

SCHOOL HANDBOOK

2023-2024

8145 Prunedale North Road
Salinas, CA 93907



Est. 1972

Prunedale Christian Academy

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THE MAJOR ACADEMY RULES

1. **A PCA student must respect the rights and property of others.** Our community does not tolerate bullying, hazing, harassment of another person, theft, or abuse of personal or community property.
2. **A PCA student must be honest.** Lying, cheating, plagiarizing, or any other type of deceitful behavior is unacceptable at PCA.
3. **A PCA student must remain substance free.** Using, possessing, or distributing drugs (prescription or nonprescription) or alcohol, distributing vaporizers or nicotine agents, or hosting a party at which drugs or alcohol are used is prohibited. (Note: If drugs or alcohol are found on a student, in a student's locker, or if a student tests positive for illegal substances, whether or not it can be demonstrated that the substance was used on campus, the student is considered in violation of a Major Academy Rule.)
4. **A PCA student must protect the health and safety of the school community.** Tampering with fire safety equipment, smoking, or using fire in any Academy building in an area not specifically designated for that purpose is unacceptable, and unauthorized weapons or dangerous combustibles or explosives are prohibited on campus.
5. **A PCA student must abide by the Academy's rules regarding permissions and signing out.** Leaving the campus after check in without proper authorization and leaving class without required permission are Major Academy Rule violations, as is unauthorized presence in an Academy building.
6. **A PCA student must abide by the school motor vehicle rules.** Students may not operate a motor vehicle at PCA or in its environs, or ride in a car without proper authorization.
7. **A PCA student must meet community expectations and the high standard of Christian behavior expected of them.** Violations of general expectations for proper conduct, including repeated failure to attend classes and other required commitments, comprise a Major Academy Rule violation.
8. **A PCA student must abide by federal, state, and local laws.** Enrollment at the Academy constitutes a student's acceptance of these regulations as the guiding principles for proper conduct. Moreover, the Academy, in its sole discretion, may take such action as it believes is in the best interest of the Academy.

The Prunedale Christian Academy ("PCA" or the "Academy") Student Handbook ("Handbook") is published and distributed to members of the PCA community for the purpose of providing information on aspects of student and campus life so that students may gain as much as possible from their experience at the Academy. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands the expectations of students within our community. While policies in this Handbook will generally apply, the Academy may take actions that it determines to be in the best interests of the Academy, its faculty, and its students. This Handbook does not limit the authority of the Academy to alter, interpret and implement its rules, policies, and procedures, before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between PCA and any parent, guardian, or student affiliated with or attending the Academy. PCA, in its sole discretion, may add, revise, and/or delete Academy policies before, during, and after the school year.

PCA VISION, MISSION & HISTORY

PCA Vision

Prunedale Christian Academy partners with Christian parents to train and prepare students to be the young men and women God has called them to be. It is our privilege to work with you in training up your students in the knowledge and wisdom from God that will bring them to the full maturity God designed for them.

“Whom we preach, warning every man, and teaching every man in all wisdom; that we may present every man perfect in Christ Jesus:” (Colossians 1:28, King James Version)

PCA Mission

Prunedale Christian Academy is an extension of Calvary Community Church. Its educational goals flow out of its mission, which is to honor God by providing academic excellence for students while developing their Christian faith in partnership with the home, the church, and the community. The school partners with the home, the church, and the community but the school does not replace or even duplicate the work of these institutions. It reinforces, complements and, in special cases, extends their work. Without the help of Calvary Community Church and its ministries Prunedale Christian Academy could not exist.

History

Prunedale Christian Academy has been challenging kids to pursue excellence in education for 50 years. During this time, we have refined our approach to achieve the best academic results through individualized curriculum. This creates an environment where students work at a pace designed specifically for them, where they are motivated to work towards and beyond their own weekly goals. PCA students are encouraged to work ahead, monitored daily by our professional, well-trained staff – teaching not only curriculum, but preparing students for life.

Our goal is to help each student realize his or her fullest potential – both mentally and spiritually.

A Graduate of PCA will be a:

1. **Christ-follower** who
 - a. Recognizes God as the creator and sovereign ruler of the universe.
 - b. Believes in Jesus as Savior and the ruler at the right hand of the Father.
 - c. With the help of the Holy Spirit, is determined to live a life that demonstrates Christ-likeness and acknowledges Christ’s lordship over all areas of life.
 - d. Demonstrates love for God and love for others through a life of devoted service and a determine effort to join God in his work of restoration.
2. **Critical thinker, effective communicator, and creative being** who
 - a. Listens intently, reads with comprehension, and writes and speaks effectively and articulately.
 - b. Can use the knowledge gained in academic courses and religious training to solve problems in their personal lives and in the workplace.
 - c. Has been given the opportunity at school to discover and develop a skill, craft, academic discipline, or an art through which they can express themselves, glorify God, and bring blessing to others.

WELCOME

Welcome to Prunedale Christian Academy and the 2021-22 school year! We look forward to a great year together. PCA is more than “*just*” an institution of learning, it is a place where young men and women from Christian families gather for academic, spiritual, personal, social, and physical development. This is accomplished best when the church, home, and school all work together in teaching, training, and encouraging our young people for effective service in the Lord.

Just as Jesus grew in wisdom and stature, and in favor with all men (Luke 2:52), we too encourage our young people to do the same. This means we encourage the development of maturity and responsibility in all our students. Maturity and responsibility do not just mean following and obeying rules but striving to do God’s will in every situation. It means seeking to do what is right, looking to help and encourage others, and building up the entire body not just oneself.

This handbook can help students and parents understand the rules and regulations of the school. Please review it carefully and follow the procedures and spirit it provides.

ADMISSIONS

General Admission Procedures

Final acceptance of a student will follow a systematic process. All parents should read the necessary material from the handbook and the main office. The general admission procedures will be as follows:

1. All necessary applications/paperwork must be filled out and turned in.
 - a. PCA Application
 - b. PCA Medical Form
 - c. Transfer of Records (*Required for Incoming Junior or Senior High*)
 - d. Copy of Birth Certificate
 - e. Copy of Immunization Records
 - f. Current Financial Agreement Form
2. Parents must pay an Annual Registration Fee of \$500.00 per student.
3. Parents must schedule Admission Testing with the office.
4. Student must be interviewed to determine their commitment to the school’s purposes and their receptivity to a Christ-centered education (*Required for Incoming Junior or Senior High*).

The admission process will be overseen by the Principle and the Academic Placement Counselor. When a final determination is made, and all required paperwork is turned in the parents will be notified of a school starting date for their student.

High School Acceptance and Pastoral Reference

It is Prunedale Christian Academy’s policy not to accept high school students that are more than two years behind. We have found that this is not in the best interests of the student and the school. Additionally, in order to ensure that our high school students are of good moral character we require a letter of recommendation from the ordained minister of the church they attend each year.

FEES & DUES

Tuition

Tuition is based on an annual amount and may be paid in 10 equal monthly payments. Tuition payments start in August of each school year and end in the following May. Prices for 2023 are as follows.

Kindergarten:	\$7,500.00
Elementary & Junior High:	\$8,250.00
Senior High:	\$9,750.00

Curriculum

The annual curriculum fee is \$500.00 and may be paid in 10 equal monthly payments. In the event that a student requires an amount of books in excess of their yearly estimate (lost or damaged books, repeat worktexts, working ahead, etc.), additional fees may be added to their tuition cost.

Late Fee

All payments are due on the first Monday of each month and considered late on the second Monday of that month, at which time a late fee of \$25.00 will be assessed.

Delinquent Accounts

Accounts are not allowed to be more than one month overdue. On the first Monday of any month, if there is a balance owing from the previous month, the student will not be allowed to attend school until the account is brought under control.

Additional Charges and Fees

Other charges may occur for things such as field trips, certain electives fees, uniform costs, sport fees, music fees, and other fees that may be assessed as required. There will be a \$20.00 NSF fee for all returned checks.

ATTENDANCE POLICY

We cannot educate a student who is not at school, so attendance and punctuality are priorities for us, and we'd like our families to share that priority. It is also important for liability and safety reasons to have accurate records and tight procedures. It is important for the school and home to have honest and timely communication regarding absences and tardiness. The following guidelines are intended to promote a healthy educational environment at school.

The School Day & Aftercare

The PCA School Day begins at 8:00 A.M. and ends at 3:30 P.M.. The doors open at 7:30 A.M. with after-school care being offered for an additional charge until 4:30 or 5:30 P.M.. Aftercare begins promptly at 3:45 P.M.. We give parents 15 minutes after school to pick up their student or they are automatically checked into aftercare. Once they are checked in their account will be charged for occasional Aftercare charges even if they are only there ten minutes. Occasional Aftercare charges will be \$10.00 per hour. Monthly Fees (Monday-Friday until 4:30 or 5:30 P.M.) are \$100.00 (till 4:30) or \$150.00 (till 5:30) per month, per student. Aftercare closes promptly at 5:30 P.M.. A \$1.00 late fee will be charged per minute after 5:30 P.M..

Guidelines for Students

- Upon arriving at school, students must sign in at the main office. Once at school, students must sign out in the office before leaving school and must sign in upon returning to school. Students must obtain parental/guardian permission before leaving school while it is in session. If a student has a dental, doctor or other appointment, he/she should provide the main office with a note from the parent(s) when leaving. Parents/Guardians may also call and leave a message with the school secretary.
- Upon returning to any missed class, students must bring a note from their parent/guardian to the main office or have the parent/guardian call the office. If the student or parent/guardian does not present a parent/guardian-written and signed excuse/note for the student's absence within two days, the absence will be considered unexcused, and the student will receive a detention for each missed class.
- Students are not permitted to leave campus for any reason except for approved open-campus lunch privileges. PCA is a closed campus. Therefore, notes to run errands, to go to lunch, and leave campus for personal reasons will not be approved. Violators will be considered truant.

Guidelines for Parents/Guardians

If a student is going to be absent for any reason, please call the main office before 9:00 A.M. on the morning of the absence. Voicemail is available for messages.

- Please provide the student's name, the date of the absence, and the reason for the absence. After 9:00 A.M., the school will be contacting you to verify the absence of your child.
- If the parent/guardian is unable to call in on the day of the absence, please either send a note with the student upon his/her return or call the office as soon as possible.

Parent/Guardian-Excused Absences

Excused absences include all absences which parents/guardians determine necessary or important reasons for their child to miss school. A note signed by the parent/guardian must be sent to school in advance of the absence whenever possible indicating the date(s) the student will be absent. If the office is not notified prior to the absence, the student may not be allowed to receive credit for the work missed. The following types of absences are accepted parent/guardian-excused absences:

- Doctor or Dentist Appointment: Students must sign in and sign out at the main office. Verification of the doctor's office can serve as a note and permission to leave campus.
- College Visits: Juniors and Seniors are allowed up to 2 excused absences per year to visit campuses being considered for post-secondary plans.
- Family Vacations: Parents/Guardians are discouraged from removing their children from school for vacations, mission trips, and other extended parent/guardian-excused absences during the school year. Missing school may adversely affect both the student's education and performance.
- Parent/Guardian-Excused Absences: This includes absences determined by parents/guardians as an important or necessary reason for their child to miss school.
- Family Emergencies.

Teachers are not obligated to prepare lesson materials beforehand or to attempt to recreate labs, discussions, lectures, or provide tutoring after the fact. Upon the student's return, it is the student's responsibility to contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable for this to be accomplished. Teachers will generally allow students to make up missing work, if the absence is excused.

School Activity Absences

This includes times when an approved school event (such as field trips, athletic contest/travel, music performance, etc.) takes the student out of class during the regular school day. Once again, it is the student's responsibility to contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable for this to be accomplished.

Unexcused Absences & Tardies

Students who are late to class cause disruptions and the educational process suffers not only for the late student, but for the entire class. A student is tardy if he/she has not signed in by or before 8:10 A.M. without a valid excuse. An occasional tardy is not the danger, but a pattern of late attendance by the student is cause for concern. Five unexcused tardies will equal an unexcused absence. Three unexcused absences will result in the student's suspension until a meeting can be scheduled between the parents/guardians and the teacher and/or Principal.

ACADEMICS

High School Graduation Requirements

Each student must earn a minimum of 215 credits and be in attendance for eight semesters. **course requirements for graduation for the Class of 2022 are as follows:**

<u>Course</u>	<u>Credit</u>	<u>Number of Courses</u>
Bible Theology	30 credits	2 full-year courses & 2 semester courses
Language Arts	40 credits	4 full-year courses
Mathematics	25 credits	2 full year courses & 1 semester course
Science	25 credits	2 full year courses & 1 semester course
Social Studies	30 credits	2 full year courses & 2 semester courses
Physical Education	30 credits	3 full year courses
Health	5 credits	1 semester course
Performing Arts	20 credits	Band, Choir, Art, etc.
California History	5 credits	1 semester course
Community Service	5 credits	Minimum of 40 hours of community service

Classroom Discipline

Prunedale Christian Academy's classrooms use a "Check" system each day to combat poor work habits. Examples of what warrants a check are as follows: talking during class, horse-play, wasting time, being tardy, poor manners, violations of work, etc.. A student will typically be given a warning before they receive their first check (teachers are not required to give a warning). The punishment for each check is as follows:

- Check 1.** The student loses 15 minutes of their next break.
- Check 2.** The student loses their entire break.
- Check 3.** A Pink Slip will be issued to the student.
- Check 4.** A Detention Slip will be issued to the student.
- Check 5.** All of the above and a referral.

Pink Slips

A pink slip is a note that informs parents/guardians of a student's negative behavior for the day. The teacher will not allow the student back into class the next day if the slip is not signed by a parent. A pink slip could be the result of too many checks in class or some type of behavior that warranted notice being sent to the parents.

Detention Slips

This is the next step following a pink slip. A detention could be the result of too many checks in the classroom or some type of behavior that warranted an immediate detention. Whenever a detention slip is issued, the student will be sent to the main office to call their parents and inform them of the detention. Detention is served after school between 3:30 P.M. and 4:00 P.M.. The teacher will not allow the student back into class the next day if the slip is not signed by a parent. If a student receives more than two non-academic detention slips in a six-week period the administration may issue a referral.

Referrals

The Administration may issue referrals for many different reasons. The first being more than two detention slips in a six-week period. Secondly, for sub-Christian behavior that goes against the standards of Prunedale Christian Academy. Prunedale Christian Academy requires all students to adhere to the guidelines set forth in this handbook and the directives of our faculty. Referrals are kept in a cumulative file until the end of the school year. The consequences for referrals increase as follows.

- Referral 1.** Saturday detention and removal from class until parent/guardian is contacted.
- Referral 2.** The student is suspended from school until a meeting with the parents/guardians.
- Referral 3.** Suspension from school pending a board meeting to determine possible expulsion.

In cases of severe sub-Christian behavior, the process may move directly to suspension or expulsion. Students may be expelled for law violations and immorality inside or outside of the school settings. By sub-Christian behavior we mean any type of sexual harassment, willful disobedience, possession of contraband items, immoral conversation, dishonesty, etc..

STUDENT LIFE

The PCA Campus

Situated on a beautiful valley floor, surrounded by mature trees, and the hills of the Monterey Bay; the PCA Campus provides for ample recreation. Nearly 20 acres of educational facilities await your students. PCA is also located right next to the Prunedale Shopping Center! Some restaurants and services near our campus include:

- Round Table Pizza
- Sarita's Mexican Grill
- Jim's American & Chinese Cuisine
- Burger King
- Prunedale Bakery
- Subway
- Grocery Outlet
- Valero
- Comerica Bank
- CVS Pharmacy
- Head Honchos Barber Shop
- Prunedale Beauty Salon
- Prunedale Branch Library

Sports

Athletics are important at PCA. We recognize that athletics builds character, instills discipline, and involves competition and cooperation. For our older students (7-12), we feel this also prepares them for the "real world". PCA is involved with a Christian league in Boys' & Girls' Basketball, Girls' Volleyball, and Boys' Flag Football. Our Campus also houses a league sanctioned Basketball & Volleyball court as well as a gym for our high school students to participate in weight training.

Music

Our ever-growing music program continues to progress. Kids enroll as early as the 3rd grade and are on the road to musical excellence. Our teaching is personalized with an emphasis on discipline. With performances throughout the year, students have many musical experiences from the start. From large group orchestras to small ensembles, the PCA music department teaches everything from brass, woodwinds, and strings to some more mainstream instruments, like piano and drums.

For more information go to page 17.

Chapel

PCA will provide at least one chapel per week that the students are expected to attend. Respectful and attentive behavior is expected in chapel. Our school chapels are diverse and often interactive, with ministers ranging from our local pastors of Calvary Community Church to national, and even international missionaries. Some school chapels will feature worship services, while others may present an educational opportunity with lecturers such as local police, businessmen, and even WWII veterans.

Romantic Relationships

It is normal, good, and a part of God's plan that people become affectionate toward each other. All parents are encouraged to talk with their students about male/female relationships. PCA asks that all students refrain from inappropriate public displays of affection (i.e., kissing, hugging, holding hands, caressing, sitting on laps, etc.).

Open Campus Privileges

Our older High School Students (11th 12th) may be entrusted with an “Open Campus” privilege at lunch on Fridays. Students who leave campus must sign out at the main office, and sign back in upon return. Students who are late returning from an open-campus risk losing the privilege. Talk to your teacher for more information.

Lockers

Lockers will be issued on a first come, first serve basis to all Junior and Senior High Students (7-12). All lockers must be locked with a school issued lock. Any other locks will be removed. Locks are available in the main office for \$5.00 (cash only) refundable fee. A student’s lock fee will be refunded at the end of the school year as long as the lock is returned in working condition. Lockers are subject to search at any time by assigned faculty and administrators. Inappropriate pictures or posters are not to be posted and will be removed. No stickers are to be placed in or on the locker. The locker rooms are located within the gymnasium bathrooms. Books and personal items should be kept inside lockers at all times. Items left out & unattended will be placed in Lost & Found.

Lunch

All students are to bring a lunch that is in accordance with general state and federal nutritional guidelines. Lunches should consist of at least 1 fruit, 1 vegetable, a protein, a grain, and at least 8 oz. of water. It is preferred that sugary snacks be kept to a minimum as it has been established that this is a deterrent to productivity and learning. There will be microwaves in access to students of 7th grade and above.

Community Service

The mission of Prunedale Christian Academy is to cultivate responsible Christian adults; pursue academic excellence; connect Biblical truths in everyday living; and to shape Christ-like character in our students. Community service is one of the avenues we use to fulfill our mission.

The graduation requirement for community service is 40 hours. Students must complete this requirement with a minimum of 3 different services of at least 10 hours each. (Example: 3 services of 15 hours will be more than enough to fill the community service requirement). If you have any questions about the requirements and how they are to be filled please contact the School Secretary.

Sickness or Injury

Emergency first aid is available in the main office. The medical (emergency) forms returned when the year starts should note any special or potential problems a student might have. Any medication needed must be distributed by the office with the consent of the parent/guardian. Students are not to distribute and kind of medication including aspirin and Tylenol. If a student is ill, they may come to the office to call home and wait in the office for someone to pick them up.

Electronic Equipment

Cell phones, smart watches, and any other communication devices may not be used while on campus. If you feel your student must have a cell phone, it must remain in their backpack (TURNED OFF) while at school and during Aftercare. Texting and videotaping are not permitted anytime during the school day. Failure to follow these guidelines will result in a disciplinary detention and confiscation of the phone. The cell phone may be retrieved by the parent at the end of the day.

STUDENT CONDUCT

Cheating & Plagiarism

As Christians, God expects and wants us to be honest and trustworthy in all our endeavors, and the includes schoolwork. Each student is expected to do his/her own work on tests, assignments, and projects. Cheating can take many forms, including using “cheat sheets” on tests and quizzes, receiving answers from another person, copying another’s work, etc.. One form of cheating is plagiarism, the intentional act of copying text directly from a book or other written work (including the use of internet and sites such as Wikipedia) or using another’s words or ideas and setting them forth as one’s own, without appropriately acknowledging the source of the work or information.

Because cheating is wrong, it will be dealt with as a discipline issue, as well as an academic concern. When a teacher determines that a student has cheated on an assignment, the teacher shall assign the student a grade of “F” on the assignment and contact the principal. The principal shall notify the parents/guardians of the cheating and will take appropriate disciplinary actions.

Drugs & Alcohol

Drugs and alcohol alter character and behavior dramatically and can have far-reaching impact and influence on young people. Drug and alcohol are never allowed on campus. The use of and/or possession of and/or provision to another of drugs or alcohol on campus or at any school sponsored event will result in immediate suspension, a recommendation of expulsion from the school, and notification of law enforcement. Involvement with drugs or alcohol off-campus may result in suspension from school and a recommendation of expulsion.

Food or Drink; Gum

Students may not eat or drink in classrooms except during lunch period with the teacher’s permission. All trash should be placed in trash cans, and recyclables in containers. Gum chewing, by students or faculty, is not allowed on campus.

Inappropriate Off Campus Conduct

It is the desire of PCA that all students will live lives that honor Christ in all ways and at all times. If it is determined that a student has been involved in serious inappropriate conduct (alcohol, drugs, sexual activity, crime, etc.) and that conduct reflects negatively on PCA or causes much upheaval at the school the student may be suspended or recommended for expulsion.

Obscenity and Profanity

Obscene materials including, but not limited to, illustrations (drawings, paintings, photographs, etc.) and oral or written materials (books, letters, poems, tapes, CDs, videos, etc.) which are commercially or student-produced are prohibited. Profanity including, but not limited to, gestures, symbols, verbal, written, etc. is prohibited. Speech should be honoring to the Lord at all times. Misuse of the Lord’s names, as well as general offensive or vulgar, crude language is not acceptable at school or at any school-related activity.

Prepared for Class

Students are to be prepared for class at all times. This includes having homework, textbooks, pencils, and all required materials for class. Each student should bring a KJV Bible to school each day as it is necessary to complete much of their LifePac work.

Respect for Others

Students should conduct themselves in a respectful, courteous manner at all times with school personnel, guests, and fellow students. School personnel must be addressed by the use of terms such as “Miss”, “Misses”, “Mister”, “Coach”, or “Pastor”. This standard is applicable on the campus and at all school-related activities. Likewise, students should address other students by the use of terms such as “Miss/Mister” unless given permission by that student to use their first name. The use of these honorifics shows respect to fellow students and faculty.

Respect for Property

Students are expected to respect properties of students, staff, and the school. Students are never to get into another’s backpacks or lockers or into teachers’ desks or files without permission. If property is damaged or vandalized, whether extensive or partial, intentional or accidental, restitution is expected and may involve physical repair, financial reimbursement, and/or detention as determined by the Administration.

Students are also expected to keep the facilities they use clean. It is the students’ responsibility to clean up after themselves, and to maintain a level of cleanliness during the school’s day-to-day operations. Students may be selected to perform special cleaning services (i.e. take trash out, collect recyclables, vacuum a classroom, etc.) and are expected to do so without complaint.

Sexual Harassment

Conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will not be tolerated. Students who feel they are being harassed should talk to a teacher or staff person and explain the harassment. When a teacher or staff person receives a complaint, he/she will immediately inform the Principal who will direct an investigation. If the investigation confirms the allegation, prompt corrective actions shall be taken, and parents/guardians will be contacted. Any employee or student found to be responsible for sexual harassment will be subject to appropriate disciplinary action. Such disciplinary actions may include recommendation for expulsion from PCA. In extreme cases law enforcement may be contacted.

Theft

Students are encouraged to report all incidents of theft immediately whether they are the victims of or witnesses to a theft. Students with “stolen” property will pay restitution, have a meeting with their parents and the Principal, and face possible suspension and criminal prosecution. Property found, but not turned in to the office, is considered theft.

Transportation

PCA does not provide transportation to or from school for our students. High school students may be granted the privilege of driving their own vehicles. A few rules go with this privilege:

1. Vehicles must be parked in designated parking areas only. For Students this is down by the main office, along the fence.
2. No student may enter the car during school hours without staff permission.
3. No student may drive another student to or from school without written permission from the parents/guardians of both parties involved.

DRESS CODE AND UNIFORM POLICY

Our dress code and personal appearance standards are meant to uphold a standard of consistency and excellence. Students enrolled at Prunedale Christian Academy should remember that they represent Prunedale Christian Academy and their testimony for the Lord Jesus Christ whether at school or away. The Bible calls believers in Jesus Christ to not use outward appearance as a means to selfishly or pridefully attract attention. All clothing worn at school and school-approved activities must be modest, neat, and clean. For this reason, oversized, tight, or short styles are not permitted.

General Guidelines

1. School uniform is to be worn from time of arrival on campus until having left campus.
2. PCA's sole uniform provider is Lands' End.
3. See the front office secretary for details about your grade level's uniform items.
4. For both boys and girls, shirts with buttons should all be buttoned, except for the top one when not wearing a tie.
5. Any undershirts (example: t-shirts or layered shirts) should be tucked in.
6. Socks must be worn with shoes, must contain no more than two colors, and should match the uniform.

Dress code and uniform guidelines are considered the standard for the school; however, they are not intended to supersede a more conservative application by families or congregations.

Haircuts

The hair is to be neatly groomed and of moderate length. Bandanas/kerchiefs covering the head are not permitted. Hairstyles that entail significant contrasts of longer and short hair, or unnatural contrasts in color, are not acceptable. Hair styles that are extreme or bizarre, or that involve design or architecture are not permitted. Students of 7th grade and above must also observe the following regulations:

- Boys: Haircuts are to be traditional and conservative, kept to the top of the neck, above the collar, and off the ears. Facial hair is to be kept shaved (Medical or Extra-Curricular Waiver may apply, see School Secretary).
- Girls: Hair must be off of the face and hang no longer than small of the back.

Jewelry

- Girls may wear small earrings only. Boys may not wear earrings.
- PCA does not allow facial piercings of any kind.
- Necklaces must be worn inside the shirt or blouse.
- Wristwatches must be clean and practical.
- Bracelets and ankle bracelets must be neat, safe, and clean. No wristbands that are inappropriate, as determined by the Administration, may be worn.

Make-Up

Make-up must be modest, neat, safe, clean, and practical. Tattoos of any kind, whether permanent or temporary, must not be showing. Make-up must be such that it neither distracts from the desired learning and social environment of the Christian school classroom nor draws inordinate attention to the individual. Boys may not wear make-up of any kind.

SCHOOL COURSES & ELECTIVES

Bible

An in-depth study of the Old and New testaments. Utilizing the King James Version, the Bible curriculum assists in the development of practical Christian living. The curriculum covers the themes of theology, the attributes of God, biblical literature, biblical geography, Christian growth, and Christian evidences, as well as a special emphasis for each grade level.

History & Geography

This course develops students' understanding of and appreciation for God's activity as seen in the record of man and his relationships. The curriculum targets this goal by focusing on six major themes: Geography (World and American), History (World, American, and Religious), Government, Citizenship, Economics, and Social Sciences.

Language Arts

Language Arts covers the six major content strands of reading, speaking and listening, writing, spelling, grammar, and composition for grades K-12. This program also covers special topics like visual media, the history of the English language, the Bible as literature, and study and research skills.

Mathematics

Our Mathematics course develops and builds math skills through the use of various question formats, multiple exercise techniques, and fun learning games. This motivating math curriculum prepares students for using math successfully in real-life situations. The curriculum targets this goal by focusing on the major themes of number skills, geometry, algebra, data analysis, and probability.

Science

This course focuses on the development of observational skills as they study the physical universe God created. The four major strands of this curriculum include Life Science (plants and animals, human anatomy and personal care, biology), Space and Earth Science (geology, weather, space), Physical Science (chemistry, physics), and the nature of science (scientific method, experimentation, technology).

Right Writing

We supplement our curriculum with an expository writing program modeled after one developed by John Sparks, that he called "Power Writing", and we call "Right Writing". This requires the student to write relatively short, but strictly formal paragraphs and then essays. The level of Right Writing matches the grade level of the student. Students will need to master four basic learning tasks: writing requirements, expository paragraph structures, support and detail signals, and sentence patterns.

Additionally, students will learn the proper techniques to use in writing formal and informal letters, journalistic writings, creative writings (plays, prose, and poetry), and scientific papers.

PERFORMING ARTS CONSERVATORY

Prunedale Christian Academy is the only music program in our community that gives students access to a complete, comprehensive instrumental music education. A complete music education program starts with private music lessons, and builds upon those lessons with ensembles, faculty-led workshops, ACSI events (Solo Ensemble, Honor Orchestra, Honor Band), and recitals.

Music fees begin at \$500.00 a year, payable in 10 equal monthly payments.

Instrument Rental is \$250.00 a year, payable in 10 equal monthly payments.

Beginning Band

Our Beginning Band classes are designed to teach basic performance techniques and develop fundamental playing skills that enable students to continue with more advanced ensembles in later years and, hopefully, will inspire life-long appreciation of and participation in music for the glory of God.

Beginning Strings

The Beginning Strings program is open to elementary aged students (3rd grade and above) who wish to study a string instrument (violin, viola, or cello) through a curriculum that includes group classes and performance opportunities, plus a series of private or small-group lessons and adjudication.

Concert Band

The Concert Band is for students who already have an understanding of basic music reading, instrument assembly and maintenance, correct playing position, and sound tone production. Instruction offers continued focus on the refinement of tone quality, technique, aural skills, and music literacy. Select students may also have the opportunity to transition to instruments that may not have been offered in previous school experiences. These include many of the larger and/or more expensive instruments, which can be provided by the school including oboe, bassoon, French horn, euphonium, and tuba.

Jazz Band

The goal of this class is to give every student a solid grounding in the style, performance, theory, and history of Jazz in the 20th century. These goals will be accomplished through the applied performance of jazz music in the classroom and public/festival performances. Throughout the course of the year students will be exposed to a variety of musical styles including, but not limited to Bebop, Big Band, Latin, Blues, and Rock. Students will also be given the opportunity to learn jazz improvisation, as well as techniques for playing jazz in a small group setting.

Symphonic Ensemble

The Symphonic Ensemble is one of the most advanced performing instrumental groups at Prunedale Christian Academy. Symphonic Ensemble is composed of students who perform on string, woodwind, brass, and percussion instruments. This class offers the training and focus to prepare students for Orchestral playing.

Strings Ensemble

The String Ensemble class offers instruction on violin, viola, cello, and string bass instruments with a focus on the skills necessary for long-term success. Fundamentals stressed include proper posture and playing position, development of characteristic tone quality, and training in music literacy.

Piano / Music Theory

The Piano / Music Theory program is offered only as an additional class for a student within one of the intermediate performing groups. The curriculum begins with the basics to playing the piano and moves on to more advanced courses on many different styles of music. Included in the curriculum are lessons for composition, music theory, concert performance, and jazz soloing.

Drama Club

The drama courses focus on acting fundamentals, such as theories and techniques for performance, improvisation, and scene study. The fundamentals of voice and speech are included in the program, helping students learn proper techniques in breathing, voice placements, articulation, and singing.