

Spring Valley School
Parent/Student Handbook
2021-2022



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ABOUT US

MISSION STATEMENT

Spring Valley School's mission is to provide excellence in education for bright students with learning differences.

At Spring Valley School we believe...

- that a successful student sets learning goals and monitors progress in achieving them
- that students learn best when they are actively involved in the learning process
- that students learn best when our faculty and administration maintains high expectations for learning
- that curriculum needs to incorporate a variety of learning activities to accommodate differences in student learning
- that students learn to be good citizens by contributing to their community through leadership and service
- in diversity
- in a safe environment

WHO WE SERVE

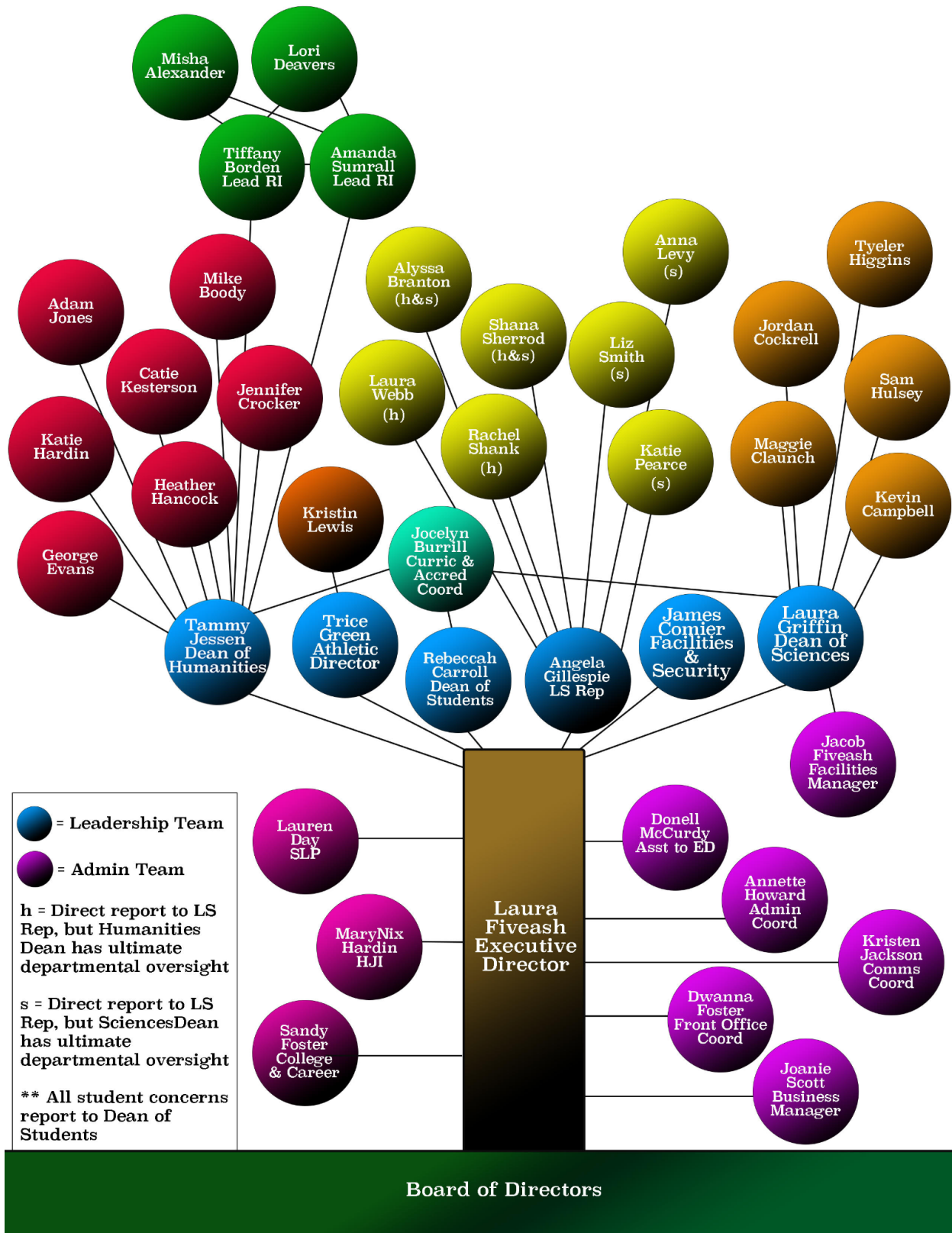
Spring Valley School admits students with average to above average intelligence who have been diagnosed with specific learning disabilities and/or attention-deficit/hyperactivity disorder. Our program does not have the expertise to support students with behavioral or emotional difficulties. Spring Valley School is accredited through Cognia.

SPRING VALLEY'S STORY

In 2000, a small group of parents and professionals met to consider the feasibility of developing a school dedicated to the needs of students with learning differences. Remarkably, within a matter of months, Spring Valley School, the first school in Birmingham committed to serving the needs of such children, opened its doors.

Spring Valley has been a sanctuary for students with learning differences, allowing them to discover a supportive, learning environment where they can demonstrate their academic abilities and talents.

The impact of such success on self esteem and confidence cannot be underestimated, and many parents have referred to the school as "life saving." The work and success of Spring Valley School has always been and always will be a collective effort. Administration, faculty, parents, students and dedicated friends work tirelessly to ensure that Spring Valley will never fail in its mission of educating bright students with learning differences.



Spring Valley School Organization Tree

SCHOOL LEADERSHIP TEAM

The Spring Valley School Board of Directors adopts the school's mission, vision, and strategic goals, has fiduciary responsibility to be careful stewards of the school's resources, and employs the Executive Director to carry out the school's program. The Executive Director employs all other faculty and staff members and establishes specific procedures to achieve the school's mission.

The Spring Valley School Board of Directors Members

Sam Johnson, AIF - President
Joe Abbott, Jr. CPA - Member
W. J. Cornay, MD - Member
Jack Levy, JD - Member
David Finn, EdD - Secretary
Hettie Johnson, MA, CCC-SLP - Member
Heather Smitherman - Member
Erica Jewel Littleton - Member
Patti Wood, PhD - Member
Laura Fiveash, DrPH, RD - Non-voting Member

The SVS Leadership Team consists of the following persons:

Executive Director – Dr. Laura Fiveash
Dean of Students, School Social Worker - Ms. Rebeccah Carroll
Dean of Humanities - Ms. Tammy Jessen
Dean of Sciences - Ms. Laura Griffin
Athletic Director- Coach Trice Green
Facilities and Security – Mr. James Cormier
Lower School Representative - Ms. Angela Gillespie

[The Hettie Johnson Institute at Spring Valley](#) aspires to make a difference by providing dyslexia and learning disability education, as well as parent and student support services. Look into online resources and upcoming events by following the link. Put Mary Nix Hardin's contact information

COLLEGE AND CAREER PLANNING

The mission of The SVS College and Career Program is to work in partnership with students, parents, the SVS faculty and staff to provide college and career counseling designed to empower all students to maximize their potential to thrive in their post-secondary experiences and successfully transition to becoming socially responsible and productive 21st century citizens. More than 90% of our graduates matriculate to institutions of higher learning.

Dr. Sandra Foster, the SVS College and Career Readiness Counselor, helps students identify schools that will be a good fit for unique learning styles, complete college applications, cultivate effective self-advocacy skills, and secure the right accommodations at college.

PARENT/TEACHER COMMUNICATION

A good relationship between students, teachers, parents and administration is maintained through frequent and effective communication. Teachers and administration work to keep parents and students informed about academic progress and/or concerns, upcoming events, etc. The Weekend Update is emailed to parents on Saturday mornings. Please take time to read it each week, as it is the primary method for conveying news and information to parents. Parents are encouraged to contact teachers and/or administration by calling 423-8660 or via email. [2021-2022 Faculty/Staff Email Addresses](#)

PARENT ORIENTATION

Prior to the Parent Orientation Meetings, the [Covid 19-Board Letter August 2021](#) was emailed to parents. Parents are strongly encouraged to attend Parent Orientation, which is held a few days before the first day of school. Along with general information, parents learn about options the School has in place to keep you up-to-date on upcoming activities and your student's progress.

AGENDA and CHROMEBOOKS

Middle and Upper School Students are provided Executive Functioning Planners and have EF/Homeroom time each afternoon from 3:20pm - 3:30pm to complete their planners. The planners provide structure for planning and prioritizing day-to-day activities, homework, and fun activities. They support future thinking and planning for larger projects and assignments with multiple steps.

Lower School Teachers will provide parents with their particular plan for communicating assignments. Lower School will also use Seesaw for parent communication.

Teachers may also use the Remind app to send assignments to parents. Teachers may also include a personal note to the parents.

All students are issued a Chromebook and are required to follow the guidelines in the Chromebook Policy.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences will be held during the first and fourth grading periods. If you would like to request a meeting at any other time during the school year, please call the School (205-423-8660) or email the teacher to schedule an appointment time.

CHAIN OF COMMUNICATION

Research has shown that good communication between a student's parents and teachers is a vital component in educational success. To facilitate this process, Spring Valley has a chain to help parents get the assistance and support they need and give our students the best educational experience possible. If you have questions regarding your child's lessons, assignments, or school experiences, please speak with the classroom teacher first for clarification. If after speaking with the teacher, you feel you still need assistance, please contact the Dean of Students or the Executive Director. It is important to all of us that your child has a wonderful experience at Spring Valley. Communications, whether oral or written, should be respectful and constructive. Inappropriate or disrespectful language in communications between Spring Valley staff and families is unacceptable.

SCHOOL WEBSITE

We have a public website www.springvalleyschool.org which is the main and formal center for all Spring Valley School related information for currently enrolled and prospective families. On the website you are able to see upcoming events, the academic calendar, and pay for lunch.

STUDENT CONDUCT AND DISCIPLINE

GENERAL GUIDELINES

In keeping with its mission and philosophy, Spring Valley has established a standard of conduct and discipline. Students are held accountable for their conduct both on and off Spring Valley's campus. The School expects students and parents to treat each other and the faculty with respect. The School reserves the right to establish rules and regulations for the general welfare of the School and its students and administration. The goal of discipline at Spring Valley is to remediate lagging skills in order to infuse the values of collaboration, mutual respect, hearing one another's concerns, and solving problems in a mutually satisfactory manner into education. Following the model of Dr. Ross Greene (www.livesinthebalance.com), this collaborative and problem-solving model propels caregivers toward interventions that are non-punitive, non-adversarial, skill-building, communication-enhancing, proactive, and collaborative...and away from traditional disciplinary practices such as time-outs, sticker charts, detentions, and suspensions.

Minor misbehavior is handled in the classroom by the classroom teacher. Behavior that presents a larger challenge is addressed proactively using the Assessment of Lagging Skills and Unresolved Problems (ALSUP). Caregivers are invited to identify which lagging skills a student may have and how that lagging skill presents in particular settings. Unsolved problems are then prioritized, and the most pressing are addressed using the Problem-Solving Flowchart, where we keep track of the progress we are making in solving problems. An adult is assigned to each high priority unsolved problem and is in charge of addressing the problem with the student through empathizing with the concerns of the student, clearly defining the adult concerns, and inviting the student into collaborative problem-solving. The solution is then enacted and evaluated. If the unsolved problem is solved, the solution is a success. If not, the student and appropriate adult(s) return to the Problem-Solving Flowchart to find a more durable solution.

The overwhelming majority of our students will never be referred to the Administration for disciplinary actions. However, once a student is sent to Administration for an infraction, the Executive Director is responsible for determining consequences that are appropriate for the offenses. Depending on the severity and repetition of the infractions and the conduct record of the student, the Administration may impose one or more of the following consequences: verbal and/or written warnings, school and/or community service, suspension, and/or expulsion.

The length of any suspension will be determined by the Executive Director, who will then notify the parents/guardians and the Board of Directors. The Administration may require an evaluation of the suspended student by a licensed psychiatrist before he/she is eligible to return. When circumstances dictate, it may be necessary to expel a student who does not abide by the rules and regulations of the School and who is engaging in behavior that is damaging to the School. Permitting such a student to remain in school can have severe negative effects on fellow students. The Administration will expel a student only after consultation with the parent/guardian and the Board of Directors.

In a case where a student is facing a second suspension, Administration may recommend to the Board that the student be expelled. If a student is expelled, tuition and fees will not be refunded, nor is the student allowed to come on campus or attend any School functions without the express permission of Administration. Those wishing to appeal a suspension or expulsion should do so with a letter to the Executive Director explaining why they feel their child's conduct does not warrant such action. Administration will review the appeal and, along with the Board of Directors, make a final decision.

In addition, the school assumes that work turned in by students will be their own. The School will not tolerate academic dishonesty in any form.

STUDENT RESPONSIBILITY

Every student is expected to:

- Treat all students, faculty, and administration with courtesy and respect
- Attend class consistently
- Complete homework assignments and be prepared for class
- Prepare for upcoming tests and quizzes
- Be a willing participant in class
- Respect school property
- Abide by the School's Conduct and Discipline policy

HARASSMENT

Spring Valley School seeks to be a community in which every individual is treated with sensitivity and respect. The School attempts to instill in each student a respect for the unique qualities and personalities of each individual. Spring Valley will not tolerate harassment of individuals based on ethnic or religious background, gender or race, sexual orientation or disability status. It is extremely important that every member of Spring Valley maintains common trust and establishes an environment of mutual respect, tolerance and sensitivity. Behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable, including unwelcome physical advances, unwarranted verbal remarks, profanity and derogatory or discriminatory comments. Physical interactions between students, including public displays of affection, are not allowed.

Any form of harassment of fellow students, teachers or administration, including harassment based on gender, sexual orientation, race, ethnicity, handicapped status or any other protected characteristic are strictly forbidden and will not be tolerated. Harassment is illegal and will not be tolerated. The Board of Directors will investigate all allegations of harassment and retain the right to report criminal violations to law enforcement officials.

Bullying is defined as one or more students exposing another student to negative actions/behavior on a one-time or repeated basis. Forms of bullying include teasing, taunting, threatening, name-calling, aggressive physical contact, spreading rumors, inappropriate laughing or sneering and exclusion or isolation of classmates, and negative messages and pictures using social media.

Spring Valley students are expected to adhere to the respect and courtesy of others, both at school and away. This zero-tolerance policy extends to any incidents of harassment between students of Spring Valley, both on and off campus.

PROHIBITED ITEMS

Weapons or explosives are not allowed in the possession of students on the school premises, on school trips, or school activities. For the safety of our community, the school reserves the right to search personal property, including vehicles, backpacks, technological devices, or cubbies.

DRUGS/ALCOHOL

A student may not possess, sell, use, abuse, transport or be under the influence of any alcoholic beverages, unauthorized drugs or other illegal, mind-altering substances while enrolled at Spring Valley School. Such substances include, but are not limited to: narcotics, depressants, stimulants, caffeine tablets, hallucinogenic drugs, marijuana, hashish, anabolic steroids, heroin, prescription medications, goldenseal, and alcoholic beverages. The intentional abuse of inhalants, concentrated vapors or propellants and the intentional misuse of prescription or nonprescription drugs are all considered to be serious violations of school policy. The School reserves the right to search students and their possessions and to perform drug testing of its students at the parent's expense. The School also reserves the right to bring in authorities or agencies, including those with drug sniffing dogs, to ascertain if there are illegal substances on campus.

DRUGS/ALCOHOL (CONT.)

Whenever a student is suspected of violating the drug/alcohol policies, the School, when possible, calls in the student and contacts the parents to alert them that there is a concern or suspicion. At that time, the student is reminded of the policies and possible consequences. In cases where a student has brought or used an illegal substance on campus or at a School-sponsored event, the student is confronted, and the parents are notified. There is an immediate review of the situation and circumstances and the student's previous record in terms of conduct and use/involvement with illegal substances.

Students and parents should understand clearly that in most situations, the consequence is immediate expulsion. In certain situations, at the sole discretion of the School, consequences may involve a long-term suspension at a drug/alcohol rehabilitation treatment facility. In these situations, the Executive Director has reviewed the student's conduct history, degree of involvement in drugs or alcohol, past parental cooperation, and desire to change habits and comply with policies. Possession of illegal substances is a crime, for which Spring Valley reserves the right to report violations to law enforcement officials.

TOBACCO

Smoking and/or using or possessing tobacco, tobacco products and/or other smoking substances, such as electronic cigarettes and vapes, are prohibited by all students in or on School property and at all School sponsored events. Students violating this policy shall be subject to a one-day suspension. A second violation will result in a three-day suspension. Further failure to comply can result in expulsion.

SELLING ITEMS AT SCHOOL

Students are prohibited from selling items on school property. Selling items at school creates a distraction and can cause conflict amongst students. To keep this from happening, students are not to bring in items to sell at school.

TECHNOLOGY

Students are expected to use their Chromebooks in a respectful and appropriate manner. The use of Chromebooks is a privilege, not a right, and inappropriate and suspected inappropriate use will result in cancellation of those privileges. Individuals may use only accounts, files, software and/or other technology resources that are assigned to, provided, or approved for him/her. All students and parents will sign a Technology Usage Policy and Agreement Form.

CELL PHONE POLICY

Spring Valley is dedicated to providing a learning environment free of distraction. Spring Valley provides every student a Chromebook; therefore cell phones, iPads, iPods, and personal computers will be collected at the start of each day and returned at the end of each day. By agreeing to the technology policy, you are agreeing your student will turn in all personal electronics every morning. If you need to get a message to your student, please send it by email or call 205-423-8660, and we will get the message to them.

SPRING VALLEY DRESS CODE

The School adheres to a policy of traditional school uniforms in order to minimize distractions and to have students focus on their schoolwork. Individuality and creativity should be reflected in their academic work and in extracurricular activities rather than in styles of clothing or personal appearance. Uniforms must be clean and in good repair. Parents of inappropriately dressed students will be called and asked to bring appropriate clothing.

BOYS	GIRLS
<p>Shirts with SVS *Logo– Polo style in Evergreen, Light Blue, and Navy</p> <p>Pants or Shorts – Tan Khaki or Navy (Including Cargo Pants)</p>	<p>Shirts with SVS *Logo – Polo style in Evergreen, Light Blue, and Navy</p> <p>Pants, Shorts, and/or Skirts – Tan Khaki or Navy</p> <p>Skirts and/or Jumpers – Hunter Classic Navy Plaid <i>(No more than 2 inches above the knee)</i></p>
<p><i>*Uniform items with pre-existing logos (i.e. the Nike Swoosh) may not be worn. The only writing/logo on the shirt should be “Spring Valley School”</i></p>	
<div style="display: flex; justify-content: space-around; align-items: center;">    </div>	
<p>All outerwear must be solid navy blue or evergreen uniform colors with the SVS logo. Uniform shirts must be worn at all times Monday-Thursday, even when SVS outerwear is worn.</p>	

Students may wear school appropriate gym clothes during P.E.

Students are expected to observe good personal hygiene habits. Hair must be clean, well-groomed, and out of the face. Outlandish hairstyles, such as spiking, and/or extreme coloring are unacceptable. Pierced-ears are the only piercings allowed. Bulky coats and jackets may not be worn in class. Long-sleeved garments may not be worn underneath short-sleeved shirts. An acceptable alternative is to wear long-sleeved uniform shirts or sweatshirts. On Casual Days (Fridays), students may wear school appropriate t-shirts and jeans.. Students are not to wear tattered, frayed, dirty, torn, revealing, sagging, or tight clothing. Parents should contact the Administration if they are unsure of what is and is not acceptable. No visible tattoos allowed. No high heeled shoes over 3 inches.

To order uniforms from Lands' End call 1-800-469-2222 or go to their website at landsend.com/school (select uniforms).

You will need to provide our preferred school number: 900135518 when placing an order

EMERGENCY MEDICAL CARE

If a student becomes ill at school, the Administration will contact the parent(s) or those listed as other contacts on the Emergency Medical Care Authorization and Consent Form to pick the student up from school. In case of accident, illness or injury during the school day or on a school-sponsored field trip, school personnel will make every effort to obtain emergency medical care. In cases where it is impossible to reach the parent(s), the designated representatives at the School will seek and obtain emergency medical care for the student, which may include emergency room treatment, hospitalization, surgery, securing the services of medical personnel, x-rays, and/or medications. Parent(s) are responsible for these costs.

MEDICATION GUIDELINES

The rules governing how schools can administer medication to students are the result of collaborations between the State Department of Education, Department of Health, Alabama Association of School Nurses, and the Attorney General. The goal is to make sure that our students are safe in receiving their medications while at school.

Expired medications will not be accepted, so be sure to check the dates before sending any medications to the School. All medications must be picked up at the main office at the end of the school year by a parent or guardian. All remaining medications will be disposed of properly.

PRESCRIPTION MEDICATIONS [School Medication Prescriber/Parent Authorization Form](#)

The ***School Medication Prescriber/Parent Authorization form*** must be on file and the medication supplied. A new authorization form is required each school year and with each dosage change.

- The medication must be in the original pharmacy container or with the pharmacy label attached and properly labeled with the student's name, prescriber's name, name of medication, dosage, strength, time interval, route of administration, and the expiration date.
- A parent or guardian must bring the medication to the school office. Students are not to transport medications. Students are not to carry any medications on themselves.

OVER-THE-COUNTER MEDICATIONS

The school will stock Ibuprofen tablets, Pepto Bismol tablets, Jr. Tylenol Meltaway chewable tablets, and Tums. Soap and water, ice, and bandages are the only products the School will use to treat minor injuries. Parents may give permission for over-the-counter meds to be administered on the ***Emergency and Medical Information Form*** in SchoolAdmin.

SELF-ADMINISTERED MEDICATIONS FOR CHRONIC ILLNESSES

- ***A School Medication Prescriber/Parent Authorization form*** must be completed and signed by the prescriber for P.R.N. medications (medications not used on a daily basis, such as some asthma inhalers, EpiPens, etc.).
- Self-administration of a medication by a student for a chronic condition will be granted provided proper authorization has been obtained. The specific section on the School Medication Prescriber/Parent Authorization form must be signed by the physician and the parent authorizing self-administration of the medication. The student must demonstrate proper delivery technique and understanding of their medication. The school assumes no responsibility for self-administered medications.

THE SCHOOL DAY - BELL SCHEDULE

MORNING ARRIVAL/DISMISSAL

Students should not arrive at the School prior to 7:30 AM and must be picked up no later than 4:00 PM without prior approval from faculty and/or administration.

Lower School begins at 8:00am and dismisses at 2:45pm

Students should enter and exit via the back door entrance (closest to the playground)

Lower School Schedule

8:00 AM	8:15 AM	Morning Workout
8:30 AM	9:25 AM	Reading Intervention
10:25 AM	11:10 AM	5th Grade PE
11:20 AM	12:05 PM	1st, 2nd, 3rd Grade PE
12:10 PM	12:35 PM	Lunch
12:40 PM	1:25 PM	4th Grade PE

Middle/Upper School begins at 8:30am and dismisses at 3:30pm

Students should enter and exit via the front door entrance (closest to the Auditorium)

Middle School Schedule

8:15 AM	8:30 AM	Morning Workout
8:30 AM	9:25 AM	1st Period
9:30 AM	10:20 AM	2nd Period
10:25 AM	11:15 AM	3rd Period
11:20 AM	12:35 PM	4th Period/Lunch *
12:40 PM	1:30 PM	5th Period
1:35 PM	2:25 PM	6th Period
2:30 PM	3:20 PM	7th Period
3:20 PM	3:30 PM	EF/Planners

***(Lunch is 25 minutes during 4th period)**

Upper School Schedule

8:15 AM	8:30 AM	Morning Workout
8:30 AM	9:20 AM	1st Period
9:25 AM	10:15 AM	2nd Period
10:20 AM	11:10 AM	3rd Period
11:15 AM	12:30 PM	4th Period/Lunch*
12:35 PM	1:25 PM	5th Period
1:30 PM	2:20 PM	6th Period
2:25 PM	3:20 PM	7th Period
3:20 PM	3:30 PM	EF/Planners

Lunch - Students may bring a sack lunch or order the SVS lunch by completing an order on the website. Parents are asked to place the order at the beginning of each month for the entire month.

Please refer to the [SVS Covid -19 Campus Response Plan 2021-2022](#) additional information concerning procedures for Drop-off/Pick-up, lunch, recess, and other daily activities.

ATTENDANCE INFORMATION

The guidelines apply to all students whether attending in-person, blended, or virtually.

Alabama law governs certain aspects of student attendance and non attendance (truancy). We encourage you to read the information provided and follow procedures as they relate to student absences. The State Department of Education (SDE) requires school districts to inform you that every child between the ages of 7 and 17 must attend a public school, private school, church school, or be instructed by a SDE-certified private tutor. The following requirements apply to all students enrolled in Alabama schools, regardless of age, and including age 17 and older.

The parent or guardian shall explain in writing the cause of any and every absence of the student no later than three (3) school days following return to school. A failure to furnish an acceptable explanation shall be considered an unexcused absence. The following reasons are considered acceptable explanations for student absences as recognized by the SDE and Spring Valley School:

- 1. Illness**
- 2. Death in the immediate family**
- 3. Inclement weather which would be dangerous to the life or health of the student if the student attended school**
- 4. Legal quarantine**
- 5. Emergency conditions as determined by the superintendent or principal**
- 6. Permission of principal and consent of parent (pre-arranged absence)**
- 7. Religious holidays**

Absence for reasons other than those defined above shall be considered as unexcused. When a student's unexcused absences reach seven (7) days in any semester, the Executive Director may consider filing a complaint/petition with the Family Court.

If a student is absent for any of the excused reasons enumerated above, the student shall be allowed to make up schoolwork missed during said absence or absences. It shall be the responsibility of the student to contact the teacher or teachers to arrange for all makeup work.

Students who have unexcused absences are not entitled to receive credit for makeup work or to receive credit for tests, projects, etc., missed during the absence, but may be made up at the discretion of school officials.

Missing more than ten (10) days of school per semester is considered excessive absence. If a student misses more than 10 days for medical reasons per semester, the parent or legal guardian may be required to provide written medical verification for subsequent absences from a licensed physician stating that the absence was a medical necessity. If written medical verification is not received, the absence will be unexcused unless the absence is due to excused reasons other than illness.

Students who are away from school because of participation in school-sponsored activities shall be marked present and permitted to make up missed schoolwork.

A student shall be excused for official religious holy days. Said student shall be allowed to make up schoolwork missed during such absences and in no way shall he or she be penalized for such absences.

LATE CHECK-IN

Class time is valuable and students are expected to be in each class on time. Tardies are considered excused if the student has an illness, a doctor or dentist appointment, or if there is a death in the family and the reason is documented by a written note/email from the parent.

EARLY CHECK-OUT

Whenever students need to check-out during the school day, parents can sign them out at the front office. Students will be collected from class after they are signed out. Student drivers may only leave campus under parent approval. Parents may notify the school via email, phone call, or physical note.

WEATHER-RELATED SCHOOL CLOSINGS AND EARLY DISMISSAL

In the event of adverse weather or road conditions, the school will determine what to do. Should a delay in opening or a school closing occur, parents will be notified via the **Remind app**. Parents should assess the inclement weather conditions before undertaking any travel to school. If dangerous weather conditions develop during school hours, it may be necessary to dismiss classes early without advance notice. If the weather appears threatening, parents should arrange to have someone available to pick up their student. Administration should be notified prior to the beginning of the school year if any special arrangements are required in these situations.

On days when school is closed due to weather, students should check their SVS email and Google Classroom for instructions and assignments from their teachers.

DATES TO REMEMBER: [Calendar 2021-2022](#)

Parent Orientation Meetings August 9-11, 2021

Parent/Teacher Conferences October 12, 2021 and March 11, 2022

Town Hall Meeting, the annual State of the School Address, October 19, 2021

Grands & Pals Day February 15, 2022

Inside the Bubble, SVS' annual gala and auction, celebrates our 20th year as a school

The **Parents Association** holds several meetings throughout the year.

Don't Miss Out on the Fun!! - *Student Clubs and SVS Drama Performances will resume this year. The Weekend Updates will give club information and meeting times along with tryout information for the play and practice times.*

ACADEMICS

TEXTBOOKS

All textbooks issued by the School are the property of the School. Teachers are the only ones allowed to write on or inside any book. No other writing should be done in or on non-consumable textbooks. It is the student's responsibility to keep up with his/her books. Parents will be charged for lost or damaged books.

HOMEWORK

Homework is assigned for the purpose of developing independent work habits and reinforcing skills and concepts. The assigned work should be within the student's ability to complete independently. Students should expect 45 minutes to an hour of homework each evening. If the student has difficulty with an assignment, the parent is asked to contact the teacher. Homework is expected to be handed in on time. Students whose work is not completed and turned in on time may be asked to complete their missing assignment(s) during the break time or before or after school. Parents may check Agenda Books For assignments.

SEMESTER EXAMS

Middle and Upper School students take semester exams in Math and Science High School level courses taken for graduation credit.

PROGRESS REPORTS AND REPORT CARDS

Report Cards are issued four (4) times each academic year. Interim or Mid-Term Progress Reports are issued in the middle of each Nine-Week grading period. Interim grades serve to recap a student's performance and to give suggestions for improvement in the coming four weeks. Only final grades become part of a student's permanent record. A grade of incomplete is given when there are extenuating circumstances preventing a student from completing assigned work within the grading period and the teacher elects to give the student an extension.

An Incomplete will automatically become an F if work is not completed by the extended deadline. When a student appears to be experiencing academic difficulty as indicated by grade reports, parents may schedule a conference with their student's teachers.

GRADE SCALE FOR 6TH THROUGH 12TH GRADES

A	89.50 - 100
B	79.50 - 89.49
C	69.50 - 79.49
D	59.50 - 69.49
F	59.49 and below

HONOR ROLL

The School will recognize students through two honor rolls. Those students having grades between 90 and 100 will be on the A Honor Roll and those with grades between 80 and 100 will be on the A-B Honor Roll.

ACADEMIC INTEGRITY

The School assumes that work turned in by students will be their own. The School will not tolerate academic dishonesty in any form.

FIELD TRIPS

Field trips are planned as part of the School's regular academic program. Parents will be notified of all field trips as far in advance as possible. Transportation will be provided by chartered vehicles or by parent-driven carpools. Parents will provide their license and proof of insurance before transporting students. Permission slips for each field trip will be sent home several weeks before the trip and must be signed and returned before students will be allowed to participate. The Parental Permission for Student Travel form must be completed at the beginning of the school year. * Students are **not** allowed to bring cameras or cell phones on the School's field trips.

ALABAMA HIGH SCHOOL GRADUATION REQUIREMENTS - The School follows the Alabama Education Agency's recommendations for high school curricular programs.

<u>Regular High School Diploma</u> Twenty-four credits are required.		<u>Advanced High School Diploma</u> Twenty-four credits are required.	
Subject	Credits	Subject	Credits
English Language Arts	4.0	English Language Arts	4.0
Mathematics	4.0	Mathematics	4.0
Social Studies	4.0	Social Studies	4.0
Science	4.0	Science	4.0
Health Education	0.5	Health Education	0.5
Physical Education	1.0	Physical Education	1.0
Career Preparedness	1.0	Career Preparedness	1.0
Career and Tech, Ed. and/or Foreign Lang. and/or Arts Education	3.0	Career and Tech, Ed. and/or Foreign Lang. and/or Arts Education	2.0/3.0
Electives	2.5	Electives	2.5

FINANCIAL PRACTICES

In order to plan and maintain educational services for the entire year, it is essential that tuition payment and fees be paid when due. Please refer to your contract with the School for payment information. It is understood that students are enrolled for the entire school year or such portion that may remain after the date of entrance. No reduction or refund of tuition or fees can be allowed by the School due to absences, withdrawal, or dismissal. The school reserves the right to prohibit the student from attending if parents/guardians have not paid charges according to the terms of this contract. Students whose tuition is not up to date will not be allowed to return to school after the Winter Break or Spring Break.

SPECIAL FAMILY SITUATIONS

If there is a special family situation, such as divorce or separation, we ask that you help us by providing the School with information so that we may comply with legal requirements. It is the policy of the School to follow the instructions of the custodial parent regarding access to all official records and reports about the child. The custodial parent is encouraged, when appropriate, to grant the non-custodial parent and/or stepparents full access to such records, the teachers and administration. Permission must be given in writing. Exceptions to this policy are undertaken only when necessary to comply with applicable law and/or when ordered by a court of law.

STUDENT DRIVER POLICY

Spring Valley School has the following rules to provide a safe and responsible policy with regard to cars, students and our community. Any student who is planning to drive a car to school at any time during the school year must complete the Student Driver Information form.

Driving is a privilege. Violation of any of the below rules may lead to immediate suspension of car privileges. Any other forms of careless driving are understood to be included in these stipulations. If warranted, the school has the right to search any vehicle.

- Students may not drive another student's car or allow another student to drive their car.
- Cars should be driven to school and parked for the entire academic day.
- Students must never transport any alcohol, illegal drugs, or weapons in their car; possession of any of these is a major school rule violation.
- The number of students in a car is limited according to the status of his/her driver's license. Alabama law prohibits drivers under age 18 from driving more than 3 passengers (parents excluded) in their vehicle. Status II drivers may have only one passenger in the vehicle (16 years old or 17 years old and driving 6 months or less).
- The driver must not permit anyone to ride without seat belts or ride on the outside of a vehicle.
- Always report any accidents to the office immediately.
- Students are not allowed to drive on field trips.
- Erratic driving will not be tolerated.

STUDENT RIDERS

The School must have written (via email or paper) pre-approval from parents for students to be able to ride with a student driver. Parents and students must fill out a Student Driver Passenger Authorization Form in SchoolAdmin.

STUDENT PROTECTION

Only faculty, staff, and parent volunteers who have been cleared through background checks will be able to work with the students. In addition, faculty and staff participate in the professional development "Keeping Our Kids, and Us, Safe - Sexual Harassment and Abuse Training".

Spring Valley School
COVID-19 Campus Response Plan
2021-2022
Updated 8.5.2021

The 2020-2021 school year revealed the importance of in-person instruction for a host of student outcomes, including educational progress and social-emotional well-being.

Given that safe, in-person schooling promotes optimal student outcomes, the CDC, American Academy of Pediatrics, and the Alabama Department of Public Health recommend that schools use “layered prevention strategies”¹ to minimize exposure to and transmission of the coronavirus. The CDC also recommends that the intensity of the preventative measures used should be dynamic, changing as needed throughout the school year, and informed by local indicators, such as transmission rates, outbreaks, etc.

During the 2020-2021 school year, the SVS campus response plan utilized a multi-pronged approach to minimize the spread of the virus while still conducting in-person learning. The 2021-2022 campus response plans builds off the lessons learned from last year’s implementation, and seeks to combine the latest scientific understanding of the coronavirus with the greatest degree of educational normalcy.

The following references were influential in the formation of the 2021-2022 campus response plan:

- Guidance for COVID-19 Prevention in K-12 Schools (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- COVID-19 Guidance for Safe Schools (American Academy of Pediatrics)
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- Alabama Department of Public Health 2021-2022 School Year Update (ADPH)
<https://www.alabamapublichealth.gov/covid19/schools.html>
- Cleaning surfaces (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

¹ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Key Features of 2021-2022 Campus Response Plan

- Instruction will be in-person. Students may be virtual at parent request with medical needs.
- Morning workouts will resume outside.
- Extracurriculars will resume.
- Campus visitors will resume. Visitors are asked to make an appointment and required to wear a mask.
- Daily screenings (temperature and sniff checks) will be discontinued.
- Universal masking is required indoors. Masking is not required outdoors.²
- Physical distancing (minimum 3 ft.) will continue.
- Cleaning and sanitizing will remain priorities.
- Students and faculty should remain at home when they feel ill.
- Quarantine rules have been updated in accordance with the latest public health recommendations.
- If parents have concerns about the School's COVID policies, they may email the Board of Directors at stopcovid@springvalleyschool.org.

² This requirement is consistent with the current recommendations by the CDC, American Academy of Pediatrics, and Alabama Department of Health, who all cite universal masking as an important component of a layered prevention strategy.

Campus Operations

Implement the following measures when the campus is open and school is in-session.

1. Masking
 - a. Masks will be required for all individuals (vaccinated or unvaccinated) when indoors.
 - b. Masks are not required outdoors, but social distancing will still be observed.
2. Drop-off/Pick up
 - a. Have hand sanitizer stations at all entrances. Have students, faculty, guests, etc. use hand sanitizer upon entering the building.
 - b. Utilize separate entrances
 - i. Lower School enter and dismiss from the back door (Develop a pick up/drop off routine and assign faculty members to be on carpool duty.)
 - ii. Middle and Upper School enter through the front door. Develop a pick up/drop off routine to maximize social distancing and assign faculty members to be on carpool duty.
 - c. Van
 - i. Disinfect after students arrive at school and after students are picked up.
 - ii. Have students use hand sanitizer prior to entering and exiting the van.
 - iii. Social distance (to the extent possible).
 - iv. Assign seats by grade, so students are sitting closest to classmates that they most likely will be in contact with during the school day (e.g. don't have a fourth grader sit with a sixth grader).
3. Morning duty
 - a. Students may be dropped off beginning at 7:30.
 - b. Lower School students will proceed straight to homeroom and stay there until morning workout begins in the back field.
 - c. Middle and Upper School students will report to the auditorium, where they will be socially distanced.
 - d. Once 40 students have arrived and are 3 feet socially distanced in the auditorium, any overflow of students greater than 40 will need to go to the gym where they will be socially distanced in designated squares.
 - e. All teachers need to proceed to the gym and auditorium by 8:00 to pick up their students
 - f. Students arriving after 8:00 need to go straight to their 1st period class

4. Morning workout/P.E.
 - a. Morning workout will be held outside in the back field. If the weather does not permit, then morning workout will not be held.
 - b. Continue to permit students to change for morning workout and P.E., but develop a system for regulating how many people can be in the bathroom at one time to change.
 - c. Use social distancing by having markers on the floor (e.g., Xs made of tape) that are spaced 3 ft. apart, if possible.
 - d. Modify the curriculum/instruction to reduce physical contact between students (e.g., find alternatives to games such as dodgeball).
 - e. Conducting class outside as much as possible.
 - f. Increase disinfecting of commonly touched services (e.g., door handles) as result of the high volume of people who use and pass through this space.
 - g. Masks will not be required outside so more activities will be outside
5. Hallways
 - a. Establish an expectation of students traveling single file and alongside one side of the hall.
 - b. When students switch classes, teachers should monitor the hallways to make sure physical distancing is being maintained.
6. Classrooms
 - a. Entering and leaving the classroom
 - i. Have a hand sanitizer station at the entrance of the classroom. All individuals should use hand sanitizer upon entering the classroom.
 - b. Physical distancing
 - i. To the extent possible, desks will be a minimum of 3 feet apart.³
 - ii. Remove/modify the use of shared work spaces (tables; couches).
 - iii. Use hallways for additional workspace, when possible.
 - iv. Modify the curriculum/instruction to reduce physical contact between students (e.g., modify the nature of group work).
7. Lunch
 - a. Lunches (for those who ordered them) will be delivered to each classroom, along with any necessary supplies.
 - b. Students will eat outside, barring inclement weather, at a set time.
8. Recess
 - a. Establish expectations for students about appropriate games and behaviors.

³ <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

- b. Support teachers in identifying games/activities that support students' recreational needs and maintain safe social distancing.
9. Bathroom usage
- a. Main bathrooms: Max occupancy of four people at a time.
 - b. If the restroom is at capacity, students would wait outside in a socially-distanced line.
 - c. To the extent possible, use of the main bathrooms should be minimized during the first 10 minutes of class to accommodate students who are changing for P.E.
 - d. Lower school: Use classroom bathrooms whenever possible. If necessary, use the main bathroom when Middle and Upper School are in class.
 - e. Middle and Upper School:
 - i. Students may use the bathroom during class to minimize congestion.
 - ii. Students must wait to make sure LS is not already waiting outside to use the restroom.
 - f. Reinforce good hygiene (washing hands for 20 sec., closing toilet covers before flushing, etc.)
10. Dismissal
- a. 2:45 Lower School dismissal (outdoor vs. classroom dismissal TBD by LS faculty)
 - b. 3:30 Middle & Upper School dismissal (students dismissed from classroom)
11. After care
- a. Identify a space/spaces that will enable social distancing and for the students to accomplish their necessary activities. Use hand sanitizer whenever entering a new space (e.g., when switching classrooms).
 - b. Develop explicit expectations to be shared with the students.
 - c. Develop activities that are in adherence to social distancing measures and accommodate students' needs (e.g., recreational activities).
12. Extracurricular activities (vary degrees of stringency)
- a. Modify physical spacing and activities to accommodate social distancing.
 - b. Implement prescribed cleaning procedures after meetings.
 - c. Masks are required
 - d. Keep a log of students who attend.
 - e. Hold as many activities outside as possible.

13. Disinfecting and Cleaning

- a. Identify additional cleaning needs and develop a response plan.
- b. Responsibilities for classroom teachers
 - i. Between each class: Spray and wipe down student desks and chairs. Can use one paper towel for multiple desks/chairs
 - ii. After lunch: Spray and wipe down door knobs and light switches
 - iii. End of day: Use a cloth with soap and water to wipe down all hard surfaces of your classroom (door knobs, light switches, desks, chairs, etc.) at the end of day then spray with disinfectant - don't wipe down
 - iv. Take cloth to the washing machine

14. Quarantine and illness rules

- a. Illness
 - i. If your student feels ill, please have them stay home.
 - ii. Fever is considered 100.4.
- b. Quarantine (from the Alabama Department of Public Health *Back to School Guidance 2021-2022*)⁴
 - i. **Isolate and Report Suspected and Diagnosed Cases:**
Individuals who test positive for or are diagnosed with COVID-19 must stay home for 10 days following the onset of symptoms or the positive test result, be 24 hours without fever or fever-reducing medications, and experience symptom improvement before returning from isolation.
 - ii. **Quarantine:**
In the **K–12 indoor classroom setting**, the close contact definition **excludes students** who were **3 feet or more (but within 6 feet) of an infected student** (laboratory-confirmed or a clinically compatible illness) if:
 - both students were engaged in the **consistent and correct use of well-fitted masks; and**
 - other K–12 school prevention strategies (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the **K–12 school setting.**

15. Miscellaneous

- a. Outside visitors: All visitors must be masked. Visitors should make appointments.
- b. Ill students: Students will remain in sick bay until they are picked up.

⁴ <https://www.alabamapublichealth.gov/covid19/assets/cov-school-guidance-073021.pdf>

Spring Valley School
COVID-19: Updated Understandings, Policies, and Procedures
2021-2022 Handbook Addendum

Contents

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 - Exposures at School
 - Exposures & Close Contacts Outside of School
- Student or Employee Becomes Ill While on Campus
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 - Disinfecting and Cleaning After Student or Employee Becomes Ill While On Campus
- Communicating and Contact Tracing after Student or Employee Becomes Ill While On Campus
- Communication of Confirmed Community Cases of COVID-19
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Sources of Information & Decision-Making Process

Spring Valley School is integrating information from multiple entities into its COVID-19 policies, procedures, and operational matrix. Health entities that are sources of information include, but are not limited to, the Centers for Disease Control, the American Academy of Pediatrics, and the Alabama Department of Health. The School is also referencing governmental organizations, including local and federal leadership. Finally, the School is also resource-sharing and problem-solving with other educational entities, including other local and LD schools.

The members of the Spring Valley faculty have taken on specific roles and responsibilities in order to plan and coordinate the School's response to COVID-19. The Spring Valley School Board representatives are dedicated to supporting the Executive Director, staff, and students during this time, and their utmost goal is to ensure students continue to have their educational needs met in a safe and effective manner. COVID policies are made by the Board, and policy concerns should be directed to the Board. StopCovid@springvalleyschool.org is an email that goes directly to the Board and was created to facilitate community dialogue about the School's COVID policies.

Given the unique needs of the School, the evolving nature of the data, and the diverse opinions held by stakeholders, the Board will ultimately exercise autonomy in its policy decisions, unless otherwise dictated by law. Using multifactorial analysis and professional judgment, the Executive Director will lead operations at the School, providing the oversight and dynamic response that is necessary. The Board will support the Executive Director in making high-stakes operational decisions as necessary.

The following sources were influential in the creation of this document and/or are referenced in it.

- Guidance for COVID-19 Prevention in K-12 Schools (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>
- COVID-19 Guidance for Safe Schools (American Academy of Pediatrics)
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- Alabama Department of Public Health 2021-2022 Back to School Guidance (ADPH) <https://www.alabamapublichealth.gov/covid19/schools.html>
- Cleaning surfaces (CDC)
<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

In-Person Schooling and Layered Prevention Strategies

The 2020-2021 school year revealed the importance of in-person instruction for a host of student outcomes, including educational progress and social-emotional well-being.

Given that safe, in-person schooling promotes optimal student outcomes, the CDC, American Academy of Pediatrics, and the Alabama Department of Public Health recommend that schools use “layered prevention strategies”⁵ to minimize exposure to and transmission of the coronavirus while still allowing for in-person learning. The CDC also recommends that the combination and intensity of the preventative measures used should be dynamic, changing as needed throughout the school year, and informed by local indicators, such as transmission rates, outbreaks, etc.

The CDC recommends that schools use a combination of the following strategies to provide a multi-layered preventative response. Additional details about each of these strategies can be found in the CDC’s [Guidance for COVID-19 Prevention in K-12 Schools](#).

- Promoting vaccination
- Consistent and correct mask use
- Physical distancing
- Screening testing to promptly identify cases, clusters, and outbreaks
- Ventilation
- Handwashing and respiratory etiquette
- Staying home when sick and getting tested
- Contact tracing, in combination with isolation and quarantine
- Cleaning and disinfection

⁵ “Guidance for COVID-19 Prevention in K-12 Schools”. CDC. 5 Aug. 2021, <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>. Accessed 8 Aug. 2021.

Symptoms of Covid-19 & Procedures for Symptomatic Individuals

The School subscribes to the CDC's list and description of COVID-19 symptoms.

Symptoms may appear 2-14 days after exposure to the virus. Symptoms may be mild or severe.⁶

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

It is parents and guardian's responsibility to check their student for symptoms every morning and to keep students home if they present any symptoms. Students exhibiting a temperature of greater than 100.4 will not be allowed to come to school or stay at school. Temperatures should be assessed without the use of fever-reducing medications.

Students should stay home if they exhibit any of the aforementioned symptoms. If a student will be absent, please contact Rebecca Carroll (rcarroll@springvalleyschool.org / 205-610-9004) and Dwanna Foster (dfoster@springvalleyschool.org). **Parents who have questions about whether or not their child should attend school should contact Rebecca Carroll (rcarroll@springvalleyschool.org / 205-610-9004).**

Students who experience any of the above symptoms at school will be screened by a designated staff member and may be required to be picked up from school. Students who are sick will remain in supervised quarantine until they are picked up.

Faculty and staff should stay home if they exhibit the aforementioned symptoms. If faculty or staff will be absent, they should contact Dr. Fiveash, Rebecca Carroll, and Dwanna Foster as soon as possible so sub coverage can be arranged. If an employee

⁶ "Symptoms of COVID-19". CDC. 22 Feb. 2021, <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Accessed 6 Aug. 2021.

has a question about whether or not they should stay home, s/he should call or text Dr. Fiveash.

If an employee experiences the above symptoms while at school, they should text or call Rebecca Carroll and Dr. Fiveash. A determination, erring on the side of caution, will be made if the employee should go home.

Returning to Campus

In addition to the requirements stated below, **any student or employee who is required to be off campus due to a COVID-19 related concern (i.e., diagnosis or exposure) must consult and receive clearance from the School before being allowed back on campus to ensure that the established protocols have been met.**

- All **student** clearance queries should be directed to Rebecca Carroll (rcarroll@springvalleyschool.org).
- All **staff** clearance queries should be directed to Dr. Laura Fiveash (lfiveash@springvalleyschool.org).

Returning after a Suspected or Positive COVID-19 DIAGNOSIS

Students or staff that suspect they have COVID-19 should be seen by their healthcare provider. If they are diagnosed with COVID, either through testing or based on their symptoms, then the following protocols will be used to determine when they can return to school.

Note: The document below is the COVID-19 Screening Tool from the Alabama Department of Health Back to School Guidance 2021-2022. The protocols outlined below apply to students and staff alike.



Student Name: _____

Screening Date: ____/____/____

COVID-19 Student Screening Tool

This screening tool can be used in the event a student becomes ill or as a pre-screening tool for parents or school staff to determine if a student or staff member should be sent home and when they may return to school.

1. Does this student have any of the following symptoms? *If yes, date first symptom began:* ____/____/____

- Shortness of breath or difficulty breathing
- Cough
- New loss of taste or smell
- Fever
- Chills
- Muscle or body aches
- Nausea or vomiting
- Diarrhea
- Headache
- Sore throat
- Congestion or runny nose

If a student has any of these symptoms and they cannot be attributed to another diagnosis, the student may have COVID-19. The student should be sent home to be medically assessed by the student's health care provider. Follow exclusion criteria for alternate diagnosis and isolation criteria for a diagnosis of COVID-19.

2. Has this student been diagnosed with or tested positive for COVID-19 in the last 14 days? *If yes, date:* ____/____/____

- Yes If a student is diagnosed by their healthcare provider with COVID-19 based on a test and/or their symptoms, they should not be at school and should stay at home until they meet the criteria below. If a student has been tested, but has not received their result, the student should remain home until the result is known and further guidance is received.
- No

Returning to School after a COVID-19 Diagnosis or Positive Test

A student can return to school when a family member can ensure that they can answer YES to ALL three questions:

- Has it been at least 10 days since the student first had symptoms?
- Has it been at least 24 hours since the student had a fever (without using fever-reducing medicine)?
- Has there been symptom improvement, including cough and shortness of breath?

If a student has had a negative COVID-19 test, they can return to school after at least 10 days from the date the first symptom began once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

If a student has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test.

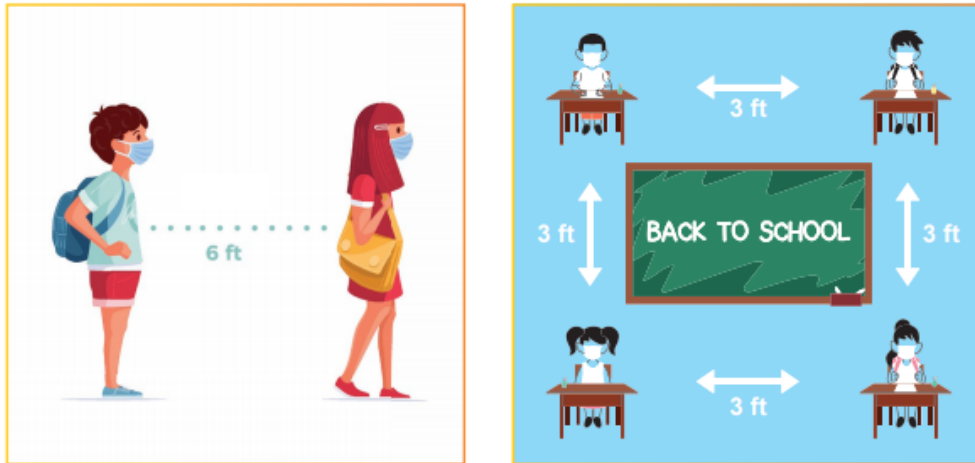
A student can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Returning to after EXPOSURE to Suspected or Positive COVID-19 Diagnosed Person(s)

Exposures at School

Students or staff who are exposed at school to an individual who has been diagnosed with or is suspected of having COVID should follow the protocols outlined in the ADPH *COVID-19 Exposure Notification for Parents and Guardians* (found at the end of this section). Some key points from this document are highlighted below.

- **Students:**



Require masks and social distancing to open schools safely.

If these guidelines are followed, no quarantine is required when a student has been exposed.

(Graphic taken from ADPH “2021-2022 Back to School Guidance”)

The criteria outlined in the ADPH *COVID-19 Exposure Notification for Parents and Guardians* (found in their “2021-2022 Back to School Guidance”) will be used to determine if a student has had a close contact at school. Students who were properly masked and distanced a minimum of 3ft. will not need to quarantine if they are exposed to a classmate who is diagnosed with or suspected of having COVID.

- **Staff:** The K-12 indoor classroom exemption for close contacts only applies to students, not adults. Close contacts for adults in the K-12 setting continue to apply to adults who are within 6ft of an infected individual for 15+ min. in one 24-hour period.
- **Additional quarantine exemptions for students and staff:** In the event of a close contact, students and staff who have been fully vaccinated or who have tested positive for COVID in the last three months will not need to quarantine, provided they do not feel ill or display any symptoms. Over the next 14 days, they should continue to monitor for symptoms, mask, and socially distance.



Student Name: _____
Date: ____/____/____

COVID-19 Exposure Notification for Parents and Guardians

Your student may have been exposed to someone diagnosed with or suspected to have COVID-19.

Date of exposure: ____/____/____

The Centers for Disease Prevention and Control (CDC) defines a close contact as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period (for example, *three individual 5-minute exposures for a total of 15 minutes*). An infected person can spread SARS-CoV-2 starting from 2 days before they have any symptoms (or, for asymptomatic patients, 2 days before the positive specimen collection date), until they meet criteria for discontinuing home isolation.

In the **K–12 indoor classroom** setting, the close contact definition **excludes students** who were within **3 to 6 feet of an infected student** where

- both students were engaged in **consistent and correct use of well-fitting masks; and**
- other **K–12 school prevention strategies** (such as universal and correct mask use, physical distancing, increased ventilation) were in place in the **K–12 school setting**.

Except in certain circumstances, people who have been in close contact with someone who has COVID-19 should stay at home. However, the following people with recent exposure may NOT need to remain at home:

- People who have been fully vaccinated
- People who were previously diagnosed with COVID-19 within the last three months

If your student does not meet the exception noted above for K-12 students, or has not been vaccinated or has not been previously diagnosed with COVID-19 in the last three months:

- ✓ Your student should stay at home. The COVID-19 incubation period and the ideal time period to remain at home continues to be 14 days after last exposure to a case. However, if 14 days is not practical, 10 days is acceptable if the following conditions are met:
 - Continue to monitor for symptoms daily through day 14.
 - If any one of the following symptoms are observed, isolate immediately and seek testing: fever, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, headache, new taste or smell disorder, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.
 - Wear a mask, stay at least 6 feet from others, avoid crowds, wash hands frequently, and take other steps to prevent the spread of COVID-19 in case infectious without symptoms.
- ✓ If your student becomes symptomatic during this time, have them evaluated by their healthcare provider/doctor and report to the school nurse the results and outcome of the medical evaluation. Cases (includes symptomatic Close Contacts):
 - Must be isolated for at least 10* days after symptoms first appeared and
 - At least 24 hours since resolution of fever (without the use of fever-reducing medications) and
 - Other symptoms have improved.

Rev 07/27/2021

Exposures & Close Contacts Outside of School

The K-12 indoor classroom exemption does not apply outside this setting, since masks are not required outdoors. Therefore, for staff and students alike, close contact is defined as being within 6ft of someone for 15+ min. over a 24-hour period.

If students or staff have close contact with an individual who has been diagnosed with or is suspected of having COVID, they should follow the protocols outlined in the ADPH *COVID-19 Exposure Notification for Parents and Guardians* (found in the above section).

In the event of a close contact, students and staff who have been fully vaccinated or who have tested positive for COVID in the last three months will not need to quarantine, provided they do not feel ill or display any symptoms. Over the next 14 days, they should continue to monitor for symptoms, mask, and social distance.

If a student or employee has a member of their household that has been asked to quarantine because of possible exposure or exposure by their school or workplace, the individual needs to quarantine until they know the household member is COVID-19 negative. If the household member is found to be COVID-19 positive, follow the protocol outlined in ADPH *COVID-19 Exposure Notification for Parents and Guardians* (found in the above section). Notify Rebecca Carroll (rcarroll@springvalleyschool.org / 205-610-9004) if a student or employee has a household member asked to quarantine.

Student or Employee Becomes Ill While on Campus **Evaluation and Care**

In the event that a **student** becomes ill while on campus, the following steps should be taken while taking great care to ensure the confidentiality of the student's suspected medical condition:

- The teacher will notify a designated staff member (Dwana Foster) about the student's conditions and with the designated individual will escort the child to the health and wellness station.
- The staff member attending the station will wear appropriate PPE prior to interacting with the student. S/he will take the child into a designated and separate section of the station (the "quarantine bay"). The adult escort should immediately wash their hands before returning to the classroom.
- If the student is found to be symptomatic for COVID-19, a designated staff member will contact the student's emergency contact for immediate pick-up. The student will remain in the quarantine bay under the supervision of the attending staff member.

- The School will then follow its Cleaning and Disinfecting and Communication and Contact Tracing guidelines.

In the event that an **employee** becomes ill while on campus, the following steps should be taken:

- If the employee is exhibiting symptoms of COVID-19 they should consult with the staff member (primary: Dr. Fiveash; secondary: Rebecca Carroll) who has been designated to address faculty health and wellness. A determination will be made about whether the employee should leave campus.
- If the employee is symptomatic, s/he will be encouraged to consult with a health care provider. The School will then follow the Cleaning and Disinfecting and Communication and Contract Tracing protocols.

Students and employees who become ill on campus with symptoms of COVID-19 must adhere to the **Returning to Campus after Suspected or Positive COVID-19 Diagnosis** guidelines before returning to campus.

Disinfecting and Cleaning After Student or Employee Becomes Ill While On Campus

If an employee or student becomes ill with COVID-19 symptoms while on campus, after he or she is separated from others and receiving appropriate medical attention, the School will do the following:

- If a student or teacher becomes ill, his or her class will immediately wash their hands and move to another appropriate learning space for the remainder of the school day, until the room has been disinfected, including the possibility of hosting the class outside.
- The School would then follow CDC guidelines for Cleaning and Disinfection of Community Facilities⁷.
- If a staff member became ill, his or her work space would be closed and the School would then follow CDC guidelines for Cleaning and Disinfection of Community Facilities.

Communicating and Contact Tracing after Student or Employee becomes Ill while on Campus

If an employee or student has been on campus and s/he is confirmed to have tested positive for COVID-19, then the School will enact the following protocols.

⁷ "Cleaning and Disinfection for Community Facilities - CDC." 15 Jun. 2021, <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>. Accessed 8 Aug. 2021.

- Inform the parents and guardians of impacted students that an unnamed individual in their class tested positive for COVID-19.
- If the student or teacher is confirmed to have a positive COVID-19 test, students and staff should follow the guidance offered in this document under **Returning to after EXPOSURE to Suspected or Positive COVID-19 Diagnosed Person(s): Exposures at School.**

Communication of Confirmed Community Cases of COVID-19

The School will work closely with state and local health departments to inform all of our communications regarding confirmed and potential COVID-19 cases within our community. The School will strive to balance privacy laws and standards with the need for transparency and proactive communication.

Quarantine, Distance Learning, and Off-Campus Operations

Students who are in quarantine, or who are otherwise absent due to causes related to COVID-19, will be expected to complete and participate in all assigned classroom activities and lessons using the distance-learning tools provided by the School. Exemptions for participation must be approved by the student's teachers and the school social worker.

Faculty members who are in quarantine or who are otherwise absent due to causes related to COVID-19 will be expected to complete their professional duties and responsibilities as determined by administration.

In the event that distance learning is implemented, all staff and students will be expected to participate as outlined in the school COVID-19 contingency plan.

Hand Hygiene and Respiratory Etiquette

In addition to precautionary and responsive policies and procedures, the school will also educate its community about, promote broadly, and require best practices in personal hygiene⁸ such as:

- Hand hygiene includes traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds) or the use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available.⁹

⁸ "How to Protect Yourself & Others | CDC."

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>. Accessed 8 Aug. 2021.

⁹ "When and How to Wash Your Hands"

<https://www.cdc.gov/handwashing/when-how-handwashing.html>. Accessed 8 Aug. 2021.

- Educate and model appropriate behaviors and allow for hygiene opportunities before meals, after recess or physical education, and scheduled times throughout the day.
- Respiratory hygiene/cough etiquette - the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirt sleeve) to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

Social Distancing

Based on the CDC's recommendation that limiting face-to-face contact is the best way to limit the spread of COVID-19, the school will implement social distancing practices whenever possible. Below are illustrative examples of some social distancing practices the school will educate its community about, promote broadly, and require whenever feasible:

- Maintaining a minimum of 3ft distance between one another.
- Maintaining a minimum distance of 6ft between student and teacher
- Maintaining small, consistent groups of students and teachers
- Eliminating large groups and repurposing common spaces
- Space seating/desks at least 3 feet apart.
- Spacing students 6 ft or more in indoor gym space.

Masks and Facial Coverings

All students, staff, and campus visitors, including parents, will be required to wear masks, as may be deemed to be appropriate by administration. **Gaiters are not acceptable masks, and masks with filters or double cotton are encouraged.** It is the responsibility of each individual to provide his/her own face mask; however, the school will have extra masks and shields on hand for those who do not have them.

All students and faculty must wear a face shield during lunch and snack times. **The school will provide one face shield per student for eating purposes.** Given the reduced efficacy of face shields vs. masks, lunch will be outside and socially distanced, to the extent possible.

Students and staff will abide by all guidelines pertaining to masks and face coverings as outlined by the school. For students or staff not willing to abide by mask or face covering guidelines, a verbal warning (both to the student and home) will be given for the first offense. A new mask will also be provided. Any further offenses will lead to that person being sent home immediately.