

Pleasant Valley Christian School



Proverbs 28:1

# Student Handbook 2017-2018

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## MISSION STATEMENT

*Pleasant Valley Christian School is a missionary outreach of Pleasant Valley Bible Church. As such, it is our intention not only to provide an educational environment which builds a strong academic foundation, but also an environment that helps our students develop a personal relationship with Christ as we instill in them an awareness of God's love and His caring nature.*

### **The Bible is the inspired Word of God.**

It is true, inerrant, infallible and final authority for Christian faith and living.

**2Pet. 1:20-21; 2Tim. 3:16-17; Mt. 24:35; Jn. 8:31-32; 17:17**

### **God exists eternally in three persons.**

These three are Father, Son, and Holy Spirit. He is perfect in every way, righteous, holy, loving in all deeds and Creator of all life. He is unchangeable and eternal in existence.

**Gen. 1:1; Is 6:3; Ps. 145:17; Mt. 28:19; 1Cor. 8:6; 1Tim. 1:17**

### **Jesus Christ is God's eternal Son.**

As true God and true man, He allowed Himself to be born of a virgin, taught men how to live through His sinless life, was crucified as a sacrifice for our sins, arose bodily from the dead, was seen by over 500 people, and returned to heaven to prepare a place for us.

**Lk. 1:34; Jn. 1:1-4, 14, 14:1-3; 1Cor. 15:3,6; 1Pet. 2:21-22; 1Jn2:2**

### **Men and women were created in God's image, tempted by Satan, and rebelled against God.**

This brought sin into the world and was passed onto all men for all time. Only through repentance and faith in Jesus Christ are we forgiven, reborn by the Holy Spirit and established as children of God. Faith in Christ is the only assurance of heaven.

**Gen. 1:26-27, 3:6-7; Rom. 3:10-12, 23; Acts 2:37-38; Jn. 1:12; 2Cor 5:17; Acts 4:12**

### **The Holy Spirit persuades us to repent of our sins.**

His presence in our lives convicts us of sin and prompts us to seek confession and forgiveness in Christ Jesus. The Spirit lives in us, comforts us, teaches us, equips us, empowers us, and enables us to live godly lives.

**Jn. 14:16-17, 26, 16:8; Rom. 8:5,11; 1Cor. 3:16; Eph. 5:18; 2Thes. 2:13**

### **The Church is the living body of Christ on earth.**

He is its head and the source of its life. The Body is composed of those who have received Him as Savior and Lord. The Church exists to give praise to God, prepare people for growth and ministry through the Word, proclaim the gospel to the whole world, provide caring relationships for support and accountability and be a lighted presence in a darkened world.

**Acts 2:41-47, Rom. 12:3-16; Eph. 2:19-22, 4:11-13; Col. 1-18**

### **Jesus Christ will return to earth.**

He will return imminently to raise the dead, judge the world, and establish his glorious kingdom. This is the hope of the Church and its encouragement for ministry and godly living. Those who have been reborn will live with Him forever. Those who reject Him will suffer eternal judgment in hell.

**Jn. 5:24; Acts 1:10-11; 1Cor. 15:51-52; 1Thes. 4:16-17; 2Thes.1:7-10; Titus 2:13; Rev. 20-22**

## TABLE OF CONTENTS

ARRIVALS TO AND DEPARTURES FROM SCHOOL .....	3
ON CAMPUS VISITORS .....	3
ATTENDANCE POLICIES.....	3
TARDINESS .....	3
DISCIPLINE.....	4
ORDER OF CONTACT .....	5
HEALTH .....	5
SAFETY AND EMERGENCIES.....	5
CHAPEL .....	5
UNIFORM POLICY .....	6
SCHOOL DRESS CODE .....	7
PERSONAL BELONGINGS .....	8
SNACKS AND LUNCHESES.....	8
MEDICATION POLICY .....	8
BIRTHDAYS .....	9
FIELD TRIPS .....	9
BOOK CLUBS.....	10
STANDARDIZED TESTING .....	10
PARENT PARTICIPATION .....	10
PARTNERS IN EDUCATION .....	10
SPORTS PROGRAM .....	10
DAY CARE PROGRAM.....	11
FINANCIAL RESPONSIBILITIES .....	11

## **ARRIVALS TO AND DEPARTURES FROM SCHOOL**

We begin our school week at PVCS with our flag gathering. The student body and staff assemble to share the Pledge of Allegiance and sing a patriotic song. There are also special announcements of the week and special recognition of students and staff, if applicable. We close this brief assembly with prayer before dismissing the students and staff to their classes. Parents and visitors are always welcome to join us in this weekly tradition.

Each teacher needs time in the morning to prepare the classroom for daily lessons and to prepare for the arrival of their students. It is for this reason that we ask you not to bring your children directly to their classrooms. K- 5<sup>th</sup> grade students will assemble at a designated location, either on the playground or in the gym, and the Teacher Assistants for that class will escort them to their classroom at the appropriate time. Students who arrive at school early must remain with the early daycare group unless arrangements have been made with the teacher. Middle School students may report to their classrooms at 7:55 A.M.

Students arriving at school more than fifteen minutes before classes begin; or who are picked up more than fifteen minutes after classes end, are considered participants in our Extended Day Child-care Program. Please refer to the Day Care Programs Section in this handbook for the guidelines and participation requirements of this program.

Middle School students who do not leave campus by 3:00 must report to the flagpole area. However, daycare will be offered to parents as an option. Students may not wander the campus unsupervised.

### **ON CAMPUS VISITORS**

Any visitor or parent volunteering or needing assistance must check in at the school office and sign in on the on-site sheet. This will assist us in knowing how to contact you if needed. It will also prohibit any outside persons from having access to the children or the classrooms. This policy is in place to protect our classrooms from unnecessary interruptions by people who should not have access. With all the various church activities and other facility uses we feel this is an appropriate measure to ensure safety.

### **ATTENDANCE POLICIES**

California State Law requires that children of school age be present each day in school except for illness, medical appointments, or a death in the family. To profit from all school experiences, students must regularly and punctually attend all classes. No amount of take-home work can replace the teaching done in the classroom. Excessive absences may result in lowering grades. Frequent absences or tardies will result in a contact from the office. It could result in consequences for the following year.

### **TARDINESS**

It is important for students to be on time and ready to begin class. Tardiness is recorded and becomes a permanent part of student records. In order to provide the best learning environment it is imperative that students be on time and ready to begin their day without causing disruption to a class already in progress. After five (5) unexcused tardies per quarter, students will be required to serve a 30 minute detention. A 15 minute detention will be assigned for each additional tardy within the same quarter. Detention will be arranged and scheduled by the teaching staff and parents will be notified.

## DISCIPLINE

***“Do not withhold discipline from a child” ~ Proverbs 23:13***

Pleasant Valley Christian School’s philosophy of discipline is based on the Word of God. We feel it is imperative that parents and school agree to work together for the benefit of the child. Our great desire is to help children learn to make wise choices, obey school rules, be courteous and respectful to school staff and adults, and be kind to peers. We want to honor God by our actions.

Our staff believes in rewarding positive behavior. There is noticeable positive reinforcement throughout each grade in our school. Verbal encouragement, rewards, special privileges, and public acknowledgments of efforts or successes are daily practices at PVCS. We love rejoicing together over the accomplishments of others.

The steps in our discipline program are listed below. However, there are certain offenses which carry a “zero tolerance” action. The disciplinary measures for such offenses are immediate removal from the classroom or playground to principal’s office. This will produce a disciplinary action of 1) a written notice, 2) a phone call to parent, 3) noon time or after school detention and/or 4) possible suspension from school. Repeated offenses could result in expulsion after Board action.

Any staff member may issue a detention notice for “major” or “other” offenses. Detention must be served the day following the issuance of the notice. Detention notices must be signed and returned the day detention is served. Skipping detention will lead to an additional day of after school service. Detention will not be rescheduled to accommodate extra-curricular or outside activities. Students need to understand that punishment is never “convenient”.

Major Offenses include:

1. Causing physical harm to another person
2. Using profanity
3. Abusing school property
4. Defiance or disrespect for authority
5. Possession of dangerous articles or toys of the weapon nature
6. Stealing
7. Sexual harassment
8. Inappropriate behavior in chapel

Discipline steps for other offenses:

1. Verbal request or warning
2. Time out or temporary removal from group
3. Noon time detention
4. Conference with teacher (student)
5. Loss of privilege
6. Conference with teacher (parent)
7. Writing assignment
8. Detention – after school

Every effort will be made to correct inappropriate behavior. Parents and staff produce a great team, which, by working together, creates an atmosphere of security and support for all of the children in our school and their families. We believe that God will faithfully guide our hearts and the steps needed to help children learn to accept responsibility for their actions and to make positive choices.

## ORDER OF CONTACT

If you have any concerns pertaining to your student's education or school activities, go first to the teacher. If you feel you were not able to resolve the matter/concern with the teacher, you may schedule a meeting with the Principal. In a case where more information or clarification is needed, the Principal may talk with the teacher. The Principal then may opt to set up a meeting with parent, teacher, and principal in order to promote understanding and resolution for the matter.

## HEALTH

Children's health is a matter of importance to all of us here at Pleasant Valley Christian School. The State of California requires children to have all of their standard immunizations and a tuberculin clearance upon enrollment at school. A daily health inspection is given every day upon their arrival at school. We have (and will exercise) the right to send children home at any time if we feel they have any symptoms of illness or indications of head lice. PVCS has a no nit policy. For the health and well being of all of the children, teachers, and staff members here at school, please have your child remain at home if:

1. They currently are running a fever, or have had one during the previous 24-hour period.
2. They have a heavy nasal discharge.
3. They have symptoms of a possible communicable or infectious illness. These include but are not limited to, sniffles, reddened eyes, sore throat, headache, abdominal pain.

**Please notify the school immediately if your child has a communicable or infectious disease.**

## SAFETY AND EMERGENCIES

If a child becomes injured while at school, we will make an immediate attempt to contact the child's parent/guardian. If a parent/guardian cannot be reached we will notify the child's physician. If necessary, we will contact emergency support personnel, (i.e. ambulance, paramedics). The Principal will make the necessary decisions regarding your child's welfare in the event of such emergencies, when a parent/guardian cannot be contacted.

In the event of an emergency, it is vitally important that the school have current pertinent information. It is therefore extremely important for parents/guardians to keep the school informed and up-to-date on telephone numbers and points of contact. Please notify the office as soon as possible if this information changes during the school year.

Every staff member is certified in First Aid and CPR techniques and applications.

Pleasant Valley Christian School holds fire drills monthly and earthquake drills periodically throughout the school year. The staff has been trained through ARNR Lifeline for any emergency or disaster situation. Emergency equipment and supplies are kept on campus.

## CHAPEL

Students will attend chapel once a week. An offering will be taken each week. All money collected will go toward outreach projects. Middle School attends a separate chapel once a week.

## PVCS UNIFORM POLICY

Educational studies show that a dress code or uniform policy improves student behavior and promotes a more effective learning environment. It is the goal of PVCS Administration and the School Board to have a student body that is clean, sharp, and conservative in appearance. The following is the uniform policy for all students attending PVCS.

### **Shorts, slacks, skirts, jumpers, skorts, capri pants**

Solid khaki, navy blue, gray or black cotton blend. NO DENIM. Uniform plaid skirts or jumpers may be worn. Girls' leggings may be worn under skirts or dresses only.

### **Shirts:**

Polo shirts with PVCS logo. Turtle necks or other t-shirts may be worn under the polo for extra warmth. PVCS polo or school t-shirt on Wednesdays must be worn under school sweatshirt.

### **Shoes:**

Rubber soled shoes only, NO open-toed shoes. No high heels. Tennis shoes are highly recommended.

### **Sweatshirts/Zip-up jackets:**

PVCS or plain, solid navy blue sweatshirts/zip-up jackets. Any other sweatshirts bearing the PVCS logo from sports team, etc.

Caps are only to be worn outdoors.

NO oversized clothing.

Shorts and skirts for young ladies may be no shorter than 6 inches above the middle of the knee.

Shorts for young men may be no longer than 3 inches below the knee.

Young ladies may wear leggings under skirts but not as a pant attire.

It is also important for all students to maintain good personal hygiene. Hair should be kept clean and kept out of the face. No unusual colors or cuts are allowed. Hair for boys should not be longer than the collar and must not cover the eyes.

**Allowable separations from this policy:** (all separations from the uniform policy **MUST** follow the Dress Code policy.)

1. **Class field trips:** Uniform dress is required on all field trips unless, due to the nature of the excursion, the teacher makes an exception and communicates the change to the entire class.
2. **Free dress days:** As designated and announced by school administration.

### **Non-compliance with this policy**

**Students who come to school not in compliance with this policy will not be allowed to attend class until they are appropriately dressed. Parents will be called to either bring appropriate clothing or to pick-up their child from school.**

Used uniforms will be available several times throughout the year. These are available at no charge and are limited to what is on hand at the time. Anyone wishing to donate used uniforms may drop them off in the school office. Other families will appreciate and benefit from your sharing 😊.

## PLEASANT VALLEY CHRISTIAN SCHOOL DRESS CODE

Free dress days for PVCS Middle School (Grades 6, 7 & 8), will be every Friday. This privilege will be granted for the school year, provided that all middle school students follow the dress code below. All other grades will follow this dress code for designated "Free Dress Days". PVCS administration and School Board would like to thank all of our families for working with us to develop a positive and academic atmosphere on campus. It is the school's desire to promote a strong Christian testimony in our community, and to develop a positive self-concept in each student.

**Young Ladies of PVCS: The main issues addressed are modesty, tightness of clothing and neat appearance.**

- ❖ Skirts and dresses must be no shorter than 6" above the middle of the knee.
- ❖ Slits in dresses may not be shorter than 3" above the middle of the knee.
- ❖ Slacks, jeans, or other types of pants are acceptable provided they are not tight fitting.
- ❖ Pajama pants, nylon, or break away pants are not permitted.
- ❖ Shorts and athletic shorts are acceptable if they are no shorter than 6" above the middle of the knee. Beach style shorts are not permitted.
- ❖ Athletic shorts, nylon shorts, beach style shorts or board shorts are not allowed.
- ❖ All clothing should be free of words or pictures that are contrary to Biblical standards, including any associations with rock music, pro-wrestling or any anti-Christian lifestyles.
- ❖ Appropriate undergarments must be worn at all times and should not be visible.
- ❖ Shoulder straps for tops must be at least 3" in width; all tops must be modest.
- ❖ Midriffs must be covered at all times.
- ❖ Gang-related clothing such as oversized, sagging pants or camouflage is not allowed.
- ❖ Shoes must be worn at all times.
- ❖ Hairstyles should be natural, neat and clean. Strange cutting or coloring of the hair or having two distinct colors at the same time is not acceptable.
- ❖ Jewelry and make-up need to be conservative and not extreme in appearance or excessive in amount. Body piercing is not permitted, with the exception of earrings. (No gauges)
- ❖ Hats may not be worn except for the purpose of sun protection.

**Young Men of PVCS: The main issues addressed are modesty and neatness.**

- ❖ Dress slacks, jeans, and other pants are acceptable as long as they are neat, clean, and in good condition.
- ❖ Pajama pants, nylon, or break away pants are not permitted.
- ❖ Shorts and athletic shorts are acceptable, but may not be longer than three (3) inches below the knee. Beach style shorts are not permitted.
- ❖ Shirts with tails must be tucked in. Shirts with flat-bottom hems are not required to be tucked in.
- ❖ All clothing should be free of words or pictures that are contrary to Biblical standards, including any associations with rock music, pro-wrestling or any anti-Christian lifestyles.
- ❖ Gang-related clothing such as oversized, sagging pants or camouflage is not allowed.
- ❖ Shoes must be worn at all times.
- ❖ Hairstyles should be natural, neat and clean. Strange cutting or coloring of the hair or having two distinct colors at the same time is not acceptable.
- ❖ No earrings, gauges, or body piercings are permitted.
- ❖ Hats may not be worn except for the purpose of sun protection.



## PERSONAL BELONGINGS

Please be sure that all personal belongings (jackets, sweaters, lunch boxes, water bottles, etc.) are marked with students' names. For your child's safety, names should always be placed **on the inside** labels or tags of clothing, and on the insides of lunch boxes, backpacks etc.

Students bringing cell phones to school must follow the following rules: 1) Cell phones **MUST** be **turned off** during school hours. 2) Students must get a staff member's permission to use their cell phones while at school. This includes recess, break time, and lunch time. A phone is available in the school office when students need to call parents.

All other electronics items including but not limited to, iPods, CD players, and personal game units may not be used during the school day. These items **MUST** be checked into the school office and picked-up after school for use during afternoon daycare. Students should not leave these devices in their cubbies, backpacks or lockers. Student takes full responsibility and liability for these items if not properly checked-in through the school office.

## SNACKS AND LUNCHES

Students are allowed a nutrition break during the morning recess. Parents may provide their children with a small, healthy snack, (fruit, yogurt, and granola/cereal bar).

When providing a sack lunch for your child, please keep in mind your child's likes and dislikes and also the quantity. Most younger students will only eat a half of a sandwich, a small piece of fruit or a small amount of fresh vegetables, a couple of cookies or some chips and something to drink. Food thrown away in the trash will not meet your child's nutritional needs nor will it sustain them through a busy afternoon. Milk may be purchased daily for those who bring their lunch.

PVCS offers a Monday, Tuesday, and Thursday hot lunch program. Wednesday lunches are provided for purchase by individual grades. Information is provided at the beginning of each school year regarding menus and program costs. Fridays are always *Pizza Days*. Students may purchase pizza by the slice, payable by cash only. The *Snack Shack*, (sponsored by 5<sup>th</sup> – 8<sup>th</sup> grades for fund-raising for their big class trips), is also available on Fridays for students to purchase drinks, chips and dessert snacks. Lunch card balances will be carried over into the next school year; however, there are no refunds on any balances when your child leaves any PVCS program.

## MEDICATION POLICY

The primary purpose of this policy is to accommodate the administration of medications commonly prescribed by physicians for short-term illness.

A physician must prescribe the administration of medication during school hours. Over the counter medication, such as Tylenol, will be dispensed by school personnel after written permission is on file and parent is notified. Under no circumstances will a student be allowed to dispense any type of medication to another student. All medications need to be brought to the school office for holding and dispensing.

Pleasant Valley Christian School reserves the right to review each medication request by a parent/guardian and to refuse responsibility for such a request either at the time of the initial request or at any time during the administration after notifying the parent/guardian.

## BIRTHDAYS

Your children are very special and we are anxious to help them celebrate their birthdays in special ways. Children whose birthdays occur during the school week will celebrate it on that day. Those which occur on weekends or holidays will be celebrated at the parent's discretion. Let your child's teacher know which day you wish to celebrate in the classroom. Summer birthdays will be celebrated on "half" birthdays. For example, an August 24<sup>th</sup> birthday would be celebrated on February 24<sup>th</sup>.

If parents would like to bring a special birthday treat, we request something not too sugary. Parents may wish to do something very special for the class by purchasing a book to help develop the class library. The birthday child may bring the book wrapped and present it to the class. This book will become a permanent part of our classroom library, with your child's name and picture in it. Please understand that you are not obligated to provide a book to the class. Each child will enjoy a very special day regardless. However, we believe that the concept of a child sharing their birthday by being one who gives as well as one who receives is a growing experience for all children.

**Regarding non-school celebrations:** No invitations may be passed out on campus unless one is given to the whole class or every child of the same gender. If you wish to invite only certain students, invitations must be mailed. They may not come through the school. Please be sensitive to the "feelings" of other children who may not be included.

## FIELD TRIPS

Field trips are an important facet of the total educational process at Pleasant Valley Christian School. They are carefully selected and planned. Teachers appreciate parents who are willing to drive and help supervise for field trip activities. If any parent thinks he/she might be available to assist in one or more trips, it is important to file an insurance form with the school office. This form must be updated whenever your auto insurance company, coverage, or vehicle change.

Teachers will clearly state the needs for volunteer help. If you are assigned a certain small group, please be sure to devote your efforts to the students for whom you are responsible.

When volunteering as driver/chaperone for all Pleasant Valley Christian School Field Trips the following rules must be observed by all participating adults:

1. When driving, be sure to drive directly to the assigned area and return directly to the school.
2. There is to be absolutely no alcohol consumption at any time during field trip activities.
3. Siblings are not allowed on field trips.
4. Please notify the teacher as soon as possible if you are unable to participate in a field trip you have already committed to.
5. We understand that there are times when changes at the last minute must be made; however, we request that these changes be kept to a minimum and that they are always approved by the teacher.
6. Please remember that your primary focus and responsibility on all field trips is the safety and well-being of every child who is assigned to ride in your vehicle or assigned to you by the teacher for your supervision.

Any monies raised for field trips will remain with the class if a student withdraws from PVCS for any reason. No monies will be dispersed to students not participating in scheduled PVCS field trips. Unused funds at the end of the year will remain with the class and will be moved with the class to the next grade.

## BOOK CLUBS

Each teacher decides which book club(s) will be available to her own class. *Scholastic* and *God's World* Book Clubs are two options. Orders are handled by the teacher in the individual classroom. Order forms will be provided for you and must be returned to the teacher.

## STANDARDIZED TESTING

Each year in April, PVCS administers standardized testing, either SAT or Terra Nova3, to all students 3<sup>rd</sup> grade through 8<sup>th</sup> grade. These tests are given over a one week period and sent away to be scored and processed. Parents are given a copy of the results. These tests are given to both public and private school students across America and provide valuable information on student achievement compared with others of the same age and grade level.

## PARENT PARTICIPATION

We encourage parent participation in Pleasant Valley Christian School. There are many volunteer activities available throughout the year. Parents should check with their child's teacher and the classroom representative for details regarding classroom and all school help. We appreciate parent involvement and feel it makes a significant addition to school atmosphere and success! Please keep appropriate dress a priority when on campus. Modesty is a strong role model for our young people.

## PARTNERS IN EDUCATION (PIE)

The Partners in Education was founded by a concerned group of parents who wanted to be more involved with their children's education. The goals of the group are two-fold: 1) To be involved in their children's Christian education by providing support to the teachers and staff and; 2) To purchase additional supplies and equipment for the preschool and grade school through organized fund-raisers.

PIE has provided our school and preschool with many tools for growth and enrichment. This all-volunteer board needs **your** help and continued support to meet their goals. The Board publishes frequent newsletters to keep everyone informed of upcoming events and meetings. All parents, teachers and staff members are encouraged to participate and support this effort whenever possible.

## SPORTS PROGRAM

PVCS are members of the Tri-Valley Christian League and we participate in a competitive sports program. The sports program exists to promote Christian values to all athletes and families, enrich lives by teaching biblical principles, promote physical fitness as well as good Christian leadership skills, and to promote a Christ-like attitude toward all opponents, game officials, and other authority figures. PVCS participates in flag football, volleyball, basketball and soccer. A student must have an overall GPA of 2.5 or better and no F's to be eligible to play in any league or playoff game. The sports fee is \$110.00 per sport (flag football, volleyball, basketball, soccer). This fee covers referees, equipment, and the end of the season award night.

## DAY CARE PROGRAM

**Extended Day Childcare (EDC)** is available for families who need childcare. This program is available for students who need childcare before or after school. Hours of childcare are 7:30 a.m. – 5:00 p.m. on school days for K – 8<sup>th</sup> Grades. It is never acceptable to drop a student off in the daycare without making sure the daycare person is aware of the child's drop off and that the student is "signed in".

To participate in the EDC program students must have a valid EDC card on file. Prepaid cards are available in 10 or 20 hour increments. Refer to the annual **Schedule of Fees and Tuition** for current rates. Multiple cards may/should be purchased if you anticipate using more than 20 hours per month. EDC cards may be purchased in the school office.

EDC staff will keep a record of the time used by initialing and dating the appropriate increments each time a student attends the program. Time will be accounted for in fifteen (15) minute increments. A fifteen-minute charge will be recorded if five minutes or more are used in a time increment.

Parents should check with the EDC staff as to the balances on their child's card(s) regularly. Notices will be forwarded when current card(s) has/have been expended. New cards should be purchased immediately for any future EDC needs. Any EDC time remaining at the end of the school year may be carried over to the next school year; however, no refunds will be issued.

## FINANCIAL RESPONSIBILITIES

Families wishing to pay their annual tuition in full may do so directly to the school prior to August 1st. Tuition paid in full by the deadline posted in the annual "Schedule of Fees" will receive a discount, (refer to the *Schedule of Fees* for the discount amount). New families may also qualify for this discount should they choose to pay their annual tuition in full upon enrollment.

PVCS has established a partnership with FACTS Tuition Management for our families who wish to set up payment schedules to pay their annual tuition.

FACTS is an automatic payment system, which offers our families several flexible payment options. Each family electing to make payments throughout the school year is required to execute an Automatic Payment Agreement between themselves, the school and FACTS. Monthly tuition payments are not accepted at the school office.

Automatic Payment Agreements must be executed prior to students starting in any PVCS program. For more information on the FACTS program, please contact the Administrative Secretary in the school office.

All accounts must be current upon re-enrollment and at the end of each school year. Report cards will be held until accounts are brought to a current status.