

STUDENT HANDBOOK 2025 – 2026

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The St. Johns County School District will inspire good character and a passion for lifelong learning in all students, creating educated and caring contributors to the world.

Principal's Message

Welcome to Palm Valley Academy, where we are...

Building Purposeful Leaders Who Shine Through Achievement. Our students are encouraged to dream big and set goals, while working toward their highest potential. This handbook has been prepared to assist in making the school year successful for both you and your child.

The handbook is designed as a resource with an alphabetical reference of important information. We hope that you will find this useful as questions or concerns arise throughout the school year and that it will be a meaningful tool for you.

We are enthusiastic about the 2025-2026 school year. It is a privilege to spend each day learning and growing with your child.

At Palm Valley Academy, **We Pursue Excellence, We Value All, We Achieve Success!**

Access to our School

To visit our school beyond the front desk, a School Access Form application must be completed and approved. Please go to apps.raptortech.com/Apply/OTY00Tpb1VUw== to complete the application. Expect the clearance process to take around 3 weeks. Clearance access is good for 3 years. If your clearance is nearing expiration, you may need to resubmit. You can call the front office to check on the status of your clearance.

Parents are welcomed and encouraged to visit and volunteer at PVA. Teachers determine and pre-approve volunteer duties within their classroom, meetings and conferences. Parents may not bring siblings when volunteering. Please do not access your cell phone while visiting/volunteering. It is the expectation that all visitors abide by the student dress code when visiting/volunteering at PVA.

Accidents

Every accident occurring on school grounds or at any school-sponsored event should be reported to the supervising staff member/adult and to the front office immediately.

Address and Telephone Number Changes

Please notify our office immediately if there is a change in your address, telephone number, or emergency contact information. This information is very important in case your child becomes ill or injured. If your address has changed, please bring in three proofs of residency reflecting the updated information.

Arrival/Dismissal Procedures

Arrival and dismissal will occur through staggered processes to help limit the number of students in any given area at one time. Please read and familiarize yourself with the below policies and procedures.

Car Riders: 8:05 a.m. – 8:35 a.m.

The west gate entrance (Crosswater Parkway/Bobcat Lane) is our designated parent drop-off/pick-up area for all K – 8 grade students. We will be following a unique traffic pattern, which proved very efficient and effective in years past. Parents may drop off their children in the car line from 8:05 a.m. – 8:35 a.m. Students arriving between 8:05 a.m. and 8:20 a.m. will be sent to the cafeteria and held until the hallways open. At 8:20 a.m. all hallways and areas of the building are open for transition. Older students will be released to the halls (after being walked the first couple of days), while our younger Bobcats (K-2) will be escorted to their hallways where teachers will be there to welcome them. Any students arriving after 8:20 a.m. will enter through the Art room hallway doors. When dropping off, please remain in your vehicles, while the staff on duty assists with helping your child in and out of the car. As a reminder, **all students will need to enter/exit the passenger side of their vehicle.** Once the staff on duty has entered the building, ALL parents must park and walk their children into the front office, as there will no longer be adult supervision or unlocked doors. **The car line is the ONLY place students coming to Palm Valley via car can be dropped off.**

****REMINDER****

Once a drop-off, or pick-up line has formed, you may not get out of line for any reason, unless otherwise directed by school personnel. This is an extreme safety concern for everyone. We have been in constant communication with law enforcement to help us fix this problem, but it truly comes down to drivers following our school guidelines to ensure the safety of all. Additionally, please remain alert when on school grounds; phones should be put away and speed limit signs should be followed. As everyone is aware, there are large amounts of cars for both arrival and dismissal each day and with the safety of our students as our top priority, it is our sincere request that everyone is vigilant in following common traffic laws and considering the safety of our students when driving on and off the PVA campus.

Bus Riders: 8:15am - 8:35am

Between 8:00 a.m. and 3:15 p.m., the gate between the EAST and WEST LOTS will remain locked, as this loop is dedicated to buses and authorized personnel only. Please see the Transportation Department's homepage for additional information if needed:
<https://www.stjohns.k12.fl.us/transportation/>.

Bridge Traffic: 8:10 a.m. to 8:30 a.m.

Both the biker/walker gate and the golf cart gate will remain closed and locked until 8:10 a.m. Once opened, bikers/walkers may enter campus and golf carts may begin pulling through the loop for drop-off (see procedures and policy below) and bikers/walkers will be allowed to enter as well. We will have an abundance of happy and welcoming staff members to help guide your students where to go. Due to state legislation, ALL GATES LEADING TO THE BRIDGE WILL REMAIN LOCKED AND SECURED DURING SCHOOL INSTRUCTIONAL HOURS.

Bikers/Walkers— When the gates open at 8:10am, students will follow the pathway to the crosswalk gate. Students will need to stand patiently on one of the blue bobcat paws painted on the ground. At 8:18 a.m. the crosswalk gate will be opened, and students will proceed through the main entrance and to their classrooms.

Golf Cart Riders— The bridge gates will be opened at 8:10am each morning and arrival will officially begin. The process will look very much like car-riders as parents pull through the loop as far as possible until a staff member will either help your student load or unload. Remember, ADULTS must always remain in their carts and will not be allowed to park their golf unless arriving for a previously scheduled appointment or carts conference. This will be Palm Valley Academy's Golf Cart Policy moving forward for both arrival and dismissal. Please call the front office at (904)547-4200 if you have further questions.

Reminders for ALL Bridge Traffic

Off-Campus:

- **PARKING ON SIDE STREETS IS NOT ALLOWED, local traffic only.**
- **Bikers should all wear helmets (it's the law!), stay to the right side of the street when biking, and walk their bikes across the bridge when entering/exiting campus.**
- **Walkers should always stay on the sidewalk and cross streets only at crosswalks after looking both ways.**
- **Golf carts should go slow and yield to bikers/pedestrians throughout their travel route. Be sure to come to a complete stop and look both ways at the bridge stop signs.**

On-Campus:

- **No students, no matter their age, are allowed to drive to and from campus. No parking is allowed unless a previously scheduled appointment/conference has been arranged.**
- **Parents/Guardians must always remain in their carts.**
- **Pick-Up Tags MUST BE DISPLAYED with student names and grade levels to assist staff during dismissal.**

**AS A RESULT OF CONTINUING STATE LEGISLATION, BRIDGE GATES WILL REMAIN
LOCKED AND SECURED DURING INSTRUCTIONAL HOURS (8:30am-2:45pm)**

Attendance

The importance of regular attendance cannot be over emphasized. All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. Students having five unexcused absences within a calendar month or ten unexcused absences within a 90 calendar-day period shall be reported to the principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor's note.

Excused absences include: personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

Unexcused absences include: shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency, truancy. For a complete list of excused and unexcused absences, students and parents should refer to the Student Code of Conduct.

When Absent: Please email your student's teacher regarding the absence. Any student who has been absent from school shall bring a note from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Notes and emails should include the following information: full name, teacher, grade, and specific reason for the absence. Failure to bring in a note will result in an automatic unexcused absence. If your student is absent for two or more days, contact your student's teacher to arrange for the schoolwork the student has missed.

Checkout: A student who is ill should be checked out through the main office. Teachers will be informed of students being dismissed for illness. Students who are ill or who are suspected of having a communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.), students must be asymptomatic before returning to school. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment.

Tardiness: School begins at 8:40 a.m. Any student reporting to school after that time is tardy. Any tardy student must be accompanied by a parent or guardian to the front office door to receive an admittance slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement.

Early Release/Check-out: Children will be released only to their parents/guardians or authorized persons on student's Emergency Contact List. Remember a photo ID is required.

Based on district policy, any student who checks-out prior to 11:40 a.m. is considered absent for the entire day. Additionally, students may not be checked out later than 2:15 pm each day and 1:15 pm on Wednesdays. This time is dedicated to dismissal preparation.

Backpacks

Students may carry backpacks to and from Palm Valley Academy. All backpacks must be kept in homerooms for K-5th grade students. Middle School students are allowed carry backpacks throughout the day. Rolling backpacks can be a tripping hazard. We would prefer that students do not have rolling backpacks unless there is a medical reason for needing a rolling backpack.

Birthdays/Celebrations

If you wish to send in a birthday treat on your child's special day, it must be pre-approved by the classroom teacher. While we honor and cherish each child's birthday, our primary goal is to preserve the routine and structure of the academic day. **Due to food allergies, there will be no birthday treats allowed in the cafeteria. Also, please ensure that birthday treats are store-bought and individually wrapped.** Your child's homeroom teacher will provide an appropriate time for you to drop off the treat and your treat must be approved by the teacher for potential food allergens. The safety and health of all students is a priority. There must be enough snacks/treats available to serve each student within a given classroom who may wish to participate. Photography of students during these events is not permitted.

Bullying

Bullying is prohibited. According to (s. 1006.147 F.S.) St. Johns County's Student Code of Conduct defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. All cases of bullying should be reported immediately and will be handled in accordance with school district policy.

Bus Regulations

<https://www.stjohns.k12.fl.us/transportation/>

Students are given the privilege of using the services of the St. Johns County School District for transportation to and from school, as well as to and from field trips. Standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her full attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Cell phones and other digital devices are not to be used and must remain in the off position to and from school. Parents are not to board the bus at any time. A complete list of bus regulations is available in the Student Code of Conduct.

As per SJCS D regulations, students are NOT permitted to ride an unassigned bus. Any student that needs to ride to a location other than their assigned bus stop will be required to complete a Provisional Transportation Waiver. For more information please visit <https://www.stjohns.k12.fl.us/transportation/ptwaiver/>.

Cafeteria Prices/Payment

Elementary, middle, and high school lunch menus are available on mealviewer.com: <https://schools.mealviewer.com/district/StJohnsFL>. This system greatly enhances our school lunch menus by providing photos and nutritional information of the menu items, as well as a Spanish language version of the menus. General Information about Food and Nutrition Services can be found at: <http://www.stjohns.k12.fl.us/food/guide/>.

A La Carte Items: Palm Valley Academy provides several a la carte items in the cafeteria. These items include choices such as baked chips, pizza, Gatorade, juices, frozen fruit bars and ice cream. These items are not included in the free and reduced meal program.

Parental Restrictions: Restrictions can be placed on your student's meal account by request in writing. Once restrictions are placed, they can only be removed by the parent in a written letter/email to the food service manager, Christopher Parker at christopher.parker@stjohns.k12.fl.us.

Payments: Students may bring cash or check to pay for lunch or make pre-payments to the student's meal account with VISA, MasterCard or Discover credit card through the PayPams online system. For cash or check, please indicate the student's name and meal account number. For more information on PayPams, check your First Day Folder or access their website at: <https://www.paypams.com> or call 1-888-994-5100.

Free and Reduced Applications: Parents are encouraged to complete one application per family. Please return the application to the school where the youngest child is enrolled. The approval process can take up to ten (10) days to complete.

Food Allergies: If your child has food allergies, please provide the school nurse with a physician's note indicating the allergies and appropriate medical attention required.






Refunds: Refunds are addressed at the school level and require a written request. Please contact the food service manager for a refund.

Account Balances: Student account balances can be obtained on the website www.paypams.com at no charge to you. Your student's account balance, either positive or negative, from the previous school year will roll into the new school year unless a refund has been requested. Although students are to pay for their meal upon receipt, students may forget their lunch or lunch money. Students will be permitted to charge two meals to their account.

There will be no charging of any a la carte food items including entrees or snacks.

Cafeteria Rules

The cafeteria is a vital part of our school. A well-balanced breakfast and lunch are offered at a reasonable price. All students are expected to display acceptable decorum by:

-  Talking quietly
-  Using good table manners
-  Treating all employees and volunteers with respect
-  Walking carefully
-  Leaving the tables and floor around one's space in a clean condition for others

Cell Phones

Per Florida State Statute, students are no longer permitted to have cell phones or smart watches, that can communicate, during the instructional day. As a school, we will fully embrace an “Away for the Day” policy and know that our students will have more opportunities to just be a kid a little bit longer while reducing distractions during the instructional day. For more research and best practices, please check out the “Away for the Day” resource!

Additional PVA “Away for the Day” details:

- Student cell phones and/or smart watches must be “off and away” between 8:40-3:00 every day.
- Phones and/or smart watches may be out and used in the morning along with ONE earbud (8:20-8:40) and then must either be locked and stored in lockers, in a backpack, or in a place that is secured during the school day (8:40-3:00).
- PVA is not responsible for lost or damaged items.
- Teachers and staff will remain consistent from class to class and not allow students to use phones during the day; laptops or iPads will be used during the instructional day if internet is needed for a lesson or activity.
- Students may not use their phones during class transitions or during lunch time.
- If a student is found using their devices, the following progression of support will be utilized:
 - 1st Offense: Device confiscated and taken to front office for student to pick up at end of day and an appropriate consequence will be assigned.
 - 2nd Offense: Device confiscated and taken to front office. Parent will be contacted to pick up device at end of day. Appropriate consequences will be assigned.
 - 3rd Offense: Device confiscated and taken to front office. Parent will be contacted to pick up device at end of day. Appropriate consequences will be assigned.

Parents, for the safety of our children, staff and visitors, please refrain from the use of cell phones during parent drop off and pick up.

Palm Valley Academy is not responsible for lost, stolen, or damaged devices

Child Abuse Reporting

School teachers and other personnel are mandatory reporters under the Florida child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Clinic

The clinic is for temporary first aid only. Students will be sent home if there is evidence of vomiting, diarrhea, or a temperature of 100°F or higher. It is expected that students remain home for an un-medicated 24-hour symptom-free period, or as directed by a doctor's note. Please let our nurse know of any allergies.

Communication

The school works very hard to keep parents informed and the lines of communication open. Parent concerns regarding individual students should be directed first to the appropriate teacher, every effort will be made to solve any issue. A weekly folder including children's work and other pertinent information and notices will be sent home each week. We do not want you to miss any important information communicated. For regularly updated news and information visit our website.

Conferences: Parent and teacher communication is vital to the success of your child. To contact a teacher or make an appointment, you may call the school to leave a message, send the teacher an e-mail, or send a note to the teacher with your child in their folder or planner.

E-Mail: All staff at Palm Valley Academy can be reached by e-mail, with a reply within 48 school hours. Email is not always accessible to staff during the school day. Should you need to contact a staff member during the academic day, call the school office at 904-547-4200.

Home Access Center (HAC): The Home Access Center (HAC), is a web-based application that is part of our Student Information System called eSchoolPlus. Please visit the website below to access or sign up for an account at <https://homeaccess.stjohns.k12.fl.us>

Additional information can be found on the SJCS D website under "HAC." The website is <http://www.stjohns.k12.fl.us/hac/>

School Closings: Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. whenever possible.

Visiting Classrooms: Visitors are allowed by appointment only. "Drop-ins" are not permitted. All visitors are required to sign-in at the front office and must be cleared volunteers. For the safety of all students, parents and visitors are not allowed to go directly to any area in the building without permission. **Siblings are not permitted to accompany parents while volunteering in a classroom.**

Because our staff have required duties and meetings, we are unable to accommodate parents who do not have a scheduled appointment. We are unable to allow unannounced classroom visitations prior to the beginning of the school day. **PARENTS MAY NOT WALK STUDENTS TO THEIR CLASSROOMS.**

School Website: Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: <http://www-pva.stjohns.k12.fl.us/>

Discipline

Discipline at Palm Valley Academy is thought of in terms of academic discipline as well as behavior. Children are expected to interact with one another in a positive, constructive manner so as not to impede the process of learning whether it be a game on the playground, a social studies lesson, or an art or music experience. Self-control, proper language, and respect for peers and adults is emphasized and expected. We want parents to reinforce these feelings as well.

Academic discipline is a realization on the child's part that classwork and homework are expected to be completed in a timely and neat manner. Incomplete assignments and failure to prepare properly, lead to the child being under considerable pressure. Parents are asked to encourage academic discipline but not to create unreasonable expectations for their child.

Our faculty is a caring and supportive group of professionals. They have a very keen sense of the individual and varied needs of the children. Discipline problems are dealt with for the most part by teachers with the full support of the school administration. We hope to have very few problems because of the great support and interest of our teachers and parents in the children they serve.

Dismissal Procedures

Times: Students are dismissed at 3:00 p.m. all days except Wednesday. On Wednesdays, students are dismissed at 2:00 p.m.

Bikers, Walkers, Carts: Parents picking up bikers, walkers, and students riding home via golf cart may wait near the gates at the bridge. Please do not enter the campus to meet your child. During inclement weather bikers, walkers, and cart riders will be dismissed based on our rainy day hold or rainy day dismissal procedures as determined by the severity of the weather. Changes to dismissal will be communicated via School Messenger.

Parent Pick Up: Those parents picking up children in the car line must always remain in their cars. A name plate listing children's names and grade levels needs to be displayed in the front window (see first day folders). **Cell phone use is prohibited in the car line.** This procedure is for the utmost safety of the children. If car line has ended upon your arrival, please walk to the front office door with photo ID to pick up your student.

Dress Code

The dress and grooming of our students should contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Palm Valley Academy follows the school district's dress code guidelines explained in the **Student Code of Conduct**. **Please review the dress code before planning a shopping trip for school clothes.**

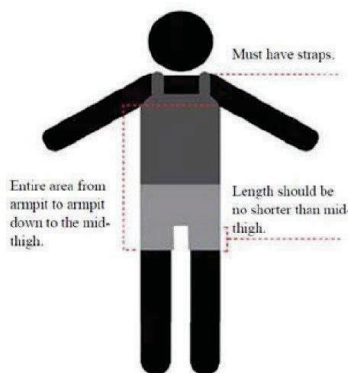
Because inappropriate clothing worn by a student is detrimental to the school program, the wearing of garments suitable for school shall be encouraged. All faculty and administrative staff shall be on the alert to give positive guidance in these matters, without embarrassment to the student.

These rules on personal appearance of students are intended to enable the students of St. Johns County Public Schools to dress casually but reasonably.

All Students

Personal attire shall not be worn to school if it creates a safety issue within the learning environment. Personal attire may be in the style of the day, but clothing that is immodest, revealing, or distracting in character is unacceptable. Clothing, piercings and accessories shall not be worn if they display profanity, violence, discriminatory messages, sexually suggestive phrases, advertisements, phrases or symbols of alcohol, tobacco or drugs.

Please refer to the SJCS D Code of Conduct at [Microsoft Word - FINAL 2021-22 Code of Conduct \(stjohns.k12.fl.us\)](https://stjohns.k12.fl.us)



Emergency Drills

Emergency drills will be conducted throughout the school year. We conduct monthly fire drills as required by the Florida Fire Prevention Code. We will also practice drills for the following scenarios: severe weather, bomb threat, lockdown, and shelter-in-place. Our severe weather drill relocates students to safer areas of our buildings. A bomb threat may require a building evacuation and/or an off-site evacuation. A lockdown procedure is used to secure the campus from a potentially dangerous intruder or other threatening or hazardous condition. The shelter-in-place drill is a short-term solution to a short-term problem. This short-term measure is designed to use a facility and its indoor atmosphere to temporarily separate people from a hazardous outdoor environment. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

Our off-campus emergency reunification site location is Nease High School.

Extended Day

The PVA Extended Day program is proud to provide an energetic environment that is safe and nurturing, filled with a variety of structured activities that deliver opportunities for learning, exercise, social development – and fun!

Children have homework time each day and participate in daily activities including arts and crafts, outside play, inside games, science experiments, cooking, community service, and more. Please visit the PVA Extended Day website (<https://www-pva.stjohns.k12.fl.us/extendedday/>) for more detailed information about the program, rates, and third-party enrichment programs offered.

Field Studies

Educational field studies are planned by grade levels and by certain clubs and organizations. When a child's history suggests that he/she is likely to present a discipline problem which jeopardizes his/her safety or the safety of others, that child may be denied permission to participate in a field study. No children, including siblings, relatives, or friends, may attend a field study unless they are part of the group for whom the trip was arranged. Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be approved, cleared through a criminal record check and accompany the group on the determined mode of transportation. All participating students must ride the school bus to and from those field study trips that begin and end during the regular school day. Administration reserves the right to revoke field study privileges, deny refunds, or approve alternative means of transportation on an individual, case-by-case basis.

Forgotten Materials

All materials (homework, books, clothing, projects, lunch boxes, etc...) dropped off must be labeled with the student's name (first and last), teacher's name, and grade level. A table will be set up in the front office where items may be dropped off. The front office staff will notify your student's teacher that the materials are in the front office for the student to pick up. However, we do not interrupt class for homework deliveries. All homework delivered to the school will be placed in the teacher's mailbox to retrieve at his or her convenience.

Grading Scale

The Governor and Legislature of the State of Florida have set the following grading scale for all students in public schools in the state:

A.....	90-100%.....	Outstanding Progress
B.....	80-89%.....	Above Average Progress
C.....	70-79%.....	Average Progress
D.....	60-69%.....	Lowest Acceptable Progress
F.....	0-59%.....	Unacceptable

Progress Florida Statute requires schools to report to parents their child's Conduct Grade and whether the child is working on or below grade level in reading, math and writing in grades K-5.

Guidance

The school counselors provide guidance services. The primary function is to assist students with their educational and personal development. This is carried out through classroom programs, individual and small group counseling with students, conferences with parents and teachers, individual educational testing, and working with the MTSS/RTI Team.

Homework

Students should expect to have an average of 10 minutes of homework per grade level (i.e., 7th grade: 70 minutes), in addition to reading and practicing math facts. Long-term assignments and projects may be assigned periodically.

Items PROHIBITED at School

Aerosol Cans or Pump Sprays: Students are not permitted to have aerosol cans or pump sprays at school to include those containing food or used for personal hygiene.

Animals: No animals should be brought on to the school campus unless they are approved service animals.

Balloons: Having balloons delivered or brought to school is not allowed.

Bicycles: Students riding a bicycle (or skateboard) to school must wear a helmet. (s.316.2065 F.S.). Once on campus, bicycles and skateboards must be walked, parked, and locked in the bike rack.

Cards: Trading cards if any sort are not allowed at school.

Chewing Gum: Students may NOT chew gum at school.

DoorDash, Uber Eats, or Other Delivery Services: Any delivery services bringing items for students is strictly prohibited.

Personal Electronic Devices: Students and/or Visitors Requesting a Waiver for Personal Electronic Property - Students and visitors requesting to operate their personal electronic property within the district must obtain written approval by completing the Waiver for Personal Electronic Property found in the Student Code of Conduct. This waiver must be signed by the school or district department administrator prior to operating any equipment in the St. Johns County School District schools or offices. Any student or visitor operating personal electronic equipment must also sign the Acceptable Use Procedures Agreement form, also located in the Student Code of Conduct. Palm Valley Academy is not responsible for the loss of any electronic devices. ***NON-SCHOOL ISSUED CAMERAS OR RECORDING DEVICES ARE NOT PERMITTED***

Toys: Toys should not be brought to school. Bringing a toy gun or any other weapon to school could result in disciplinary action.

Lost and Found

Please put your child's name in all clothing, backpacks, and lunchboxes. In the event that your child does misplace an item, they can check the 'Lost and Found' for lunch boxes and clothing. Articles such as glasses and jewelry will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need.

Locks and Lockers

Lockers will be assigned at the beginning of the year to all middle school (6-8) students. Only locks provided by Palm Valley Academy are permitted. Students are REQUIRED to use a school issued lock on homeroom, band, and PE lockers as needed. It is very important that students keep their locker combination confidential, so locker contents are secure. We recommend that students do not leave valuables in their locker. These lockers are for a convenience, but are school property, and the administration reserves the right to inspect the contents of a locker at any time. Lost or stolen items will not be investigated if this procedure is not followed.

Medication

If a child needs to take a prescribed medication during the school day, a parent or guardian must bring the original bottle of medication to the clinic and complete a Medication Authorization form. A doctor's note is also required for dispensing over the counter drugs such as Tylenol or cough syrup. Both prescription and non-prescription medication are not to be transported to and from school by students. Please note, all medication must be picked up in the clinic by the last day of school; otherwise, it will be destroyed. **EXCEPTION** - A student at the middle and high school level may carry a non-prescription, non-emergency medication on his/her person while in school with written permission from the parent/guardian. A copy of the signed permission form must accompany the stated medication at all times.

Parents

Parents play an essential and positive role in the life of a child's education. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events. Trust and mutual respect are the most essential underpinnings of effective working relationships between parents and school employees. Parent's best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator closest to the problem.

Parent Teacher Organization (PTO)

The PTO offers parents the opportunity to become involved in the life of the school. Parent volunteers work together to coordinate school-wide events and projects. Parent involvement is essential to the continued success and growth of the school, and parents are encouraged to actively participate in the PTO. For more information about the PTO and opportunities to volunteer, visit our website at <http://www.pvapto.org/>.

Parking

Parking for parents is available in the front of the car line parking lot and overflow parking lot located at the golf cart/biker/walker gate. Please refrain from parking, dropping off, or picking up students in the bus loop parking lot. If you have a teacher conference or meeting during arrival or dismissal times, please park in the overflow lot so you can make your appointment time.

Pupil Detention, Search & Seizure

Administration, teachers, or any other members of the staff are authorized to temporarily detain and question a student when the following circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

If at any time, reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage, illegal drugs, or any weapon as prohibited in these regulations, a member of the instructional staff may search for the presence of the items.

If a search of a student's locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item or items may be seized, and such action taken as provided by law or school board policy.

Physical Education/Activities

To ensure the safety of our children during physical activity, it is highly recommended that every child wear socks and sneakers to school. Children will participate in some type of physical activity daily. On days where students have PE, it is important that they are not wearing crocs, sandals, boots, ballerina flats or flip flops which can present a safety risk during these more rigorous activities.

Water bottles, hats, and sunscreen are always recommended for outside activities.




PE Uniforms (6-8 grade students only)

All middle school students enrolled in physical education classes will dress appropriately and participate in activities, unless they have a medical excuse. Excuses for a day's absence will be honored with a note from the parent, but if more than five days are missed, a doctor's excuse will be required.

Pillars of Character and Leadership

At Palm Valley Academy, the St. Johns County Pillars of Character and student leadership are vitally important to our students' development. Incorporating these practices within our school environment and curriculum helps students become caring contributors to society and equips them for success in the 21st century. Critical skills and characteristics such as: trustworthiness, motivation, problem solving skills, goal setting, personal responsibility and the value of teamwork are embedded throughout the school day.

The Character Counts Pillars are:

 Citizenship
 Responsibility
 Fairness

 Caring
 Trustworthiness
 Respect

School Advisory Council (SAC)

The School Advisory Council is a state-mandated organization that allows for school-based management and accountability. An improvement plan is developed each year, largely composed of defined areas of growth based on school data. The School Advisory Council is made up of faculty, parents, and other members of the school community. SAC meetings are held at Palm Valley Academy on the 1st Tuesday of every month @ 4:00 pm.

SchoolMessenger®

SchoolMessenger® is a rapid phone, email, and/or text notification system provided by our school district to communicate important or emergency information efficiently. This system will be used for providing accurate information to parents/guardians about safety and daily attendance, as well as communication from the principal. For more information about the SchoolMessenger® Communication System, please visit the following site: <https://www.stjohns.k12.fl.us/schoolmessenger/>

Spirit Wear –SPIRIT DAY EVERY FRIDAY

The PTO will sell spirit wear t-shirts, other articles of clothing, and various items to foster school spirit and generate funds for student materials and school activities. Grade levels may design t-shirts to be sold and worn on field trips and other class/grade level activities.

Transportation Changes

If you need to make a transportation change for your child, please submit a **PVA Dismissal Change Form** online at our website: <https://www-pva.stjohns.k12.fl.us/>

Videos, Photographs, Recordings

Students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises except for Open House and public events (including plays, musicals, fairs, fundraiser raisers, and awards/recognitions.) All recording devices must be turned off at school. The purpose of this general rule is to foster an appropriate educational environment, prevent unwarranted disclosure of student images and information, and to comply with the requirements of the negotiated agreement with the St. Johns Education Association

