



PARADISE VALLEY
CHRISTIAN SCHOOL

Elementary & Middle School Parent Handbook

KINDERGARTEN – 8th GRADE

Monday-Friday 8:00-3:00

HYBRID OPTIONS

(IN CLASS & HOMESCHOOL PARTNERSHIP)

(MWF) Classroom 8:00-3:00

(TT) Homeschool

Paradise Valley Christian School
3041 Paradise Drive
Casper, Wyoming 82604
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PVCS Philosophy

The mission of our school is to *“Educate for Eternity.”* Our goal is to ensure a quality education for each child, in a Christ centered environment and to point each child to Christ as his/her personal Savior.

We focus on 4 key points of the child’s development:

- **Spiritual growth:** We want our students to know Jesus and serve Him.
- **Physical growth:** We provide physical education and athletic options to foster a healthy active lifestyle.
- **Social growth:** We want our students to grow into responsible young adults and to be successful in life. We do this by promoting a biblical worldview.
- **Mental growth:** We want our students to learn and grow intellectually in the classroom.

Parent-Teacher Partnership

Operating in partnership provides the best education for your child. Our school runs more efficiently with the help and support of parents. The way we facilitate this environment is as follows:

- We promote volunteer opportunities for parents. This is very important to our school and the parent-teacher relationship.
- We believe in open communication between the parent and teacher when it comes to the development of your child. Please communicate any changes in routines, behavior or home environment that could affect their education.

Communication

Communication is very important to the success of our school; therefore, we encourage you to utilize the following methods of communication:

- Text messaging: Your teacher will put you in a text group for your child’s classroom.



- Remind App: The Remind app is a method the school uses when communicating school-wide pertinent information.
- Calendar: Our school provides a monthly calendar to communicate school-wide events. You may pick one up in the office anytime.
- Website: www.pvcseagles.com is our school website. We update it periodically with important dates and school information.
- Social-media: We maintain important information on our Facebook and Instagram pages. Please follow us on social-media.
- Printed material: Teachers will send home printed communication with your child from time to time.

Parent-Teacher Conferences

Parent-teacher conferences will be held twice each school year. These conferences will be in October (Fall) and March (Spring). Teachers will discuss academic, developmental, and spiritual progress as well as areas of concerns in an informative but positive atmosphere. This is a great time for parents and teachers to talk freely about progress, accomplishments and concerns.

Report Cards

In the middle of December and the last day of school a written report of your student's progress will be available. Report cards will cover several general areas pertaining to social, academic, physical & spiritual development progress.

Dress Code

To help prepare our students socially, we abide by a simple dress code that seeks to honor God, honor one another and honor ourselves. Dress code is attached. If any item of clothing is questionable, final decision will be left up to the administrator. Administrator will contact the parents privately to discuss the matter.

Drop off and Release of Children

For your child's protection, we will release them only to the people listed on the enrollment form. If someone not on the form will be picking up your



child, please notify the office in writing, or send phone numbers where you can be reached to confirm pick up verbally. Please prepare the person picking up your child that a photo ID will be required. Please keep information updated so the school can release your child to authorized persons.

Parents may drop their student off at the main building each day. You are welcome to bring your child into the school building. Pick-up is the same.

Health

Obviously, the health of our students and team is of the utmost importance when delivering a quality education. We ask, that you refrain from sending your child to school if they are sick. Symptoms are not limited to but may include fever, vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat. It is usually considered safe after a child has been on an antibiotic for 24 hours. If your child has run a fever or vomited, they must be fever free and have not vomited for 24 hours before being admitted back into school.

If a child has any of the above symptoms at school, parents will be called and expected to pick up their child within a reasonable time frame.

Safety

The health and safety of your child and our team is obviously very important to us. As the bible reminds us, Love protects. The following section outlines all our school's safety protocols and measures.

Natural or unforeseen disaster policies:

Fire emergency:

Each month, our students and faculty walk through a mock-fire drill and we practice each step and as well document it.

In the event of an actual fire, students are instructed to evacuate the building and meet with their teacher and other students at a rendezvous point until the fire department arrives. If the fire prevents students from reentering the building, Paradise Valley Christian Church at 188 Valley



Drive has agreed to serve as an emergency evacuation site. We will bus the students to the Church for pick-up.

Tornado/severe weather:

Each year, teachers and student are trained and conduct a walk-thru on what to do in the event of a weather disaster. In our case in Wyoming, that could be a Tornado.

In the event of a Tornado or severe storm, teachers will instruct students to leave the classroom and go into bathrooms, offices and hallways that are windowless and crouch down, cover their head. When possible, teachers and students will bring blankets and mats to cover themselves with.

Winter Weather/School closing:

In the event of winter weather or snow days, PVCS will follow the decision of the Natrona County School District. When NCSD closes due to bad weather, PVCS will also close. If NCSD dismisses early due to bad winter conditions, PVCS will dismiss early. In the event of bad winter conditions, pay attention to the Natrona County School Districts school closure decision on the news or their website or Facebook page. Once they decide, PVCS teachers will text parents, we will post it on social media and the Remind App.

Weapons Policy:

No firearms, ammunition, archery equipment, knives, explosives or any kind of weapon or dangerous device are allowed on school property at any time.

Intruder on Property/School Lockdown:

PVCS is very aware of the ongoing threats and tragedies on school campuses across the country in recent years and we are taking necessary steps to prevent such an occurrence. These are the PVCS lockdown procedures and steps we are taking to ensure school and student safety:

(Cameras/Doors/Locks/Security)

- PVCS has cameras that monitor the doors and parking lot of the school.



- All doors are locked and remain locked at all times throughout the school day.
- Only familiar individuals, identified by school officials are allowed onto school premises or permitted to enter the front door of the school.
- To enter our school, you must ring the bell: At that time, we make sure we recognize the person entering before opening the door.
- Teachers and recess monitors are constantly with children during recess and observe their play for safety and boundaries.
- PVCS at times uses approved volunteer security officers who have a background in law enforcement. If interested, please see the principal.

In the event of an intruder on school premises, PVCS follows the ALICE Crisis Management protocols. Go to www.alicetraining.com for more details. You may also ask the school office for a copy of our training plan.

ALICE stands for:

- A Alert
- L Lockdown
- I Inform
- C Counter
- E Evacuate

In the event of an intruder, please note the following:

1. All exterior and interior doors will be locked.
2. No one may enter or leave the building until Police give those instructions – No exceptions.
3. No dismissal until the situation is over and safe per the Casper Police.
4. Watch local news for updates.
5. Do not call the school.

Suspension & Expulsion Policy

The PVCS team strives to make every student's experience positive and nurturing while in our school environment. However, sometimes



behavioral issues may arise that create a difficult learning environment for other children. At that time, we will follow these procedures:

1. Teacher/administrators will call a meeting with parents and or guardians to discuss the student's behavior.
2. Every effort will be made to resolve the situation allowing the student to remain at the school. School officials and parents/guardians will develop a plan of improvement to help reform the student's behavior and restore them back into a healthy school environment.
3. However, there may be a time when the school has exhausted all efforts to help the child interact in a positive manner in our program. At which time the student will be asked to leave.

School Demerit System

PVCS utilizes a demerit system to document student behavior when it comes to academics and conduct. Our goal is to help students who exhibit poor conduct and behavior and/or consistently poor academic performance to improve and excel at our school.

If your child receives a Demerit for conduct or academics, the parent/guardian will be asked to sign the demerit stating you understand and have read the demerit and return it to the school.

Our hope is we will rarely have to enforce our demerit policy, instead we prefer to reinforce positive behaviors and reward high academic performance.

Tardy and Absenteeism

PVCS tracks all tardies and absences and will document on the student's report cards. Any time a student is absent or late to class, it will be considered unexcused. And excused tardy or absence would be considered health related appointments, accidents or weather.

Ensuring that your student is on time and punctual is very important for the learning environment of the classroom. If a student is consistently late or absent and it begins to impact the classroom and the student's academic



performance, the principal and teachers will schedule a meeting and discuss with the parents.

Field trips and Transportation

PVCS promotes learning and experiences outside the school building. We will take field trips periodically throughout the year.

We do have a school bus and vans used to transport students. Students who wish to go on field trips must have a signed permission slip turned in to the office before getting on the bus.

All bus drivers will have a background check, CDL and current drivers license on file and be 18 years of age or older. During these trips, the bus or van will be equipped with water, first aid kit and students will be under direct supervision at all times.

Holiday Celebrations

As a Christian school, our number 1 goal is to honor God and therefore we will do our best to celebrate Holidays with that in mind. We understand and respect that families have their own unique traditions during certain Holiday's.

Halloween: PVCS does not celebrate Halloween, therefore we discourage wearing costumes and decorating with Halloween symbols during school. Classrooms may decorate for fall with pumpkins and other autumn colors.

Christmas: PVCS will promote the celebration of the birth of Jesus. We enjoy this time of year as a school. We will not promote Santa Claus and other non-biblical traditions at the school, but we will decorate with lights, angels, the nativity, stars and candles.

Easter: Easter will be Christ-centered at PVCS. We discourage bunnies, eggs and anything that might distract students from the true meaning of that Holy day.