

***Pleasant Valley
Mennonite School***



**Student/Patron
Handbook**

2025-2026

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Who We Are

Our Mission

The mission of PVMS is to provide a quality Christian education through an Anabaptist worldview.

Our Vision

Our aim is that every graduate leaves with tools and disciplines to become an asset for God at home, at church, and in the broader community.

Our Core Values

INTEGRITY of Character

EXCELLENCE in Education

PASSION for the Kingdom

SERVICE for the Church & Community

Admissions Policies

Pleasant Valley Mennonite School is open to anyone interested in securing a K-8 Christian education. Pleasant Valley Mennonite School does not discriminate on the basis of race, color, or ethnic origin in the administration of its policies, academic programs, or other school-administered programs. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to the school's environment may be expelled.

First Year Entrance Requirements

For patrons desiring to enroll first year students in Kindergarten or first grade, the following criteria must be met:

1. Students must be at least five years old by September 15 to enter Kindergarten and at least six years old by September 15 to enter first grade.
2. Students must have acceptable school readiness testing results (scheduled each spring).
3. Students must have the up-to-date immunizations and health examinations required by the state.

Transfer Students

All students transferring from another school to PVMS will be informed of the regulations of this school and shall read the school's Handbook. Health and academic records should be transferred from the school attended prior to Pleasant Valley. An interview with the principal will be scheduled for all students applying for entrance.

Re-enrollment

Re-enrollment forms will be sent to all patrons during the month of February and must be completed and returned by the deadline.

Tuition and Payments

Tuition Schedule

Kindergarten	\$2,900.00
1 Student	\$5,525.00
2 Students	\$8,200.00
3 Students or more	\$10,500.00

Additional Fees

There is a \$50.00 enrollment fee requested from each family.

Grades 7-8 student enrollment will add \$1,000.00 - \$2,000.00.

Bussing: \$175.00 per mile from pick-up location to the school. There is a \$600 minimum.

Payment Plan

Monthly bills are due by the 30th of each month from August through May. You may pay the total bill for the year at one time, or several monthly payments may be sent together as an advance payment.

Scholarships

Scholarships are available for patrons of Pleasant Valley Mennonite School. Applications will be available in the spring for the next school term.

Operational Procedures

Supplies

Students will be expected to have a backpack and a KJV Bible. Purchasing your own school supplies are accepted, however, the school will make supplies available to each student.

Assembly/Bible Class

Each school day there will be a time of worship and inspiration. Visiting speakers, school staff, students, and parents will participate in the chapel services. All students are required to attend.

Change of Address

When families move during the course of a school year, it is critical that they notify the school office of this change so the school can maintain necessary and appropriate contact with the family. If you move during the course of the year, please provide the school office with your new address and/or telephone number as soon as possible.

Lost and Found Items

Items that are lost and found can be turned in or looked for at the school office.

Closures/Delays/Communication

School closings or delays due to inclement weather and other critical alerts will be recorded and sent on the school's "one-call phone system." Patrons may additionally opt-in to text alerts and email notifications.

Routine communications between the school and patrons will be made through email.

Medical

Nursing services are provided for PVMS through the local public school district. Students are given annual height, weight, vision, and hearing tests. In addition, grades one and six are required to have a physical prior to the beginning of the school year. Grades one, three and seven require a dental examination. If possible, all new students shall provide previous health records. Otherwise, they will need a physical examination by their family doctor.

Accidents

PVMS maintains a contact card on file for all students. In the case of an accident or medical emergency, every effort will be made to contact a student's parents. The school requires parents to sign a medical release form allowing the school to release a student for medical care if the parents cannot be contacted.

Arrival and Dismissal

The school day begins at 8:13 and ends at 3:05. Students shall arrive to school between 8:00-8:10. The front doors will be locked until 8:00 AM. Students arriving before this time should expect to wait outside. Elementary students will report directly to their classrooms. Middle school students will report to homeroom at 8:13.

Upon dismissal, students should walk to their vehicles (not run), and use designated walk areas. Except for poor weather, all students will be expected to wait outside for their ride to show up.

Dismissal

Students are dismissed in two groups, busses & car rides. Students going on the bus will be dismissed at 3:03. Busses will be waiting for students to board. Students who are not on the busses will be dismissed at 3:05 and will be picked up at the front entrance. Drive to the front entrance and wait in line to pick up. Driving arrangements are finalized at PTF.

Bussing Guidelines

1. If your child is not going on the bus, text or call your bus driver before 6:45 AM and let them know!
2. Your child/children need to be at your bus stop or waiting completely ready to go 5 minutes before your pick up time. If they are waiting out by the road, they must stay at least 10 feet away from the road.
3. When getting picked up, students must make eye contact with the bus driver before crossing the road.
4. Each bus driver will assign seating.
5. All body parts and other objects must be kept inside the bus. Windows may only be opened if the bus driver gives permission.
6. NEVER tamper with the emergency exits!
7. Discipline: After three warnings, the child will be reported by his/her bus driver to the school principal.
8. No drinks on the bus. Eating food is allowed.
9. While riding the bus, there is to be no standing. Each person must stay seated and facing forward.
10. Items brought on the bus must fit inside the child's backpack. Special permission may be given in certain situations.

Changing a student's normal transportation

If your child/children are not coming on the bus in the morning, it is your responsibility to notify the bus driver. If your child/children are not going on the bus in the afternoon, it is extremely important that you notify the secretary of the change before 2:00 PM. If you drive your child/children to and from school and a different person is picking them up, please let the secretary know that!

Students that do not ride the bus daily (are not on the bus route) may not ride the bus to/from school unless given permission by the secretary or principal who will clear it with the bus driver.

Arriving Late/Leaving Early

Students arriving to school late must be accompanied by a parent/legal guardian or a note of excuse signed by a parent or legal guardian before reporting to class.

Students who leave early must provide a note of excuse signed by a parent or legal guardian upon arrival noting the time they are planning to leave. When parents arrive to pick up their child, they should report to the school office, and the office will excuse the student(s) from class.

Parental Involvement

Parents are a vital part of the school. We want parents to feel a sense of responsibility toward the school. Parents may occasionally be asked to help with field trips, crafts, and other activities. These activities are designed to enrich the students' educational experience. Your cooperation in these areas is greatly appreciated. At least one parent is requested to be at the following functions.

New Patron Orientation

The principal will contact all new patrons to schedule an orientation. Parents will be briefed on curriculum, procedures, responsibilities, privileges, school routes, etc.

Parent-Teacher Fellowship

PTF is scheduled at the beginning of the school term. Parents are expected to attend and enjoy a time of sharing and fellowship with the teachers and other patrons. Teachers will be in their rooms at 7:00 p.m. to give parents an opportunity to check in. We encourage you to look at the information the teacher has on your child's desk. The main session will begin at 7:30 p.m. Children are welcome to come along and but must be in the gym with the parents.

Parent-Teacher Conference.

Each patron family will be assigned a 15-minute time slot to talk with the teacher about your child's progress at the end of the first quarter. Patrons will have the opportunity in advance to request a time slot that works best.

Programs

A live audience rehearsal will take place at 2:30 in the afternoon. The evening program begins at 7:15pm. The students are to be in their classrooms by 7:00 p.m. Everyone is welcome to attend the evening program.

Hot Lunch

Lunch is provided to all students on Hot Lunch days. Grades 1-3 will be eating later than they are used to. We recommend they bring a snack for that day.

Attendance Policies

School attendance is an important step in a student doing well in his or her studies. While doing make-up work allows students to complete missed assignments, it does not entirely compensate for classroom attendance. Please keep this in mind when scheduling appointments or planning trips.

PVMS is required to uphold state requirements for compulsory school attendance. While certain absences are accepted, excessive absence inhibits a child's progress. If, in the opinion of the administration, an absence is unnecessary, the child will be considered truant and must be reported to the local school district.

Excused Absence

The following reasons constitute a proper cause for absence from school:

1. Death in the immediate family.
2. Illness of the child. A continuing absence for illness will require a physician's certificate. A signed notice from a doctor, parent, or legal guardian will be required for a student to be excused from P.E.
3. Violent storms, meaning weather conditions which would endanger the health or safety of the child when in transit to or from school. The school should be notified of extreme situations.
4. State or national emergencies.
5. Pre-approved planned trips (See "Pre-approved Absences" for specific requirements).

Unexcused Absences

Absences for reasons other than those listed above will be considered unexcused absences. Examples of unexcused absences are missing school to go to the Farm Show, hunting, fishing, shopping, etc. Pennsylvania school attendance laws require Pleasant Valley Mennonite School to report to the school district in which the school resides when a student has accumulated three or more days of unexcused absence. The school office will issue a notice if a child has reached two unexcused absence days.

The student will receive an "F" for any graded assignment (including tests) during the time of an unexcused absence.

Pre-approved Absences

Planned family trips may be approved as excused absences if proper procedures are taken. Request forms for planned trips are available at the office. Request forms need to be returned to the principal for processing and approval at least two weeks in advance of the trip. Students may be asked to complete alternative assignments in order to meet the requirements for an educational trip. The student must be in custody of his or her parent or qualified chaperone for the trip. Educational trips generally will not receive approval during the first or last two weeks of the school year or for an accumulated time of longer than ten school days. Please be aware that applications for students who have failing grades may be denied. Because make-up work can never give a student the same opportunity as he is given in the classroom, parents are asked to use discretion when planning trips during the school term. All pre-approved absences lasting for 2 or more days require a tip in advance to the teacher of \$25.00 a day for preparation and grading.

Excused Work Days

Students in grades 7-8 are allowed three excused work days during the school term when the following requirements have been met:

- The principal has been notified two days in advance.
- Students agree to make up all missed work.
- The absence is an emergency situation.
- The child is in the parent's custody or has received parental permission.
- The child has been issued a work permit which allows him to be absent from school. Work permits are issued by the school district in which the child resides.

Visitor Policy

Visitors are welcome at Pleasant Valley Mennonite School any day of the school week. Parents are encouraged to visit and observe the classroom throughout the year. Visitors should check in at the office before proceeding to a classroom. Visitors are asked to respect the school's standards of modesty and dress accordingly. Parents who wish to treat their child's class for his or her birthday should consider getting prior approval from the teacher.

School Policies

Technology and Media Policies

TV/Movies

Because PVMS seeks to assist the local church in the spiritual nurturing of students, students are encouraged to follow guidelines of their home congregation that are higher than standards required by PVMS including areas such as dress and use of media (TV, movies, internet, etc.). Because of the often negative, inappropriate, and anti-Christian content in television programs and movies, students are asked to avoid conversations on these subjects.

General Media

All personal items and media (books, magazines, music, etc.) brought from home must be approved by the principal before being used at school. Electronic games are not permitted at school.

Laptops/Computers

Students may use computers for assignments with specific permission from the supervising faculty member. All internet usage must be authorized and supervised by a faculty member. Playing games on the computers is not allowed. No outside materials (disks or flashdrives from home, etc.) are allowed to be loaded onto any computer unless specifically permitted by a teacher. All activities done on the computers without specific permission from a faculty member may result in loss of computer privileges.

Cell Phones

Phones are not permitted on school property, including the buses. Faculty members may confiscate phones if they are being used. Emergency calls during the school day may be made using the office phone.

Desks/Lockers

Students shall be responsible to keep desks and lockers neat. Lockers are considered to be private property. Students are expected to respect the privacy of others. All lockers are subject to inspection at any time to maintain the safety of the school and its students.

Food/Drink

Students are recommended to carry a water bottle to class. Food and beverages other than water must be consumed in the lunch area. Elementary students are not permitted to trade food from their lunches.

Office Rules

Students may not enter the office unless directed by the secretary or principal. Students shall use the foyer window to request supplies or pick up printed documents.

1. All meds or medical supplies must be administered by school faculty.
2. The copier is for faculty use only.
3. Students may print to the office. Papers will be laid by the window for pickup.

Gym Guidelines

1. No deliberate kicking or throwing balls at insulation or lights.
2. Roller blades, rip sticks, etc. shall not be used inside the school.
3. All food must be eaten in the lunch area.

Phys Ed Requirements

Because character & discipline are important in all areas of school, the minimum requirements to play in the quarterly games are listed below:

1. Bible grades for the quarter must average an B or higher.
2. Average grade for each subject for the quarter must be a C or higher.
3. No more than 1 behavior point, or 3 points added together (behavior, tardy or incomplete) for the quarter.

Impounded Items

1. You may only retrieve items before or after school or with teacher permission.
2. End of quarter everything will be set out for anybody to take. If you would like an item that isn't yours, you can purchase it at the office for \$.50.

Sign and Return

1. Behavior and Detention notices.
2. Excuse Cards need to be returned within 10 days of absence.
3. Our grading system will be monitored to ensure parents are viewing student progress.

Library Guidelines

To renew a book:

1. Fill out a renewal slip with your name, the name of the book, the DDC number, and the date it is now due. Write the new date on the paper in your book.
2. Books can only be renewed one time.
3. All books leaving the library need to be checked out.
4. Yearbooks and reference books may not leave school.

Fines:

1. Any overdue book is charged a fine of \$.05 per day.
2. When you return your book, you will receive a notice telling you the amount of your fine. Tape your money to the paper and drop it in the card slot.
3. Fines will double each week past due.

Standards of Conduct

We believe that God intended the Christian school to run with proper incentives, control, and discipline. It is imperative that the older students set a Christ-like example for the younger students. They are to act in an orderly manner and maintain Christian standards in courtesy, kindness, language, morality, and honesty. It is also important that the younger students refrain from aggravating older students. Both must agree to respect each other. The following conduct will not be tolerated at school or school-related activities:

1. Foul or profane language. This includes telling inappropriate jokes and discussing inappropriate content of movies, videos, video games, television programs, etc.
2. Disrespect for authority
3. Calling students nicknames not approved by the student's parents
4. Jokes which may be injurious or insulting
5. Fighting
6. Deliberate damage to school property. Damage shall be paid for by the offending student(s).
7. Indecent and impure behavior

8. Arguing or criticizing church differences
9. Possession of knives, guns, matches, or other weapons during school or at school functions
10. Chewing gum during school
11. Possession or use of tobacco, tobacco products, alcohol, or other narcotics
12. Possession of books, magazines, or other media containing obscene or lewd material
13. Inappropriate boy/girl contact or relationships
14. Tardiness to class
15. Incomplete homework assignments
16. Loading information or programs onto school computers without permission
17. Running or making excessive noise in the halls
18. Talking in the halls during instructional time
19. Throwing objects or passing notes
20. Gripping or arguing with the teacher about answers or creating unnecessary disturbances
21. Climbing on the wall in front of the school
22. Playing with sports equipment in the hallway
23. Occupying the upstairs storage area in the gym without permission of a teacher

Dress Code

Because students can study much better when they are neatly dressed and do not feel guilty or self-conscious about questionable appearances, we require neat and modest dress. Hands should be washed, teeth brushed, fingernails trimmed, hair well-groomed and arranged in such a way as not to attract attention or distract visibility. Clothing should not be suggestive, questionable, or follow the fads of the world. We encourage all students to follow the dress standards of Pleasant Valley Mennonite Church; exemptions may be given at the request of parents or guardians. The principal maintains the authority to make discretionary calls when enforcing the dress code.

Dress Code for Boys

Hair must be neatly tapered, with ears fully showing at all times. Sideburns should not extend below the middle of the ear. Shirts must be tucked inside pants, and a belt must be worn during structured class time, activities, and study hall. Shirts must have a collar and be modest, with subdued print and color. T shirts may be worn for Phys. Ed. and do not need to be tucked in. All clothing logos and writing must be the size of a business card or smaller. Pants may not be tight nor follow this world's fads. Short pants or cut offs are not allowed. Open toed footwear is not permitted during classroom instructional time.

Dress Code for Girls

Dresses must be modestly tailored and of sufficient length to cover the knee in all positions. Form revealing clothes, skirts, and blouses may not be worn. Dresses or jumpers are to be worn, but no skirts & blouses. Open-toed footwear is not permitted during classroom instructional time. The hair shall be neatly and modestly arranged. Loose, flowing hair will not be allowed. Cosmetics that alter the natural appearance shall not be used. All clothing logos and writing must be the size of a business card or smaller. Nail polish may not be worn.

Academic Policies

1. In order to graduate, all credit requirements must be fulfilled.
2. All outstanding bills will need to be paid at the end of the year in order to receive your report card or diploma.

Grading Scale

A+	100	C	84 – 79
A	99 – 95	C-	78
A-	94	D+	77
B+	93	D	76 – 71
B	92 – 87	D-	70
B-	86	F	69 – 0
C+	85		

Report Cards and Progress Reports

Student grades can be monitored on the school's grade management system. Please notify the office if you are having trouble with your account.

Elementary Academics:

Incomplete Homework: (per month)

- 1st Incomplete: Verbal warning from the teacher
- 2nd Incomplete: Notice sent to parent
- 3rd Incomplete: Notice sent to parent
- 4th Incomplete: Detention/Discipline will be discussed with parent and principal
- With the direction from the principal, teachers may use other methods.

Middle School Academics:

"A" Honor Roll

- "A" average (93.5% and above)
- Only 1 subject in B range and nothing below

"B" Honor Roll

- "B" average (85.5% and above)
- Only 1 subject in C range and nothing below

Discipline Procedures

Parents shall support school administration. If your child has complaints about a rule or policy, please give the administration the benefit of the doubt and feel free to call the teacher to discuss the issue. The school recognizes that it cannot meet the educational needs of all children. Our school offers a Bible based educational and training program, but it is not designed to be a correctional institution for problems arising beyond those usually encountered in average school children. Consequently, we ask that you do not enroll your child with the idea that we will reform him. Our faculty maintains standards of behavior through kindness, love, and a genuine regard to the student's needs rather than his wants.

However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding. The faculty reserves the right to use corporal punishment if deemed necessary. While the student is at school, the principal is in the place of the parent, under God. Remember, the school is an extension of the home, and we must work together. When a child's attitude cannot be reconciled to school policies, the parents will be contacted for a conference. If there is no change of attitude, the student may have to be suspended and/or expelled.