

# **PALM VALLEY ACADEMY**

The logo for Palm Valley Academy Bobcats is a circular emblem. It features a stylized bobcat head in the center, colored in shades of green and yellow. The words "PALM VALLEY ACADEMY" are written in a light blue, sans-serif font along the top inner edge of the circle. Below the bobcat head, the word "BOBCATS" is written in a large, bold, yellow font with a blue outline.

## **RETURN TO SCHOOL INFORMATION GUIDE 2020-2021**

Jessica Richardson- Principal

Drew Chiodo, Brian Green, D'Niessa Slocum, Caitlyn Stewart & Zach Strom- Assistant Principals  
Front Office: (904) 547-4200

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# SCHOOL OPTIONS

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## Option 1 – School-Based Brick & Mortar

Children will go to school as normal, five days a week. Early release days will continue to occur every Wednesday. There could be a move to full-time distance learning if required by Department of Health or Governor's Executive Order. In the event of quarantine, students will be provided an opportunity to continue learning during the quarantine period through the classroom teacher.

## Option 2 – School-Based Distance Learning

Students remain attached to the current school while receiving instruction online. Teaching will mirror the pace and rigor of brick and mortar. It is *highly recommended* that students choosing this option make a nine-week commitment.

**Elementary-** Palm Valley Academy will be utilizing a distance learning cohort model. Currently, two to six teachers per grade level will be teaching our distance learning students. All students will receive a guaranteed and viable curriculum at the same pace and rigor as their brick and mortar peers.

**Middle-** Palm Valley Academy will be utilizing a flipped learning model. All students, regardless if they select option 1 or 2, will receive direct instruction (lectures, introductions, basic warm-ups, etc) digitally through Schoology from their certified teacher. During the school day, students will interact with new and previously learned content. This may include practice, remediation, and enrichment with their teacher. All students will receive a guaranteed and viable curriculum at the same pace and rigor as their brick and mortar peers.

## Things to Consider:

Should families choose to move between options one and two after the school year has begun, the Palm Valley administrative staff will work with these families on a case by case basis. As we work together to make any necessary changes, there may be a temporary delay in instructional continuity. Please contact your grade level administrator if you would like to discuss a possible change in instructional delivery.

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# CLEANING & SANITIZING

## OMNI Shield

**What is it?** When applied to a surface or incorporated into a material, OMNI Shield forms a covalent bond with a surface (substrate) and creates a microbistatic antimicrobial coating. The coating forms a nano-bed shield of spikes (self-assembling monolayer), each of which carry a positive charge that attracts the negatively charged bacteria. Once attached, the molecular spikes pierce the cell and rupture its membrane, causing the bacterial microorganism to die. OMNI Shield is water-based, non-toxic to humans and animals, contains no harmful chemicals or heavy metals, and is bound to the surface (substrate) meaning it cannot leach into the surrounding environment and is foggable in interior environments. OMNI Shield creates a microscopic shield on porous and non-porous surfaces to destroy bacteria on contact for up to 90 days after cleaning, even for surfaces that post treatment are immersed in water.

**Where will it be applied?** OMNI Shield will be applied to all frequently touched services. Frequently touched surfaces would include door handles, sink handles, playground equipment, drinking fountains, desktops, reception countertops, tables, chairs and other surfaces as needed.

## Cleaning and Disinfection

During School occupancy cleaning and disinfection procedures will be conducted in accordance to CDC Guidelines. As an added precaution, frequently touched surface will be cleaned periodically throughout the day utilizing disinfectants listed for use on COVID-19.

In the event of a possible exposure, related areas will remain unoccupied until the area can be disinfected in accordance with the CDC guidelines. Disinfection procedures will be conducted by either trained Palm Valley Academy custodial staff, a SJCSO COVID-19 Response Team or professional contracted services experienced in disinfecting procedures.

Hand sanitizer stations will be at designated entrance and exit points of the building.

Frequent verbal hygiene reminders will be provided by teachers and staff.

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# PERSONAL PROTECTIVE EQUIPMENT & PRECAUTIONS

## Personal Protective Equipment (PPE)

- Non-Contact Infrared Thermometers with Batteries- all classrooms
- Desk Shields- 2 double and 6 single pane shields per room
- Cloth Face Masks for Faculty
- Cloth Face Masks for K-5- Single Mask with adjustable ear loop for each student
- Cloth Face Masks for 6-12- Single Mask for each student
- Neck Gaiters- Purchased in smaller amounts for each elementary school to use as a supplement to masks
- Disposable Face Masks- 500 for each school
- Face Shields- All support personnel
- Cleaning Spray- All classrooms
- Dry Wipes- All classrooms
- Gloves- All classrooms
- Hand Sanitizer- 1 Gallon Container with Pump for each classroom
- Mobile Hand Sanitizer Stations- 1 for each entry point
- Clinic Kits with Safety Screens
- Safety Signage- Floor, wall, mirror, and free standing signs
- OMNI-Shield Solution and Sprayer

## Face Coverings

Staff and students are required to wear face coverings at arrival, dismissal, transitions, and when they cannot socially distance. Masks, gaiters, and face shields are accepted face coverings. Palm Valley Academy will provide a child with an appropriate cloth mask if needed. Disposable face masks will also be available. Students with disabilities or medical conditions that prevent any type of face covering will be addressed on a case-by-case basis.

## Desk Shields

Desk Shields will be provided for classroom use. This will allow students to remove their masks while in the classroom. Once students leave their desks, and cannot socially distance, students will be required to wear their masks. This may be at small groups, group activities or partner work.

## Classroom

Each classroom will receive cleaning spray, dry wipes, gloves, 1 gallon hand sanitizer, and a face shield will be provided for the teacher. Each teacher will have their own non-contact infrared thermometer for taking students temperatures upon arrival.

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## Water Fountains & Water Bottles

We encourage all of our students to bring their own water bottle daily. Water bottle re-filling stations will remain accessible to students, however, the water fountains will not be available for use.

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# HEALTH PROTOCOLS

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## Student Becomes Sick on Campus

- Student will be removed from the classroom and taken to the school clinic.
- School nurse will:
  - Conduct a health assessment.
  - Contact parent/guardian for pick-up.
  - Explain next steps to the guardian.
  - Report case to the Department of Health who may begin contact tracing.
- If a parent/guardian needs to pick a student up from school, upon arrival call the building and student will be walked to the vehicle.

## Communication when Staff/Student tests positive for COVID-19

Due to the requirements of FERPA and HIPAA, we cannot share information with everyone. On a case-by-case basis, we can share directly to families of students who are directly impacted as defined by who has had direct close personal contact with the student/staff member who tested positive. Our Director of Health Services is in constant contact with the local Department of Health and we follow their guidelines for notification and contact tracing.

You know your child best. If your child does not feel well, please stay home and seek medical assistance. Palm Valley Academy will show grace and will work with all students and families on a case by case basis. Additional COVID-19 related attendance protocols will be forthcoming.

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# KINDERGARTEN INFORMATION

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## Staggered Start

Kindergarten staggered start will take place Monday, August 31 through Thursday, September 3. All Kindergarten students will report together on Friday, September 4.

Your child's teacher will contact you to sign up for your student's staggered start day. Staggered start allows our youngest Bobcats to come to the building in small groups and provides an opportunity for orientation and relationship building.

We acknowledge the desire and need to walk your student(s) to their classroom on the first day of school, however, due to COVID-19 health and safety restrictions, we are unable to do so this school year. On each day of staggered start, the PVA Kindergarten team and staff will support your student's safe transition into the building. Further information regarding staggered start will be provided to families by your teacher.

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## FIRST DAYS OF SCHOOL

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Unfortunately, due to the need of minimizing people in the building, parent/guardians will not be permitted to walk their children to class. We will have multiple adults at each entrance to help your child find where they need to go. We have created a video to introduce our teachers, our school, and other important information. This would be great to watch as a family. Please go to the Palm Valley Academy Website to find your child's grade level video. All videos be available August 27<sup>th</sup>. School Website: <https://www-pva.stjohns.k12.fl.us/>

**Meet the Teacher & Orientation** will be conducted virtually. Palm Valley Academy will be releasing a number of videos to orient students and families as to what a "day in the life" of a brick-and-mortar student and distance learning student looks like. You will also receive a detailed schedule for PVA's meet the teacher. Elementary Teachers will reach out to you directly to schedule a brief, virtual, meet and greet. Middle School Teachers will meet, virtually, with each of their classes to help students prepare for the first day of school.

**Kindergarten Students** will all sign up for time slots to attend staggered start during the first week of school. The first day for all Kindergarten students is Friday,

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September 4. Social distancing and proper protocols will be in place to keep our students safe. Additional staff will be present at each transition to assist students. Parents/guardians and visitors/volunteers will not be permitted.

**Carline-** Students are required to wear a mask upon exiting their vehicle. PVA Staff will be available to support student transitions. Drivers must stay in their vehicle at all times. Carline begins at 7:55 am; upon exiting, students will cohort at a designated location in the cafeteria. At 8:05, students in the cafeteria will begin a staggered release directly to their classrooms; students who are still in carline will exit their vehicles and report directly to their classroom. Students must keep their mask on until their temperature is checked.

**Bus Riders-** Bus transportation will operate as normal with appropriate safety mitigation measures (see below). Bus riders will have a staggered release and will report directly to their classrooms. PVA staff will be available to support student transitions. Students must keep their mask on until their temperature is checked.

**Golf-cart Riders-** Students are required to wear a mask upon exiting their golf-cart. Golf-carts may not park and only students are permitted to exit the carts. Parents/Guardians are not permitted past the golf-cart loop without an appointment. PVA staff will be available to support student transitions. Students must keep their mask on until their temperature is checked.

**Walkers & Bikers-** Students are required to wear a mask upon entering campus. Parents/guardians are not permitted past the entrance gate. Students must keep their mask on until their temperature is checked.

**Extended Day Students-** Extended day will operate as normal with appropriate mitigation efforts. Please see the "Extended Day Section" for additional information.

**First Days of Brick and Mortar Learning-** Students will spend the first several days orienting themselves to on-campus learning. Students will be taught traffic patterns, sanitation protocols, and appropriate safety measures. Students will also be provided a school tour.

**First Days of School Based Distance Learning-** Students will spend the first several days orienting themselves to school based distance learning. Students will be taught how to access curriculum, test technology, follow their distance learning schedule, and will make adjustments as needed.

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# ARRIVAL

- All students will receive a luggage tag for their backpacks that designates their mode of arrival and dismissal. For identification purposes, while students are wearing masks, the tag will assist in our transition protocols. This tag will also include the student's first and last name.
- Masks will be required until a temperature check is complete
  - Masks will be provided to students if needed
  - Temperature checks will be conducted by the classroom teacher (before instruction begins), cafeteria staff (if child eats a school breakfast) or an Extended Day employee (if arriving for morning extended day).
- Increased supervision to maintain directional flow and reduce mass gatherings.
- Increased adults to monitor hand sanitizing before entering the building.
- Breakfast provided using distance protocols.
- Extended Day program will follow safety/temperature protocols.
- Masks will be provided to your students if it is forgotten upon arrival.

## If your child is a Bus Rider:

- Bus off-loading will be scheduled and controlled.
- Buses will run at normal capacity.
- Frequent sanitization, antimicrobial surface treatment.
- Masks required on bus routes.
- Masks will be required until students arrive in class for temperature check.
- Hand sanitizing stations utilized upon entry.
- Masks will be provided to students if they do not have one upon arrival.

## If your child is a Car Rider:

- Students should be wearing a mask as they exit the vehicle.
- Social distancing should be maintained.
- Hand sanitizing stations utilized upon entry.
- Masks will be provided to students if they do not have one upon arrival.

## If your child is a Biker, Walker or Golf-Cart Rider:

- Students should wear their mask as they enter the campus.
- Social distancing should be maintained.
- Hand sanitizing stations utilized upon entry to the building.
- Masks will be provided to students if they do not have one upon arrival.

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# DISMISSAL

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- All students will receive a luggage tag for their backpacks that designates their mode of arrival and dismissal.
- Students will be required to wear masks during dismissal
- Dismissal will be staggered to decrease the number of students in the hallways
- Adults will help to monitor students

Each mode of dismissal will stagger. Our Kindergarten students will be escorted to their appropriate dismissal areas. Students will walk to their designated dismissal location and staff will be present to safety support transitions.

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## LUNCH, RESOURCE, ELECTIVES & RECESS

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### Lunch:

- Multiple entries/exits will be utilized.
- Masks must be worn in the cafeteria unless students are seated at their table and eating.
- Elementary students will sit with their classroom cohort and be distanced from other cohorts.
- Middle school students will sit with their fifth period class and will be distanced from other fifth period classes.
- All elementary and middle school students will have assigned seats in the cafeteria.
- Hand sanitizer will be available at each entrance to the cafeteria.
- There may be limited a la carte items for sale.
- Social distancing will be adhered to in the cafeteria line.

### Elementary Resource:

- Students will attend Resource classes. Recommended use of PPE, social distancing, and cleaning will be followed.
- During physical activities masks do not need to be worn.
- Students will have assigned seats.
- PVA will limit the use of common supplies. When supplies are shared, appropriate sanitation measures will be taken.

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## Middle School Electives:

- Students will attend Elective classes. Recommended use of PPE, social distancing, and cleaning will be followed.
- Students will not “dress out,” or utilize the PE locker rooms for the first quarter of school. Students will be permitted to change into athletic shoes and are expected to participate in PE.
- Middle School elective course (Theater, Music, Computers, Foreign Language, etc) are larger classes averaging between 35-45 students. When social distancing isn't possible, students will be expected to wear masks during the class period.
- PVA will limit the use of common supplies. When supplies are shared, appropriate sanitation measures will be taken.

## Elementary Recess:

- Elementary students will attend recess and participate in Teacher Led PE. Recommended use of PPE, social distancing, and cleaning will be followed.
- During transition to and from, PPE and health and safety protocols apply.
- During physical activities, masks do not need to be worn.
- Classes will be designated one zone daily.

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## IN THE CLASSROOM

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## What does inside the classroom look like?

### Brick and Mortar

- When students arrive to their classrooms, they will have their temperature taken. Once they are seated, with the desk shield, and their temperature is in the accepted range, students can remove their masks.
- When students are unable to social distance, masks are required. This may be during small group instruction, partner work, or group assignments.
- Hand sanitizer are available in all our classrooms. Hand washing stations are available in each of our K-4 classrooms. 5<sup>th</sup>-8<sup>th</sup> grade students will have access to hand washing stations in our common areas.
- Frequent visual and verbal hygiene reminders will be given throughout the day.
- Students will have assigned seats.

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## Elementary Distance Learning

- For each grade level, there will be specified distance learning teachers who will plan for and direct the distance learning cohort. These teachers will be at the building to host their live classrooms. The classroom schedule will reflect a regular day at the building.
- Distance Learning Teachers will be using Schoology as the primary learning tool.
- At the end of the first quarter, we will make adjustments to the Distance Learning rosters based on SJCSD recommendations and parent requests to return to brick and mortar.

## Middle School Distance Learning

- Each Middle School Teacher will provide instruction using the “flipped model.” All students, regardless if they select option 1 or 2, will receive direct instruction (lectures, introductions, basic warm-ups, etc) digitally through Schoology from their certified teacher. During the school day, students will interact with new and previously learned content. This may include practice, remediation, and enrichment with their teacher.
- Distance Learning Teachers will be using Schoology as the primary learning tool.
- At the end of the first quarter, we will make adjustments to the Distance Learning rosters based on SJCSD recommendations and parent requests to return to brick and mortar.

## Supplies

Students will be encouraged to have their own supplies and not to share them with other students. There will not be a “community” basket of items. Manipulatives and other classroom items will be wiped down frequently and/or be individualized for students.

## Absences

If your child is absent due to quarantine, the brick and mortar teacher will provide instruction. Teachers will be taking attendance for distance learning. Assignments are expected to be made up if your child is absent.

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# TRANSITIONS

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Throughout the day, students will be transitioning to lunch, resource, recess, between classes, arrival, and dismissal. During all transition times students are required to wear a mask. Elementary students will stay in line as they transition to ensure proper distance between classes. Middle School students will follow the designated traffic patterns when transitioning between classes. Teachers will be using different entries into classrooms, the cafeteria, and resource classrooms to maintain social distancing from other cohorts.

**Elementary-** Our third, fourth, and fifth grade students will be switching classes for ELA/Social Studies and Math/Science. Students will follow the policies for transitioning between rooms.

**Middle-** Students must wear a mask during class transitions. Students will follow the designated traffic patterns and will have four minutes in between class.

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# ACADEMICS

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## Instructional Continuity Plan

The SJCS D created an instructional continuity plan for all teachers to follow in the district curriculum maps, but are expected to adjust pacing in response to student learning. Embedded within the maps are the standards that were covered in the fourth quarter of the previous grade. Standards have been identified as being GAP Standards, need explicit instruction, and BLENDED Standards, blended with grade-level standard. This will help to ensure the best continuum of learning at Palm Valley Academy. Please visit the SJCS D "Families Page" for the Year-At-A-Glance documents for each grade and class:  
<https://www.stjohns.k12.fl.us/year-at-a-glance/>

## Grading

Both the distance learning teachers and brick and mortar teachers will continue to work in their Professional Learning Communities to have common assessments. Teachers will follow the pacing guides established in the district curriculum maps to assess students. Grades for all students are located within Home Access Center. For more information on HAC, please go to: <https://www.stjohns.k12.fl.us/hac/>.

## Testing

Elementary & select middle school students will be taking the Fall iReady Diagnostic. This assessment helps our teachers to identify students' needs. Both brick and mortar and distance learning students will take this diagnostic. More information about state assessments will be released later in the year.

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## Parent/Teacher Conferences & Student Meetings

All student meetings (IEPs, EPs, 504s, Parent/Teacher Conferences, etc) will be conducted virtually via Microsoft Teams. If this is a challenge for you and your family, please contact your grade level administrator.

Elementary fall conferences will be scheduled during the first quarter. Conferences will be conducted virtually via Microsoft Teams.

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## VISITOR/VOLUNTEER POLICY

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Visitor and volunteer access to campus is restricted. Visitors and volunteers are subject to COVID screening/clearance before entry. Visitors and volunteers, at this time, are not allowed to eat in the cafeteria with a child. Of course, once the pandemic has subsided, we look forward to having you return!

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## SAFETY DRILLS

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At this time, safety trainings and drills may be presented virtually to students. Teachers will discuss and show students where to go in case of an emergency.

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## ESE – EXCEPTIONAL STUDENT EDUCATION

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- All ESE students will follow the same reopening plan as their peers without disabilities.
- ESE support services (OT, PT, Speech/Language, DHH, VI, MHC, and Behavior Specialist/Technicians) will provide services as dictated by the students' IEPs.
- ESE groups will consist of students from different cohorts. ESE teachers will be sanitizing and cleaning after each group and will ensure proper safety protocols and social distancing in the classroom.
- Least Restrictive Environments would continue as dictated by the students' IEPs.
- Students participating in school-based distance learning may choose to receive ESE services at Palm Valley Academy. These therapies include (speech, language, OT, or PT) or specially designed instruction or related services provided by an ESE teacher.
- Students will attend on the schedule they would have attended had they chosen brick and mortar full-time.

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- All accommodations will be followed as written in the IEP.
- ESE Case Managers will call families who may have a change based on distance learning or changes in schedule at the brick and mortar. Any changes in the way ESE services or related services in a student's IEP or EP are provided due to school-based distance learning or cohort requirements should be discussed in advance with the parent and recorded on the *Individualized Continuity of ESE Services Plan*.
- Completion of the *Individualized Continuity of ESE Services Plan* does not require an IEP/EP meeting. The district is not recommending a change to the IEP/EP, we are simply documenting how these services will be provided in the event distance-learning or changes due to cohort requirements are necessary
- An IEP/EP meeting can take place to discuss the plan if needed.

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## EXTENDED DAY PROGRAM

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- The Extended Day program will follow the guidelines and procedures as established by the regular school day at Palm Valley Academy.
- Students will be assigned to a specific group to make a cohort. The cohort will play at recess in zones, go together to the computer lab, and sit together for activities.
- Masks must be worn, or social distancing observed when cohorts combine.

### Arrival for Extended Day (mornings)

- Students must wear masks upon entering the PVA Cafeteria
- An Extend Day employee will take your child's temperature upon arrival.

### Dismissal from Extended Day (afternoons)

- Guardian will come into the PVA Cafeteria.
- A mask is required in the PVA Cafeteria.
- An extended day employee will radio for your child to meet you in the cafeteria and will follow the same protocols in previous years.
- Maintain social distancing while waiting for your child.

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# BEFORE AND AFTER SCHOOL EVENTS

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## PTO/SAC Events and Meetings-

Until further notice, all PTO/SAC meetings will take place virtually until volunteers are allowed into the building.

Please consider joining our PTO using this link: <https://pvapto.org/>

Please consider joining our SAC using this link: <https://www-pva.stjohns.k12.fl.us/sac/>

## Before and After-School Clubs & Enrichments

At this time, before and after school clubs and enrichments will follow all health and safety protocols. A comprehensive list of offerings, including updated information regarding middle school sports, will be forthcoming. The availability of offering these clubs and enrichments are subject to change based upon updated or new recommendations from local department of health, CDC, local health partners, or governor's executive orders.

## Curriculum Chats

In person Curriculum Chats will not be taking place this year. Student progress may be shared via videos, teacher communication, and/or virtual parent/teacher conferences.

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# PALM VALLEY ACADEMY

## ADMINISTRATION POINTS OF CONTACT

### (904) 547-4200

Position	Name	Points of Contact
Principal	Jessica Richardson	<b>Oversight of:</b> All grade levels, staff, and programming <b>Email:</b> <a href="mailto:Jessica.Richardson@stjohns.k12.fl.us">Jessica.Richardson@stjohns.k12.fl.us</a>
Assistant Principal	Drew Chiodo	<b>Points of Contact &amp; ESE Support:</b> Fifth Grade, Sixth Grade, and Seventh Grade <b>Email:</b> <a href="mailto:Drew.Chiodo@stjohns.k12.fl.us">Drew.Chiodo@stjohns.k12.fl.us</a>
Assistant Principal	Zach Strom	<b>Points of Contact &amp; ESE Support:</b> Third Grade, Fourth Grade, and Resource/Electives <b>Email:</b> <a href="mailto:Zachary.Strom@stjohns.k12.fl.us">Zachary.Strom@stjohns.k12.fl.us</a>
Assistant Principal	Caitlyn Stewart	<b>Points of Contact &amp; ESE Support:</b> Second Grade, Eighth Grade, and Gifted Students <b>Email:</b> <a href="mailto:Caitlyn.Stewart@stjohns.k12.fl.us">Caitlyn.Stewart@stjohns.k12.fl.us</a>
Assistant Principal	D'Niessa Slocum	<b>Points of Contact &amp; ESE Support:</b> Kindergarten, and MTSS Students <b>Email:</b> <a href="mailto:Dniessa.Slocum@stjohns.k12.fl.us">Dniessa.Slocum@stjohns.k12.fl.us</a>
Assistant Principal	Brian Green	<b>Points of Contact &amp; ESE Support:</b> First Grade, and 504 Students <b>Email:</b> <a href="mailto:Brian.Green@stjohns.k12.fl.us">Brian.Green@stjohns.k12.fl.us</a>
School Counselor	Corinne Fennelly	<b>Supporting:</b> Kindergarten and First Grade
School Counselor	Karin Ngai-Crim	<b>Supporting:</b> Second and Third Grade
School Counselor	Taneen Delaney	<b>Supporting:</b> Fourth and Fifth Grade
School Counselor	Dawn Anzualda	<b>Supporting:</b> Middle School Students Last Names: A-L
School Counselor	Monica Ferguson	<b>Supporting:</b> Middle School Students Last Names: M-Z

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