



General Middle School Information

(2-18-2015)

Middle School Philosophy

The mission of Paradise Valley Christian School is to “Educate for Eternity.” Our goal is to insure a quality education for each Middle school student, in a Christ centered environment, and to point each student to Christ as his personal Savior.

Parent/Teacher Partnership

Operating in partnership provides the best education for your teenager. Our school runs more efficiently with the help of parents. We appreciate any time you can give us a helping hand either at the school or home. If you have a special talent or hobby that you can share with the students please let your child’s teacher know. If you can help with bulletin boards or field trips, just say so. We gladly welcome your help!

The staff realizes that changes in routines at home may affect behavior. Likewise, the staff will keep parents updated on school changes. Communication through calendars, letters, and class work will make the progress easier. Phone calls, text messages and e-mails could be the most efficient way to communicate directly with your child’s teacher.

Release of Students

For students’ protection, the school will release your teenager only to the people listed on the enrollment form. If someone not on the form is to pick up your teenager, please notify the office in writing, or send phone numbers where you can be reached to confirm pickup verbally. Please keep this information updated so that PV Christian can release your teenager to authorized persons only.

Leaving School Grounds

Paradise Valley Christian School has a closed campus policy. Students leaving the premises at any time during the day without notifying their teacher and the school office will be given an unexcused absence. This absence will result in a suspension or expulsion. “If a student needs to leave school grounds during the school day,” **parents are to come in and check out their youth at the front office sign-in/out sheet. Students that are able to drive to and from school must sign in/out of the office before leaving campus.**

Closed Campus Policy

Paradise Valley Christian School is considered to be closed campus. Students are not allowed to leave campus between 8:00 - 3:00 unless for the following reason:

- Parents pick up student from office or give written permission for a special appointment such as doctor or dentist.

Leaving campus to pick up lunch items or going out with fellow classmates is not acceptable.

Students that choose to leave campus without informing administration, signing out in the office, and without parent permission will receive disciplinary action. Disciplinary action could involve suspension or expulsion. Final decision will be left up to the administration.

Health/Sickness/Allergies

Please do not send your child to school if he/she is sick. It is not fair to the other students or to the staff. Fever, vomiting, diarrhea, undiagnosed rash, inflamed or matted eyes, severe cold or sore throat are all symptoms that should keep a child at home. It is usually considered safe after a child has been on an antibiotic for 24 hours.

If a teenager has any of the above symptoms at school, parents will be called and expected to come pick up their teenager within a reasonable time frame. It is our belief that if a student is well enough to come to school, he/she is well enough to participate in all activities. **Please do not ask the school to allow your teenager to remain indoors for more than one (1) consecutive day unless you have a doctor's release.**

If your teenager is allergic to certain foods, etc., please notify your teenager's teacher and the office. Space is provided on the enrollment forms for allergies. Allergy medication can be kept in the school office.

Any medicine given to a teenager at school must be with written permission and handed to a staff person. This is not encouraged, unless doctor, parent and teacher are aware of the situation. **All medication must be kept in the school office.**

Medication Procedure

- No medication should be kept in a locker including inhalers, cough drops etc.
- All medication must be checked into the school office
- A written request is required. Forms are available at the office.

Money

Students are encouraged not to carry money to school unless there is a definite reason for it. The school is not responsible for loss of money. **A rule of thumb:** "Carry what you can afford to lose."

Riding Bikes

Please lock your bike up to the bike stand in front of the elementary school building. The school will not be responsible for any bikes stolen while parked at the school. Students are not to ride their bike anytime during school hours. All bikes are to be parked immediately upon arrival on school property. At the end of a school day, students riding bikes are to leave immediately following dismissal. No bike riding is allowed in parking lot while waiting for friends before or after school.

School Closing: Snow days and Other Emergencies

In case of extremely bad weather, Paradise Valley Christian School will follow the decision of the Casper public schools. Listen to KTWO or KUYO or wait until a teacher calls your home. Working parents that arrive at the school by 7:30 am may call the teacher or the administrator. The administrator will notify staff as soon as a decision is made.

A list of families and their phone numbers will be available each year to all staff members. Staff members are to keep a copy of this list at home and at school. The office will update the list monthly. This list is a quick and easy way to notify parents of school closing and other emergencies that may arise before or after school hours. Each family will be notified of the emergency or school closure. This phone call may come very early in the morning.

Communication

It is the desire of Paradise Valley Christian School to communicate to all parents, friends and family of the school in an effective and productive way. Below are some of the ways we promote communication within our school family.

Monthly Calendars

Monthly calendars will be mailed home with the billing each month. Tentative school schedules of events are recorded in this handbook. However, it was prepared during the spring of the previous year. Dates and activities can change over the summer. The school will provide a two-month calendar schedule starting August of each year.

E-Mail:

The school's email address is pvc@bresnan.net. Please feel free to send notes to your child's teacher. These will come into the office and will be distributed right away. Please make sure you identify yourself, because your e-mail may be deleted.

School Website

Paradise Valley Christian School has a website. It will updated on a regular bases. Our website is: pvcseagles.com

Bi-Monthly Newsletter

The School will mail out the "Eagle News" with the tuition billing during the following months: **September, November, January, March, and May**. If you have articles, please have them submitted to the school office on or before the 15th of the months listed above.

A major problem is that frequently notes given to your student will never arrive home to you, the parent, to read. But you are still the **KEY** to the communication process.

Student Supplies

Students are required to have the supplies listed by their teacher for their class every day. Classes are disrupted unnecessarily when a student reports to a class without such items: paper, pencil, Bible, school books, red pens, etc. Supplies need to be replenished on a regular basis.

Students will receive demerits or points off their grades if they are not properly prepared for class. Students are **NOT** to borrow, exchange or sell supplies to one another.

Textbooks

- All textbooks are to be covered during the first week of school. Specific instructions will be given by each teacher.
Book covers: Softbound – Contact Paper
Hardbound – Paper/fabric cardboard book covers
- All textbooks found lying around will be turned into the “Lost & Found” or the school office.
- Students must pay for books lost or in poor condition. Fines will be assessed accordingly.
- Students found purposely defacing or damaging books (highlighting, scribbling, tearing apart, dropping, writing on, etc.) will be fined.

Unauthorized Items

Students are not allowed to bring radios, head sets, Game Boys, comic books, calculators, or pagers to school.

Telephones

Presently the school has two phone lines.

1. Students must get approval through administrator/secretary or teacher before using the phone.
2. The phone is to be used only for necessary phone calls.

Cell Phones

Cell phones are acceptable only if left at the school office before going to the other building. Students are not allowed to use their cell phones in between or during classes. Administration has final decision if a cell phone becomes a problem.

Lost and Found Items

Items left in the school overnight will be placed in a large container in the gym. At the end of each month all items that have not been claimed/removed will become property of the school and will be disposed of as deemed best.

Daily Lunches, and Hot Lunches

Daily Lunches are required to be brought by each student. It should be marked clearly with the student's name. A microwave is available for students' use during lunch. Parents need to provide all needed utensils. Students choosing not to bring their lunch will just not eat. Office will not provide lunches. Please plan ahead.

Hot Lunches will be served on Fridays starting the first Friday in September. Parents will be asked to serve and prepare the Hot Lunches throughout the year. The cost per meal will vary and will be decided each fall. Prices will be between \$4.00 - \$4.50.

Accident and Emergency Procedure or Natural Disaster

Mild Playground Accident or Event

A student at any time can come to the office and be checked over and given ice for any type of accident that may have occurred while participating in an organized game, etc. The secretary or other staff member will make sure that the student can return to class. Parents may be called if the staff member has questions or concerns about whether or not the cut, scrape, etc. should be checked by a physician.

More serious accident or Event

If your child is injured more seriously, the office, or person in charge will notify parents as quickly as possible. If parents cannot be reached, the school will call your family physician or medical facility as instructed in writing on your enrollment forms. This gives the school the liberty to use an ambulance or take a child to medical facilities if deemed necessary. The school will always try to reach the parents, but in the event we are unable to contact you, or someone on the emergency form, it's the family's responsibility to accept the expense.

Natural or Unforeseen Disaster

In the event of a fire, tornado, or other unforeseen disaster, all children and school personnel will be evacuated to the safest location in the area. **(Will meet at the church on 188 Valley Drive.)**

Accident or Injury Insurance

The school does not carry accidental injury insurance, that covers a student injured at the school. Accidental injuries may happen with students taking part in the activities of the school. The resulting costs of all injuries, including emergency transportation to and from medical facilities, will be the responsibility of the parent. Each student (family) must be covered by his or her own medical insurance. The school is covered by a liability policy.

Transportation Policy

All students riding in vehicles shall adhere to the following disciplinary and safety rules:

1. All passengers are to remain in their seats until the destination has been reached and the vehicle has stopped.
2. If seats are assigned by the driver, the assigned seat must be occupied until permission is given to make changes.
3. No person will be permitted out of his seat while the vehicle is in motion.
4. Talking is permitted in a low, conversational voice.
5. Paper and other refuse is to be kept off the floor.
6. Obscene or vulgar talk is absolutely forbidden.
7. For the safety of all concerned, students are not permitted to have hands or head out of the windows at any time.
8. Any person willfully damaging or marring a vehicle will be held responsible for such an action.
9. The driver is in charge at all times when students are in the vehicle.
10. All occupants are required to wear a seat belt

Guidelines for Drivers of School & Privately Owned Vehicles

1. Must enforce all rules for students riding in the vehicle.
2. Must agree to abide by all highway laws.
3. **Church Vehicles:** Must be listed on church insurance policy
 - Must have a valid WY License
 - No accidents within the last three (3) years
 - No speeding violations within the last five (5) years
 - No DUI violations
4. **Privately Owned:** Must have proper insurance coverage for transporting non-family members.

Field Trips

During the course of the school year, opportunities often arise to take classes on field trips pertaining to different units of study. Students experience social conditions beyond the ordinary realm through the field trips. Trips also provide a wonderful opportunity to expand students' horizons and to stimulate language development through conversation.

Costs associated with field trips will be kept to a minimum. You will be notified of purpose, date, time, destination, dress requirement, and cost prior to each trip. A note will be sent home for you to sign giving permission for your child to attend. If a student is disobedient and/or disrespectful during a field trip, the parent will be notified and the next field trip will be taken away from the student and he/she will stay at home for that day doing a special project assigned and agreed upon by student, parent and teacher.

Parents are encouraged to drive for school excursions. See guidelines for driving privately owned vehicles.

+Lockers

- Each Middle School student will need to provide their own lock. A key to your locker must be given to the school office.
- All lockers must be locked each evening. The school is not held responsible for missing items.
- **Unannounced locker checks** by the administration are legal and will be done regularly throughout the school year. Lockers should be cleaned at least once a week.

1st Time Visitor Policy

Anyone wishing to visit Middle school classes must clear it with the main office and the administrator. Administration will make every effort to make first time visitors feel welcomed and at home.

Visitor Policy for Former PVCS Students

Students that are not currently enrolled at PVCS must receive permission from principal before being allowed to remain on campus. The administration reserves the right to deny former students to the campus.

Attendance Guidelines

It is extremely important that students realize that any class absence should occur using only with a great deal of discretion. **Parents/legal guardians are expected to call the school on the day of the absence and inform the school of the absence.** All absences should not exceed 15 per semester and will be recorded. At 15 absences the principal, parent and student will have a conference to discuss the situation. Administration will make recommendation on whether student will receive credit. The parents may appeal the outcome to the board. The following situations will be noted.

Not Counted: Prearranged school functions, such as field trips, sport trips & student competitions will not count as an absence. Meetings with teachers, principal and other parties to solve or discuss problem issues during a class will not count.

Tardy Policy

School starts at 8:00 a.m. with pledges and classes begin at 8:00 a.m. If students arrive late during pledges, they should get in their class line-up or be considered tardy. Students are required to be in their classroom by 8:00 a.m., but if they arrive late they must stop at the front office and pick up a tardy slip. **Five tardies add up against a student to equal one absence.**

Truancy Policy

Skipping school is not allowed.

First Time: Notification of parents, make up missed work (highest grade 69%; 0% will be given on the 5th day if no work is attempted.)

Second Time: Notification of parents and two-day suspension. (Highest grade is 69% for all classes if work is completed. 0% will be given on the 5th day if no work is completed.)

Make Up Work Policy

Students will have one day for each day absent to make up missed school work, up to five days. Parents/legal guardians are responsible to contact the school and make arrangements to pick up missed schoolwork for student to work on at home, if this is possible. For an extended absence (five days or more) special arrangements should be made with teacher(s) and/or the principal.

Exception to the above policy: If homework, and notification of test and quizzes were assigned the day the student was in school, those assignments are due the day the student returns. No makeup day will be allowed in those subjects.

If schoolwork is not turned in at the assigned time the following academic penalties will be enforced.

1 st day late – 10 pts. off	2 nd day late – 20 pts. off
3 rd day late – 30 pts. off	“0” will be given on the fourth day

Make Up Work for Pre-Arranged Absences: All work must be completed on the day the student returns.

Classroom Conduct

- Students are to be seated with all necessary materials on hand in the classroom when the teacher takes roll.
- Standard operating procedure requires students to listen to the teacher, concentrate on explanation and diligently work on assignment. Students are to speak respectfully to the teacher and to fellow students, regardless of disagreements or misunderstandings.
- Chewing gum is not permitted
- Eating candy or drinking pop other than in the lunch room is not permitted.
- Students are expected to adjust to each teacher’s classroom procedures. Students are to obey and respect the teacher’s authority to conduct the classroom as they best see fit.

Hallway Conduct

- Be courteous and kind to all others.
- Help keep the school property clean and neat by picking up what you drop.
- Stay out of other students’ lockers. Please do not slam the locker doors shut.
- Respect school property.
- Eating food or drinking beverages is not allowed outside the lunch period.

Restricted Areas

- Students are not allowed to be in any building without supervision or off by themselves without permission.
- Students are not to go into teachers' lounge or other rooms without teacher's permission.
- Classrooms are off limits unless the teacher is present or it is your next class.
- Students are not allowed to go to or sit in cars anytime during school hours. (**Exception:** when a student is going to college or has permission from administrator to get something out of the vehicle during school hours.)

Lunchroom Conduct

- Students are asked to eat meals politely, clean up the lunch room area, and respect the rights of others.
- Students are asked to sit down at a table or desk to eat.
- No food is to be taken outside, library, teachers' lounge, gym, bathrooms etc.
- Everyone is to eat in assigned area.
- Pop, food, candy, etc. must be eaten only in the lunch room.
- No student is allowed to leave school grounds or go to their vehicle during the lunch hour.