

Secondary Parent & Student Handbook

Moses Lake Christian Academy

1475 Nelson Road NE, Suite A

Moses Lake, WA 98837

Phone: 509-765-9704 Fax: 509-765-3698

Email: info@mlca.us

-Washington State OSPI-approved private school-

-Member, Association of Christian Schools International, ACSI-

www.mlca.us

Facebook: Moses Lake
Christian Academy

app.sycamoreeducation.com
School ID #: 1477

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OFFICE USE ONLY: Staff Server, S:\AAA All-Staff\05 Handbooks & Codes & Policy\2015-2016

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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 seventh through twelfth grade families for the education of their children. Since this secondary 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.



Welcome

A word of welcome from the Faculty and Staff...

Dear Parents,

We want to thank you for choosing Moses Lake Christian Academy for your student's education and enrichment. Our staff and board are committed to the overall spiritual, academic, emotional, and physical development of your student. We believe that God has given us a clear vision for Moses Lake Christian Academy to meet a vital need for Christian education in the Grant County community.

Our desire is that Moses Lake Christian Academy will become a vital partner to your home and the community. We invite your participation in all of our planned school functions throughout the year, and we look forward to the opportunity to get to know you better.

Your efforts for your student along with ours are more than a partnership; it is an investment for the future. Thank you for allowing us the privilege of working with you.

We look forward to serving God and your family this year at the Academy.



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 Governance 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 Program



Academic excellence is a primary goal at Moses Lake Christian Academy, and we encourage high academic performance. Furthermore, our curriculum is taught from a Christ-centered perspective 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. Since it is our stated purpose to encourage young people to grow in Christian maturity and obedience to God’s word, every student is required to attend and pass an Academy Christian Studies (Bible) course each semester they attend.

Full-Time Students & Part-Time Students

While the curriculum at the Academy is designed primarily to enroll students on a full-time basis (four (4) or more classes, including Christian Studies), part-time status is possible though students must be enrolled for at least three (3) classes in order to participate on an Academy sports team and the sport itself does not count as one of those classes. Students wishing to participate in the Academy Student Council (STUCO) executive team must be enrolled for at least four (4) classes.

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 reasons as described in corresponding sections of this handbook.

Dropping and Adding Classes

Choosing classes to take can be a challenging process as students consider graduation requirements, college entrance prerequisites, and personal preferences. Even after a choice has been made many factors can influence students to alter their schedule, so 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 acquire the Course Add/Drop Form from the secondary office. 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.

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, many times with student planning assistance, provide learning opportunities that are as varied as the participants can arrange, though some traditions do exist. Traditionally seventh grade students remain in Moses Lake, and eighth grade students explore Washington State. 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. This week should not be considered optional by MLCA students.

Foreign Exchange Students



MLCA recognizes the educational benefit to our Academy by inviting foreign exchange students to study with us for a year. Host families house students from around the world as the students learn in the Academy's dynamic American educational experience. Foreign students will not be working towards an Academy diploma unless they can arrange to study at the Academy for two or more years, including their senior year. Families wishing to host a foreign exchange student may contact the MLCA office for more details.

Academic Evaluation

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 the Pass A Note feature. Teachers may also encourage students to become self-regulating learners by requiring Sycamore grade checks as part of their students' academic coursework.

Grading System and Scale

Individual classroom teachers share their grading policies with parents and students at the beginning of the year in each course syllabus, but all teachers use the following grading scale:

Grade		Grade Scale
A	Excellent	92.5-100
A-	Well Done	90-92.49
B+	Above Average	87.5-89.99
B		82.5-87.49
B-		80-82.49
C+	Average	77.5-79.99
C		72.5-77.49
C-		70-72.49
D+	Below Average	67.5-69.99
D		62.5-67.49
D-		60-62.49
F	Failed	0-59.9
P	Passing	
W	Withdraw	
I	Incomplete	

Semester's End and Final Examinations

In high school, exams will be given at semester's end in each of the core courses (Christian Studies, social studies, English, math, and science) as well as foreign languages. Other courses may also give exams but are not required to do so.

Junior high teachers have the option to give end-of-semester exams for any subject but also are not required to do so.

See the school calendar to verify the dates, but minimum day dismissals are scheduled for secondary students at the end of each semester as designated exam days thereby enabling students to have more time to prepare. Students are required to take their final exams at the scheduled time and date. Please note that the final examination will be cumulative and will comprise between 5- 20% of the total semester grade for all students.

Extra Credit

At the teacher's discretion, a subject related learning opportunity yielding extra credit may be extended to members of a class who have no missing

coursework. Extra credit may not be offered to students on an individualized basis.

Academic Achievement & Transcripts

It is a privilege for Moses Lake Christian Academy to publically recognize students for academic achievement by having MLCA's honor roll published in the local newspaper, the Columbia Basin Herald. At the secondary level, the honor roll will be determined by students whose grade point average (GPA) is 3.50 or higher. Courses taken from another school are included on MLCA transcripts, calculated into the student's GPA, and noted as such on the transcripts. Transcripts will also reflect that lab science courses such as Biology will be differentiated from non-lab science courses by titling the lab course in this manner: Biology (Lab).

Homework

Homework is work to be completed outside of class, and unfinished class work is work assigned during class time which was not completed. Homework enriches and reinforces the learning that has taken place in the classroom and allows for independent practice of skills taught in class. In addition, it is necessary for test preparation and training students for upcoming new concepts. Most importantly, it teaches responsibility and time management that will serve the student well in college and career.

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 classwork is still due Thursday. As in life beyond the Academy, it is to the student's benefit to use class time efficiently, complete assignments promptly, and study effectively so assigned learning tasks can be more easily managed. Excluding preparation for major tests and projects, a student's total homework and unfinished classwork time for all classes should not take longer than two hours of productive work time per night. If students regularly exceed the mentioned homework allotment, they may want to arrange a conference with instructors to discuss tips on how their personal study skills, time management, or subject related skills may be improved. To further aid students in successful time management, the faculty regularly meets to coordinate major assignments and tests due dates so as to avoid overlapping deadlines. It is also important for students and families to note each course's late and missing homework policy as described in each course syllabus so grade affecting consequences are not a surprise.

It is the desire of the faculty to work in partnership with parents to help a student be successful at the Academy. Students wanting homework support outside of class time may make arrangements to meet with instructors before and after school or at lunch time to ask questions. Teachers also commit to offering constructive and helpful feedback through correcting and returning work in a timely manner. The strength of the partnership between parents and the Academy can be even more empowered when regular communication occurs by parents often reviewing student grades on Sycamore throughout the semester. Many misunderstandings can be made clear when conversations regarding questions or concerns take place as topics arise rather than waiting until semester's end.



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 of sources lack the honesty needed for maintaining academic integrity and will thus incur consequences for plagiarism. Often plagiarism is not done intentionally or with malicious intentions, yet, plagiarism is still a serious academic issue and will be treated as such. The consequences for plagiarism (whether intentional or not) will be zero credit for that assignment.

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. In contrast to cheating, group work requires students working together toward a solution where all members involved have major input. When in doubt, please check with teachers to see if group work or peer tutoring is permissible on specific assignments. 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 age level. The purpose of probation is to provide a time period in which a student may demonstrate improved performance thereby demonstrating the possibility of long-term success at the 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 may be limited during the probationary period. To support even greater success, MLCA may require the completion of additional tutoring. Supplementary joint conferences between the same parties will be held throughout the probationary period to help encourage students for the 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 the Academy may result. Moreover, students placed on probation more than once while enrolled at the Academy may also lead to student dismissal.

Graduation Requirements



Students at MLCA who have completed a minimum of 24 credits in the appropriate categories as described in the enclosed table earn an official high school diploma recognized by Washington State and most universities. The Academy has an additional diploma requirement in that an Academy Christian Studies class (Bible) is required every year for every student attending the Academy, including Running Start participants. 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/>. One credit 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 Vocal Performance Groups (Forte, Stretto), Art, and Yearbook. In addition, students may earn additional Fine Arts credits by completing at least 150 hours of independent study during a semester. Examples of independent study include instrument lessons/performance such as piano, guitar, etc.; 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 the 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 universities. The Fine Arts class offerings at MLCA, along with the option of independent study, allow MLCA students to meet this recommendation.

Subject	Minimum State Graduation Requirements	MLCA Graduation Requirements	Minimum Graduation Requirements for Public Four Year Colleges & Universities*	Recommended Courses For Highly Selective Colleges & Universities
Christian Studies	0	4 Credits	0	0
English	4 Credits	4 Credits	4 Credits	4 Credits
Math	3 Credits <i>Algebra I</i> <i>Algebra II</i> <i>Geometry</i>	3 Credits <i>Algebra I</i> <i>Algebra II</i> <i>Geometry</i>	3 Credits	3-4 Credits
Science	2 Credits <i>one must be a lab</i>	2 Credits <i>one must be a lab</i>	2 Credits	3-4 Credits
Social Studies <i>Includes U.S. & Washington State History</i>	3 Credits	3.5 Credits	3 Credits	3-4 Credits
World Language <i>same language</i>	0 Credits	2 Credits (Recommended)	2 Credits	3-4 Credits
Visual or Performing Arts	1 Credit	1 Credit	1 Credit	2-3 Credits
Health and Fitness	2 Credits	2 Credits	Moses Lake Christian Academy's graduation requirements are higher than the Washington State minimum graduation requirements. Students must have a 2.0 GPA. 1 Credit = 1 Year	
Occupational Education	1 Credit	1 Credit		
Electives	4 Credits	4 Credits		
Total	20 Credits	24.5 Credits Mandatory <i>26.5 Credits (Recommended)</i>		

Running Start 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 Academy upperclassmen must be in good standing both academically and behaviorally before choosing to participate in the MLCA/Running Start program. Further qualifications include

- 1) Submitting and meeting all admissions processes for the Academy, BBCC, and Moses Lake High School (MLHS enrollment enables student funding to be available).
- 2) Must be enrolled in an Academy Christian Studies course, and
- 3) Must receive Academy administrative approval. Since Academy students enrolled in Running Start are considered to be part-time students, they will be required to pay the normal registration and activity fees. Furthermore, the cost per class will be based on a percentage of the current tuition fee schedule and the credit hours taken. (1 High School Credit = 5 College Credits) Finally, Running Start students are expected to follow all MLCA guidelines while on the Academy's campus.



Credit for Work Experiences

A high school work program enabling students to earn credit for their learning shall be an educational experience jointly 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, must have passed his/her 16th birthday, and may earn a maximum of 3 credits for the year. 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 ½ credit and 405 hours for 1 credit.
- Every 203 hours of satisfactory work in the program may earn an additional ½ 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.
- Due to the occupational diversity of experiences and the various levels of sophistication or training, the "Pass/Fail" system of grading will be used for the on-the-job training credit.

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.
- 2) Each completed high school sports season with a certified coach or teacher will earn 1/4 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 9 -12 through the first semester of the senior year

Salutatorian Qualifications:

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

Commencement



The Academy considers it a privilege to honor graduating seniors for their achievements at the culmination of their MLCA education. The commencement exercise date is available per the school calendar, but seniors also send their own graduation announcements. Academy seniors are invited to attend the community baccalaureate service local clergy provide for public school graduates, but MLCA graduates will already receive pastoral blessing during our graduation. To further recognize Academy seniors' accomplishments, a separate scholarship and awards breakfast is scheduled prior to graduation.

Standardized Testing

Achievement Tests

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.

PSAT/NMSQT

The PSAT/NMSQT is administered in the fall of the year to all freshmen and juniors. These tests provide practice for the SAT, access to the National Merit scholarship competition, and access to college information, and feedback on academic skills.

PLAN

The PLAN test is administered each year to all sophomores. The PLAN test provides practice for the ACT, study skills assessment, and a career inventory

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.

School Hours

During regular times of operation the school building will be opened for the students at 8:00 a.m. At the end of the school day the building will be locked at 3:30p.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 or sponsor present.

Secondary Class Schedules

REGULAR SCHEDULE			CHAPEL SCHEDULE			DELAYED OPENING DUE TO WEATHER		
1	8:10 - 9:00	50 min.	1	8:10 – 8:55	45 min.	1	10:10 – 10:50	40 min.
2	9:05 - 9:55	50 min.	CH	9:00 – 9:45	45 min.	2	10:55 – 11:35	40 min.
3	10:00 – 10:50	50 min.	2	9:50 – 10:30	40 min.	3	11:40 - 12:20	40 min.
4	10:55 – 11:45	50 min.	3	10:35 – 11:15	40 min.	4	12:25 – 1:05	40 min.
5	11:50 – 12:40	50 min.	4	11:20 – 12:00	40 min.		LUNCH	35 min.
	LUNCH	35 min.	5	12:05 – 12:45	40 min.	5	1:40 – 2:20	40 min.
6	1:15 – 2:05	50 min.		LUNCH	50 min.	6	2:25 – 3:00	40 min.
7	2:10 – 3:00	50 min.	6	1:35 – 2:15	40 min.	HALF DAY		
			7	2:20 – 3:00	40 min.	Periods 1-5 only; 40 min. each		

Attendance Policies

Absences

Regular school attendance is required by law and is necessary for good scholarship. Much of the learning process occurs in the classroom experience itself. A student who is frequently absent cannot do well in school nor do they set good patterns for college or future employment.

If your student will be absent from school, please call the school office to report the absence and request homework as soon as possible to give teachers time to process your request. **Any planned absence will require classwork, homework and tests to be completed prior to or upon the day of return.**

Students are allowed 10 absences of any kind per semester. Three instances of being tardy in any one class will equal an absence. A student exceeding 10 absences in a semester will need to file an appeal to determine if credit can be awarded for the semester. The secondary office will notify families needing to file an appeal.

Withdrawal

If a student leaves school in the middle of the year, he must obtain the proper form from the school office and check out of each class (on the last day of attendance) making sure all books are returned. Early notification is very helpful. Transcripts 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.

Tardy Policy

Being on time is crucial to the educational process. Students who are tardy to a class should immediately go to their designated class as unexcused. Tardiness becomes excused only if prior arrangements were made with the teacher or if there is a note/communication from another staff member verifying the tardiness as excused. After 3 accumulated instances of tardiness the student will be assessed an absence. Tardiness will have consequences in individual classes and reoccurring tardiness will be handled in accordance with the discipline policy. Students should not be out of class when class is in session. If this is necessary, the student must have a pass from a teacher.

Student Life



School Colors: Blue, Gold, White **Mascot:** Lion

Lockers

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 and maintain its effectiveness for years to come. 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.

Lunch

Microwaves are available in the Hang Out Room for student use. Tables are also located in the room for student use. Students may eat their lunches in the courtyard or other common areas in the secondary building. Students are not permitted to bring food 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.

Chapel

An important part of any learning community that seeks to glorify Jesus Christ is gathering weekly to corporately respond to God in worship. Toward this goal 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 our yearly program. Different aspects of the chapel program include topical messages that inform the mind, student involvement in planning and leading chapel that develops future servant leaders, small group discussions, and service projects to the community outside the school with hopes to develop lifelong habits of community service.



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.

Ministry, Service, and Outreach

One of the three main avenues for glorifying Jesus Christ mentioned in the Academy mission statement is community service. The purpose of community service hours is for students to develop a lifetime habit of service and to expose students to new types of service outside the student's comfort zone. Community service hours are completed through Chapel activities, Community Service committee activities, and Extended Learning activities defined as community service. The Academy requires that each high school student fulfill ten hours of service each semester and middle school students fulfill five hours each semester. This program is administered through our Christian studies program.

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 that travels beyond Moses Lake. When the trip occurs within Moses Lake, permission granted in-advance through the parent signature on the annual Emergency Contact Form will suffice. Parents are also encouraged to help with transportation and supervision for field trips when needed.

Extra-Curricular Activities

Participation in extra-curricular activities at the Academy or a student's local public high school is an enjoyable privilege that enriches a student's overall high school experience. Successfully managing an academic workload and proper student conduct is essential; therefore, all students involved in extra-curricular activities are considered to be in leadership and will maintain the added responsibilities therein. Other students, especially younger ones, are watching and observing the leaders carefully. Taking on one of these roles (such as ASB officer, class officer, cheerleader, athlete, worship team leader, etc.), should be undertaken only after careful consideration as to the student's willingness to be held accountable for his/her conduct becoming of Jesus Christ, work habits, civility, sportsmanship, or any other aspect of his/her life. 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.

Performing Arts



Forte/Stretto/Worship

Some of the most exciting student groups at the Academy are the performing arts groups. Performing Arts includes a wide variety of skills, including theater and the music program. Throughout the year, these groups will showcase their talent. At minimum, a Christmas concert and a year-end Spring concert will be given.

Extra-Curricular Academic Requirements

Successful workload management for student leaders does not require perfection. Yet, 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. If during the regular grade check procedure a teacher reports a grade as eligible and then determines it to be incorrect, he/she cannot come back and change that grade. The student would remain eligible until the next scheduled grade check.

Students becomes 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. To allow an ineligible student the opportunity to focus on self-improvement for long-term success without distraction, an ineligible student cannot compete in any interscholastic athletic competitions, leadership activities, or public performances of any kind. 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, or the student will remain ineligible.

Classroom Representatives

To help encourage community in the secondary, 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 develop 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. High school students look forward to the customary dances of Sadie Hawkins in the fall and the Spring Formal. STUCO members also oversee secondary committees such as dance, activities, spiritual emphasis, community service, and head up the recycling program at MLCA. 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 Secretary.

Student Activities, Fundraising, & Senior Trip

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 also be approved by an administrator with the interests of the entire Academy kept in mind regarding 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. 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.

The Senior Trip is a privilege that seniors are granted annually to enjoy a final time together as a class in a relaxed, vacation-like atmosphere. The Senior Trip is four days and three nights, generally held during some portion of the Extended Learning Week. 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.

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:

Volleyball (Middle School and High School Girls)	Cheerleading (High School Girls)
Basketball (Middle School and High School Boys and Girls)	Golf (High School Boys and Girls)
Soccer (High School Boys)	Baseball (Middle School Boys)

Running Start and participation in Athletics

Running Start participants must be enrolled in at least 50% of the school day at the Academy in order to compete on an Academy sports team. Typically this means three (3) classes (1.5 credits) at the Academy (including a Christian Studies class) and one or more full credits of Running Start classes for a total of 2.5 credits per semester. Consult the WIAA handbook for further information, <http://www.wiaa.com/subcontent.aspx?SecID=350>.

Athletic Physical

Every athlete must have a physical exam within one year 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 one year from date of exam.

Athletic Attendance

In keeping with WIAA guidelines, MLCA requires 10 practices before an athlete is allowed to participate in the sport's first contest.

A student who is absent from school for more than four classes on the day of an event, whether excused or unexcused, may not participate in after-school sports and/or activities.

In cases of truancy, tardiness, detention, suspension, or a requirement to stay after school to complete school work, an athlete will receive no special treatment. Practices or games may have to be missed due to the fact that academics and discipline matters take precedence over athletics.

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 with written notice to the Athletic Director. Students should not drive their own vehicles to games.

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

Student Conduct

Student conduct is central to establishing the Christ-centered culture desired for the MLCA learning community. The following areas of conduct, therefore, 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” (I John 2:6). Let us have a heart first and foremost for Jesus.

MLCA Everyday Expectations (See Appendix)

These expectations are listed in the Appendix. Throughout the hallways and classrooms of the Secondary school building, these expectations are posted as visual reminders of the best ways to treat one another.

Electronic Devices and Phones

To maintain a learning environment with minimum distractions, phones and electronic devices (excluding electronic readers and calculators used for educational purposes) are not to be used by students on campus between the hours of 7:45 and 3:15. See *E-Reader Acceptable Use Policy* for specific requirements regarding use of electronic readers for academic purposes, <http://www.mlca.us/#/current-students/secondary-info>. Furthermore, electronic devices may not be used on school trips (except by special arrangement with MLCA staff).

- If used the device will be confiscated and can be collected in the office at the end of the day.
- If the device is confiscated a second time it will only be returned to a parent.
- The third and subsequent occurrence the confiscated device will be returned to parents at the end of the year.

Anytime students are viewing, listening to and/or sharing inappropriate content any device will be confiscated, and their parents will be contacted and appropriate discipline will be administered.

Dress Code: Neat, clean, modest and safe- No holes, no frays.

The emphasis of the Moses Lake Christian Academy dress code is guidelines of modesty, cleanliness, and professionalism. The dress code serves the purpose of preparing students to dress appropriately in various settings and to foster an attitude of learning readiness. Students are encouraged to dress in a manner that honors God.

Parents are responsible to ensure that their students are appropriately dressed.

It is the responsibility of the Administration/Faculty to make authoritative decisions regarding the appropriateness or inappropriateness of student dress.

Any student making the choice to not abide by the dress code will be sent to the office to phone their parents and ask for appropriate apparel. Students will serve detention after three violations.

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, 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, spaghetti straps, 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 front and back 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 no more than three (3) inches above the top of the front and the back of the kneecap.
Shoes	Footwear is required at all times. Flip flops are permitted.
Hats, Hoods	Not to be worn inside buildings.

Students are NOT allowed to wear:

1. Athletic wear (items that are typically used for exercise such as sweats, athletic shorts, etc.) except in P.E.
2. Slippers or other obvious pajama-type clothing.

Junior and Senior High P.E. Dress Code

1. Students are required to wear T-shirts that are in compliance with the above MLCA school dress code, athletic shorts with compression shorts underneath, socks and shoes.
2. All-purpose lace-up athletic shoes are required. Flip flops, open toed sandals, dress shoes and skater shoes (such as Vans) will not be permitted.

Dance Dress Code – High School Formal

Applies to all MLCA students and guests of MLCA students

Girls:

- Dresses/skirts no shorter than 3” above the front and back of the knee cap
- No midriffs (exposed stomachs or mid to low backs)
- No immodestly low-cut front or back. **Very modestly** cut strapless dress is acceptable
- No visible undergarments
- Dress shoes

Girls: Pre-approval is required by submission of pictures, front and back, of the student in the formal wear. If the attire on the evening of the dance does not match the picture, the student will be sent home to change.

Boys:

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

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 the Academy. Because God has given the primary authority in a student's life to parents, the Academy calls parents to partner with us in supporting and upholding these values with their students in the home.

Students are required to refrain from:

1. Any illegal activity (Romans 13:1 – 5)
 - a. The use of profane language or obscene gestures (Ephesians 4:29; Colossians 3:8)
 - b. Deceit – Deliberately falsifying course work or misrepresenting facts by lying (Leviticus 19:11; Colossians 3:9)
 - c. Theft – The act of stealing (Exodus 20:15; Ephesians 4:28)
 - d. Drunkenness, substance abuse, or the use of illegal drugs (Ephesians 5:18; Romans 13:13,14)
 - e. 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)

Public Display of Affection

The Academy requires students refrain from hugging, kissing, giving or receiving back rubs, and other distracting public displays of affection on campus and at all MLCA sponsored activities.

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 the Academy:

- 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.**

Disciplinary Procedures

These are the procedure that will guide the faculty and administration at the Academy:

Minor Offenses – Defined as mild violations of school or classroom rules, which will be handled by the classroom teacher or other school faculty.

Discipline for minor offenses may be and will be based on the discretion of the teacher:

- A warning
- A loss of privileges within the classroom
- After school detention, which will be served the day of the infraction or the day following the infraction.
- Call or conference with parent

Examples of minor offenses (though not an exhaustive list):

- Cell phone / electronic device usage
 - First offense – Student can pick up from the MLCA Administration at the end of the school day
 - Second offense – Parent can pick up from the MLCA Administration at the end of the school day
 - Third offense - Administration will keep the device until a discipline meeting is held with the student and their parents. MLCA may retain device until the end of the semester
- Failure to be in compliance with dress code
- Interrupting the learning process of others
- Failure to be prepared for class
- Minor disrespect or disobedience (as opposed to those that require administrative intervention)
- Three tardies within a given class or three infractions in discipline folder when applicable

Major Offenses – Defined as more significant violations, which will be referred to and handled by the administration.

Discipline of major offenses may include: (1) suspension and/or detentions (2) being put on Behavioral Probation and (3) expulsion

Examples of major offenses: (not to be considered an exhaustive list)

- Lifestyle agreement violations
- Destruction or abuse of property
- Fighting
- Bullying – electronic or in-person
- Disrespect such as profanity to faculty or peers or vulgarity
- Use of possessions of weapons

- Use of alcohol or drugs

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 the Academy may result. Moreover, students placed on probation more than once while enrolled at the Academy may also lead to student dismissal.

Health and 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.

Closed Campus

The Academy operates on a closed campus basis. All visitors, including parents, must check in and out with an MLCA office to obtain a temporary visitor's pass. Students are required to remain on campus at all times during school hours unless they are with a faculty or staff member on school related business or they have been picked-up in the school office by a parent. Juniors and seniors have the privilege of leaving campus on their own recognizance for lunch. This privilege may be revoked at any time by the administration for safety or discipline reasons.

Academy students wanting to bring a student to school who attends another school must make arrangements at least one day in advance. Visitors attending classes must comply with the school standard of conduct and dress. Lunchtime visitors must check in at the office and receive a visitors badge.

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

In an effort to extend hospitality to MLCA guests and parents, teen drivers should use the student section of the Academy's parking lot for their vehicles and follow proper flow of traffic by using entrances and exits accordingly. Additional hospitality is accomplished through respect for the education process within MLCA buildings by not playing loud music in their vehicles and refraining from being in or around cars during the school day unless permission has been granted by the administration or a classroom teacher.

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.

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.



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, the Academy 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 incidence 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 a.m., and local media will be informed: KDRM radio 99.3, KHQ television channel 6, KREM television channel 2, and KXLY television channel 4. School closure information will also be posted on the MLCA Facebook page. The MLCA office will create an automated phone call announcing the decision before 6:15 a.m. Please keep the MLCA office updated with the telephone number for which you wish to receive such calls.

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 (including a printable school calendar)
- Sycamore Education: updates, announcements, pass-a-notes, etc.
- Email (first letter of first name then last name@mlca.us [jchandler@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: Moses Lake Christian Academy
- Automated telephone messages
- Parent Teacher Fellowship
- MLCA School Governance Board Meetings

Parent Involvement

Per the service hour commitment policy signed during the application process, first grade families and higher 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 constituents 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 standardly available, though some are seasonal:



- Annual auction fundraiser volunteers
- 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>.

Appendix

MLCA Everyday Expectations

HALLWAY expectations

- Walking
- Quiet voices (no shouting/screaming)
- Hands to self
- No horseplay
- No PDA
- No electronics (e.g. cell phones, I-pods, etc.)
- Keep our halls clean- Put garbage in the trashcan
- Respect property (e.g. no graffiti or writing on the walls)

LUNCHTIME expectations

- Clean up after yourself
- Don't throw food
- Stay in designated areas
- Juniors & Seniors: no food runs for underclassman

BE KIND & COURTEOUS expectations

- Bullying is when a person hurts or frightens another person deliberately and repeatedly. Bullies attempt to create a power imbalance (size, use of violent or hurtful words, enlisting others to join their cause) to intimidate, offend, degrade, insult or humiliate a person, possibly in front of others.
- Bullying is also known as harassment. Bullying is a lose-lose-lose situation for bully, victim, and classmates.
- Enlist the help of an adult if you are being bullied

DRESS CODE expectations

- “Neat, clean, modest and safe. No holes, no frays.”
- Students who are out of compliance will be provided an opportunity to problem-solve.
- Frequent “problem-solvers” will be demonstrating a pattern. Students demonstrating a pattern of non-compliance will be eligible for disciplinary consequences.

NO LOITERING expectations

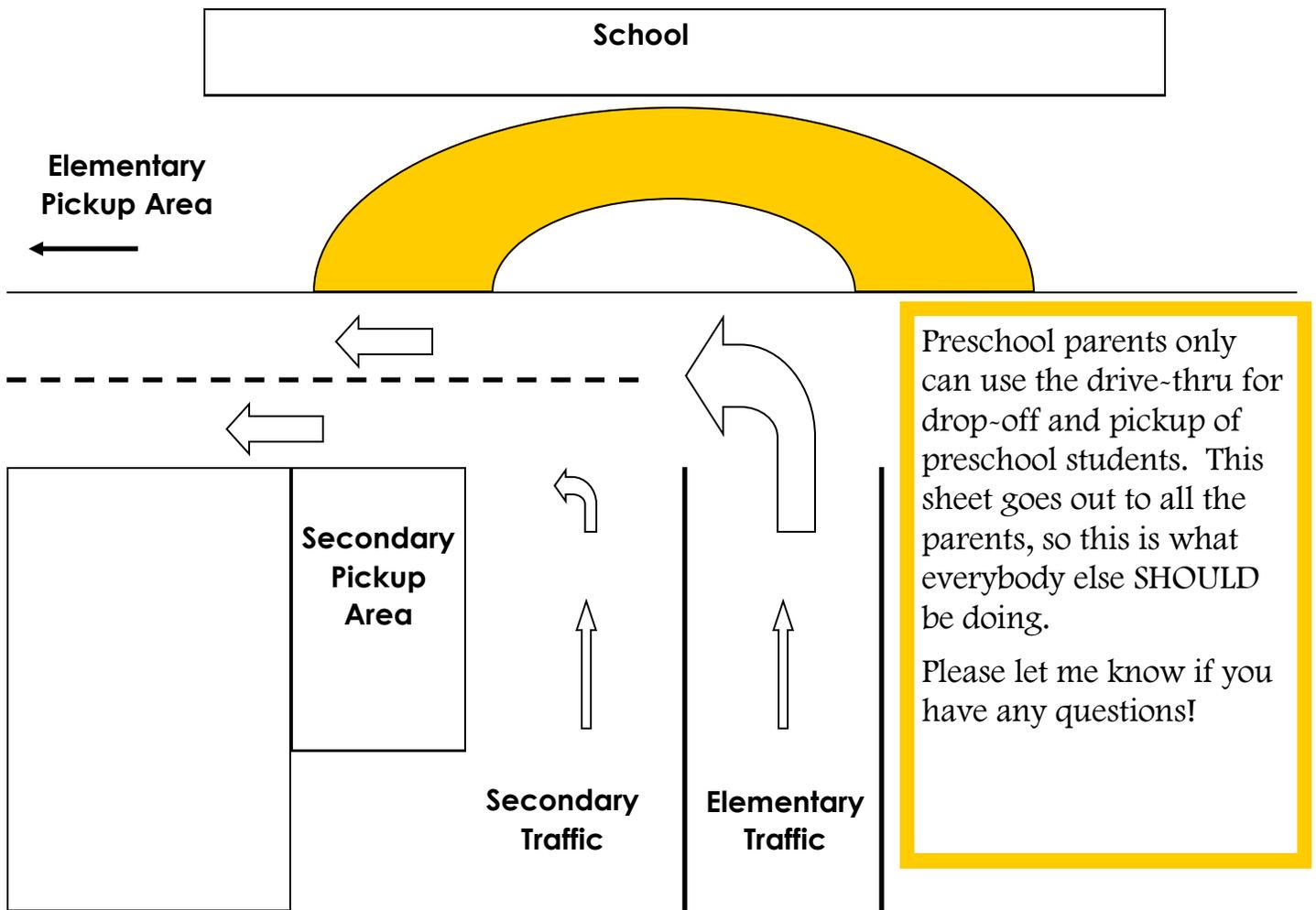
- Halls and common areas will be clear during class periods
- Students out of class will have passes
- Part time students will be in their assigned locations

RESPONSE TO ADULT/STAFF expectations

- Students are expected to respond promptly & respectfully to adult/staff direction or correction

Parking Lot Map

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.**