alcohol, illegal drugs, hazardous substances, tobacco or pornographic material in any form will result in immediate suspension and subsequent referral to the proper authorities for further action, which may result in expulsion.
- 4) Students will learn to be responsible and take pride in the school and its facility. Carelessness, neglect or vandalism is not appropriate and will be met with severe penalties and restitution. **Students will be financially responsible for damage to school property or materials beyond normal use.**
- 5) No cell phones at any level are allowed to be used or in the possession of the student between the hours of 7:45 AM - 3:00 PM. We ask elementary students to keep these devices at home. Secondary student's devices brought to school must be left in vehicles or checked into the cell phone locker upon arrival at school. See below for consequences of not following this rule.
- 6) Outward displays of affection beyond normal friendship are not permitted.
- 7) The dress code at MLCA is to maintain a level of modesty and comfort.
- 8) It is the responsibility of students to be prepared for class. This includes completed homework, necessary supplies on hand and preparedness for quizzes and tests.
- 9) Cheating or plagiarism in any form will not be tolerated. Plagiarism involves taking information from another source and presenting it as your own. Any proven incident of cheating/plagiarism will result in a zero for the assignment with the possibility of a detention or suspension.
- 10) Classroom behavior requirements are expected for assemblies, field trips and activities.

Electronic Devices including Phones, Smart Watches & Air pods

To maintain a learning environment with minimum distractions, phones and electronic devices are not to be used by students on campus between the hours of 7:45 and 3:15. Furthermore, electronic devices may not be used on school trips (except by special arrangement with MLCA staff). We ask that all phones be left at home or in vehicles. If your child must bring a

phone to school, they will be asked to turn it in at the office entrance upon arrival. The following consequences will result if a student has his/her cell phone on them while at school.

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

Electronic Devices including ChromeBooks and/or Laptops

Students who are viewing, listening to and/or sharing inappropriate content will have that device confiscated, and their parents will be contacted, and appropriate discipline will be administered. Chrome books are to be used for school purposes only. This also breaks the MLCA lifestyle agreement.

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:

- a) Any illegal activity will be turned over to proper authorities for further action.
(Romans 13:1 – 5)
- b) 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)

- c) 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)
- d) Theft – The act of stealing (Exodus 20:15; Ephesians 4:28)
- e) The possession, selling, giving away or the use of alcohol, illegal drugs, vaping, 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)
- f) All sexual immorality, including, but not limited to, the use of pornography (I Corinthians 6:9-20; Hebrews 13:4; Rom. 1:21-27; I Corinthians 6:9-20; Ephesians 5:3)
- g) 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. The parents will be contacted. Possible actions the administration may take include detention, in-school detention, disciplinary probation, or, **in extreme cases, suspension or expulsion.**

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 further behavioral missteps 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.

Closed Campus

MLCA is a closed campus. All visitors, including parents, must check in and out with an MLCA office to obtain a temporary visitor's pass. Students are required to always remain on campus 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 when they return. Students who leave campus without authorization will receive detention and may be suspended.

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

- 1) A parental release slip is on file in the office; this applies to drivers and passengers.
- 2) Tardiness to after-lunch classes due to this privilege will result in a warning for the first offense, a two-week suspension of the privilege for the second tardy and loss of the privilege for the third tardy.

NOTE: LUNCH PRIVILEGE ARE EXCLUSIVE TO JUNIORS AND SENIORS

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

Section 8 – Info for Families of MLCA

Continuous Enrollment

Starting this year Moses Lake Christian Academy will use 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 & February are the opt-out months for current MLCA families. During that time, families who need to

withdraw their students for the upcoming school year may do so by filling out an online withdrawal form. This form can be found [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. Traditionally sixth grade students serve in and around the Moses Lake area, seventh grade students remain in the Moses Lake area and engage in STEM activities, and eighth 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 the traditional mission to Moses Lake where students serve the needs of local citizens and organizations. Extended Learning options are made available early in the school year, and planning happens all through 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 good 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 by 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, pass-a-notes, etc.
- 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 (available upon request) (scheduled on school calendar)
- Facebook/Instagram: MLCALIONS
- Automated telephone messages
- 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 a majority of these situations, the 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. It may be accessed on the MLCA website, [Moses Lake Christian Academy | Board of Directors](#).

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, bullying electronically or in person) will result in disciplinary action.

Transportation Permission

Parents are asked to pick up or arrange for transportation of their child immediately following dismissal, and students must use designated crosswalks on the way to the Secondary pick-up area allowing 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.

Student Driver Procedures

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 that are considered “weapons” in any culture are not permitted at school. Possession of a weapon on campus will result in an automatic suspension or possible expulsion.

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 do not have signs of fever, without using fever-reducing drugs. 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 fever or swollen glands are present.
- Vomiting: Two or more times in 24 hours (the student should not return until it has been at least 24 hours since last occurrence).
- Diarrhea: Two or more watery stools in 24 hours.
- Rash, ringworm, lice, or nits: Body rash especially with a fever or itching.
- Eye Infection: Thick mucus or pus draining from the eye.

Emergencies

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

If an emergency occurs during the school day that forces the cancellation of classes, MLCA will notify parents by phone so they can make arrangements for their students to be picked up immediately. Parents are urged to keep the office updated with current parent cell phone numbers.

Insurance

Moses Lake Christian Academy carries general liability insurance only and does not cover sports injuries or incidents caused by student negligence. The parent's own policy will take precedence over the school's policy when settling claims.

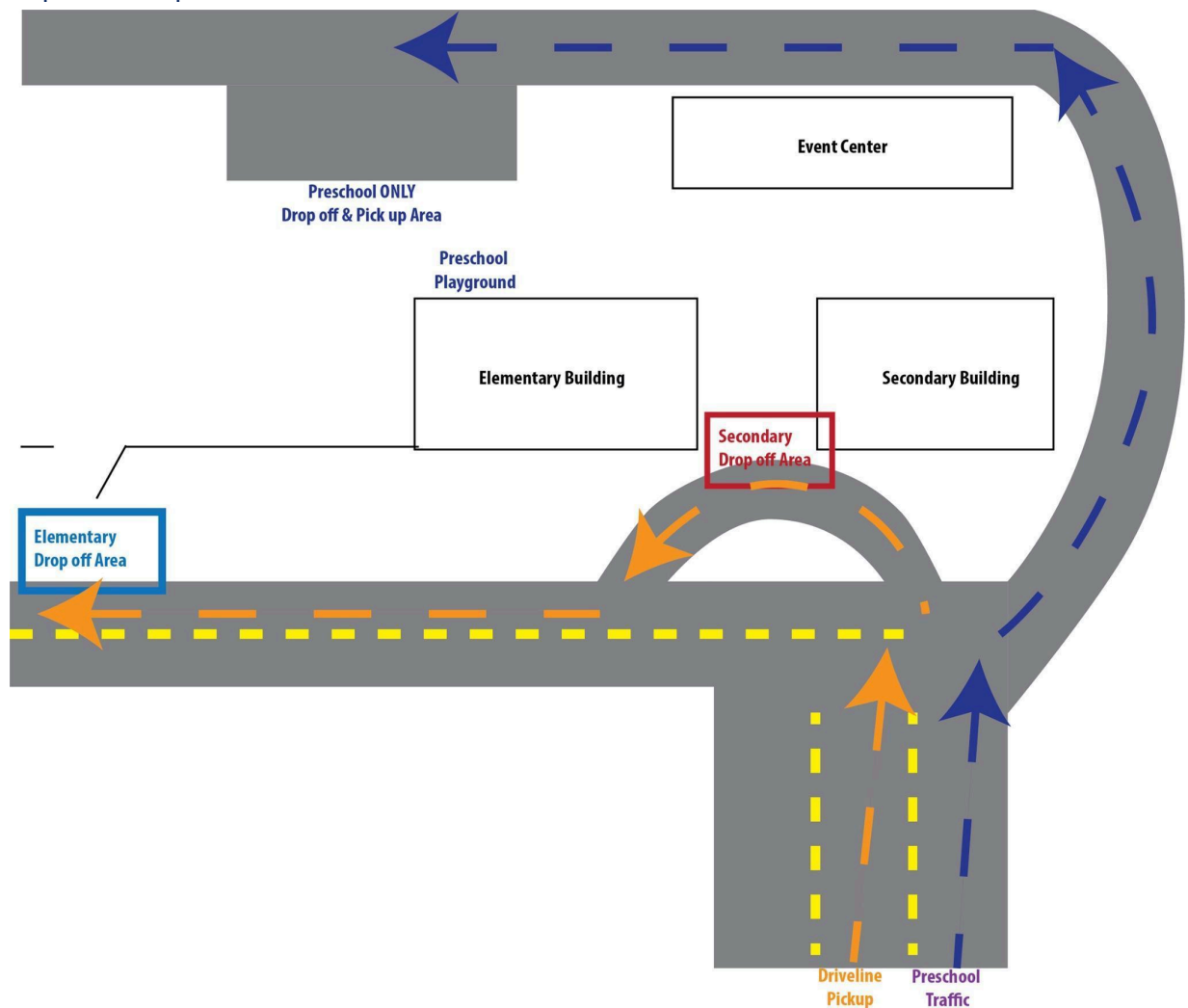
Inclement weather

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

Playground

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, etc., are not to be used on school grounds.

Pickup & Drop Off



Drop Off Instructions

- Please drop off all elementary students at the playground gate between 7:40 and 8:00 AM.
- Late Elementary students need to be escorted to the elementary office by a parent and checked in.
- Secondary students can be dropped off in the circular drive between 7:40 and 7:55. (7:30 if a student is in detention.)
- Late Secondary students need to be escorted to the Secondary Office and checked in by a parent.
- If you are dropping off ELEMENTARY AND SECONDARY students, please use the elementary drop off area for both students. Secondary students can use the sidewalk in front of the elementary building to walk to the secondary building.
- Preschool parents should drive around the back of the buildings to the preschool drop off area where they can walk their child through the preschool gate to the preschool playground where the teacher will be waiting.
- Parents should not exit their vehicles while their car is in the drop off lanes. If you need to talk to a teacher or get out of your car, please park in the parking lot.

DriveLine Pickup Instructions

- All families except preschool will be given a number card to display in the window of their car.
- As your car enters the Driveline pickup line the number will be entered and your child's teacher will send out your child.
- Once your child has entered your car please proceed to the exit.
- Preschool parents will pull around to the back of the buildings to pick up children.
- Parents should not exit their vehicles while in the pick-up lines. If you need to talk to a teacher or get out of your car, please park in the parking lot.

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.

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