

Handbook for Families and Staff

Ponte Vedra Palm Valley
("PVPV" - grades VPK-2)
630 A1A N
Ponte Vedra Beach, FL 32082
(904) 547-3820

Marjorie K. Rawlings
("Rawlings" - grades 3-5)
610 A1A N
Ponte Vedra Beach, FL 32082
(904) 547-8570

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Administration:

- Mrs. Jill Hillier, Principal
- Mrs. Christi Thomas, Assistant Principal (VPK-2)
- Mrs. Jennifer Frank, Assistant Principal (3-5)

School Phone Numbers:

- PVPV (VPK-2nd grade) – (904) 547-3820
- Rawlings (3rd-5th grade) – (904) 547-8570
- Fax – (904) 547-8575

School Website: <https://www.pvmkr.stjohns.k12.fl.us/>

Registration Information: <https://www.pvmkr.stjohns.k12.fl.us/registration/>

PTO: <https://pvpvrawlingspto.membershiptoolkit.com/>

School Mascot: Sea Turtle

School Colors: Blue and Green

School Motto: Work Hard, Be Kind, Be Awesome!

School Newsletter: The Wave (emailed on the 1st day of each month and posted on the school website)

School Schedule:

Kindergarten-5th grade

- 8:25am-2:45pm (Mon., Tues., Thurs., Fri.)
- 8:25am-1:45pm (Wed.)

VPK

- 8:30am-3:00pm (Mon., Tues., Thurs., Fri.)
- 8:30am-2:00pm (Wed.)

*Front offices will open for parents/substitutes at 7:45am.

*Doors will open for students in K-5 at 8:00am and VPK students at 8:20am.

Home Access Center (HAC): The Home Access Center (HAC) is a web-based application that is part of our Student Information System. Please visit the website below to access your account:
<https://www.stjohns.k12.fl.us/hac/>.

HAC provides parents and students with information on scheduling, attendance, report cards, progress reports, discipline information, class work, test scores, and course requests.

If you need assistance with your account, please contact our Computer Operator, Laurie Jason at 904-547-8570.

ParentSquare:

ParentSquare will be replacing SchoolMessenger at the start of the 25-26 school year. ParentSquare will be utilized for all district and school mass communications.

ParentSquare is one central tool for all school to home communications. It is a unified communication platform that offers a host of tools which allows district, school administrators and teachers to more effectively communicate and engage with families and students via email, text, and/or app notifications.

Parents/guardians will receive an invitation to create an account. It is also recommended that parents/guardians download the app to their mobile device.

Cafeteria Pricing and Lunch Accounts:

PayPAMS can be used to prepay for students' cafeteria meals online, track what students are purchasing in the cafeteria, and more.

<https://paypams.com/>

If you are interested in completing an application for the reduced or free lunch program, you can find information about that program here:

<https://www.stjohns.k12.fl.us/food/free/>

<https://www.stjohns.k12.fl.us/food/guide/> is helpful for meal costs and what is available for school breakfast and lunch.

**Please note that our school cannot receive orders from DoorDash, UberEats, or similar services for students.*

Visiting Our School:

All adults must be registered volunteers to enter the school building during school hours. You must complete the district's volunteer application through **Raptor** if you wish to volunteer in a classroom, participate in any class or school activities or events, chaperone/attend a field study, have lunch with your child, attend a conference, etc.

Please follow the link on the PVPV Rawlings or St. Johns County School District websites to apply: apps.raptortech.com/Apply/OTY00Tpb11VUw==

Once registered as a volunteer, all visitors will sign-in at the front desk and present valid government issued identification to receive a volunteer badge that must be worn while in the building.

Payments Using SchoolPay:

Our school utilizes SchoolPay to collect payments for class t-shirts, field studies, yearbooks, clubs, etc. SchoolPay is a convenient option to make electronic payments for school-related fees.

Please visit <https://www.schoolpay.com/login/> to create an account or login to an existing account.

Attendance:

Parents may see attendance information for their student(s) via HAC. Please call the school if you have any questions regarding your child's attendance.

- **Tardy:** School begins at 8:25am. Any student reporting to school at 8:25am or later is tardy. Any tardy student must be accompanied by a parent or guardian to the front office to receive a "Tardy Turtle" slip before going to the classroom. The parent or guardian must sign the student in late at the front office.
- **Early dismissal:** Children will be released only to their parent or guardian, unless we have written documentation or verbal confirmation that another adult will be picking the student up from school. Remember a photo ID is required to check a student out early.
 - Students may not be checked out later than 2:15pm (M, T, Th, F) and 1:15pm (W).
 - Students may not wait in the office for a parent/guardian. Students are called once the parent/guardian arrives and signs them out.
 - Students will be considered absent when they miss 50% of their school day.
- **Excused absences:** include personal illness, illness of an immediate family member, 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 (vacations), suspension from school, appointments without prior approval except in case of emergency, or truancy. Refer to The SJCSJ Student Code of Conduct for more details.
- **Notification of an absence:** Parents must notify their child's teacher and front desk clerks when an absence has occurred. Any student who has been absent from school shall bring a note/a phone call from a parent or guardian within forty-eight (48) hours of returning to school stating the cause of the absence. Notes, emails, or phone calls should include the following information: full name, teacher, and specific reason for the absence. Failure to bring in a note or call the school will result in an automatic unexcused absence.

Address and Telephone Number Changes:

Please notify our computer operator, Laurie Jason, if there is a change in your address, telephone number, or emergency contact information. The school must always have the most accurate information on file in case of an emergency. Email Laurie.Jason@stjohns.k12.fl.us or call (904) 547-8579.

Extended Day Services ("ACE"):

PVPV/Rawlings Extended Day offers a quality Before/After School Program (for a cost) where students extend their learning and socialization beyond the scheduled school day. Students participate in a variety of supervised and enriching activities. Most importantly, they have fun with their friends!

ACE is open for all 180 regular school days and is closed for all student holidays and teacher planning days.

AM: 7:00am - 8:00 am @ PVPV campus (breakfast available in cafeteria at 8:00am)

PM: From dismissal until 6:00 pm @ Rawlings campus

Enrichment activities such as Chess, Drama, Art, etc. are also offered through our ACE program.

Coordinator: Gail Catania

Office: 904-547-3830

gail.catania@stjohns.k12.fl.us

Please visit the Extended Day website for more information: <https://www-pvmkr.stjohns.k12.fl.us/extended-day-programs/>

School Bus Transportation:

St. Johns County School District is excited to introduce *BusPlanner*, a new online transportation portal designed to give parents easy access to their students' bus information. Beginning with the 2025-2026 school year, all student pick-up and drop-off times and locations will be provided exclusively through BusPlanner and will no longer be available on Home Access Center (HAC).

Parents can access BusPlanner through its web portal at

<https://sjcsd.mybusplanner.com> or by downloading the companion mobile app, Chipmunk, available for Android and Apple devices.

BusPlanner will also enhance communication by providing timely updates about bus delays and other important transportation-related notifications. In addition, parents can use the system to send messages directly to the SJCSJ Transportation Department.

To get started, families should create an account on the BusPlanner website or on the Chipmunk app using the **same email address** associated with their Home Access Center (HAC) account. SJCSJ encourages all families with bus riders to register early and stay informed ahead of the upcoming school year.

Please call the Transportation department at 904-547-7810 if you have any questions regarding your child's bus route.

Arrival Procedures:

- **Students may not arrive on campus before 8:00am unless prior arrangements are made with school staff.**
- School doors will be open for arrival for students in grades K-5 from 8:00-8:25am. VPK students cannot be dropped off earlier than 8:20am.
- Students riding buses will be dropped off at their building.
- Bikers/walkers arrive (on their own or with a parent) and will enter through open doors. No eBikes are allowed on campus. Students riding their bicycles to school must wear a safety helmet and adhere to requirements of the law as specified in F.S 316.2065 and 316.20655. For safety reasons, students should never ride bicycles or scooters on school grounds. Students must disembark their bicycle or scooter at the entry gate and walk their bicycle or scooter to the designated storage area.
- Parents who park to drop their student off at school must accompany the student across the crosswalk to the front of the school.
- Parents in car line must be alert for students crossing the parking lot. Car line parents, please pull as far forward as you can before opening the door to let the student out. STUDENTS MUST GET OUT ON THE PASSENGER SIDE.
- **PVPV car rider line:** All VPK, Kindergarten and 1st grade students as well as their older sibling(s) are dropped off at PVPV car rider line. **VPK students may not be dropped off before 8:20am.**
 - Older siblings in grades 3, 4, 5 will walk to and from Rawlings.
- **Rawlings car rider line:** All 2nd, 3rd, 4th, or 5th grade students who do **not** have a sibling in grades VPK, K, or 1 will be dropped off in the Rawlings car rider line.
- The tardy bell rings at 8:25am. Parents/guardians must sign the student in at the front desk if arriving at 8:25am or later.
- **Parents/guardians may not enter the building during arrival unless it is previously arranged, and the parent/guardian must sign in at the front desk.**

Dismissal Procedures:

- **Dismissal Changes:** All dismissal changes must be documented in writing (handwritten or via email) or called in via phone by the parent/guardian. The front desk clerk at your child's school must be made aware of the dismissal change by 2:15pm (M, T, Th, F) and 1:15pm (W).

Dismissal Procedures continued:

- **Early Dismissal:** Children will be released only to their parent or guardian, unless we have written documentation or verbal confirmation that another adult will be picking the student up from school. Remember a photo ID is required to check a student out early.
 - Students may not be checked out later than 2:15pm (M, T, Th, F) and 1:15pm (W).
 - Students may not wait in the office for a parent/guardian. Students are called once the parent/guardian arrives and signs them out.
 - **Buses:**
 - Buses are dismissed once all riders are safely aboard.
 - Students may only ride their assigned bus.
 - A message will be sent via BusPlanner and/or ParentSquare if a bus is going to be late.
 - **Car lines:**
 - **Car tags must be clearly displayed.**
 - Parents in car line must be alert for students crossing the parking lot.
 - Car line parents, please pull as far forward as you can before opening the door to let the student in. STUDENTS MUST GET IN ON THE PASSENGER SIDE.
 - **Students must be picked up by 3:05pm (M, T, Th, F) and 2:05pm (W).**
- PVPV car rider line:** All VPK, Kindergarten and 1st grade students as well as their older sibling(s) in grades 2-5 are picked up at PVPV car rider line.
- **NOTE: VPK students will be dismissed between 2:55-3:00pm (M, T, Th, F) and 1:55-2:00pm (W).**
- Rawlings car rider line:** All 2nd, 3rd, 4th, or 5th grade students who do **not** have a sibling in grades VPK, K or 1 will be picked up in the Rawlings car rider line.
- **Bikers and walkers:**
 - Students will meet parents near the bike rack at PVPV. Those crossing A1A will be accompanied by the crossing guards. Bike helmets must be worn. Students may not ride bikes on school grounds. This includes the use of scooters.
 - Students who live in Summerfield will meet their parents at the flagpole or be escorted to the gate.

Having Lunch with Your Student:

A parent/guardian is welcome to eat lunch with his/her student.

If someone other than the parent/guardian wants to have lunch with a student, the school must receive prior approval from a parent/guardian via email or phone call.

All visitors must be cleared in Raptor and sign in at the front desk.

This special time is for the student and his/her parent. Friends/classmates must stay with their class. Food and drinks should not be purchased for friends/classmates.

PVPV: Lunch with an adult must occur at the Turtle Terrace or designated table in the hallway. Students must be signed out/in for lunch on the clipboard in the front office.

Rawlings: Lunch with an adult must occur IN THE CAFETERIA at the designated table. Visitors can meet the student IN THE CAFETERIA.

Special treats for the classroom: We appreciate and enjoy having special treats for snack time, class parties, special celebrations, etc. If a parent/guardian wants to send something in, he/she must notify the teacher 24-48 hours in advance. This will help the teacher plan for the special treat and ensure any health concerns are addressed ahead of time. Items should be prepackaged, store bought, and/or boxed.

Birthdays: Families can bring in birthday treats that are prepackaged, store bought, and/or boxed items. The treat must be pre-approved by the teacher/school nurse for potential allergens. The safety and health of all students is a priority. Helium balloons are not permitted on buses or inside the building.

Please note that teachers and staff members will not pass out invitations to any type of party. We recommend contacting the room parent and sending email invitations to peers.

Students will receive a birthday sticker and pencil from the front desk on their birthday. They will also be mentioned on the morning news.

School Clinic:

Nurses are assigned to our school, and they provide a valuable service to our students, families, and school. Nurses assess student health needs, provide first aid and emergency care, collaborate with parents and teachers to ensure students' healthcare needs are met, create and monitor individual health care plans, administer medications, train teachers and staff on giving medications, provide basic health screenings (vision, hearing, growth and development), review health records, and much more. Please call the school if you need to speak with a nurse.

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. We also discourage students from sharing food because of food allergies.

Medication:

If your child needs medication during school hours, please note the following:

- All medications (prescription and over the counter) must have a medication form signed by both the parent/guardian and the physician ordering the medication.
- All medications must be received in the original container with current Rx label including student's name, dosage, frequency of administration, physician's name, and expiration date of medication (the expiration date on the pharmacy label, not on the medication box, will be the expiration date). Over-the-counter medications must be in the original, unopened container. Medication will not be given if presented at school in a plastic bag.
- Medications must be brought to school by parent/guardian. Please do not send any medications with your child in their backpack. Medications may not be brought to school by the student.
- Medication brought to school by a student will be kept in the clinic until a parent/guardian comes to the school with the required paperwork. Without the required authorization, the student will not be given the medication during school hours.
- Medications should not be transported between home and school daily. Separate containers should be kept at home and at school.
- At the end of the school year, parents are responsible for picking up their child's medication.

The St. Johns County School nurses provide a vital service for our students. If you have any questions or concerns, please do not hesitate to contact Health Services at 904-547-7693.

Lost and Found: Please put your child's name on all clothing, backpacks, lunchboxes, water bottles, and any other personal items. 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.

Items Students Should NOT Bring to School:

- Weapons or sharp objects of any kind.
- Medications (see "Medications" section)
- Animals: No animals should be brought on to the school campus unless they are approved service animals.
- Toys: Toys should not be brought to school. Bringing a toy gun or any other weapon to school could result in disciplinary action.
- Equipment: Lacrosse sticks, baseball bats, wheelies, roller blades, and other similar items may not be brought to school for any reason.

Electronic Devices: In accordance with House Bill 1105, the use of wireless communication devices by elementary students is strictly prohibited during the school day. **Watches, phones, iPads, tablets, etc. are to be turned off and kept in backpacks during the school day and while riding the school bus. If a student uses his/her electronic device during the school day, he/she will be asked to put it away. If the student continues to violate the rules, the device will be confiscated, and the parent will need to pick it up. Continued violations will result in consequences in line with the Student Code of Conduct.**

The Acceptable Use Agreement must be signed and followed for all electronic devices that are used at school.

PVPV Rawlings is not responsible for the damage to any electronic device that is brought to school.

Behavior:

Work Hard, Be Kind, Be Awesome!

Our school motto is "Work Hard, Be Kind, Be Awesome!" Our students, parents, and staff use this phrase and refer to it in all types of learning situations. Our motto was built on the foundation of Character Counts! and encompasses all the Character Counts! pillars.

Our school uses the Positive Behavioral Interventions and Supports ("PBIS") framework to ensure a safe, supportive, healthy, and positive learning environment. We have a PBIS Team in place to discuss data, establish behavioral expectations, share information about behaviors we are seeing in the school, determine how to best support students and teachers, provide training to staff, students, and families, and ensure policies, procedures, and expectations are followed. Students are acknowledged and positively reinforced for following expectations.

Students who do not follow behavioral expectations are provided with feedback and assistance to correct their behavior. If undesired behaviors persist, school administration will apply consequences that align with the SJCSD Code of Conduct and parents will be contacted.

Code of Conduct: PVPV Rawlings follows discipline guidelines as outlined in the SJCSD Code of Conduct.

<https://www.stjohns.k12.fl.us/schoolservices/conduct/>

Character Counts: The St. Johns County Pillars of Character 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. All adults within our school, including visitors, will model the Pillars of Character for our students. We will host a monthly "Kid of Character" celebration to recognize students that meet the monthly character trait: • September: Fairness • October: Responsibility • November: Citizenship • January: Respect • February: Caring • March: Trustworthiness • April: All Pillars

Student of the Week (K-2): At PVPV, we celebrate students who have demonstrated good character and are models of students who work hard, are kind, and awesome. Each class selects a "Student of the Week" who is announced via the loudspeaker and earns a special certificate.

Bullying and Harassment:

St. Johns County School District believes all students and employees should be afforded a setting that is safe, secure, and free from bullying and harassment of any kind. In compliance with Florida Statute 1006.147 and School Board Rule 3.21, the school district has adopted a comprehensive policy prohibiting bullying and harassment.

Definition of Bullying: For behaviors to be labeled as bullying, all three of the following components must be present:

- The behavior is repeated
- The behavior is intentional
- There is an imbalance of power

Meeting the School District Definition of Bullying: The school level investigation will determine if all three components are present, and the behavior meets the school district's definition of bullying written in our policy. The St. Johns County School District's policy prohibiting bullying and harassment defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students. Incidents of bullying or harassment can be reported to the school as follows:

- In person at the school
- In writing to the school
- By phone to the school
- If bullying is reported anonymously, please provide enough details for school staff to investigate

IF YOU HAVE ANY CONCERNS, PLEASE CONTACT YOUR CHILD'S TEACHER AND/OR SCHOOL ADMINISTRATION IMMEDIATELY.

Grading Overview:

All students are guaranteed a rigorous and appropriate curriculum regardless of their assigned teacher. Grade level teachers use common standards-based assessments, review student data, employ highly effective teaching strategies, and share students to provide appropriate interventions and enrichments throughout the school year.

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/>. HAC provides parents/guardians and students with access to view progress reports, report cards and standardized test scores.

K-2 Grading Scale	
Grade	Percentage
Meeting Standards (M)	85-100
Progressing Towards Standards (P)	70-84
Improvement Needed (I)	69 and below

3-5 Grading Scale	
Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

Summative Assessments (70%): These are defined as assessments that are administered at the end of a learning sequence after ample practice or rehearsal of essential knowledge. Assessments indicate mastery of benchmarks and standards.

Examples include: Benchmark tests, topic tests, end of unit tests, performance assessments evaluated by a rubric, independent class projects evaluated by a rubric, standards-based assessments

Formative Assessments (30%): This category can be defined as frequent, in-progress checks for understanding, on a regular basis to inform instruction and track students' progress towards standards mastery. Students are given the opportunity to process and apply newly learned concepts, skills, and/or strategies.

Examples include: Independent home projects evaluated by a rubric, quizzes, fluency checks, classwork

Reteaching and Retesting:

A standards-based grading approach recognizes that learning is a process that takes place over time. Students will be retaught and allowed to retake summative assessments on "essential standards" in English Language Arts (ELA) and Math if they receive a 75% or below on their first attempt.

If the new assessment score shows a higher level of mastery, the original grade will be replaced. A 75% is the highest grade recorded after a retest. A decimal will be added after the student's grade recovery score to help differentiate the retest score from the original score in the gradebook. For example, if you see a score of "75.56", the student scored a 56% on the first attempt. **Please note that students will be given one opportunity to retest after reteaching has taken place.*

Students will not be marked lower than 50% if they fail to reach proficiency.

What I Need (WIN) time:

Once an assessment is given, teachers review the data and determine areas of need for specific students. Teachers utilize "W.I.N." (What I Need) time during the day to meet with identified students and provide re-teaching opportunities to master the skills that were taught or enrichment opportunities to dive deeper into a standard. Our teachers also address individual student needs through one-on-one and/or small group instruction during the ELA and/or Math block

Homework:

Daily or weekly homework will be assigned at your teacher's discretion. General guidelines for time spent on homework are as follows:

- 10 minutes for K and 1st
- 20 minutes for 2nd
- 30 minutes for 3rd
- 40 minutes for 4th
- 50 minutes for 5th

Please communicate with your child's teacher if homework is too difficult or taking too long to complete.

Instructional Continuity Plan: The SJCS D created an instructional continuity plan for all teachers to follow in the district curriculum maps. Teachers are expected to adjust pacing in response to student learning. 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/>.

Promotion Requirements: The promotion requirements for students in St. Johns Public Schools can be found in detailed form in the St. Johns County School District Student Progression Plan at <http://www.stjohns.k12.fl.us/cs/spp>

Field Studies:

Students will participate in field studies during the school year. Field studies align with grade-level curriculum and provide worthwhile educational opportunities for our students. Teachers will communicate with parents/guardians regarding upcoming field studies, permission slips, cost, and whether chaperones are needed. If a parent/guardian is chosen as a chaperone, he/she must read and sign our school's chaperone agreement. Please use SchoolPay to pay for your child's field studies throughout the year.

Safety at School:

Please visit <https://www.stjohns.k12.fl.us/sss/safety/> for additional information regarding safety in schools.

Safety Drills: Safety is our number one priority. Emergency drills will be conducted throughout the school year. We will practice drills for the following scenarios: fire, inclement weather, AED, active assailant lockdown, and bus emergency evacuation.

Deputy on Campus: A Youth Resource Deputy (YRD) is assigned to every school. The YRD participates in the facilitation of required training, drills, and on the school's Threat Assessment Team. He/she will monitor the campus throughout the day to ensure the safety and well-being of students and staff.


Locked Doors: All classroom, interior, and exterior doors are locked throughout the school day.

Threats: Please visit the school district's website to learn more about the Florida Harm Prevention and Threat Management Model.
<https://www.stjohns.k12.fl.us/sss/threat-management/>

FortifyFL: FortifyFL is a mobile app and web-based tool that allows students, parents, and community members in Florida to anonymously report suspicious activities, potential threats, or safety concerns related to schools. The app immediately forwards these reports to appropriate law enforcement agencies and school officials for rapid response. Please use the link below to learn more about proper use of FortifyFL:
<https://www.stjohns.k12.fl.us/wp-content/uploads/2024/11/Proper-Use-of-FortifyFL-Training-for-Parents.pdf>

School Access: In an ongoing endeavor to provide safety and security for students and staff, school access is required for every individual who is not a staff member of the St. Johns County School District.

All visitors must have a clear background check in Raptor. They must sign in at the front office and show proper ID such as a valid driver's license or passport in order to enter the school. Only parents/guardians will have access to students within the school unless the parent/guardian has notified the school of additional visitors.



FORTIFYFL

SUSPICIOUS ACTIVITY REPORTING APP

QUICKLY AND EASILY SUBMIT A TIP

By accessing FortifyFL, students can provide a description of the threat, share pics and videos and optionally submit their contact information.

Anonymous or Non-Anonymous

You decide whether you want to include your name and contact information.

Convenient


Submitting a tip is quick and easy using our mobile app or website.

Include Photos and Video

You can also include photos or video with your tip report.

QUICKLY SEND TO AUTHORITIES

FortifyFL automatically routes your tip report to the appropriate law enforcement agencies and school officials.



Your School Officials

The tip report goes to your local school officials when submitted.

Local Law Enforcement

Your local police department or sheriff office receive copies of your tips automatically.



State-Level Officials




State-level officials also have access to your tips to make sure proper steps are taken.

FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. FortifyFL was created and funded by the 2018 Florida Legislature as part of the Marjory Stoneman Douglas High School Public Safety Act.

#FORTIFYFL

GETFORTIFYFL.COM





FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

If an investigation finds that you knowingly submitted a false tip through FortifyFL, information on the device used will be provided to law enforcement, and you may be subject to criminal penalties. Otherwise, unless you choose to identify yourself when reporting, you will remain anonymous.