

PWCA Family Handbook

Kindergarten through Eighth Grade

This Handbook is intended to assist communication between parents, students, and school. It contains information about school policies for the purpose of facilitating mutual effort and cooperation. An educational ministry of South Valley Community Church, Pacific West Christian Academy reserves the right to make decisions and/or take actions deemed necessary to remain consistent with the faith and practices of the church and school.

*Caring
Leaders*

*Accountable
Scholars*

*Steadfast
Disciples of
Christ*



Table of Contents

Welcome to P.W.C.A.!	3
Contact Information	4
School Facts and Objectives	5
Statement of Faith	7
Transportation Policies	9
PWCA Elementary Campus Map and Traffic Flow	11
PWCA Junior High Campus Map and Traffic Flow	11
Academy Pledges	12
Campus Policies and Procedures	13
Attendance Policies	15
Academic Policies	17
Food Service Policies	21
Extended Care Program	22
Extracurricular Activities	23
Student Conduct Policies	25
Student Dress Code – Elementary Campus	28
Student Dress & Appearance Policies – Junior High Campus	29
Playground Rules	32
Student Discipline Policies	33
Health and Safety Policies	36
Library Policy Elementary Campus	39
Book Guidelines	40
Giving to PWCA	41
Scrip/Retail Partners	44
Parent Participation	45
Handling Problems, Offenses and Complaints	47
Reporting of Child Abuse and Sexual Harassment	48
Business and Financial Policies	49
Index	51
Notes	53

Welcome to the PWCA family. We are so happy you have joined us!

PWCA is an educational ministry of South Valley Community Church in Gilroy. Our school exists to provide a high quality Christian education, Preschool through 8th grade, to the Santa Clara, San Benito, and Monterey Counties. PWCA began in 1995 and continues to provide academic excellence with a strong spiritual foundation.

1. Your child will learn to be caring, as modeled by a caring staff that invests time in each child, discovering their learning styles, their strengths and their challenges. Each student will learn to respect one another, as modeled by our staff.
2. Your child will learn to be a leader both in the classroom and on the campus. Many leadership opportunities are available at PWCA and we gently encourage students to lead courageously.
3. Your child will learn to be accountable. PWCA students grow in character and learn to take responsibility for their actions and strive to be strong morally and academically.
4. Your child will learn to scholar and will learn the satisfaction of an assignment well done and on time. They will advance in reading, writing and mathematics, as well as the sciences, the arts, technology and physical education.

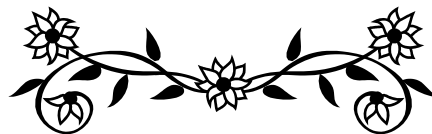
The PWCA staff and I are honored to partner with you. We are excited about the future God holds in His hands. Faithfully in His service,



Superintendent Donna Garcia



SVCC Senior Pastor Eric Smith



PWCA Main Campus

1575-A Mantelli Dr.
Gilroy, CA 95020
Elementary/Main Office (408) 847-7922
Business Office Fax: (408) 847-3003

Extended Care

(408) 221-4868
6:45 A.M. to 8:00 A.M. Morning Hours
3:20 P.M. to 6:00 P.M. Evening Hours
Office Hours: 8:00 A.M. to 4:30 P.M.
Closed weekends and holidays

Telephone

To avoid interrupting classroom instruction, all calls to teachers should be directed through the school office first. You may leave messages 24 hours a day.

Personal Visits

Our staff is here to serve you and meet your needs as much as possible. It is best to make an appointment and tell the nature of the visit in advance so staff can be prepared to help you.

Inter-Campus Mail

Correspondence for the Junior High and Preschool may be left at the Main Office to be picked up and delivered daily through our inter-campus mail system.

School Administration

Superintendent:
Mrs. Donna Garcia
pwcaedu@aol.com

Preschool Director:
Mrs. Terry Caputo
tcaputo@pwcagilroy.com

K-5 Principal:
Mrs. Karen Moon
kmoon@pwcagilroy.com

PWCA Kelton Campus

Preschool Office (408) 310-7910
Junior High Office (408) 847-0111
8095 Kelton Dr.
Gilroy, CA 95020
Fax: (408) 847-0147

Church Affiliation

South Valley Community Church
8095 Kelton Dr.
Gilroy, CA. 95020
Rev. Eric Smith, Senior Pastor



Mascot Wildcats 

Colors Navy blue, hunter green and white

Verse *Train a child in the way he should go, and when he is old he will not turn from it.* Proverbs 22:6

Philosophy

The essence of Christian education is to train and equip students to reach their full potential both academically and spiritually, impacting our society towards godliness one student at a time. The Christian school should be known for its character education and spiritual vitality in addition to its academic excellence.

The primary responsibility for children's growth and care rests upon the parents (Deuteronomy 6:5-9); Pacific West Christian Academy supports parents in this role. Christian teachers simply provide positive reinforcement of the Biblical and family values and teach all subject areas from a Biblical world view. The organization honors the Bible as the true, reliable, complete and authoritative Word of God. Thus, education from a Christian perspective asserts the Bible is the source of absolute truth, integrating it in all subject areas. By studying academics from a biblical worldview, students will become aware of the Creator God and discover His purpose for their lives. Moreover, the Christian educator is the living curriculum, modeling godly character in public life as well as private. This is both a solemn responsibility and a tremendous privilege.

It is the philosophy of this school to use instructional strategies that build on the student's strengths and bring out their natural gifts. Students are taught to think creatively about solving academic and social problems in ways that reflect respect and personal responsibility. Our goal is that each student will acquire knowledge with wisdom and understanding coupled while enabling them to develop strong Christian character, an ability to work well with others, and a heart for serving those in need.

Christian education also provides a platform to share the gospel message with the unsaved student or parent, answering the call of the Great Commission to go into the entire world. Leading a student or parent to Christ is the greatest opportunity the Christian educator can strive for.

Purpose

The purpose of Pacific West Christian Academy (PWCA) is to partner with parents to educate, disciple, and equip students for Christ through Biblical Truth and academic excellence and to send them out as a witness to a world that needs Jesus, bringing the hope of Christ to others. (2 Timothy 2:15, Matthew 28:19)

Vision

PWCA exists to provide excellent Christian education, preschool through college, to the Santa Clara, San Benito, and Monterey counties.

Mission

PWCA exists to support the home and church in 'bringing up the child in the way he or she should go' (Proverbs 22:6) by helping each student achieve spiritual growth, academic excellence, personal integrity, and a sense of responsibility with which to live life as an effective Christian and productive citizen.

Expected School-wide Learning Results

PWCA students are at the top of the **CLASS**:

Caring Leaders, Accountable Scholars and Steadfast disciples of Christ!

Students who are... **Caring**

1. seek to improve the lives of those within their sphere of influence.
2. share their God-given gifts and talents by serving others.
3. model character that demonstrates Christ-like attitudes and traits.

Students who are... **Leaders**

1. accept positions of leadership and influence.
2. work well with people and foster good relationships.

Students who are... **Accountable**

1. work independently with little need of supervision.
2. accept responsibility for their actions.

Students who are... **Scholars**

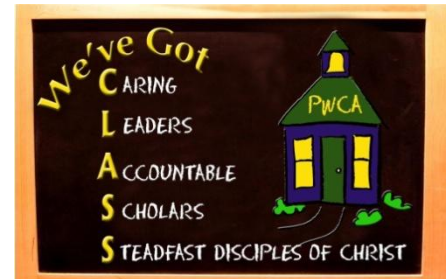
1. demonstrate academic excellence.
2. are critical thinkers with the ability to problem solve and make wise decisions.
3. develop good study habits.

Students who are... **Steadfast disciples of Christ**

1. understand the necessity of being born again by receiving Jesus Christ as Lord and Savior (John 3:16).
2. understand Christian life depends upon fellowship with God through Bible study, Christian fellowship and prayer (Acts 2:42).
3. can share and defend their faith with others across the street and/or around the world.
4. understand the Bible as the source of absolute Truth, maintaining a Biblical worldview.

Since God has not restricted the ministry of His church to people of any one race, color, national or ethnic origin and it is the desire of Pacific West Christian Academy to share the gospel of Jesus with all people, Pacific West Christian Academy does not discriminate on the basis of race, color or national and ethnic origin.

The Biblical and philosophical goal of PWCA is to develop students into faithful disciples of Christ who demonstrate a Biblical lifestyle. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual orientation, or inability to support the moral principles of the school. In such cases, PWCA reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. (Leviticus 20:13, Romans 1:17)



Train up a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6 NIV

The Scriptures (2 Timothy 3:16; 2 Peter 1:20,21)

The Bible is God's Word to all men. It was written by human authors, who were under the supernatural guidance of the Holy Spirit. Because it is inspired by God, it is without error in the original writings, and is the complete and supreme source of truth for Christian beliefs and living.

The Triune God (Mark 12:29; Matthew 28:18, 19; 2 Corinthians 13:14)

There is one God, Creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.

The Person and Work of Jesus Christ (John 1:1, 14, 18; 5:17, 18; 8:58; 10:30-33; Romans 3:24, 25)

Jesus Christ is true God and true man, having been conceived by the Holy Spirit and born of the virgin Mary. He died on the cross, a sacrifice for our sins according to the Scriptures. Further, he arose bodily from the dead, ascended into heaven, and is now our High Priest and Advocate.

The Holy Spirit (Acts 5:3, 4; 2 Corinthians 3:18; John 14:16, 17; 15:26; 16:7-15)

The Holy Spirit is equal in the trinity to the Father and the Son, thus making Him God. The ministry of the Holy Spirit is to glorify the Lord Jesus Christ, and to convict men of sin, regenerate the believer, indwell, guide, instruct, and empower the believer for godly living and service.

The Nature of Man (Genesis 1:26; 3:1-17; Romans 5:12, 3:22, 23; Ephesians 2:12)

Man was created in the image of God, but fell into sin and became alienated from God, acquired a sin nature and incurred not only physical death but also spiritual death which is separation from God.

The Way to God (Ephesians 2:8-10; Romans 3:24; 1 Peter 1:18, 19; 2:24; Titus 3:5, 6)

Salvation is a gift from God to man. Man can never make up for his own sin and failure by self-improvement or good works. Only by trusting in Jesus Christ as God's offering of forgiveness can man experience justification and forgiveness of sin.

The Second Coming of Christ (1 Thessalonians 4:13-18; Acts 1:11; John 14:1-4; Revelations 20:6)

The Lord Jesus Christ will return to earth to reign as King of Kings and Lord of Lords. His return will be personal, visible, and pre-millennial. The expectation of this, our "Blessed Hope," has a vital bearing on our personal life and service as believers.

The Resurrection of the Dead (John 5:29; Mark 9:43-48; 2 Thessalonians 1:8, 9; Rev. 20:11-15; 21:1-4)

All mankind will be bodily resurrected. Everyone will either exist eternally in union with God through forgiveness and salvation or exist eternally separated from God by sin and self choice.

The Church (1 Corinthians 12:12-27; Ephesians 1:22, 23; Colossians 1:17,18; Hebrews 10:25)

The true Church of Jesus Christ is a spiritual organism made up of all persons who, through faith in Christ, have been regenerated by the Holy Spirit. This spiritual organism is called the body of Christ of which Jesus Christ is the Head. In addition, all members of this spiritual organism are directed by Scripture to associate themselves in local assemblies for the purpose of edification and evangelism.

The Sacraments (Acts 8:38-39; Romans 6:1-11; Matthew 26:26-30; 1 Corinthians 11:24-32)

God has given two sacraments for believers to share in. One is "Water Baptism" as a testimony of death to sin and resurrection to new life. The other is the "Lord's Supper" which is a memorial service, setting forth in a symbolic manner the life and death of the Lord Jesus Christ.

Pacific West Christian Academy is open to parents and legal guardians interested in securing a Christian Education for their Preschool through Eighth grade student(s). It is our desire to provide an environment where God is glorified in the conduct and integrity of our students.

Each year, PWCA will give our present students the opportunity to re-enroll to secure class placement for the upcoming school year. After mid-February, we open enrollment to the community and continue enrollment until all classes are filled. After a class has been filled, an interest list will be opened for families desiring placement at PWCA.

Admission of students to Pacific West Christian Academy is based on many factors including past academic performance, academic testing, academic and personal references and a personal interview. After all steps of the application process have taken place, an administrator will meet with the parents/guardians to discuss acceptance and placement of the student at PWCA. Please note that PWCA does not have the resources to provide special programs for students with learning disabilities or severe behavioral problems.

Spiritual growth is a high priority at PWCA. Bible is a part of our curriculum and Biblical principles are integrated into all subjects and programs. Therefore a student may not opt out of Bible instruction.

The first step in the process to join our school family is to complete the Enrollment Application. This can be accomplished one of two ways: online or by completing a paper form (which can be requested from the school office). The Application must be submitted along with the application fee.

Qualified applicants will be notified of their enrollment status based upon current openings. Once invited to continue the process, the applicant moves through Step II (additional paperwork and payment of the enrollment fee), Step III (testing), and Step IV (interview/admissions).

Enrollment of children in PWCA is a privilege, not a right. If any individual chooses not to conform to our standards of conduct he or she will forfeit this privilege. Parents must understand that continued enrollment and re-enrollment of their children is dependent on their support of the school, its staff, and its policies.

PWCA strictly follows the principle found in Matthew 18:15-17 when handling concerns or disagreements. Concerns or disagreements are to be shared only with the person most directly involved. Then proceed up the chain of command as needed (Teacher, Administrator, Principal, Superintendent, etc.). Concerns or disagreements are not to be shared with children or uninvolved persons. For more information, please see *Handling Problems, Offenses and Complaints* section of this handbook.



Arrival and Departure Procedure: Elementary

When dropping off or picking up your Elementary student, please enter on the east side of the Seventh Day Adventist (SDA) Church (near Calle Del Rey), and exit on the west side. See map on the next page. Students may be dropped off between 8:00-8:15 a.m. and must be picked up by 3:20 p.m. Students arriving before or after the above hours will be automatically admitted into Extended Care and will be billed at an hourly rate.

For safety reasons, cars may not double park in the drive-thru/drop-off zone, and students are not to exit on the driver's side of vehicles. Drivers may park their vehicles in a marked stall and walk their students onto school grounds. Please cross in the crosswalks provided with your children.

Drive thru Procedures

Students will be ready for departure at 3:00 p.m. and are in designated areas by grade levels. Students will stay with their teachers in line from 3:00-3:20 p.m. each day. A student Traffic Patrol guard will assist your student with the door and backpack, if necessary. If you anticipate trunk usage or bulky items, please park instead of using the "Drive Thru". This assures the line will run smoothly and quickly. Parents may also park and walk in to pick up their student at any time.

The Drive Thru lane is the lane to the far right of the traffic flow. As much as possible, please observe the staggered pick up times as follows: Cars with license plates ending with an even number pick up from 3:00-3:10 p.m. Cars with license plates ending with an odd number or specialized plates pick up from 3:10-3:20 p.m.

Parking

To ensure the safety of our students we ask that all visitors and parents not park or drive onto the blacktop area between 9:00 a.m. and 3:00 p.m. Please note that when barriers are closed they **are not to be opened for vehicles**. Please park in designated parking stalls only. All drivers should use extreme caution when backing up and always be on the lookout for pedestrians.

Arrival and Departure Procedure: Junior High

When dropping off or picking up your Junior High student, please enter by the south driveway on Kelton (the driveway closest to 1st Street). Students are to be dropped off no earlier than 7:45 a.m. and must be in their classrooms and ready to start the school day at 8:15 a.m. Students will be dismissed at 3:05 p.m. and must be picked up by 3:25 p.m. After picking up students at the back of the church, exit out the north driveway. See map on next page.

Parking

To ensure the safety of our students we ask that all visitors and parents not park or drive onto the back blacktop area between 8:40 a.m. and 3:00 p.m. Please note that when barriers are up they are not to be moved. Please park in designated parking stalls only. **Please do NOT use the area just west of the school for drop off/pick up or parking as this is private property and not intended for school use.** These areas do not belong to the church or school and the business owners restrict the use of their property.

Traffic Safety

1. Speed limit is 5 mph inside the school parking lot.
2. NO parking or getting out of your car while in the drop-off/pick-up line.
3. If your student is not ready to leave or enter the vehicle, circle the parking lot again in order to keep the traffic flowing.
4. Watch for direction from the Traffic Patrol students, or adult leaders at each stop.
5. Watch for students and adults crossing around your vehicle.
6. Use caution when passing or going around cars!
7. Cell phone use is prohibited while in the drive-through drop off/pick up line.

Bicycles

Students on bicycles are expected to obey all state and local regulations regarding the wearing of helmets, traffic rules of the road, and bicycle safety. Upon entering the school campus, students are expected to dismount and walk their bicycles once they reach the curb and walkways. Students are responsible for locking and securing their bicycles. PWCA cannot be responsible for any theft or damage to one's bicycle.

Pedestrians

Once on campus, pedestrians should use the nearest walkway and head directly to class. For safety reasons, do not linger in the parking lot areas.

Field Trip Drivers

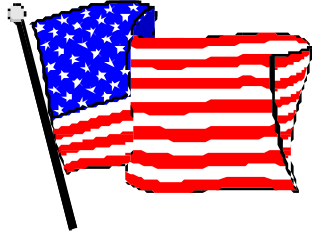
When accompanying a class on a field trip and leaving your vehicle, please park outside of the school grounds.

Late Pick-up or Drop Off

Students arriving on campus after 8:30 am must report to the office – preferably with a parent – before going to class. They will need a tardy slip to enter the classroom.



The following three pledges are recited daily:



Pledge of Allegiance to the American Flag

“I pledge allegiance to the flag, of the United States of America, and to the Republic for which it stands: one nation under God, indivisible, with liberty and justice for all.”



Pledge of Allegiance to the Christian Flag

“I pledge allegiance to the Christian Flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen and coming again with life and liberty for all who believe.”



Pledge of Allegiance to the Bible

“I pledge allegiance to the Bible, God’s Holy Word; I will make it a lamp unto my feet and a light unto my path, I will hide its words in my heart that I might not sin against God.”

Classroom Hours

Elementary Regular Day: 8:15 a.m. to 3:00 p.m. Monday – Friday

Junior High Regular Day: 8:15 a.m. to 3:05 p.m. Monday - Friday

K-8th Minimum Day: 8:15 a.m. to 12:00 p.m.

Extended Care: Before School Program is open from 6:45 a.m. - 8:00 a.m. **After School Program** is open from 3:20 pm - 6:00 p.m. Extended Care is available at the Mantelli Campus. After-school Extended Care is available to Junior High students at the Mantelli Campus (families interested in this service should contact the Junior High Principal). Please see “Special Programs - Extended Care” for additional information.

Closed Campus

For the protection of our students, a closed campus policy is always in effect on the school campus and for all school activities unless specified. Students may not receive personal mail, phone calls, messages, or deliveries without parental permission and administrative approval.

Once on campus, students may not leave campus without proper authorization. Students are only allowed to leave campus of a school activity with written permission from their parents or legal guardian. Students must submit a signed notice to the office by 8:30 a.m. that day.

Appointments

Parents must come to the school office and sign their student out of school for an off campus appointment during school hours. The office staff will then call for the student to come to the school office. Upon returning, the parent must sign their student back into school.

Visitors

All visitors must first check in with the school office and follow all stated guidelines. To maintain safety and prevent distractions from learning, visitors without a visitor pass will be asked to go to the office and check in. Guests and visitors are not allowed to participate in off campus activities or to associate with students without prior permission. There is no smoking anywhere on campus, including the parking lots.

School Phones

Students are allowed to use the school phone in emergencies only (illness, injury, etc.). Students are not usually allowed to use the phone to call home for forgotten assignments, books or to make after-school plans with friends. Students must have permission from the school secretary or administrator before using the telephone. Students are not allowed to have cell phones turned on or carried on their person during school hours.

Lost and Found

All articles of clothing, personal possessions and books must be labeled with the student’s name and/or initials. Lost and Found items will be placed in the Lost and Found. All items not reclaimed from the Lost and Found will be donated to charity at the following times of year: during the Christmas break, at the Easter break, and at the end of the school year.

School Paperwork

When you receive paperwork from the school which requires your signature, please follow-through with your student to be sure the forms are returned in a timely fashion.

Student Planners

Students in second through eighth grade will be issued a school student daily planner. Students are to use their planner for homework assignments, test dates, project due dates and other important dates for schoolwork.

Telephone/Address Changes

Important: Please notify the main office right away if there is a change in your address, telephone number, email address, or person to contact in an emergency. **This is very important, especially in the event your student becomes ill or injured!**

School Pictures

Official school pictures will be taken in the fall. If your student is absent on picture day, there will be an opportunity for individual make-up pictures. Spring and group composite pictures are also available each year.

Elementary Class Placement

Placement is a very thoughtful and thorough process during which we consider group dynamics, the mix of learning styles and aptitudes, gender and student/teacher personality compatibility.

However, we know that many parents may want to participate in the process. In order to have your input considered, we ask you to describe the educational needs of your students in a written letter that must be given to the Principal no later than June 1st to be considered in the placement decision for the following school year. This letter should address the learning style of the student, preferred learning environment, and any special concerns about the child that the parent has that might impact placement for the following year.

We do not take requests for a specific teacher and we do not make any promises regarding any teacher. Pacific West teachers are caring, dedicated, and well-trained professionals, each of whom will ensure that the children assigned to them receive the very best educational experience.

Junior High Lockers

Each junior high student is issued a locker and must provide a combination lock for the assigned locker. The combination must be provided to the homeroom teacher. Locker guidelines:

- I will not share my locker.
- I will keep my locker locked.
- I will keep my locker clean inside and out.
- I will report defacement or vandalism of my locker.
- I understand that all locker contents, personal and school owned, are my responsibility.
- I understand that no illegal or unauthorized contents may be stored in my locker.
- I understand that PWCA is not responsible for articles taken from or damaged in my locker.
- If any school items are missing or stolen from my locker, I will pay for their replacement.
- I will forfeit locker privileges if any of the above statements are violated.
- I understand my locker may be searched by school administration, without the need of a search warrant and without the need of parental or student approval, at any time.

Attendance

Students are required to attend all assigned classes and attendance is taken daily. The Academy is accountable to parents for each student throughout the school day, and is required by law to keep a record of which students are not in attendance. According to the California laws guiding private school attendance, a child is considered absent if they miss $\frac{1}{2}$ day or more during any school day (3 hrs. 23 min.).

Absences

Parents or guardians are to notify the school office ahead of time of any student absence. If advance notice is not possible, call the office before 9:00 a.m. (You may call the school office during non-business hours and leave a message on the recorder.)

The following absences are considered excused: illness, medical appointments, family emergencies, and funerals. If your child is absent more than four consecutive days **due to illness**, a written release from your child's physician will be requested.

A short-term Independent Study Agreement is available for absences of three or more days. Independent Study Agreement forms are available in the school office. Upon approval, the teacher will provide appropriate school work for the student. Please allow five school days to process the request. Independent Study for vacation is considered an unexcused absence but has the advantage of keeping the student up on missed work. It is excused when used for illness, medical procedures/hospitalization, family emergencies or funerals.

If you are requesting make-up school work for a day your child is not at school, contact the office before 9:00 a.m. Homework will then be available for pick up after school. For calls made after 9:00 a.m., there will be no guarantee that work will be available by 3:30 p.m., though efforts will be made to do so.

Tardies

Tardy students create a disruption to classroom instruction. In addition, tardiness has an adverse effect on the late child's educational progress. At the elementary campus students are expected to be at school on time for 8:15 a.m. morning assembly. All students (K-8th) arriving after 8:30 a.m. must check in at the office and receive a tardy pass before going on to class. Habitually tardy students will face disciplinary action including after school detention. Students with excessive tardies (more than 5 per year) will be disqualified from receiving a Perfect Attendance award at the end of the school year.

Early Release

Parents are to inform the office ahead of time (by note, email or phone call before 9:00 a.m.) if their child needs to be picked up before regular dismissal time. During school hours a child will be released only to parent(s) or legal guardian, unless the school has been given written notification (by parents) for someone else to pick up the child. The parent, or authorized person, must come to the office and sign the daily student log sheet when picking up the child. Do not go directly to the classroom. For safety reasons, photo identification may be requested.

Once the student is signed out, the student will then be called out of class to meet you in the office.

Medical/Dental Appointment

When a medical or dental appointment must be made during school hours, and if it is in the morning prior to the start of school, please call the office to inform the staff that your child will be coming to school late. This will ensure that the student will not be marked absent (for the entire day) when morning attendance is taken. Remember to have the student report to the office when returning to school. Before office hours, parents may call the school and leave a voice message.

Extended Vacations

We ask parents not to remove students from school for early or extended vacations. Teachers can make some accommodation regarding homework and tests, but students will not benefit from the classroom learning environment even by keeping up with class work independently. If an accommodation is needed, parents are responsible to pay in advance for any additional cost incurred as a result.



PWCA is committed to providing academic excellence from a Biblical worldview. The materials, activities, events, and excursions that comprise the curriculum are judged according to their value in furthering the school's Philosophy of Christian Education. Each item is evaluated as a whole and in light of the other influences that make up the curriculum.

What makes a curriculum "Christian" is not the beliefs of the author, publisher, or event organizer. A Christian curriculum has a Biblically-based design in its scope and sequence of educational experiences, taught by the 'living curriculum', the Christian teacher. Christian textbooks that present subject matter from a Biblical perspective are an invaluable resource. To the extent they teach truth, secular works may also be added to the overall design of the Christian curriculum, since God is the source of all Truth.

The essence of Christian education is to train and equip students to reach their full potential both academically and spiritually, impacting our society towards godliness one student at a time.

Course of Study

The course of study at Pacific West Christian Academy are composed of subjects selected to meet the high standards and demands of Biblical education, which prescribes that the individual be "thoroughly furnished unto every good work", (II Timothy 3:16, 17).

All students (grades 1-8) are required to be enrolled full-time and participate in all course selections, including Core Subjects, Bible, Music, Physical Education, Technology and Art, unless specifically exempted by administration.

Non-Letter Grades

Kindergarten to second grades and certain subjects in grades third to eighth are evaluated using non-letter grades. Some non-letter grading standards include:

Kindergarten

C=Can do L=Learning to do N=Not ready to do Blank=Not yet introduced

Grades 1st and 2nd

E = Outstanding achievement (100-90%)
S = Successful (89-70%)
N = Needs improvement (69% - below)
U = Unsatisfactory
+ = Commendable progress
✓ = Satisfactory progress
- = Improvement needed
()=not applicable

Grades 3rd-5th

+ = Outstanding
✓+ = Good
✓ = Satisfactory
✓- = Needs improvement
- = Unsatisfactory

Letter grades are assigned to academics beginning in the third grade as follows:

Grading Scale & Points for Grades 3rd - 8th

97-100%	A+	4.0	Excellent	77-79%	C+	2.3	Average
93-96%	A	4.0		73-76%	C	2.0	
90-92%	A-	3.7		70-72%	C-	1.7	
87-89%	B+	3.3	Good	67-69%	D+	1.3	Below Average
83-86%	B	3.0		63-66%	D	1.0	
80-82%	B-	2.7		60-62%	D-	0.7	
				0 -59%	F	0.0	Fail

Non-standard grades may be issued for graded classes in special situations:

INC = Incomplete is issued when circumstances beyond a student's control that prevent the completion of a course by the end of the grading period. Under these circumstances, a teacher may issue an "INC" for quarter and/or semester work with the understanding that the student will make up work within a specified time frame and complete the course or the "INC" grade will be converted into an "F".

NG = Under extenuating and special circumstances an NG (no grade) may be issued (which can only be determined on an individual basis.)

○ = Circled grade indicates working in material that is below grade level.

Report Cards

First quarter report cards will be discussed at the Parent-Teacher Conference at the completion of the first quarter. Quarters 2 and 3 report cards will be sent home with the student and must be signed and returned to the school office in a timely manner. Report Cards are also available on Parents Web. The final report card is usually available one week after the last day of school and are available after all financial accounts are cleared. Achievement test scores, if available, are often included with the final report card.

Progress reports for 1st-8th grade students are available to parents at the midway point each quarter. Parents are encouraged to regularly check Parents Web to track student progress throughout the school year.

Bible Study and Memorization

God's Word, the Holy Bible, is studied daily as a part of our academic curriculum. PWCA utilizes the New International Version for study purposes. Bible memory is required of each student and is calculated as part of the Bible grade.

Chapel

In addition to Bible study, students attend chapel service once a week, as follows:

Elementary Campus: Thursdays 9:00 a.m. Grades 3-5 10:45a.m. Grades K-2.
Junior High Campus: Wednesdays 12 noon

All students are expected to act respectfully in the sanctuary. Family and friends are encouraged to attend our chapel services. However, seating is limited to the back area. At the elementary campus, outerwear must be removed upon entering the chapel.

Elementary Homework

Homework is assigned in order to extend and reinforce lessons being taught at PWCA. Homework will vary by grade level but roughly should be about 10-15 minutes per grade. (Kinder = 10-15 minutes; 1st = 20-30 minutes; 2nd = 30-45 minutes; 3rd = 40-60 minutes; 4th = 50-75 minutes; 5th = 60-85 minutes). Projects, reports and special assignments may take longer.

Junior High Homework

Homework will vary by grade level but roughly should be about 1 – 1.5 hours per night for Junior High students.

Late Log: a log of all late work for individual students will be kept in the classroom for approximately two weeks at a time. The student may refer to this log to keep track of missing assignments. Parents are welcome to view the log during non-instruction hours.

Late Work – All Junior High students: when a student has an excused absence due to illness or the like, the student will receive one extra day from the returning school date to submit all homework assigned during the absence. For all other late work, student will have one week after the due date to turn in assignments. Late work received within one week will receive a 40% deduction of possible points. Late assignments are not accepted after one week.

Late Work – Eighth grade only, second semester: In preparation for local high school requirements, beginning the second semester, eighth grade late work will be accepted only at **the next class session** after it is due with a 40% deduction of possible points. After that, the student will receive a zero for the assignment. Large projects and reports can still be accepted for up to one week after the due date but with a 10% deduction of possible points. By implementing this plan, we hope to better prepare our students to be timely with assignments and to help them with the transition into high school.

Textbooks/Materials

Textbooks and other learning materials are assigned to each student to help them in their learning. Students are expected to take care of them, to protect them from the elements, and to return them in good condition. Care must be taken to keep textbooks dry and free of stray marks. Parents will be responsible to pay for any damages caused by their student to school property.

Parent-Teacher Conference

Parent-Teacher Conferences for all kindergarten through eighth grade students will be held after the completion of the first quarter. Additional conferences may be requested by the parents or by PWCA at any time. If you need to meet with your child's teacher to discuss any problems concerning your child, please make appointments with the teacher. If you wish to talk with a teacher by telephone, send a note with your student or call the school office. The teacher will be happy to call you at a time when class is not in session.

Awards

Each week at chapel services, Chapel Awards are given to students for displaying godly character traits during the previous week. The academy recognizes those students whose achievements, citizenship, performance and behavior are of an outstanding nature. The academy will attempt to notify parents of an upcoming award.

Academic awards will be given to 3rd - 8th grade students for grade point averages covering the full year. These awards will be presented as follows:

Honor Roll: 3.00-3.59 GPA

Principal's List: 3.60-3.89 GPA

Pastor's List: 3.90-4.00 GPA

Requirements for Promotion and Graduation

A grade point average of 1.7 (C-) is required before students may be promoted from one grade to the next.

The Administration may deny or place conditions upon the re-admission of any student who is failing to meet the school's promotion or graduation requirements. Opportunities to meet the academic requirements may be extended to failing students by placing them on academic probation.

Academic Probation

Effective with the fourth quarter of the previous year, if a student remains on academic probation for two consecutive quarters or three of the four school quarters, he or she may be asked to withdraw or not be invited back to PWCA for the following school year.

Junior High Opportunity to Serve (OTS) Students are encouraged to serve others in a spirit of Christian love. This includes students taking turns being responsible for keeping the lunch area clean during lunch and assisting staff in a variety of ways.

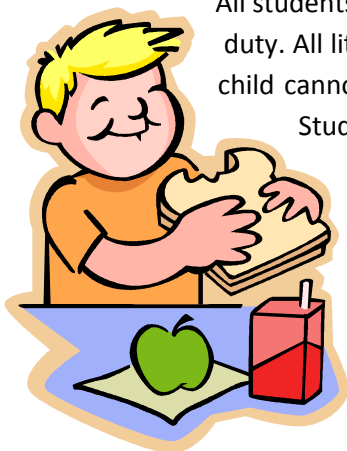


Lunch Program

Choice Lunch offers a lunch program for the student body on regular school days. These lunches are ordered online and payment is made directly to Choice Lunch. Simply log on to www.choicelunch.com and use the registration code PWCA to create your account. Choice Lunches cost \$5.00 per standard portion lunch.

Students may bring a lunch from home as an option. Lunch boxes may be any color and we ask that parents use wisdom in selecting only lunch boxes with characters that are not offensive to the Christian faith. When packing a home lunch, please do not include items to be microwaved or glass containers.

Lunch Time Rules



All students are to clean up their own eating area before being dismissed by their teacher or yard duty. All litter is to be disposed of in the trash can. In the event of a spill or dropped food that a child cannot clean up, he or she is to notify a supervisor or maintenance staff person to help.

Students are to finish eating before being dismissed from their assigned lunch areas.

Students may not eat in the playground areas.

The library is open to students on most days following dismissal from lunch tables.

To encourage good eating habits, students are NOT allowed to bring candy, gum or carbonated beverages as part of their lunch or snacks. Please do not bring glass containers.

Students with special health or dietary needs and/or food allergies should make them known to the school office and Food Service, regardless of whether they purchase lunch or not.

The Extended Care Program is a before and after school program available to Pacific West Christian Academy students from 6:45 a.m. to 8:00 a.m. and 3:20 p.m. to 6:00 p.m. during regular school days. Hours vary on non-school days.

The program offers a structured environment which includes: free play, arts and crafts, organized sports, and homework time. Students in Extended Care will be provided a daily snack at no extra charge (1x a day after school and 2x a day during full day schedules). While we keep up with all food allergies - please send a note with your child marked "Attention: Extended Care", identifying his/her forbidden foods.

While in Extended Care, students are not allowed to roam the grounds or the buildings unsupervised. Students may assist a teacher or other staff member elsewhere on campus only after checking into Extended Care and only after the attending adult has notified Extended Care personnel. Only authorized person(s) will be allowed to pick up a student. A photo I.D. may be required to retrieve a child from Extended Care.

For safety reasons, students not picked up by 3:20 p.m. on regular school days will be placed in Extended Care and charged accordingly. Students not picked up by 6:00p.m. will be charged an additional fee of \$1.00 per minute to their Extended Care account.

If you will be unavoidably late, please call as early as possible. Extended Care phone: (408) 221-4868.

Extended Care Accounts

We prefer Extended Care hours to be purchased on a pre-pay basis in the school office or online. If billed, a statement will be sent at the end of the month via email and the US postal service. The balance is due by the 10th of the following month. After that time, a late fee of \$25.00 per month will be applied and Extended Care services will no longer be available until balance is cleared.

Parents can track accounts at any time by logging on to Parents Web or by contacting the front office.



Field Trip Policy

PWCA encourages each class to schedule educational field trips. These trips are designed to enhance your student's education by adding 'hands on' experiences that go beyond what is taught in the classroom. Field trips not pertaining to curriculum are rare. A notice and permission slip will be sent home prior to every field trip; this notice must be completed and signed by a parent before a student will be allowed to participate. If the parent does not wish the student to attend a field trip, an alternative placement will be made at school and assignments will be given.

Elementary students are to wear a hunter green PWCA t-shirt on field trips. This is an important safety detail to identify our students quickly and efficiently while on field trips. T-shirts are available for purchase in the school office. **New for 2011: Students coming to school on a field trip day not wearing the PWCA green t-shirt will be provided one. If a t-shirt is not available from the gently used uniform closet, a new t-shirt will be issued and the family will be charged accordingly.**

For safety and insurance purposes, only adult chaperones and students of the designated class may attend field trips. Siblings are not allowed to attend field trips. All drivers are required to have the following on file: an approved PWCA Drivers Application, a copy of their current driver's license and a copy of current insurance coverage on the vehicle being driven. These files must be kept current. Persons wishing to serve as chaperones must sign a field trip form that explains the responsibilities of a chaperone.

When accompanying a class on a field trip and leaving your vehicle at the school, please park outside of the school grounds.

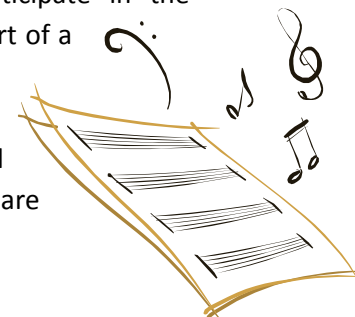
After-school Activities

PWCA seeks to help students develop their God-given talents and abilities in a broad and comprehensive range of areas. The school offers a variety of after-school activities for student participation. However, we do encourage parents and students to discuss the importance of maintaining balance between academics and after-school activities, family times and church responsibilities. Each activity has been pre-screened and approved by administration and charges an additional participation fee.

Performance Opportunities

Elementary students, grades K-2nd and 3rd-5th, perform a Christmas musical presentation each year. Junior High students work on a special drama presentation. These events are considered part of the curriculum and all students are required to participate in the practices and requested to participate in the performance. PWCA considers stage presence, music and public speaking to be part of a well-rounded education.

A Visual and Performing Arts Festival takes place the second semester of the school year with a focus on performing talents and art display. While all students are encouraged to participate, participation in the Festival is voluntary.



Class Parties and Treats

Elementary only: Room parents work with classroom teachers to arrange class parties. If you would like to send a special birthday treat with your child, please make arrangements with your child's teacher. Special treats are only permitted after students have eaten lunch. Please consider the nutritional value of any treats that are brought to school. Class parties must be approved by the principal and are generally only allowed the last 30 minutes of the school day.

Junior High: birthday celebrations are limited to lunch time after students have eaten their lunch.

All students: One of the delightful things about watching children grow up is to see their social development. We want our students to make friends, and birthday parties are an important part of childhood. If you and your child are inviting the whole class to a party outside of school, feel free to hand out the invitations at school. If not everyone is invited, please handle the invitations privately off campus.

PWCA is zealous about the Christian character growth of its students as reflected in their conduct. Christian self-government is a high priority and standard at Pacific West Christian Academy. The policies outlined are designed to instruct students in the proper management of themselves, their property, and their liberty.

All student conduct can be summed up as described in our three Basic School Rules:

1. Do your best.
2. Do what's right.
3. Treat others as you want to be treated.

The School Learning Environment

PWCA believes it is crucial to provide for a Christian education in an environment that supports, respects, and nurtures Christian values and beliefs. Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, academic program, and student body.

All students are expected to respect and promote the desire for a Christian education by being a positive influence within the school community and learning environment. In some extreme circumstances, a student may be asked to withdraw or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Our goal should always be to obey the Scripture that says, "And whatever you do, whether in work or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17 NIV). In the best interest of the entire school community, certain guidelines of conduct must be maintained by all students of PWCA, both on and off campus, so that we might all live and work happily together.

General Guidelines for Student Conduct

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property (See Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (See Hebrews 13:17 and 1 Thessalonians 5:12-13).
3. Abstain both on and off campus and at all times (24/7/365) from the use and/or possession of alcoholic beverages, tobacco, drugs, and pornography as well as gambling and other undesirable practices that are generally recognized to be harmful to health and Christian character (See 1 Corinthians 6:19-20).
4. Abstain from profanity and vulgar or abusive speech, actions, pictures and drawings. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (See Ephesians 4:29).
5. Leave annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Laptop computers and electronic devices, such as PSPs, MP3 players, video and tape recorders, and iPods may be brought onto campus only with prior permission from the teachers or administration. Such items may only be used for instructional and educational purposes, not for private entertainment. Cell phone use is prohibited in class. Cell phones are to remain off and in your backpack or locker while you are on school grounds. See Cell Phone Policy for more information.

6. Do your own work - do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Your record should reflect your individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is your responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. In fact, talking during a quiz or a test may be dealt with in the same manner as cheating.
7. Avoid plagiarism, which is also a serious offense. The definition of plagiarism is “the use of another writer’s ideas or words without giving the writer credit for them.”
8. All school rules apply on field trips and on all school-sponsored events both on the school campus and away from it.
9. Keep within the boundaries set by the school. Blacktop areas are used only with a yard supervisor or designated adult present.

Cell Phone Policy

Students are allowed to bring cell phones to school provided they adhere to the following guidelines:

1. Cell phones must be turned off from the time the student steps on the campus in the morning until pickup time. **Only with specific prior permission from the teacher** can a cell phone be used at drop off or pickup time.
2. Cell phones must be kept in student’s backpack and may not be in their hands, in their pockets or anywhere on their person. Junior High students are to keep their cell phone in their assigned locker.
3. Cell phones may not be used in class or anywhere on campus during instructional hours.
4. To avoid confusion, all student communication with parents must be done through the school’s system during the regular school day.

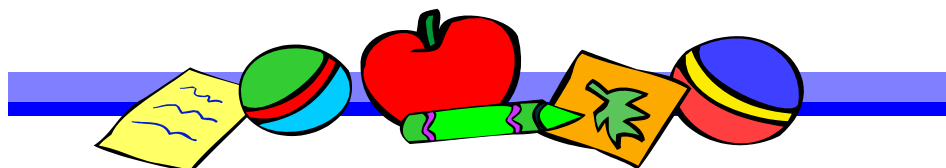
Cell phones can be confiscated for abusing this privilege. If the phone is taken away, it is to be given to the parent with a verbal warning that a second abuse of privilege will result in not allowing the student to have a cell phone at school.

Inspections

Students, student belongings, and student possessions may be subject to reasonable inspections, searches, and seizures as determined by school administration to ensure compliance with school rules and policies. Confiscated items shall only be released to parents through the school office. Confiscated or Lost and Found items that are not claimed by the end of each quarter will be deemed abandoned.

Kit Kat Store - Positive Incentive

We love for students to do their best here at PWCA! We reward good behavior and unsolicited acts of kindness with Kit Kat bucks. All staff members can award Kit Kat bucks redeemable at the Kit Kat store. The Kit Kat store is open approximately once every 6 weeks or so during the lunch hour. A special Kit Kat buck is awarded when parents complete 30 HIS hours and turn in the required form.





Uniforms are required at Pacific West Christian Academy Elementary Campus. The established dress code applies to students during school hours and at all functions, unless otherwise designated by the principal or superintendent.

Scriptural Principle of Modesty

Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body. 1 Corinthians 6:19, 20.

The established dress code is outlined in detail on the following pages. Uniforms must be maintained in a clean, neat, and tidy condition and are to be worn and fitted properly. Uniforms may not be modified or changed in appearance and no substitution is allowed. Clothing items may not be ripped, be too big or too small. Shirts and tops must be tucked in at all times except during play time outside.

Official school uniform items are to be worn at all times, except for Free Dress Days. Official school uniform items are to be in colors of white, navy blue and hunter green. Outerwear may be of any color and includes jackets/coats, hats/beanies/ gloves and scarves. Outerwear must be removed upon entering the classroom and Chapel.

Appearance Standards

Student dress and appearance shall be conformable to the professional posture which presents school as a place of business and learning. Students are to remain in school uniform while on campus or under school's care, unless pre-approved by the administration.

Appropriate undergarments shall be worn at all times. Students are not to wear accessories that are distracting, offensive, dangerous or inappropriate. Sunglasses are permitted outside only when there is a medical reason for having them. Shorts and skirts must reach the fingertip when the student's arm is hanging at rest at their side.

Purchase Locations

PWCA official school uniform items can be purchased at Merry Mart in Santa Clara. Merry Mart will set up a uniform store at PWCA mid August each year. Please check with the school office for the date of the next Merry Mart visit. They also offer an on-line service. Most items can also be purchased from Wal-Mart and Target. Gently used uniforms are available free of charge in the clothing closet on campus. Label all removable clothing items with student's name. **It is advisable to have any questions clarified prior to purchase.**

Free Dress Days

Free Dress Day is typically scheduled for the last Friday of the month. Our official school uniforms are not required on this day unless that privilege has been taken away due to uniform violations. On free dress days, the following general guidelines should be followed:

Student's attire is to be modest and appropriate. Items not permitted include: torn clothing, exposed midriffs, halter tops, excessively short skirts or shorts. Tank top straps must be at least 2" wide. Shorts and skirts must

reach the fingertip when the student's arm is hanging at rest at their side. Logos offensive to the Christian faith are not permitted. Shoes must still meet dress code.

Free Dress Days are forfeited when a student receives more than 3 Uniform Violations within a 30-day period.

Uniform Code Violation Policy

Students are expected to be in uniform each day, except on Free Dress Days and special dress days. They are also expected to be in chapel uniform on chapel days. Students not following the Dress Code will be given a Uniform Code Violation. A copy of the violation is given to the student to take home. Parents are to sign and return the violation form to the classroom teacher the following day.

Uniform violations are handled in the following manner:

Level 1: More than three uniform violations in a 30 day period = loss of next Free Dress Day.

Level 2: Two 30 day periods with more than three violations each = Discipline Referral

Level 3: Three 30 day periods with more than three violations each = Discipline Referral with disciplinary action handled by an administrator.

An excessive amount of violations within any given time period will be viewed as defiance and will result in a Discipline Referral. Further incidents will be handled at the discretion of the principal.

Student Dress Code – Elementary Campus

Dress Code for All Students

Sweater: Solid navy blue, hunter green, or white.

Sweatshirt: Long-sleeved pullover or zippered sweatshirt in solid navy blue, hunter green, or white or green PWCA sweatshirt with official school logo.

Navy blue sweater vest: Optional

Tops: White or green turtleneck, or knit polo shirt, PWCA green T-shirt, or white blouse. PWCA T-shirts must be worn on all field trips. They are available for purchase in the main office.

Pants/shorts: Solid navy blue uniform-type pants or shorts in corduroy, cotton, or twill fabric. Belt loops should not be removed.

Socks: Socks must coordinate with the uniform colors.

Belts: A neutral colored belt, coordinating with school colors, with a standard buckle must be worn with all clothing that has belt loops. No spikes or over-sized buckles.

Shoes: Shoes must be closed toed, closed heeled, rubber soled. No clogs or sandals. Athletic shoes are recommended. Athletic shoes must be worn during PE classes. Shoelaces must be tied on top of shoe and not tucked in shoe. Shoes and shoe laces must coordinate with uniform colors or be neutral colors.

New for 2011: Shoes may not be distracting in appearance; no sparkles, glitter, or lights. No bright or neon colors. No full-patterned shoes. Moderation is key.

Jewelry: Simple chain necklace or bracelet may be worn. Earrings are to be worn by girls only. Earrings are to be post style, no bigger than a dime. No more than two earrings in each ear. No nose-rings, body-rings, body piercing or tattoos. No more than two bracelets are to be worn at any time.

Hair: Hair must be kept out of eyes. Boys' hair should be cut off of the collar. Extreme hairstyles, as interpreted by the administration, are not permitted. No unnatural hair colors.

Additional Dress Code for Girls

Jumper/Skirt/Skort: Navy blue or Blackwatch plaid (available from Merry Mart). A white shirt/blouse and bike shorts in navy blue, hunter green or black must be worn underneath, even when wearing tights.

Sock/Tights: Socks and tights must coordinate with uniform colors. Footless tights/leggings are permitted in coordinated colors. No exercise pants or sweat pants permitted.

Makeup: Makeup of any kind is not permitted. Nail polish is permitted in **light** pastel colors or French manicure.

Hair Accessories: Hair accessories must coordinate with uniform colors.

Outerwear

All outer wear is to be worn outside and removed upon entering the classroom or chapel.

Jackets/coats: PWCA official school jacket, non-school colored jackets, sweaters and sweatshirts in any color.

Beanies/hats: Beanies of any color may be worn outside. Hats may be worn outside to protect from the sun. The brim must be facing forward. Logos must be no larger than a 50 cent piece.

Student Dress & Appearance Policies – Junior High Campus

Students at the Junior High do not wear uniforms but must follow a dress code. Students should seek to honor Christ at all times, and the matter of their appearance is no exception. The way students dress should show respect for themselves, their families, and their school.

For you were bought with a price; therefore glorify God in your body and in your spirit, which are God's.

1 Corinthians 6:19, 20

Please ask these questions when selecting clothing and hairstyles:

Is it modest?

Might my appearance be disruptive by calling attention to myself?

Does my appearance identify with a counter-cultural group or a rebellious element of society?

Am I setting a higher standard for myself in speech, life, love and purity? (1 Timothy 4:12)

Respect for our Christian values and appropriateness is required.

All decisions concerning compliance with the dress code will be at the discretion of the faculty and administration. Should there be questions regarding this dress code, parents are encouraged to call the school prior to clothing purchases or hairstyle changes. **Parents, please familiarize yourselves and your student(s) with the following dress code to assure they meet dress code standards.**

Standards for ALL students

Clothing

Clothing must be neat, clean, modest and comply with school standards. They may not be torn, baggy, frayed or show excessive wear. They must be of proper size and fit. Form fitting clothing, top or pants, are not permitted.

Shorts, skirts or dresses: The length must comply with the 'fingertip' rule: no shorter than the finger tip when the arm is at rest at the side of the body.

Undergarments, including 'boxer style' garments must not be showing at any time. Undershirts may be worn under shirts.

Shirts may have writing and/or pictures, but only those which are not offensive, nor reflect attitudes which are contrary to the Christian principles of PWCA.

Pants should not have excessive material at the thigh or ankle. Slit or lace up jeans not permitted. Pants may not be so long that the wearer walks on the hem. Pants must be worn at the waist and may not sag low on the hip.

Shorts must cover 2/3 of the thigh when wearer is seated. Shorts may not be worn longer than the bottom of the kneecap.

Sweat pants, warm-up outfits, camouflage wear, and recreational clothing such as beach wear, athletic shorts, or crop tops are not permitted.

Overalls may be worn but straps must be worn up.

A jacket or coat is defined as having an opening all the way down the front. Only college team logos are permitted on jackets. They must have square hem and designed as a jacket. Over shirts are not jackets and are not permitted.

Sports apparel with team logos/names/numbers are not permitted. Negative counter-cultural fads of dress must be avoided.

School backpacks may be any color. No characters allowed.

All official PWCA apparel is permitted (t-shirts, event shirts, jackets) on any school day.

Headgear/Hair Styles

Beanies must be solid color and worn outside only, in weather 40 degrees or colder. No **bandanas** allowed.

Hoods are not allowed up on the head inside the classroom.

Plain caps are allowed outside only. Caps must be worn with the brim facing forward and contain no logos.

Hairstyle: extreme cuts (spiking, shaving of head) or extreme colors are not permitted. Natural colors ok. Hair is not to hang in the eyes or to be a distraction.

Jewelry/Adornment

Necklace: nothing offensive.

Earrings: permitted for girls only. A maximum of 2 per ear allowed. Post or small dangling styles allowed.

Fingernail polish: only light pastels allowed for girls only.

Piercing or tattoos on body or face not permitted.

Other: No wallet chains allowed. No writing on body with ink or markers.

Footwear

Shoes must be tied properly.

Sandals must have a back-strap.

Flip-flops not allowed.

High heels (more than 1 inch) or platform shoes not permitted.

Other standards for girls

Pants: Capri length may be worn. No drawing attention to body parts. No low cut waistlines (hip huggers) as to expose midriff area.

Tops must be long enough that if the arms are raised no midriff shows. Sleeveless tops may be worn. No tube tops or tops with spaghetti straps (straps must be at least 2" wide). No halter or midriff tops or tops with clingy fabric. No low cut necklines that expose cleavage on tops or dresses.

Underclothing: Acceptable underclothing must be worn (including bras). Undergarments must not be visible. Slips or camisoles may be necessary.

Make-up: Lightly colored lip-gloss may be worn (no sparkle). Lightly applied brown or black mascara only may be worn. All other forms of make-up are not allowed (eye liner, eye shadow, blush, body glitter and the like).

Other standards for boys

Shirts: only polo shirts, crewneck-tailored shirts, collared shirts and PWCA t-shirts may be worn. No tank tops or sleeveless shirts.

Hair must not be longer than the shirt collar. Sideburns must not extend past the bottom of the ear. The face is to be clean-shaven at all times.

PE Uniforms

Junior High students are required to dress out for PE class. All students are required to bring a clean PE uniform to school as of the first week in September. PE uniforms consist of black shorts and a PWCA green t-shirt or an official PWCA event t-shirt. It is recommended that each student have two sets of PE clothes, each article being labeled with the student's last name. Dressing out for PE is a part of the PE grade.

PE shorts must be no longer than the bottom of the knee; they must not be higher than the tip of the student's longest finger when the student is standing straight with his or her hands straight down. Emblems or symbols on the shorts cannot be larger than a quarter size.

Shirts can be purchased at the Junior High office or at the main campus. All articles of clothing must be neat and cleaned on a regular basis. They must not be torn, baggy, frayed or show excessive wear. Socks and athletic shoes are required for PE.

Dress Code Violations

In the event that any of the listed guidelines are not followed and a student is out of compliance with this dress code, he/she will be required to change clothing. If the violation involves the shirt or top, the student will be required to put on a 'loaner' PWCA t-shirt for the day. Students will then be responsible to wash and return the borrowed t-shirt the following day. If the t-shirt is not returned, the cost of the shirt will be billed to the student/family account. For other violations, parents will be called to bring proper attire from home. Repeated non-compliance will be viewed as defiance and will result in disciplinary action.

When dismissed, the student has permission to play in supervised areas only, which include: tanbark playground, blacktop, and weather permitting, the back field. Once outside, students are not allowed back into classrooms without permission from a supervisor. Students are not to be inside classrooms without staff supervision. The playground is closed to all children during pick up time 3:00pm - 3:20pm.

Students are to play appropriately, showing proper respect to staff, other students and school property. Students must wait for a yard duty supervisor to accompany them to play on the black top and field. Students must follow playground equipment rules and game procedures.

Students are to stay away from perimeter fencing. Students are not to respond to the calls of strangers outside the fence but should notify an adult supervisor immediately.

Playground equipment should only be used in its intended manner. For example, jump ropes are not for tying, hula hoops are not for throwing, and basketball and handballs are not for kicking.

Students may be benched or referred to the office for rough or dangerous play, mistreatment of others, abuse of playground equipment, disrespectful or contentious attitude.

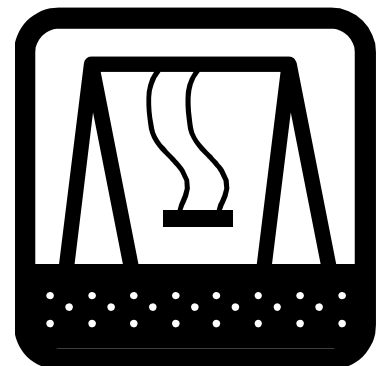
Play Structure Guidelines

Students are to:

- Use the play structure only during their assigned times and when an adult monitor is present.
- Use the various elements in the manner designed (sliding down slides, hanging from overhead ladders.)
- Line up and wait their turn.
- Use handrails and safety devices.
- Follow all instructions given by adult supervisors.

Students are not to:

- Eat, drink, or bring other play items into the play structure areas.
- Have homework or other school items on the playground or black top.
- Run, push, grab, or shove others.
- Kick, throw, dig into or bury anything in the woodchip surfacing.
- Lift students onto elements they cannot reach by themselves.
- Block openings onto platforms or the bottoms of slides.
- Wear loose clothing that can get caught or snagged.



Restrooms

Restrooms are not play areas. Students are to leave restrooms neat, picking up towels they drop, flushing toilets, etc. Students should report problems, or uncleanness to a yard duty supervisor.

Every student has a right to learn in a Christian environment. Teachers have the right to expect student behavior to contribute to the learning environment. Students and teachers share the responsibility to maintain such an environment.

School conduct is to be characterized by self-government. Teachers will maintain an orderly learning environment supported by parents and administration. The school seeks to develop a positive self-image in the students, always disciplining in love. **When a student consistently makes inappropriate decisions in speech, conduct or dress code, the school will work with the parents to bring about change if the student is to remain in the school.**

Inside the classroom, each teacher has the freedom to implement a fair, consistent discipline plan which allows for teacher preference and suits the needs of the particular class. If any student continues to misbehave and exceeds the classroom discipline plan, they may be sent to the office with a Discipline Referral. Once in the office, they meet with the principal or principal's designee. At the Junior High a system of demerits is used for minor incidents prior to getting a Discipline Referral.

The following is the **general** pattern that most discipline takes once it reaches that level:

First infraction: Warning and counseling with student and principal regarding his/her actions at the time of infraction. The Discipline Referral form will be sent home to the parents informing them of the infraction for signature and return to the school office.

Second infraction: Warning and counseling with student and principal regarding his/her actions at the time of infraction. A consequence (time out, detention, work detail, in-school suspension, retribution, etc.) is usually assigned. The Discipline Referral form will go home to parents informing them of the infraction for signature and return to the school office. A meeting may be scheduled with parents and principal.

Third infraction: A more serious consequence will be assigned; suspension of student will be considered. If suspended, the parent(s) will be called to come and pick up the student. A suspension notice will go home with the parent(s) explaining the infraction, and if and when, the student may return to school. The student is not allowed to return to school until both parents have met with the principal.

In the event of a confrontation between students, parents of the children involved, under no circumstances, are allowed to interact with the other students. The administrator or office staff will deal with all confrontations. No parent(s) has the authority to question or attempt to question a student or resolve the situation **without** the presence of the administrator. Parents are discouraged from calling each other to resolve school related conflicts. Please report needed intervention to school administration immediately.

Immediate Disciplinary Actions:

Any one of these infractions could result in suspension or expulsion.

1. Violation of classroom and school rules.

2. Disrespect or lack of consideration for others.
3. Disrespect or lack of consideration towards a teacher.
4. Causing or threatening physical injury to another student or teacher.
5. Damage, destruction, or taking of school property, or of another student's property.
6. Violation of school perimeter and restricted areas, without immediate permission.
7. The use of profanity or foul language.
8. Possession or viewing of vulgar or pornographic material.
9. Possession of weapons is an automatic suspension.

Anti-plagiarism/cheating policy

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with others on projects that are meant to be done individually;
- Looking at or copying another student's test or quiz answers;
- Allowing another student to look at or copy answers from your test or quiz;
- Using any other method to get/give test answers;
- Taking a test in part or whole to use to give to others;
- Copying information from a source without proper attribution;
- Taking papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing the assignment, retaking the test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

New for 2011: Anti-Bullying Policy

The Pacific West Christian Academy Community is committed to making our school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind.

Definition

Bullying is unfair and one-sided. It happens when someone **repeatedly** hurts, frightens, threatens, or leaves someone out on purpose (exclusion).

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing.
- Using word, actions and/or various means to threaten, intimidate or harass.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors or untruths about someone.
- Leaving someone out on purpose, or trying to get other kids not to play with someone.

Students at PWCA will do the following things to prevent bullying:

- Treat each other respectfully.

- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult immediately.

Teachers and staff at PWCA will do the following things to prevent bullying and help children feel safe at school:

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports using the Four-**A**-Response process (**A**ffirm Feelings, **A**sk Questions, **A**ssess Safety, and **A**ct by coaching the child on what to do in the future).
- Investigate all reported bullying incidents.

Consequences for Violation of the Anti-Bullying Policy

Depending on the severity and nature of the incident, PWCA will take one or more of the following steps when bullying occurs:

- Intervention, Warning, and Redirection
A teacher, principal, or staff member will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During this meeting with the student, the staff member will redirect the student and come up with a plan for success, in case they find themselves in a similar situation in the future.
- Notification of Parents
School staff will notify the parents of involved students. The parents might be asked to meet with the principal or other members of the school staff, including the student’s teacher.
- Resolution with the Target of the Bullying
The student may be required to write a letter of apology to the student who was bullied. Depending upon the nature of the incident, the students involved may meet to help resolve the problem and ensure it does not happen again.
- Referral to School Liaison of Gilroy Police Department (GPD)
The student may meet with a School Liaison Officer of GPD to help prevent future violations.
- Consequences
The student may serve one or more days of detention during recess(es), or lose school privileges.
- Suspension
In cases of severe or repeated bullying, the student may be suspended. PWCA’s Discipline Policy provides for progressive discipline, which may include: a one day suspension, a three-day suspension, and then expulsion.

Required Records

Pacific West Christian Academy requires all entering kindergarten and first grade students to have a recent physical examination prior to entering. Students entering kindergarten must turn in a complete certificate of immunization. No student can attend class without having their health verification forms completed.

A Student Information/Emergency Card is also required. It is important to inform the school office of changes regarding a student's health care provider (i.e. new doctor, allergies, changes in health or plan), and changes of address or phone numbers in order to keep all information up to date.

New for 2011: New Immunization Law - effective July 1, 2011

For the 2011-2012 school year only, all students entering grades 7 and 8 will be required to provide proof of having received a Tdap booster immunization (tetanus toxoid, reduced diphtheria toxoid and acellular pertussis vaccine) prior to starting school in August. Beginning July 1, 2012, all students entering 7th grade will be required to provide proof of having received a Tdap booster immunization.

Health Policy

Students who become ill in class will be allowed to rest in the office. If necessary, a phone call will be made to the parent(s) to make arrangements for the student to be picked up. **Please be sure to inform the main office staff if any information on your student's Emergency Medical Form changes.**

Students should not be sent to school exhibiting any of the following signs of infection or illness:

- Temperature above normal within the last 24 hours
- Vomiting or diarrhea
- Persistent headache or cough
- Pinworm or ringworm
- Head lice
- Pink eye
- Infectious looking sores



Please notify the school office if your student might have exposed other students to a verified communicable illness: Chicken pox, scarlet fever, strep throat, etc. The office will then send home a letter with students to inform their parents of the exposure.

Communicable Disease / Condition

Pacific West Christian Academy seeks to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases and conditions. The term "communicable disease" shall mean illness or condition which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

Any person with a communicable disease or condition for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Persons

with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the person to verify the diagnosis of communicable disease or condition and to recommend terms and conditions for that person's presence on campus.

Pacific West Christian Academy reserves the right to make all final decisions necessary to enforce this policy and to take all necessary action to control the spread of communicable diseases and conditions within the school.

Prescription Drugs/Medications

State law prohibits children from possessing prescription drugs on campus. If a student is to receive any medications during the school day, the parent or guardian must bring the medication to the office and complete a Request for Medication Administration form. The office will call in the student to take the medicine at the appropriate time. The medication should be in its original container. **Never send medication to the office or classroom with your child.**

Tylenol (or other non-aspirin products) and cough/throat drops will be dispensed to students, as needed, based upon the Emergency Medical Form completed at the beginning of the school year. If a student is given more than 5 doses of Tylenol over a 10-day period, parents may be notified. For health and well being of our students, we believe it is important to bring it to your attention if your student is requesting any of these items on a routine basis.

Sunglasses are permitted to be worn only when there is a medical reason for having them.

Physical Education Excuse

If it is necessary for a child to be excused from P.E. due to injuries or illness, a note from his/her doctor, parent or guardian is required. Please give the note to the teacher. If the excuse is more than a couple of days, please include a doctor's note.

Fire/Earthquake Drills

Fire drills are conducted at regular intervals. When such a drill is underway, it is essential that students, staff and guests promptly leave the building by pre-designated routes. Students are not to talk during drills and will remain outside with their teacher until the signal is given to return to class. In-class earthquake drills are conducted once each semester.

Code Blue

Code Blue is used whenever administration feels concern for the safety of the students. Code Blue begins with an all-call announcement or with authorized school personnel coming to the classroom to give that information. All classroom doors are locked and attendance is taken. Instructions are given to students and they are assured that they are safe.

School Grounds

Students are not permitted to leave the perimeter of the school without the permission of the staff or without being signed out at the school office. See "Appointments". They may use the blacktop parking area only with a yard supervisor or designated adult present.

Personal Items on Campus

To prevent unnecessary disputes over ownership and possession, students may not bring sports equipment (e.g. basketballs), toys (including games, playing or trading cards, handheld electronic games, etc.) or playground equipment (e.g. jump ropes) to school. The Academy will not be responsible for lost or stolen items that are brought in violation of this policy. Students shall use the equipment provided by the school during recess and lunch periods.

Specific items not permitted:

- Glass jar or bottles.
- Electronic devices of any kind. See “Cell Phone Policy” for exception.
- Skateboards, roller-skates and roller-blades.
- Knives, slingshots, or other weapons without the permission of administration.

This list is to be used as a guideline and is not meant to be all-inclusive.

Accident Reports

If a student gets hurt on school grounds, staff will determine if the child can be moved. If so, he or she will be escorted to the office. The office staff will administer first aid and assess if the child may return to the normal school function. If not, the parent will be notified. An accident report will be sent home with the child containing information about the incident to the best of our knowledge.

Visitors on Campus

All visitors and volunteers must check in at the office when coming on campus during school hours. Once signed in to our Visitor’s Log, a visitor/volunteer badge will be issued and must be worn while on campus. When leaving, please return to the office to sign out. Adult or minors who are not PWCA students are not permitted to loiter or be on the school property without proper permission.

Pets on Campus

To assure the safety and well-being of all on campus, we ask that all pets remain off campus and outside school grounds during pick up and drop off. If you would like to request a pet visit on campus for educational reasons, or for show and tell, please consult with the classroom teacher.



The PWCA elementary library serves the faculty, staff and students of PWCA. We encourage all students to develop a love for reading! All students will have a library card on file in the library. Students may visit the library during their regularly scheduled lunch times and during their once a week library class.

Checking out books

Books are checked out for one week at a time, and may be renewed one time, with the exception of book report books, which can be renewed two times. Renewal of extremely popular books may be limited at the librarian's discretion.

Returning books

Books may be returned during library class time or during their regularly scheduled lunch time. Students may also return books to the school office when the library is closed. It is the responsibility of the student to remember to return a book to the library at the designated library class time or other open time.

Overdue books

Books are considered overdue after a 2 week check out. Books will not be checked out to students with overdue books. If the book is not returned after a friendly reminder, the family will be informed of the replacement cost, which will be added to the family account. End-of-year report cards are held until family accounts are cleared.





Pacific West Christian Academy takes the following position regarding books we make available to children:

Our school and classroom libraries will provide the following:

1. Books which espouse spiritual values.
2. Inoculation against anti-Christian philosophies.
3. Material that offers insight and understanding into philosophical thought contrary to Christian truth without making it desirable to emulate.
4. Material that reflects understanding and resolutions of situations rather than leaving open-ended thoughts in the reader's mind.
5. Reference material that will encourage student research.
6. Wholesome recreational reading.

In light of the above, our libraries will include books that:

1. Model positive character traits.
2. Will show conclusive results of actions whether positive or negative.
3. Will clearly draw the line between good and evil.
4. Will NOT contain blatant and frequent objectionable language.
5. May include humanistic influence in parts of the book when the major thrust emulates wholesome values.

New for 2011: **Accelerated Reader (AR)** is a computer program that helps teachers manage and monitor children's independent reading practice. Students read books at their level and take quizzes on the computer, gaining points and recognition. This is a fantastic program that encourages growth in comprehension and vocabulary, instilling the love of reading.

Parents can check the readability and interest level of a book by checking the Accelerated Reader resource website at www.arbookfind.com.

While we encourage students to bring books from home to read for Accelerated Reading time, we assume responsibility for insuring that students are reading books at school that fit the above criteria. **Books that do not fit the criteria are to be left at home. Quizzes are to be on appropriate books only.** If in doubt, please refer to good resources such as www.crosswalk.com, www.focusonthefamily.com, and others.

The spirit of generosity at Pacific West Christian Academy is remarkable. Caring parents, grandparents, community sponsors, and friends have invested in the mission and vision since the Academy's founding in 1995. This partnership and tradition of giving enable PWCA to continue improving and excelling each year in all aspects of private education: adding new academic curriculum, keeping pace with changes in technology, and challenging staff with professional growth opportunities.

There are three primary ways to give to support Pacific West Christian Academy: the Annual Fund, major fundraising events and the SCRIP program. As tuition alone does not cover all the costs incurred to the Academy during the school year, PWCA seeks funds to support and strengthen our existing programs. Family participation is expected at these events in order to keep tuition and fees from soaring. Thank you in advance for your investment in the mission of building a firm foundation through Christ-centered education. Your gifts, no matter the size, will make an eternal difference in the mind, and spirit of the students at PWCA!

Annual Fund

"Building our Future...one C.L.A.S.S. at a time."

Why give to the Annual Fund?

Because the Academy is making a difference in the lives of kids!

Our Annual Fund is an important financial resource with an immediate impact on students, faculty and staff. The Annual Fund is a fund of unrestricted contributions used to defray what tuition does not cover. All tax-deductible gifts to the Annual Fund directly impact each current student while ensuring quality Christian education for generations to come. Please give prayerful consideration to what PWCA means to you now and what it can continue to mean to your family and our community in the future.

The Academy depends on gifts to the Annual Fund from:

- Current and former school families
- Grandparents and other relatives
- Alumni and alumni parents
- Administration, faculty and staff
- Local and nationwide businesses
- Friends

Goal: The goal of the Annual Fund is to raise capital to meet the gap between the school's annual operating budget and tuition income. Tuition typically funds 95% of the annual operating budget leaving approximately 5% or roughly \$50,000 to be raised through donations to the Annual Fund.

Participation: We ask all to give a gift, large or small. One hundred percent participation is critical to reach our goal! Each contribution is important because every donation represents an individual or family who wants to see our school become even greater in fulfilling its mission.

How is your gift invested?

50-75% Academic Programs (technology, music, sports, library, scholarships, and field trips)

25-50% Staff Support (staff training, professional development, staff emergency assistance)

5-10% Institutional Advancement (development software, advertising, marketing and public relations events)

Giving Levels

Leadership Gifts:

Pastor's Circle	\$5,000+
Principal's Circle	\$2,500 - \$4,999
C.L.A.S.S. Circle	\$1,000 - \$2,499

Sustaining Gifts:

Blue & Green Club	\$500 - \$999
Wildcat Club	\$250 - \$499
Friend of PWCA	\$ 0 - \$249

Ways to Give

We are thrilled to work with you in fulfilling your desire to invest in God's work at PWCA! Donations are 10000 tax-deductible and are essential to the Academy's long-term growth and success. All contributions are acknowledged with sincere gratitude while maintaining donor information in strict confidence. Here are just a few gift options to consider:

Cash/Credit Card/Online Giving

Checks should be made payable to Pacific West Christian Academy and submitted to the Business Office at 1575-A Mantelli Drive, Gilroy, CA 95020. To use a credit card, visit the school's website at www.pwca-edu.org and click on the "Donations to PWCA" tab to give securely online. Current families can also give through Parents Web under the Family Billing tab. We accept credit and debit cards (with Visa, MasterCard, Discover and American Express logo), checks and cash. Contact the business office for further information.

Corporate Match

Check with your employer to see if your company participates in a matching gift program to double your gift.

Business Partnership/Advertising

This program allows business owners to receive advertising benefits during the school year including our website and full color yearbook. Contact the development office for more information.

Memorial Gifts

Memorial gifts provide opportunities to leave a lasting memorial by investing in the lives of students. Contributions are made by surviving spouses, relatives, friends, associates, or classmates. In addition to honoring the memory of an individual, these gifts also perpetuate his or her known interest in Pacific West.

Honorary Gifts

Honorary gifts are made by alumni and parents in honor of a particular faculty member, classmate, or person who has played a special role in their lives or in the lives of their children. They may want to honor their child or family member to celebrate their life and show support for PWCA. We will acknowledge the gift and notify the family or designee that a gift has been given.

In-Kind Donations

PWCA has ongoing needs for various items such as new furniture, educational software, and books, as well as services such as landscaping, graphic design and printing. We welcome your assistance in meeting these needs.

May God lead your heart as you consider a gift for Pacific West Christian Academy.

Major Fundraisers

The Academy's Director of Development helps the school administration and Parent Teacher Fellowship (PTF) group plan and organizes fundraisers that are necessary to carry out the mission of our school. There are a variety of opportunities available to be involved and every member of the PWCA community is invited to join in!

Each year the Academy holds three major fundraisers: a fall event (previous events include a read-a-thon, bowl-a-thon and walk-a-thon), a spring event (previous occasions include a Spring Gala Dinner Dance/Auction) and the 4th of July fireworks booth. It takes considerable effort on the part of many individuals to help raise funds so that PWCA can maintain its quest for excellence and private school affordability for local families. The commitment of PWCA families, friends, local businesses and community foundations provide us the resources for today's needs as well as ensuring our school's success in the future.

Fall Fundraiser

Typically an "-athon", the Fall Fundraiser is a school-wide fundraiser where student participants raise money by collecting donations or pledges for reading books, knocking down bowling pins or walking laps. The past few years the purpose of the Fall Fundraiser has been to raise funds to improve technology at PWCA. The walk-a-thon had the added benefits of building awareness among students about the importance of health and physical fitness. The read-a-thon encouraged students to start out the school year with an emphasis on reading. This fundraiser involves all students, staff and parent volunteers of the Academy. By meeting the school-wide fundraising goal, students typically earn "Spirit Week" - a week of special themed free dress days.

Spring Fundraiser

The spring fundraiser is by and large PWCA's largest fundraiser of the year. In the past the school has held large "Spring Gala" events that included a formal dinner, dance and auction for adults only. In 2009, because of the economy and to include the students of PWCA, the school held its first Performing Arts Festival and Dinner Theater - "C.L.A.S.S. Acts". This event included a family style pasta dinner, entertainment by our talented students and a benefit drawing. Family participation is encouraged in attendance and volunteerism.

Fireworks Booth

As long as the City of Gilroy agrees, PWCA will open its annual fireworks booth to sell "Safe and Sane" fireworks to the Gilroy community. PWCA's fireworks booth is located at 7220 Monterey Ave in downtown Gilroy in the Little John's Fine Jewelry parking lot across the street from the Longhouse Restaurant. The booth is open daily from 8:30am to 9:00pm from July 1st through July 4th. **We always need help staffing our booth!** Stop by the school office and sign-up to sell fireworks at our school booth beginning May 1st. We offer **Double HIS hours** when you volunteer on the 4th.

These fundraisers are one of the many great ways to earn H.I.S. hours!

Pacific West Christian Academy earns money when you shop! PWCA encourages each family to participate in any or all of these programs and to purchase \$200.00 or more worth of SCRIP each month.

eSCRIP: Register your existing grocery loyalty, debit and credit cards for use in the eScrip program. Participating merchants will make a contribution to PWCA based on purchases made by you.

- Qualifying Cards: Safeway Club Card, Chevron Card, VISA, MasterCard, American Express, Discover, Diner's and Macy's.
- Go to www.escrip.com and use Pacific West Christian Academy Group I.D. number 137330962 to register.
- You may also obtain a form from our elementary school office.

Nob Hill "Q" Card: To participate in the Nob Hill scrip program, get a "Q" card from the elementary school office. Activate your card by going to www.nobhill.com. Your card will have already been designated to support PWCA. Present your card to the cashier each time you shop and Nob Hill will donate a percentage of your purchases to the Academy.

SCRIP Gift Cards: Families can generate funds for PWCA through purchases of gift cards for everyday expenses such as groceries, clothing, toys, gifts, and even gasoline. The gift cards may be purchased at the elementary school office and work just like cash. For example: You plan to go to Safeway today to spend \$100.00. You would come to the school office, write a check for \$100.00 to PWCA and receive \$100.00 worth of Safeway Scrip cards. You make your purchase of \$100.00 at Safeway using your Scrip cards and the Academy earns a percentage of your purchase. It's that simple!

Box Tops 4 Education: Drop off your General Mills products box tops to your classroom.
www.boxtops4education.com.

Target - Take Charge of Education: PWCA earns 1% credit from your purchases by designating our name and ID #21004. Apply for a REDcard, enroll in Take Charge of Education and designate PWCA as your chosen school. Target will track purchases and send a donation check directly to the school. www.target.com.

The history of Pacific West Christian Academy is the story of a school built, supported and sustained through the collaborative generosity of all who have come to know and love it. We hope that you will help us continue this legacy of generosity so we may continue to provide an outstanding Christian education program for the Gilroy community.

For more information on the giving opportunities at PWCA, please contact the Director of Development at (408) 847-7922 or kbenjamin@pwcagilroy.com.

P.T.F. - Parent/Teacher Fellowship

The Parent Teacher Fellowship (P.T.F.) provides an avenue for parental involvement in the school. The P.T.F. meets the first or second Tuesday (see the annual calendar) of every month at 7:00pm at South Valley Community Church. The P.T.F. organizes fundraisers and allocates money for school projects. The P.T.F. is a vital part of the school organization and provides invaluable information to our school families.

H.I.S. Hours - Hearts in Service



Our Parent Participation Program is called HIS (Hearts in Service) Hours. PWCA believes it is important for all parents to become involved in the education of their students. Parental involvement enhances the educational program of the school. Our Parent Participation Program, in addition to giving our parents the opportunity to become involved, helps our budget by reducing the level of expenditures through parental time and service contributions. The Parent Participation Program also helps to equitably distribute school-related tasks among the whole school community.

The following is a description of the HIS Hours program and a brief outline of responsibilities.

Each family with student(s) attending Pacific West Christian Academy is responsible to contribute a minimum of 30 hours per year of time or services to projects for the benefit of the school community. Single parent families are responsible for contributing 15 hours of service.

The work requirement must be met for the current year. HIS Hours are counted from July 1st to June 30th each year. Parents are responsible for recording HIS Hours worked on a HIS Hours form, which are available in the main office. Once the 30 HIS hours have been completed, the HIS Hours form must be turned into the main office. It is our expectation that each family will complete their work hours, as this is beneficial to the school and keeps tuition as low as possible.

Each family at PWCA has the option of purchasing \$200.00 or more per month, per school year, of SCRIP, in exchange for the yearly 30 HIS Hours. This option cannot be combined with hours worked. If you are interested in this option, please contact the SCRIP coordinator for more details.

HIS Hours Facts

- Please use only the HIS Hours forms, which has the proper information on it.
- Grandparents' (and other relatives') time may also be counted toward family hours.
- Money spent while working on projects cannot be converted to hours.
- Please do not request or expect the PTF Board, Project Leaders, teachers or office staff to be responsible for tabulation or recording your hours.
- The school department heads and the principal make the final decision as to which projects are credited for work hours.
- Work credit hours cannot be credited for attending school functions, in which your student is involved, such as parties, Open House, concerts, etc. (unless you were specifically assigned to work on the set up, clean up, planning or preparation for the event). Merely attending the event does not count towards volunteer hours.

- Work credit hours cannot be received for your individual time in helping with fundraisers such as: selling candy, magazines or gift-wrap. However, counting money, tabulating results, distributing the orders to school, making posters and flyers, obtaining prizes for school, and other pre-approved work related to the fundraiser can count toward the requirement.

Parental Involvement Suggestions

1. Parent/Teacher Fellowship (PTF) Board and Project Leaders - Four parent volunteers, (president, vice president, secretary, and treasurer), and those who coordinate various school activities.
2. Purchase of \$200.00 or more a month, \$2,000.00 per school year, in SCRIP, in exchange of the yearly 30 HIS hours.
3. Room Mothers/Room Fathers
4. Teacher helpers
5. Field trip chaperones
6. Library and Computer lab
7. Teach something you have knowledge about (rocks, profession, language, animals)
8. Workdays (painting, gardening, and repairs)
9. Parent committees, fund raising, promotion and programs
10. Bulletin boards
11. Vocational/Professional work
12. Tutoring programs
13. Summer workday - (getting ready for back to school)
14. Build props for Christmas musical
15. Prepare costumes and assist with costumes for Christmas musical
16. HIS Hours coordinator
17. Arts Attack coordinator, prep or classroom teacher
18. Thanksgiving Feast (coordinator, assistance, helper)
19. Game Day
20. School potlucks, staff luncheons
21. Ice cream socials
22. School parties
23. Back-to-School Night
24. Open House
25. Science Fair (Junior High only)
26. Spelling Bee
27. PTF meeting attendance
28. SCRIP coordinator and assistant
29. Office help
30. Garlic Festival (SVCC)
31. Fireworks booth (Bonus HIS Hours on July 4th)
32. Assist with Chapel set up and/or tear down.
33. Assist with Traffic Patrol
34. Lost and Found -or- Uniform Closet organizer
35. Class /School Event Photographer





As Christians, we are commanded to walk in unity and harmony with God and each other in our association as a school family. Problems sometimes arise in relationships over the course of a school year that could give cause for disunity. At Pacific West Christian Academy, we see problems as opportunities for communication and resolution.

If you have been offended in some way, always begin by finding out just what was communicated (Matthew 18 Principle). The Bible tells us to first believe the best of one another in love. Effective communication means that we maintain a good report and get to the heart of problems quickly. We are to go to the person most directly involved FIRST, not to discuss it with those not involved, and thereby open the door to potential gossip, mistrust, division, and defamed character.

For the welfare of each child and his or her education, as well as for the continued health and growth of PWCA, we are commanded by Christ to resolve any conflict, offense, or hurt by applying His Word. Frequently when an individual does not deal with a problem or offense scripturally, the relationship spirals on a downward course toward disunity.

The Matthew 18 Principle: based upon Scripture

If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church treat him as a pagan or a tax collector.
Matthew 18:15-17

Steps for Resolving Problems and Offenses

1. Remember that God has providentially placed each person at Pacific West Christian Academy for eternal growth and instruction; therefore, building healthy relationships is preeminent in the educational process.
2. Choose to believe the best of everyone, building relationships on a sacred trust and the bond of Christian love.
3. Lovingly and prayerfully apply the Biblical principles of unity and positive communication.
4. Do not entertain gossip or complaints, knowing they are sinful and withhold the blessings and favor of God.
5. Choose to speak a good report of everyone in order to uphold the integrity and reputation of all.
6. Deal immediately with problems when they arise, no matter how insignificant they appear.
7. Prayerfully go first to the source of the misunderstanding.
8. Deal with problems in private with only the person(s) involved.
9. Privately seek a higher authority if the problem is not resolved. At Pacific West Christian Academy the correct procedure is to first contact the teacher or staff member with whom you have concerns. If this approach does not resolve the problem, contact the department head or next up the line. Contact the school principal, then the superintendent before contacting the South Valley Community Church Senior Pastor or School Board members. School Board members are to be contacted as a last resort when all other means of communication have failed.
10. Forgive quickly, apply mercy, and see each person fresh each day. Believe God for total restoration in the relationship and walk in brotherly love.
11. If there is still no resolution to the problem, the formal written Grievance Procedure may be initiated. Information on this procedure is available in the main school office.

Reporting of Child Abuse

In accord with the state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Reporting Sexual Harassment

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

What to do if you experience or observe Sexual Harassment

Students who feel they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the schools designated officials.

Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school's designated officials. All complaints will be promptly investigated. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

Where to report Sexual Harassment

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mrs. Donna Garcia, Superintendent

Mrs. Terry Caputo, Preschool Director; Mrs. Karen Moon, K-5 Principal; Mr. Jose Garcia, 6-8 Principal

Additional information, including examples and definitions of sexual harassment, is available in the main office with advance notice.

Confidentiality

Every effort will be made to protect the privacy of parties involved in any complaint. However, PWCA reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

Protection from Retaliation

It is against PWCA policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigative proceeding or hearing concerning sexual harassment.

Tuition and bills may be paid in the main office, on-line through Parents Web or mailed to:

Business Office
Pacific West Christian Academy
1575-A Mantelli Drive
Gilroy, CA. 95020

Installment payments

PWCA offers three payment plans for tuition:

A - One installment due September 1st.

B - Two installments due September 1st and February 1st.

C - Monthly installments of 11 payments due and payable on the 1st of the month beginning in August and ending in June. Payments submitted after the 10th of the month are subject to a \$25.00 late charge.

Refer to the Tuition and Fee Schedule brochure for amounts and the payment schedule. PWCA does not send out monthly billing statements. However, on the 15th of the month all accounts with balances outstanding will receive a statement of their account. Tuition accounts must be paid in full by the 1st of the following month in order for the student to remain in school.

There are no reductions to charges for suspension or extended absence if the student remains enrolled.

Fees and Charges

In addition to tuition, registration, certain fees and charges for damaged books and textbooks, charges for materials and other expenses will be billed as they are incurred.

For your convenience, we accept Visa and MasterCard for all school payments.

School Supplies

Students are required to have their backpacks and supplies ready by the first day of school. A description of supplies for each class is available in the main office or on the school website, www.pwca-edu.org.

Family Accounts

Each family is assigned an account that is broken down into tuition and Extended Care. Payments may be made through the main office or online through Parents Web. As charges are accrued, the family account will be charged. Remaining positive balances at the end of the school year will be carried forward to the next school year. Parents who wish a refund must contact the main office. However, families with negative balances at the end of the school year will not be allowed to begin a new school year until the amount owed is paid in full.

RenWeb: Parents Web

Parents can track accounts (Tuition and Extended Care) at any time by logging onto Parents Web, our online school management system at www.renweb.com. There is an online convenience fee of \$.85 per bank transaction on checking/saving drafts. Contact the school office if you need more information about RenWeb.

Delinquent Accounts

Accounts must be paid in full by the 1st of the following month in order for the student to remain in school. Students with delinquent accounts will not be issued quarter grades, nor will they be permitted to begin classes the next quarter (or the next school year), until the balance is paid in full. The Academy reserves the right to require payment in advance from families who are repeatedly delinquent on their account.

Withdrawing from School

Students being withdrawn from school due to a move or other reasons must notify the main office as soon as is reasonably possible. All text books, library books, and/or school items must be returned to the school. Tuition is not prorated; a full month tuition is due for any student attending school during the month of withdrawal. Accounts must be up to date to receive report cards.

Once withdrawn, your child forfeits his or her placement and all benefits associated with enrollment, including attending school functions, receiving school information, and/or curriculum.

PWCA will forward a student's educational record to another school where the student seeks to enroll upon request by the new school.

Late Charges and Returned Checks

There will be a late charge of \$25.00 for each installment paid after the 10th month. There is a \$20.00 service charge for all returned checks.

School Supplies

Students are required to have their supplies ready by the first day of school. A description of supplies required for each class is available in the main office or on the school web site: www.pwca-edu.org.

Alphabetical Index

A

Absences · 15
Academic Policies · 17
Academic Probation · 20
Accelerated Reader (AR) · 40
Accident Reports · 38
Additional Dress Code for Girls · 29
Admission Criteria · 8
After School Program
 Extended Care Before School Program · 13
After-school Activities · 23
Annual Fund
 Annual Fund · 41
Appointments · 13
Arrival and Departure Procedure · 9
Attendance · 15
Awards · 20

B

Bible Study and Memorization · 18
Bicycles · 10
Book Guidelines · 40
Bullying behaviors · 34

C

Chapel · 18
Christmas Musical · 23
Class Parties and Treats · 24
Classroom Hours · 13
Closed Campus · 13
Code Blue · 37
Course of Study · 17

D

Delinquent Accounts · 50
Discipline Referral · 33
Dress Code for All Students · 28
Drive Thru Procedures · 9

E

Early Release · 15
Earthquake Drills · 37

Expected School-wide Learning Results · 6
Extended Care Accounts
 Extended Care · 22
Extended Care Program · 22
Extended Care: Before School Program · 13
Extended Vacations · 16

F

Family Accounts · 49
Fenced Area · 37
Field Trip Policy · 23
Fire Drills · 37
Free Dress Days · 27
Fundraisers · 43

G

General Guidelines for Student Conduct · 25
Giving Levels
 Ways to Give · 42
Giving to PWCA · 41

H

H.I.S. Hours - Hearts in Service · 45
Handling Problems, Offenses and Complaints · 47
Health Policy · 36
Homework · 19

I

Inspections · 26

L

Late Charges and Returned Checks · 50
Late Pick-up or Drop Off · 10
Letter grades · 18
Library · 39
Lost and Found · 13
Lunch Program · 21
Lunch Time Rules · 21

M

Medical/Dental Appointment · 16

N

Non-Letter Grades · 17
Non-standard grades · 18

O

Outerwear · 29

P

P.T.F. - Parent/Teacher Fellowship · 45
Parental Involvement Suggestions · 46
Parent-Teacher Conference · 19
Parking · 9
Pedestrians · 10
Personal Items on Campus · 38
Pets on Campus · 38
Physical Education Excuse · 37
Placement · 14
Playground Rules
 Play Structure Guidelines · 32
Pledge of Allegiance to the American Flag · 12
Pledge of Allegiance to the Bible · 12
Pledge of Allegiance to the Christian Flag · 12
Prescription Drugs · 37

R

RenWeb: Parents Web · 50
Report Cards · 18
Reporting of Child Abuse · 48
Reporting Sexual Harassment · 48
Requirements for Promotion and Graduation · 20
Restrooms · 32

S

School Learning Environment · 25
School Paperwork · 14
School Phones · 13
School Pictures · 14
School Supplies · 49
Script/Retail Partners · 44
Steps for Resolving Problems and Offenses · 47
student conduct · 25
Student Discipline Policies · 33
Student Dress & Appearance Policies · 27
Student Dress & Appearance Policies – Junior High Campus
 · 29
Student Planners · 14

T

Tardies · 15
Telephone/Address Changes · 14
Textbooks/Materials · 19
Traffic Safety · 10
Tuition and bills · 49

U

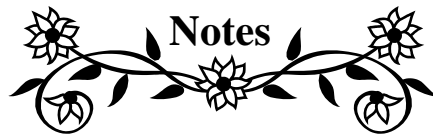
Uniform Code Violation Policy · 28

V

Visitors · 13
Visitors on Campus · 38

W

Ways to Give · 42
Withdrawing from School · 50



Information contained in this handbook is subject to change without prior notice. The contents are published for general information only and shall not constitute a binding agreement on the part of PWCA.

If you have any questions regarding any area of the handbook or concerning any school policy or practice, please feel free to contact the school office.