

Elementary Parent Handbook

MOSES LAKE CHRISTIAN ACADEMY

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School ID #: 1477

-Washington State OSPI-approved private
school-

-Member, Association of Christian Schools
International, ACSI-

Table of Contents

Preface	2
Vision	3
Mission.....	3
Statement of Faith	3
The Organization.....	3
Academic Evaluation and Expectations	3
Grading Systems and Scales	4
Academic Integrity & Plagiarism.....	4
Homework	5
Reenrollment.....	5
Standardized Testing	5
Attendance Policies	6
Standard School Day.....	6
Withdrawal	6
Student Life.....	7
Before and After School Program.....	7
Chapel.....	7
Chapel Buddies	7
Field Trips	8
Elementary Athletics	8
Student Activities & Fundraising	8
Lost & Found.....	8
Audio/Visual Devices and Phones	8
Student Conduct & Character Development	8
Discipline Philosophy	9
Probation	9
Safety at School	9
Safe Place to Learn	9
Closed Campus	10
Playground.....	10
Parking Lot & School Grounds	10
Emergencies	10
Inclement Weather.....	10
Health at School.....	11
Emergency Contact Forms & Medical Records	11

Drugs & Medications	11
When Students Should Stay Home.....	11
Insurance	11
Elementary Dress Code.....	11
Parent Communication and Involvement.....	12
Parent Communication.....	12
Parent Involvement	13
Dispute Resolution.....	13
Parking Lot Map.....	14

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Preface

Welcome to Moses Lake Christian Academy (MLCA or the Academy). Enclosed you will find guiding principles regarding how MLCA can collaborate well with enrolled preschool through sixth grade families for the education of their children. Since this elementary 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 Academy office. In addition, the terms *parent* and *guardian* are used interchangeably.



Vision

Moses Lake Christian Academy is a learning community in which Jesus Christ is glorified through 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 whose in-dwelling in all believers 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 Board is a self-perpetuating board 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.



Academic Evaluation and Expectations

Academic excellence is a primary goal at Moses Lake Christian Academy. Our curriculum is Christ-centered and all subject matter is approached with equipping

students to be able to be “doers of the word” (James 1:22) and to follow Christ. The elementary program (Pre-K – 6) focuses on developing skills in reading and language arts, mathematics, science, social studies, Bible, physical education, and fine arts.

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 elementary office for your login information or other assistance with Sycamore issues. After checking Sycamore, parents may contact teachers to ask about the progress of their student.

Grading Systems and Scales

Individual classroom teachers share their grading policies with parents at the beginning of each school year, but all teachers use the following grading scales:

Kindergarten GRADING SCALE	
4	- Exceeds Expectations
3	- Meets Expectations
2	- Making Progress
1	- Needs Improvement

Academic Integrity & Plagiarism

MLCA faculty instruct students to maintain academic integrity while developing summarization and paraphrasing skills. At the elementary level, a student is trying to become proficient in summarizing an author’s words by putting them into one’s own words and learning how to cite sources appropriately. Students whose final products include no attempts at summarizing or citing of sources lack the honesty needed for maintaining academic integrity. In keeping with the child’s grade level and the final product, teachers may respond with consequences within their classroom discipline system and/or have the student earn a zero score for the final product.

1st – 6th GRADING 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%

Homework

Homework is a valuable part of schooling. It allows students to prepare for, practice, extend, and consolidate work done in class; and establishes habits of study, concentration, and self-discipline which will serve students for the rest of their lives. Elementary students will generally have some homework assigned to be done during the week. Homework is work to be completed outside of class.

Unfinished class work is work assigned during class time which was not completed. As long as students use their time in class well, they should have no problem completing their assigned learning tasks.

Since Moses Lake Christian Academy supports family attendance at mid-week church activities, homework assignments given on Wednesday will not be due Thursday. However, there may be assignments given earlier in the week that are due on Thursday, and Wednesday's unfinished class work is still due Thursday. Parents are encouraged to check their student's planner early in the week so work can be completed before Wednesday so students can enjoy the "no homework" Wednesday.

Reenrollment

Parents of currently enrolled students will have the opportunity to re-enroll their children in March in advance of public open enrollment. Reenrollment forms and a fee will be due to reserve their child's place. Public open enrollment for new students will begin in early April.

At the time of re-enrollment, admission status for current students will be evaluated based upon regular attendance, satisfactory academic performance, and compliance with MLCA expectations. Current students may be denied re-admission or placed on probationary acceptance for behavioral or academic as described in corresponding sections of this handbook.

Standardized Testing

The TerraNova™ is administered annually each spring in order to help measure achievement and to provide MLCA with curriculum direction. This standardized test series generally involves students in grades 1 – 8, and test results are sent home to parents. MLCA adopted this standardized testing system in accordance with the school's membership in the Association of Christian Schools International (ACSI). To read more about TerraNova™, visit <http://www.acsi.org/school-services/textbooks-and-achievement-testing>.

Attendance Policies

Standard School Day

Half-day Kindergarten:	8:10 a.m. – *12:10 p.m.
All-day Kindergarten:	8:10 a.m. – *3:00 p.m.
Grades 1 st -12 th :	8:10 a.m. – *3:00 p.m.
*Student dismissal on minimum days is 12:00 p.m.	



Consistent class attendance is necessary if a student is to be successful in MLCA's academic program. A student will be allowed to be absent no more than 10 days during each semester, and all absences will be counted in this total including those accumulated from tardiness.

Parents are strongly encouraged to see that students arrive on time to begin the school day. If a late arrival occurs, parents will need to sign in their child at the elementary office. After 3 accumulated instances of tardiness, the student will be assessed an absence. Reoccurring tardiness may result in a parent meeting with the Administration to jointly work towards a plan to improve attendance. Excessive absences or tardiness may require an investigation into whether the student has done sufficient and satisfactory work to advance to the next grade level.

Make-up work

Because assignments are an important part of the learning process, students will be expected to make up all work missed during an absence. The primary responsibility for determining missing assignments lies with the student and parent, not with the teacher.

- For unexpected absences, one class day of make-up time is given for every day a student is absent. If a student has an extended absence due to illness, the parent may contact the teacher to find out what work is missed and due dates.
- If the absence is known in advance, for such purposes as family travel, mission trips, doctor or dentist appointments, parents and/or students should obtain assignments from their teachers in advance. Advance warning is requested and appreciated by the teachers if the absence will be for an extended period of time. Such assignments are to be turned in at the time they are due or upon arrival back in class.

Withdrawal

If a student withdraws during the school year, the parent must contact the school office and check out (on the last day of attendance), making sure all books are returned. Early notification is helpful. School records are mailed directly to the school the student will be attending; however, any outstanding balance from tuition, fees, etc. must be paid before student records can be released and forwarded to the next school.

Student Life

Before and After School Program

Cub Club is a separately billed childcare service available for MLCA students from kindergarten up to sixth grade only. This service provides quality supervision when a family's childcare needs extend beyond the normal school day. Cub Club begins at 7:30 a.m. until 8:00 a.m., and after school it is available from 3:00 p.m. to 6:00 p.m. Elementary students still remaining on campus at 3:15 p.m. will be sent to Cub Club. Payment for Cub Club services is arranged through the Cub Club Caregiver.



Chapel

An important part of any learning community that seeks to glorify Jesus Christ is gathering weekly to corporately respond to God in worship. Different aspects of the chapel program include topical messages, small group activities, and elementary/secondary “buddy” chapels that aid greater school-wide community. In addition, service projects both in and outside MLCA’s campus help to develop lifelong habits of community service.

Chapel Buddies

To further encourage Christian community, older students are grouped with younger students as Chapel Buddies, and together they attend joint elementary and secondary chapel services. Otherwise, elementary and secondary chapel services are held separately.

Field Trips

Moses Lake Christian Academy encourages class trips which enhance the educational process. Trip specific permission slips will be completed for each field trip that travels beyond Moses Lake. When the trip occurs within Moses Lake, permission granted in-advance through the signature on the annual Emergency Contact Form will suffice. Parents are encouraged to help with transportation and supervision for field trips as well.

Elementary Athletics

Our students are eligible to participate in The City of Moses Lake's Parks & Recreation athletic activities. Registration information that comes from the City is sent home as a note to interested students. Sixth graders are invited to participate in MLCA's middle school sports program with eligibility requirements available through the athletic director or described on our official school website. Permission for fifth grade participation is sought only when grades six through eight do not have enough participants to yield a team.



Student Activities & Fundraising

All school endorsed student activities outside of school hours are to be supervised by the adult sponsor and approved by the MLCA administration. Any school activities or fundraising efforts must be approved by an administrator prior to the activity. All fundraisers must be mindful of the entire Academy including but not limited to the availability of the facility, transportation, and other fundraisers already in motion. 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.



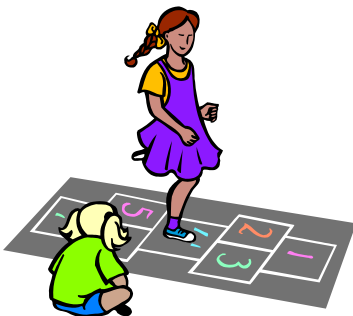
Lost & Found

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.

Audio/Visual Devices and Phones

Phones and audio/visual devices are not to be used by students on campus during the school hours of 7:45 a.m. and 3:15 p.m. Phones and devices should be turned off and left in backpacks during classes.

Student Conduct & Character Development



It is Moses Lake Christian Academy's desire to base our discipline philosophy on Biblical principles. A safe, healthy environment is crucial to student success at school. We understand our students are continually learning about what is appropriate and glorifying to God. We have developed our general behavioral expectations in an effort to help every child succeed at being courteous and respectful, obedient and cooperative, and self-controlled.

Discipline Philosophy

Individual elementary teachers share their classroom management systems with parents at the beginning of the year. The following understandings guide the process of classroom management and discipline at the Academy:

- In its essence, discipline is closely related to discipleship. 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. These offenses could result in possible **suspension or expulsion in extreme cases.**

Probation

Student probation may be implemented for academic or behavioral disciplinary causes at any age level. The purpose of probation is to provide a time period in which a student may demonstrate improved academic and/or behavioral performance thereby demonstrating the possibility of long-term success at Moses Lake Christian Academy. School privileges or extracurricular activities may be limited during the probationary period. In addition, to help promote further success, MLCA may require the completion of counseling or additional tutoring.

Safety at School

Safe Place to Learn

MLCA is committed to maintaining a safe place to learn, 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) may be subject to disciplinary action.

Closed Campus

The Academy operates on a closed campus basis. All visitors, including parents, must check in at the office to receive 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. Parents are free to take their child off campus; however, it is essential that parents communicate with their child's teacher and sign their child out and back in at the office.

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

Parking Lot & School Grounds

Parents are asked to pick-up or arrange for transportation of their child immediately following dismissal. Designated crosswalks should be used by students at all times in order to maintain safe conditions.

- 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.



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 were to occur that forced the cancellation of classes, the Academy will notify parents by phone so they can make arrangements for their students to be immediately picked up. Parents are urged to keep the office updated of any telephone number changes and to provide parent cell phone numbers so that in an emergency, the school's information for contacting the family will be current.



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 a.m., and the local radio stations (KBSN AM 14.70 or KDRM FM 99.3) and T.V. will be informed. School closure information will be posted on Sycamore, the MLCA Facebook page, as well as the MLCA Administration will execute an automated phone call announcing the decision. Please keep the MLCA office updated with the telephone number for which you wish to receive such calls.

Health at School

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, inhalers, etc.) should always inform the classroom teachers regarding their medication schedule and dosage. No student should ever take medication at school apart from the knowledge and cooperation of the teacher.

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, lice or nits.
- *Eye Infection:* Thick mucus or pus draining from the eye.

Insurance

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

Elementary Dress Code

Students are encouraged to dress in a manner that honors God. The dress code serves the purpose of preparing students to dress appropriately in various settings and to foster an attitude of learning readiness. Parents are responsible to ensure their students meet the dress code. It is the responsibility of the Administration/Faculty to make authoritative decisions regarding the appropriateness of student dress.

Guiding Principles: *Neat, clean, modest, and safe with no holes, no frays*

Item	Expectation
Hair	Clean, neat, combed, with both eyes visible.
Logos	Clothing containing images or writing that is inappropriate or contradicts our Statement of Faith should be avoided.
Shirts, Tops	<p><i>Acceptable:</i> t-shirts, sleeveless, short or long sleeve shirts designed for external wear, including sweatshirts</p> <p><i>Unacceptable:</i> half-shirts, tank tops, camisoles worn alone, tight fitting, low cut, backless, off the shoulder, sheer or see-through.</p> <p>Torso should not be exposed when student raises arms. No exposed cleavage when wearing tops and dresses.</p>
Skirts/Dresses	Hemlines, when the student is standing or seated, must be no more than three (3) inches above the top of the kneecap. Sundresses may be worn with a blouse underneath or a jacket over the top.
Pants	No holes, no frays, not too tight, not too baggy. No revealed underclothing. <i>Tights, leggings, or other similar clothing may not be worn as pants but may be worn under a skirt that meets the hemline requirement.</i>
Shorts	Must be mid-thigh or longer when sitting.
Shoes	Footwear is required at all times. Flip flops are not permitted. No slippers or other obvious pajama-type clothing.
Hats, Hoods	Not to be worn inside buildings.

Parent Communication and Involvement

Parent Communication

Moses Lake Christian Academy 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 Academy topics of interest may be presented through:

- School website: www.mlca.us
- Sycamore: <https://app.sycamoreeducation.com/>. Updates, announcements, pass-a-notes, etc.
- Email (first letter of first name then last name@mlca.us [jchandler@mlca.us])
- Friday MLCA newsletter emails
- Classroom newsletters, beginning of the year classroom policy/procedures/handbooks
- Depending on the grade level: classroom planner/take home folder/homework folder
- Parent-teacher conferences (available upon request)(see school calendar)
- Facebook: Moses Lake Christian Academy
- School calendar
- Automated telephone messages
- Parent Teacher Fellowship



Parent Involvement

Per the service hour commitment policy signed during the application process, families of 1st – 12th grade students 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 Academy families can be an enjoyable way to become connected with the greater Academy community. Families may contact either MLCA office to inquire about current involvement opportunities, but the following opportunities (not an exhaustive list) are regularly available, though some are seasonal:

- Annual auction fundraiser volunteers
- School Board, Sports, PTF, or other committee membership
- Lunchroom helpers
- Classroom helper (arrange with individual classroom teachers)
- Field trip drivers & chaperones
- 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.

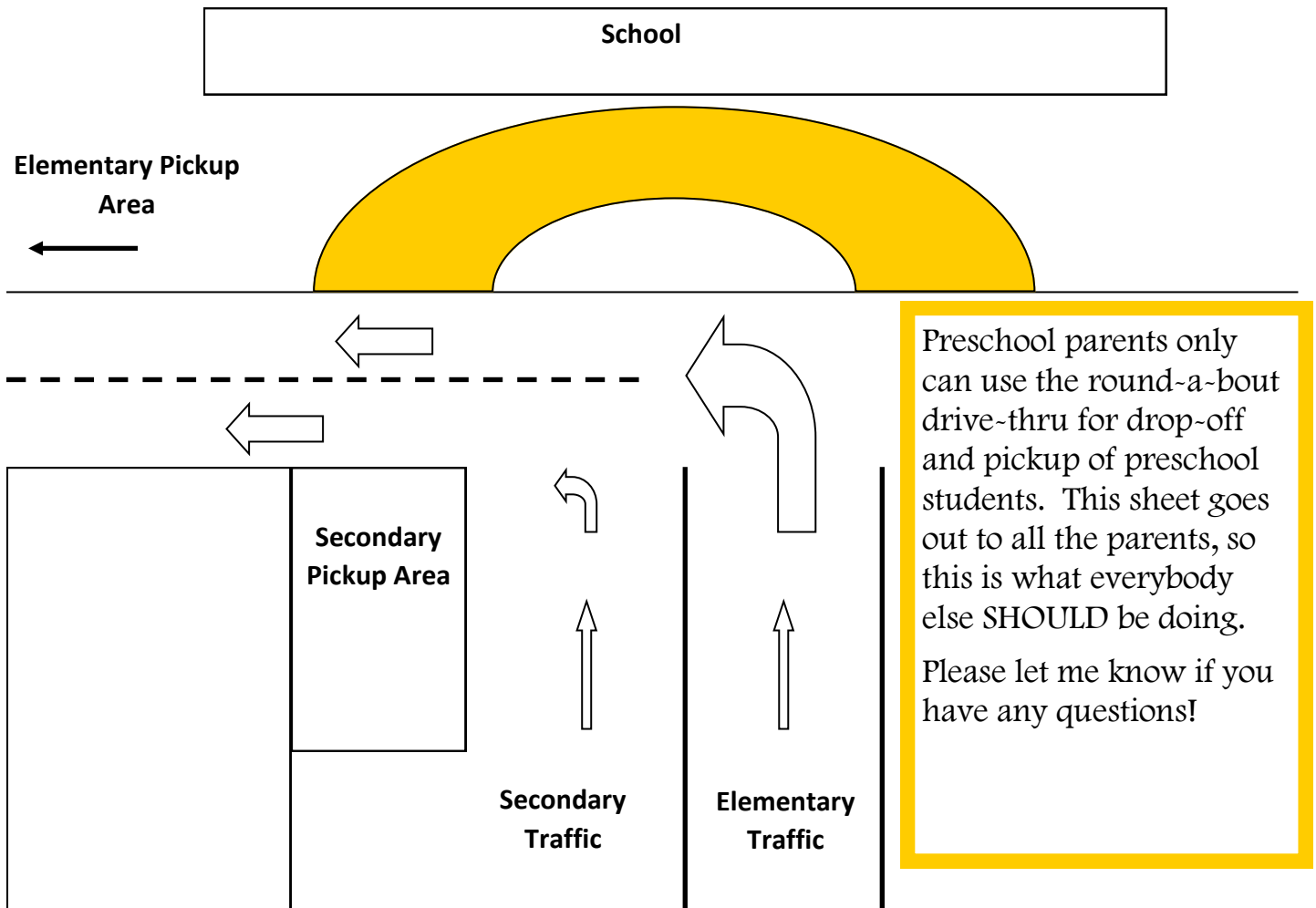
Please log your service hours as completed on forms with Academy offices or via Sycamore's *service log* option, and feel free to contact the elementary office if you need any assistance.

Dispute Resolution

Disagreement, disputes and differences may arise within the Academy community; such differences are the 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, <http://www.mlca.us/#/about-us/mlca-school-board>.

Moses Lake Christian Academy
Student Drop-off & Pickup Procedures



*If you are dropping off SECONDARY AND ELEMENTARY students, use the elementary lane and drop off both students in the elementary drop off area. Please do not drop off your secondary students within the flow of traffic. Secondary students can use the sidewalk in front of the elementary building to walk to the secondary building.

*At pick up time do not "cut through" the parking lot to "cut in line" to pick up your elementary student. If you are in a hurry it is best to park in the designated parking lot and walk over (using the crosswalks) to get your child. Once back in your car, proceed with the flow of traffic driving out toward the South Campus Athletic building. DO NOT drive back down through the parking lot backwards like a "fish swimming upstream".

***REMEMBER, the safety of all of our children is our number ONE concern. PATIENCE with one another is of utmost importance. Be sure and ask if you have questions.**