
SABAL CREST ACADEMY



PARENT AND STUDENT HANDBOOK 2026-2027

– Lead with Respect – Learn with Purpose – SOAR with Pride –

WELCOME TO OUR COMMUNITY

Welcome to Sabal Crest Academy, where every student is known, every family belongs, and every day is an opportunity to learn, grow, and soar. Thank you for choosing to be part of our Seahawk family. We are excited to partner with you as we create a school community built on trust, respect, and a shared commitment to helping every child succeed.

At Sabal Crest Academy, we believe schools are about more than academics. They are places where friendships are formed, confidence is built, character is strengthened, and students discover who they are and who they are capable of becoming.

Guided by our motto - Lead with Respect. Learn with Purpose. Soar with Pride. We are committed to creating a learning environment where every child feels safe, valued, challenged, and inspired.

Our school takes its name from two symbols that reflect both our community and our purpose. The Sabal Palm, Florida's state tree, represents strength, resilience, and steady growth. The crest of a wave reminds us that growth comes through movement, perseverance, and embracing new opportunities. Together, they represent the journey every Seahawk takes as they learn, grow, and rise.

Everything we do is grounded in our SOAR Expectations:

- **Show Respect** by treating ourselves, others, and our environment with kindness and consideration.
- **Own Your Learning** by taking responsibility, embracing challenges, and striving for continuous growth.
- **Act Safely** by making choices that contribute to a secure and positive learning environment.
- **Rise with Resilience** by persevering through challenges, learning from mistakes, and moving forward with confidence.

These are more than school wide expectations; they are the foundation of our culture and the values that guide our decisions every day. You'll also notice something unique about Sabal Crest Academy: Wings Up.

More than a gesture, Wings Up represents encouragement, connection, and Seahawk pride. It reminds us that every member of our community has something valuable to contribute and that we accomplish more when we support one another.

This handbook has been created to serve as a resource throughout the school year. Inside, you'll find important information about our procedures and expectations. More importantly, we hope it gives you a glimpse into the culture we are building together.

Thank you for partnering with us as we begin another year of learning, growing, and creating memories that will last a lifetime.

Wings Up!

OUR FOUNDATION

The Sabal Crest Academy Parent & Student Handbook is designed to serve as a resource throughout the school year. Inside, you'll find important information about our programs, procedures, and expectations. More importantly, you'll discover the values that shape who we are as a school community.

Every decision we make is guided by our mission, vision, and commitment to helping every student learn, grow, and thrive.

Our Mission

The Sabal Crest Academy community will SOAR together, building resilience and empowering every student to rise and thrive along their journey.

Our Vision

At Sabal Crest Academy, we envision a safe and connected community where Respect guides our actions, Responsibility shapes our choices, and Resilience strengthens our growth, helping every student find success along their path.

Our Motto

Lead with Respect.
Learn with Purpose.
SOAR with Pride.

St. Johns County School District Mission

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

GENERAL SCHOOL INFORMATION

Welcome to Sabal Crest Academy

Sabal Crest Academy is a kindergarten through eighth-grade public school located in the heart of Nocatee in St. Johns County, Florida. During the 2026–2027 inaugural school year, Sabal Crest Academy proudly serves students in kindergarten through 7th Grade, with 8th Grade joining our school community during the 2027–2028 school year.

School Information

Sabal Crest Academy
1515 Conservation Trail
Ponte Vedra, Florida 32081
Main Office: (904) 547-4651
Website: www-sca.stjohns.k12.fl.us

Office Hours: 8:05 a.m. – 4:00 p.m.

School Hours - Elementary & Middle School

- Student Arrival and Breakfast: 8:05 a.m. – 8:35 a.m.
- School Starts: 8:40 a.m.
Students arriving after 8:40 a.m. must be signed in through the front office by a parent or guardian.
- Student Dismissal: 3:00 p.m. M / T / TH / F and 2:00 p.m. on Wednesdays.
For safety we will begin staggering grade levels to their designated dismissal areas 10 minutes prior to dismissal times.

Extended Day Program

The Sabal Crest Academy Extended Day Program provides before and after-school care for enrolled students in a safe, structured, and engaging environment.

- Morning Extended Day: 7:00 a.m. – 8:05 a.m.
- Afternoon Extended Day: Monday, Tuesday, Thursday & Friday: 3:00 p.m. – 6:00 p.m.
Wednesday: 2:00 p.m. – 6:00 p.m.

Our Extended Day Program offers students opportunities for homework time, games, crafts, outdoor activities, and enrichment in a supervised setting. Registration is required. Additional information regarding registration, fees, and program guidelines is available on the Sabal Crest Academy website.

COMMUNICATION & FAMILY PARTNERSHIPS

Our Commitment to Families

At Sabal Crest Academy, you can expect us to:

- Provide a safe, caring, and supportive learning environment.
- Communicate school and classroom information in a timely manner.
- Celebrate student successes while addressing concerns promptly.
- Treat every student and family with dignity, respect, and professionalism.
- Work collaboratively with families to support student success.

How Families Can Partner with Us

Families play an essential role in every child's success. We ask parents and guardians to:

- Ensure their child attends school regularly and arrives on time.
- Read school and classroom communications regularly.
- Keep emergency contacts and contact information current.
- Support school expectations at home.
- Communicate concerns respectfully and promptly.
- Partner with teachers and staff to help students learn, grow, and thrive.

ParentSquare

ParentSquare is the St. Johns County School District's official mass communication platform. Families are encouraged to download the ParentSquare mobile app and enable notifications to ensure they receive important school information in a timely manner.

Through ParentSquare, families will receive:

- School announcements and reminders about events and important deadlines, and emergency notifications.

Home Access Center (HAC)

The Home Access Center (HAC) provides parents and guardians with secure access to important student information. We encourage families to monitor HAC regularly and contact their child's teacher whenever questions arise regarding academic progress.

Through HAC, families may view:

- Attendance
- Grades
- Progress Reports
- Report Cards
- Student Schedules
- Assessment Information



**Download the
ParentSquare
mobile app**

Send and receive school
communications on the go



School Website – www-sca.stjohns.k12.fl.us

The Sabal Crest Academy website serves as the central hub for school information and family resources. Families can find:

- School news and announcements
- School calendar and upcoming events
- Staff directory
- Forms and documents
- Extended Day information
- PTO and SAC information
- School Improvement Plan
- Links to district resources

Parent Conferences

Parent conferences are encouraged whenever questions or concerns arise regarding a student's academic progress, behavior, attendance, or social-emotional development. We believe the most meaningful conferences are built on mutual respect, open communication, and a shared commitment to supporting each student's success. By working together in a collaborative, solution-focused manner, we can ensure every child receives the support they need to learn, grow, and thrive. Conferences may be requested by either the parent or the teacher and may be conducted: in person, by telephone, or virtually via TEAMS during teacher contract times. Translation services are available upon request.

Communication Guidelines

We are committed to maintaining positive and respectful communication with our families.

To help us serve everyone effectively, we ask families to:

- Begin with contacting the staff members closest to the concern.
- Allow up to 48 business hours for staff members to respond before sending additional messages.
- Understand that response times may be longer during weekends, holidays, or school breaks.
- Communicate respectfully, recognizing that we all share the same goal supporting student success.

Parent Teacher Organization (PTO)

The PTO supports our students, staff, and school through volunteer opportunities, fundraising, family events, and programs that enrich the school experience. Every family is encouraged to become involved.

School Advisory Council (SAC)

The School Advisory Council (SAC) is a collaborative team of parents, staff, community members, and school leaders that work together to support continuous school improvement. Meeting dates will be shared through ParentSquare and posted on the school website.

CAMPUS SAFETY & SECURITY

The safety and well-being of our students and staff is our highest priority. Every safety procedure, visitor expectation, and emergency protocol is designed to provide a secure learning environment. We appreciate your partnership in following our safety procedures and recognizing that these protocols help protect every member of our school community.

School Access & Visitor Procedures

To maintain a safe and secure campus, all visitors must enter through the front office during school hours. Visitors may not enter through side doors, proceed directly to classrooms, or access other areas of campus without authorization.

Visitors entering the building beyond the front office must:

- Present a valid government-issued photo ID.
- Sign in through the Raptor Visitor Management System.
- Wear a school-issued visitor badge at all times while on campus.
- Sign out through the front office before leaving.



Volunteer Approval with Raptor

Families wishing to volunteer, attend classroom celebrations, chaperone field studies, or participate in school activities during the school day must complete the St. Johns County School District Volunteer approval may take several weeks. Families are encouraged to apply well in advance of any school event.

How to Become an Approved Volunteer

- Complete the online volunteer application at www.stjohns.k12.fl.us/volunteer.
- Ensure your name matches your driver's license or state-issued ID exactly.
- The application includes a criminal background check and sex offender screening.
- Once approved, you will receive an email confirmation from the district.



Single Point of Entry

Sabal Crest Academy operates as a Single Point of Entry campus. Do not open exterior doors for others or attempt to enter the building through unauthorized entrances.

During the school day:

- All visitors must enter through the front office.
- Exterior doors remain locked.
- Campus access is monitored throughout the school day.

Emergency Preparedness

Students and staff participate in regular emergency drills throughout the school year in accordance with Florida law and St. Johns County School District procedures. These drills help ensure students and staff are prepared to respond safely and confidently during an emergency.

Emergency drills include:

- Fire Drills
- Lockdown Drills
- Severe Weather Drills
- Bus Evacuation Drills

Emergency Communication

If an emergency occurs, Sabal Crest Academy will communicate with families as quickly as possible through ParentSquare. To ensure emergency personnel can respond effectively, families should not come directly to the school unless instructed to do so by school or district officials.

Help Us Keep Our Campus Safe

Families play an important role in maintaining a safe school environment. You can help by:

- Bringing a valid photo ID when visiting campus.
- Following all visitor check-in procedures.
- Keeping emergency contact information current.
- Reporting safety concerns promptly.
- Following school directions during emergency situations.

Bullying & Harassment

Sabal Crest Academy is committed to providing a safe, respectful, and inclusive learning environment for every student. Bullying, harassment, intimidation, hazing, cyberbullying, and retaliation will not be tolerated.

Students and families are encouraged to report concerns to a teacher, counselor, dean, assistant principal, or principal as soon as possible. Reports will be investigated promptly in accordance with district policies and procedures.

FortifyFL - If you see something, say something

FortifyFL is Florida's anonymous suspicious activity reporting system. Students, families, and community members are encouraged to report concerns involving:

- Threats of violence
- Bullying or harassment
- Weapons
- Self-harm concerns
- Suspicious activity



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



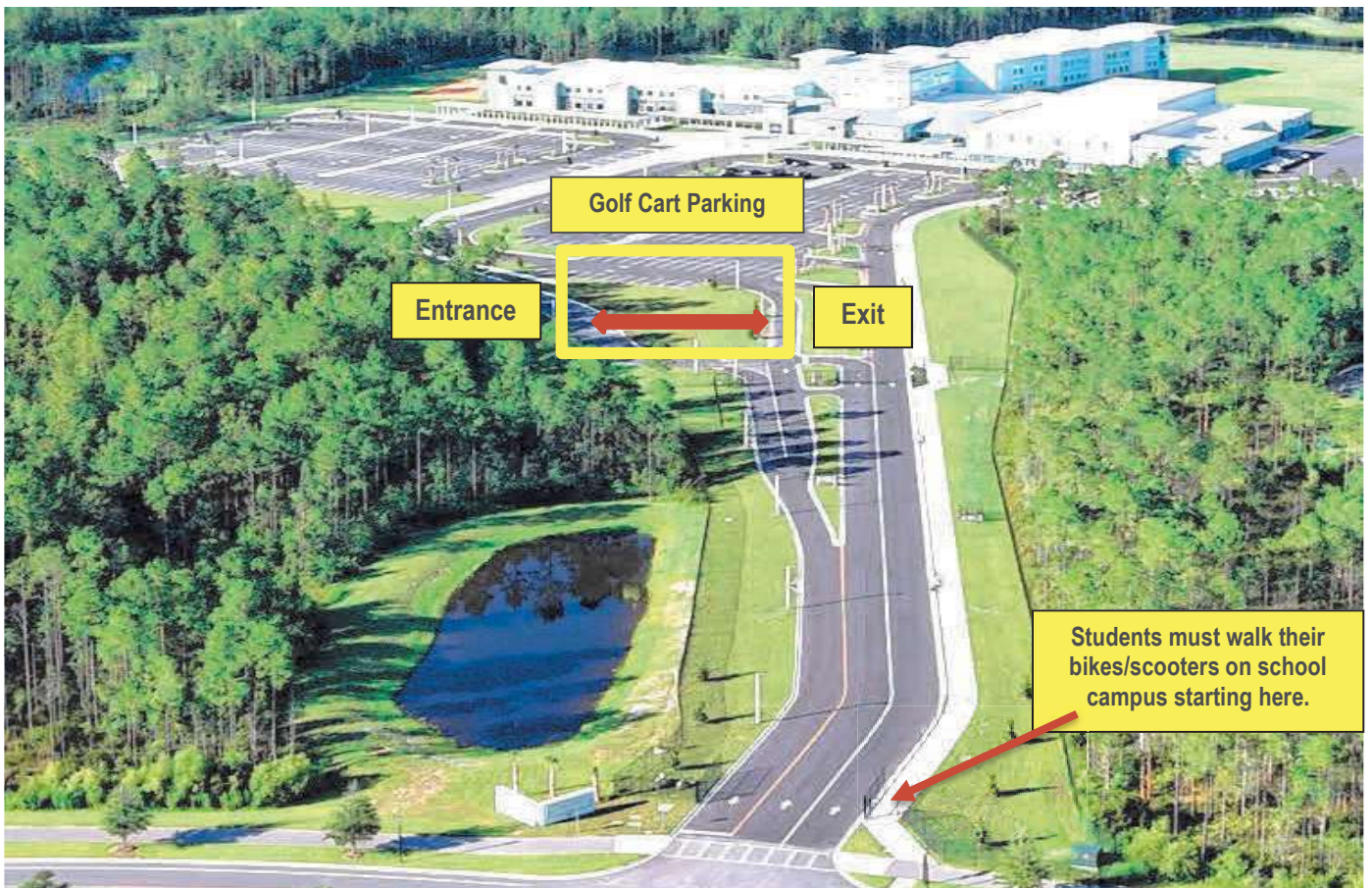
If an investigation finds that you knowingly submitted a false tip through FortifyFL, information on the device used will be provided to law enforcement, and you may be subject to criminal penalties. Otherwise, unless you choose to identify yourself when reporting, you will remain anonymous.



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

CAMPUS TRAFFIC FLOW ARRIVAL AND DISMISSAL





Morning Arrival

Students may arrive on campus beginning at 8:05 a.m. Students who are eating breakfast should report directly to the cafeteria upon arrival. All other students should proceed to their designated morning arrival location under staff supervision.

The instructional day begins promptly at 8:40 a.m. Students arriving after 8:40 a.m. are considered tardy and must be signed in through the front office by a parent or guardian before reporting to class.

For the safety of all students and staff, students must exit vehicles from the passenger side only during morning drop-off.

Early Student Dismissal

Whenever possible, families are encouraged to schedule appointments outside of school hours to minimize interruptions to instruction. For the safety of all students:

- Students will only be released through the front office.
- A parent, guardian, or emergency contact listed in Home Access Center (HAC) must present a valid government-issued photo ID.
- Early dismissals during the final 30 minutes of the school day should be avoided whenever possible.

Afternoon Dismissal

Each student will follow the dismissal method selected by their family. To help ensure safe dismissal:

- Students should know their dismissal plan before arriving at school.
- Families should keep emergency contacts and transportation information current in Home Access Center (HAC).
- All elementary students will wear a dismissal tag on their backpack identifying their regular method of transportation.

Parent Pick-Up

To ensure safe and efficient dismissal:

- SCA operates with two parent pick-up lines.
 - One for cars and one for golf carts and registered Low-Speed Vehicles (LSVs).
- Display your official Sabal Crest Academy dismissal tag each day. Dismissal tags will be distributed to families at Meet the Teacher.
- Vehicles without a car tag will be directed to the ID Check Station before a student is released.
- Students will only enter vehicles from the passenger-side.
- Older siblings will wait with the youngest siblings, so families only make one stop during dismissal.
- Students should remain in their designated waiting area until directed by a staff member.
- Follow all directions provided by school staff.

Lightning Dismissal Delays



Florida weather can change quickly, especially during the afternoon. Rain alone will not delay dismissal. Students will be dismissed according to their regular transportation plan, so families are encouraged to check the weather forecast daily and plan accordingly. A rain jacket or umbrella may be helpful but don't worry...Seahawks don't melt!

If lightning is within close proximity to the school, there will be delays at dismissal and we will communicate through ParentSquare.

During a lightning delay:

- All students will remain safe inside the building until called for dismissal.
- Bus riders will continue to be dismissed as buses arrive unless otherwise directed.
- Students attending Extended day or after-school activities will remain safely supervised until released.
- Families will be notified through ParentSquare if dismissal procedures are significantly impacted.
- Parents should remain in their vehicles and wait for dismissal procedures to begin.

During a lightning dismissal, families should expect significant delays. Student safety always takes precedence over dismissal speed.

Transportation Changes

Transportation changes should be communicated as early as possible. Last-minute transportation changes cannot always be accommodated. Students will be dismissed according to their regular transportation plan unless an approved change has been received.

To make a change:

- Send a written note or email to your child's teacher
- Or call the front office: (904) 547-4651

Walkers, Bikers, Scooter Riders

Students who walk, ride bicycles, electric bicycles (e-bikes), or scooters are expected to follow all school safety procedures and the St. Johns County School District Student Code of Conduct.

For student safety:

- Students under the age of 16 riding a bicycle or electric bicycle must wear a properly fitted helmet as required by Florida law.
- Students must dismount at the designated campus entry point and walk bicycles, e-bikes, scooters, and other wheeled devices while on school property.
- Bicycles, e-bikes, and scooters must be secured in the designated bike rack or storage area.
- Students should use designated sidewalks, crosswalks, and crossing guards when traveling to and from campus.
- Unsafe behavior while traveling to or from school may result in disciplinary action in accordance with the St. Johns County School District Student Code of Conduct.

Electric Bicycles (E-Bikes) & Motorized Vehicles

To help ensure the safety of all students, staff, and families, Sabal Crest Academy permits only those electric bicycles that meet the definition of an electric bicycle under Florida law.

Permitted on Campus

- Traditional bicycles.
- Electric bicycles (e-bikes) with fully operable pedals that comply with Florida law.
- All bicycles and e-bikes must be operated safely, obey traffic laws, and be walked while on school sidewalks and campus walkways.

Prohibited on Campus

The following vehicles are not permitted on school property:

- Electric motorcycles or electric dirt bikes.
- Motorized bicycles or similar vehicles without fully operable pedals.
- Any motorized vehicle that exceeds the legal definition of an electric bicycle under FL law.

Students must dismount and walk all scooters, bicycles and e-bikes once they enter school property. Scooters, bikes and e-bikes must be parked in our designated bicycle racks. The school is not responsible for lost, stolen, or damaged bicycles or e-bikes.

BUS TRANSPORTATION

Bus Eligibility & Bus Stops

The St. Johns County School District Transportation Department determines bus eligibility, bus stop locations, and transportation routes. Families can access their child's transportation information, including:

- Bus route number
- Bus stop location
- Pick-up and drop-off times
- Route updates through BusPlanner and the Chipmunk App.
- Bus routes and schedules may change throughout the school year.
- Families are encouraged to check BusPlanner regularly, especially during the first several weeks of school.
- Students should arrive at their assigned bus stop at least 10 minutes before the scheduled pick-up time.

Riding the School Bus

Bus drivers are responsible for the safety of all passengers. Students who fail to follow expectations may receive disciplinary consequences and may lose bus riding privileges in accordance with the St. Johns County School District Student Code of Conduct.

Students are expected to ride only the bus assigned by the Transportation Department unless otherwise authorized. To help ensure a safe ride, students are expected to:

- Follow the directions of the bus driver at all times.
- Remain seated while the bus is moving.
- Keep hands, feet, and personal belongings to themselves.
- Speak respectfully and use appropriate voice levels.
- Keep aisles and emergency exits clear.
- Help maintain a clean and safe bus environment.

Kindergarten & Elementary Bus Riders

Helping students become familiar with their transportation routine builds confidence and supports a successful start to the school year. Families are encouraged to practice their child's bus number, bus stop location, and afternoon dismissal routine before the first day of school. Please ensure your child knows:

- Their bus number
- Their assigned bus stop
- Their afternoon dismissal plan

Bus Delays

Traffic, weather, mechanical issues, and other unforeseen circumstances may occasionally delay buses. Families are encouraged to monitor BusPlanner and the Chipmunk App for the most current transportation information. We appreciate your patience and understanding whenever delays occur.

Questions About Transportation?

- Bus eligibility
- Bus stop assignments
- Pick-up and drop-off times
- Bus routes

Transportation concerns should be directed to the St. Johns County School District Transportation Department. Our staff is always happy to assist families; however, bus routes and assignments are managed by the district's Transportation Department.

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

ATTENDANCE POLICY

Regular attendance is one of the strongest predictors of student success. Every school day provides valuable opportunities for learning, collaboration, and building relationships that cannot be fully replaced when a student is absent.

Reporting an Absence

If your child is absent from school, please notify the school as soon as possible. Absences should be reported using the Digital Attendance Reporting Form available on the Sabal Crest Academy website. To ensure absences are properly documented:

- Submit absence documentation within 48 hours of your child's return to school.
- Include a physician's note when one is available.
- Notify the school if your child will be absent for multiple consecutive days.

Excused & Unexcused Absences

Student absences are classified as excused or unexcused in accordance with Florida law and the St. Johns County School District Student Code of Conduct. For complete attendance requirements, including excused and unexcused absences, please refer to the St. Johns County School District Student Code of Conduct. Examples of excused absences include student illness, medical or dental appointments, death of an immediate family member, religious holidays, court appearances, and school-sponsored activities.

Tardies

The instructional day begins promptly at 8:40 a.m. Students arriving after 8:40 a.m. are considered tardy and must be signed in through the front office by a parent or guardian before reporting to class. Consistent punctuality helps students begin each day prepared to learn while minimizing interruptions to classroom instruction.

Make-Up Work

Students are responsible for completing assignments missed during an absence. Families should communicate directly with their child's teacher regarding make-up work and reasonable timelines for completion. Middle school students should also monitor Schoology and communicate directly with their teachers regarding missed assignments.

Attendance Intervention

Florida law requires schools to monitor student attendance and intervene when attendance becomes a concern. If a student develops a pattern of excessive absences, school staff will partner with families to identify barriers, provide support, and develop a plan to improve attendance. Additional attendance interventions may be required in accordance with Florida law and the St. Johns County School District Student Code of Conduct.

HEALTH SERVICES & STUDENT WELLNESS

Healthy students are better prepared to learn. Our school clinic is available to provide first aid, address minor illnesses and injuries, and assist students with medical needs during the school day. Please keep your child's emergency contacts and medical information current in Home Access Center (HAC) and notify the school of any changes throughout the year.

School Clinic

The school clinic is intended for students who become ill or are injured during the school day. If a student becomes too ill to remain at school, a parent, guardian, or emergency contact will be notified and expected to pick up the student promptly.

When to Keep Your Child Home

To help prevent the spread of illness, please keep your child home if they:

- Have a fever of 100.4°F or higher.
- Have vomited or had diarrhea within the past 24 hours.
- Have symptoms of a contagious illness.
- Are unable to comfortably participate in the school day.

Students should be fever-free for at least 24 hours without the use of fever-reducing medication before returning to school. If you are in doubt, please consult your child's healthcare provider.

Returning to School After Illness

Some illnesses may require medical clearance before a student returns to school. Families may be asked to provide documentation from a healthcare provider when appropriate. If you have questions, please contact the school and ask to speak with our nurse.

Medications at School

Students should never carry or share medication unless specifically authorized by district policy. Whenever possible, medications should be administered at home. If medication must be given during the school day:

- All prescription and over-the-counter medications must be delivered to the clinic by a parent or guardian.
- Medication must be in its original container and properly labeled.
- Required district medication authorization forms must be completed before medication can be administered.

Medical Conditions

Medical Action Plans and any required medications should be submitted to the school clinic before school begins whenever possible. If your child has a medical condition that may require care during the school day, please notify the school before the first day of attendance. This includes, but is not limited to asthma, diabetes, seizure disorders, severe allergies, and other chronic medical conditions.

Extreme Heat Procedures

Florida's weather can change quickly, especially during the warmer months. School administrators monitor weather conditions throughout the day to ensure outdoor activities are conducted safely. When heat index levels become unsafe, outdoor activities such as Physical Education (PE), recess, Extended Day, and other school-sponsored activities may be modified, shortened, moved indoors, or canceled in accordance with St. Johns County School District guidelines.

<u>Heat Index</u>	<u>Outdoor Activities</u>
Below 95°	Normal outdoor activities
95°–98°	Outdoor activities may be limited, modified, or canceled
99° or Higher	Outdoor activities will be canceled

School administrators also consider:

- Playground equipment temperatures
- Student hydration
- Medical conditions that may increase the risk of heat-related illness

Parents can help by:

- Sending a labeled water bottle each day.
- Dressing students in lightweight, weather-appropriate clothing.
- Informing the school of any medical conditions that may limit outdoor participation.

Sunscreen

Florida Statute 1002.20(3)(m) permits students to possess and use a topical sunscreen product approved by FDA for over-the-counter use while on school property or at a school-sponsored event without a physician's note or prescription. Families are encouraged to apply sunscreen before school.

Head Lice

Head lice can occur in any school community and are not an indication of poor hygiene. If lice or nits are suspected, families will be notified and provided with guidance regarding treatment and return-to-school expectations in accordance with district procedures.

BREAKFAST & LUNCH SERVICES

The cafeteria provides students with a safe, welcoming environment to enjoy breakfast and lunch each day. Mealtimes are an important part of the school day and provide opportunities for students to build friendships, practice responsibility, and demonstrate our SOAR Expectations.

We encourage students to practice good manners, make healthy choices, and show respect for others while enjoying their meals.

Breakfast

Breakfast is served daily from 8:05–8:35 a.m. Students eating breakfast should report directly to the cafeteria upon arrival. For student safety:

- Students must remain seated while eating.
- Students may not leave the cafeteria without permission from a staff member.
- Breakfast service concludes promptly so students arrive at class ready to begin learning at 8:40 a.m.

Lunch

Students will eat lunch during their assigned lunch period. Students may:

1. Purchase a school lunch.
2. Bring lunch from home.
3. Purchase approved à la carte items (when available).

During lunch, students are expected to:

- Demonstrate respectful behavior.
- Follow directions from staff.
- Use appropriate voice levels.
- Remain seated until dismissed.
- Clean their eating area.
- Students in grades (K-5) have assigned tables and Middle School students have open seating.

Meal Accounts - <https://www.stjohns.k12.fl.us/food/home/>

Families are encouraged to maintain a positive meal account balance. Information regarding:

- Menus - <https://schools.mealviewer.com/school/SabalCrestAcademy>
- Meal payments & prices
- Free & Reduced Meal Benefits
- Nutritional information

Water Bottles

Students are encouraged to bring a refillable water bottle labeled with their name to school each day. Water filling stations are located throughout campus. For safety: Energy drinks are not permitted at school.

Lunch Visitors

The safety and security of our students is our highest priority. Because cafeteria capacity, supervision, and campus operations vary throughout the year, Sabal Crest Academy will communicate with families if and when lunch visitors are permitted. Until that time...Lunch visitors are not permitted.

When permitted:

- Visitors must be district approved.
- Visitors must check in through Raptor.
- Visitors must wear their visitor badge.
- Visitors may eat only with their own child.
- Visitors may not supervise or invite other students.
- Photos or videos of other students are prohibited.

St. Johns County School District Protocol and Guidelines for Allergy-Aware Celebrations, Rewards, and Food Activities

The St. Johns County School District is committed to providing a safe and inclusive learning environment for all students, including those with food allergies and medically documented dietary restrictions. To reduce the risk of allergic reactions and promote student wellness, schools shall limit the use of food for rewards, incentives, and celebrations while encouraging non-food alternatives.

Guidelines and Protocols for Student Birthdays and Classroom Celebrations

To support the health and safety of all students:

1. Non-food celebrations are strongly encouraged for birthdays, holidays, and special events.
2. Examples of acceptable non-food birthday recognition include:
 - Stickers, pencils, or other small trinkets
 - Classroom activities or games
 - Certificates or birthday crowns
3. When food is proposed for a classroom celebration, all applicable requirements outlined in these protocols and guidelines must be followed.

Protocols for Classroom Food Activities, Parent Notification, and Permission

Prior to any classroom event, celebration, curriculum activity, or reward involving food:

- Teachers must provide parents/guardians with at least 2 weeks advance notice through ParentSquare or another district-approved communication platform.
- The notice must identify the exact food items to be offered, including:
 1. Exact Food being provided
 2. Brand name (when applicable)
 3. Date and reason for the activity
- All food provided in the classroom must be commercially prepared and store-bought. Homemade foods, foods prepared in private residences, and foods without original packaging are not permitted.
- All food items must remain in their original packaging and include a nutrition facts label and ingredient list.
- Parents/guardians must complete the district-approved permission form indicating whether their child is authorized to participate in the food activity.
- Only students with a signed parent/guardian permission response authorizing participation in the specific food activity may consume the food provided.
- Permission granted for one activity does not constitute permission for future activities. Separate notification and permission shall be required whenever different food items are offered.
- Parents must provide an approved alternate food item for their child if they do not give their child permission to participate in the planned classroom food activity.

GRADING & ACADEMIC PROGRESS

At Sabal Crest Academy, grades are intended to communicate a student's progress toward mastering the Florida Benchmarks and course standards. Our goal is to provide meaningful feedback, encourage continuous growth, and partner with families to support every student's success.

Grading practices follow the St. Johns County School District Student Progression Plan and all applicable School Board policies. Families are encouraged to review the Student Progression Plan for complete information regarding grading, promotion, retention, and academic requirements.

Monitoring Your Child's Progress

Home Access Center (HAC) is the district's official student information system and should be checked regularly throughout the school year. Families can use HAC to view:

- Current grades
- Attendance
- Progress reports
- Report cards
- Student schedules
- Emergency contact information

Monitoring HAC regularly allows families to celebrate successes, identify concerns early, and communicate with teachers before small concerns become larger ones.

Schoology (*Grades 6–8*)

Schoology is the primary learning management system for middle school students.

Teachers use Schoology to:

- Post assignments
- Share instructional resources
- Communicate classroom announcements
- Provide homework and project information
- Post upcoming assessments and due dates

Middle school students are expected to check Schoology daily and are responsible for completing assignments, especially following an absence. Parents are encouraged to create a Schoology Parent Account to stay informed about classroom activities and support their child's academic success.

Please Note: Home Access Center (HAC) is the official source for grades, attendance, report cards, and student schedules. Schoology serves as the classroom learning platform for middle school students.

Progress Reports & Report Cards

Students receive progress reports and report cards according to the St. Johns County School District calendar. Progress reports provide families with an update on student performance midway through each grading period. Report cards communicate each student's academic progress at the conclusion of each grading period.

Kindergarten–Second Grade Report Cards (K–2)

Students in kindergarten through second grade receive a standards-based report card designed to communicate progress toward mastering the Florida B.E.S.T. Standards. Rather than traditional letter grades, students receive performance marks that describe their progress toward grade-level standards.

M = Meeting Standards

P = Progressing Toward Standards

I = Improvement Needed

Definitions

- Proficiency – A score of 70% or higher demonstrates understanding of the grade-level learning standards.
- Mastery – A score of 85% or higher demonstrates a high level of understanding and application of the learning standards.

Elementary Report Cards (Grades 3–5)

Beginning in third grade, students receive traditional letter grades (A, B, C, D, and F) based on their demonstrated mastery of grade-level standards and district grading expectations. Teachers use a variety of assessments, classroom assignments, projects, classroom performance, and other measures of student learning to determine grades.

Middle School Grades (Grades 6–8)

Middle school students earn letter grades for each course based on district grading guidelines. Course grades become part of the student's academic record and may impact promotion, acceleration opportunities, participation in extracurricular activities, and high school credit-bearing courses. Students earning a failing grade may be eligible for Grade Recovery opportunities as outlined in the St. Johns County School District Student Progression Plan.

Gradebook Categories (Grades 3–8)

Beginning in third grade, student grades are based on two district-established categories that reflect both daily learning and demonstrated mastery of grade-level standards.

- Formative Assessments – 30%
(quizzes, classwork, projects, labs, and other checks for understanding)
- Summative Assessments – 70%
(tests, unit assessments, major writing assignments, performance tasks, and other demonstrations of mastery)

Assessment Retakes

Students may be provided with an opportunity to retake summative assessments in reading and math after additional instruction or reteaching.

- Retakes must occur before the next assessment on the same learning standards.
- The reassessment may be a different assessment measuring the same standards.
- In accordance with district grading guidelines, the highest score earned on a retake is 85%.

Extra Credit

Due to SJCS D's reteaching and retesting policy extra credit assignments are not given.

Missing Assessments & Incomplete Work

Students are expected to complete all assignments and assessments by the established due date. When work is not submitted on time, the following procedures will be followed to support student success while maintaining accountability.

Incomplete (INC)

If an assignment or assessment is not submitted by the established due date, the teacher will record an INC (Incomplete) in the gradebook. An INC is calculated as zero (0%) until the assignment or assessment is completed and graded. If the assignment or assessment is completed by the established deadline, the INC will be replaced with the grade earned in accordance with school grading procedures.

The teacher will:

- Communicate the expectations and deadline for completion.
- Provide the student with a reasonable opportunity to complete the work.

Minimum Recorded Score

A minimum recorded score of 50% applies only when a student has made a reasonable academic attempt to complete an assignment or assessment.

A reasonable academic attempt means the student has:

- Completed the assignment or assessment to the best of their ability.
- Demonstrated effort.
- Provided evidence of attempting to demonstrate understanding of the learning standards.

When a Zero (0%) Is Assigned

A student will receive a zero (0%) when he or she:

- Refuses to complete an assignment or assessment.
- Makes no reasonable academic attempt.
- Fails to submit the assignment or assessment by the established deadline after the school's missing work procedures have been followed.
- In these situations, the minimum recorded score of 50% does not apply.

Seahawk Tip

The best way to avoid missing assignments is to check Home Access Center (HAC) regularly and, for middle school students, Schoology each day. Early communication between home and school can often prevent small concerns from becoming larger academic challenges.

Homework

Homework is intended to reinforce classroom learning, encourage responsibility, and provide opportunities for independent practice. Homework expectations vary by grade level and subject area. Teachers will communicate homework expectations through classroom communication and, for middle school students, Schoology.

Academic Integrity

Academic honesty is an important part of student learning. Students are expected to complete their own work and demonstrate integrity in all academic activities. Cheating, plagiarism, unauthorized collaboration, copying another student's work, or inappropriate use of Artificial Intelligence (AI) or other technology may result in academic and/or disciplinary consequences.

Middle School Grade Forgiveness Policy for High School Credit Course

Middle school students who have taken high school courses may receive grade forgiveness if they have earned a grade or the numerical equivalent of a C, D or F. In such cases, the district forgiveness policy must allow the replacement of the grade with a grade or the numerical equivalent of a C or higher, earned subsequently in the same or comparable course. For a grade of A or B, the course and grade cannot be forgiven; it will appear on the student's high school transcript and will be used in the calculation of high school grade point average and for Bright Futures. If a student fails the Algebra 1 EOC, the student may attend the summer algebra program and earn a .5 credit elective to prepare to re-take the Algebra 1 EOC (passing is a graduation requirement).

High School Credit in Middle School 1003.4156 F.S., 1008.22(3)(c)2.a. F.S.

Middle school students may be enrolled appropriately in high school credit-earning courses. Courses will adhere to high school grading policy which may be found in the high school program section of the Student Progression Plan.

Students taking Algebra 1, Geometry, Biology, or an equivalent high school course in middle school must take the EOC assessment and it will be 30% of the final grade in the course. Passing the Algebra 1 EOC assessment is a graduation requirement. Students with disabilities may qualify for EOC waivers. For more information, please see the Exceptional Student Education section of this document.

Middle school students earning high school credit shall simultaneously be credited with meeting the requirements for the appropriate corresponding pre-grade 9 courses. High school courses taken below grade 9 are included in students' cumulative GPA and may be used to satisfy high school graduation requirements and Bright Futures award requirements.

Exam Exemptions 1003.33 (2) F.S.

St. Johns County School District does not provide for exemptions for state EOC and third-party exams (AP, IB, AICE, etc.). Students with disabilities may qualify for a waiver of the EOC requirement.

Academic Intervention & Student Support

When a student experiences academic difficulty, we are committed to identifying concerns early, partnering with families, and providing appropriate support. Support may include Multi-Tiered System of Supports (MTSS) or school counseling services.

Promotion & Retention

Promotion and retention decisions are based on the requirements established in the St. Johns County School District Student Progression Plan, including academic performance, attendance, state assessment requirements, and other applicable criteria.

SCHOOLWIDE EXPECTATIONS

Positive Behavior Support (PBIS)

At Sabal Crest Academy, we believe every student can learn, grow, and succeed. Our Positive Behavioral Interventions and Supports (PBIS) framework creates a safe, respectful, and supportive learning environment where expectations are taught, positive choices are recognized, and students are supported as they develop strong character. Rather than simply reacting to behavior, we intentionally teach expected behaviors, build positive relationships, and partner with families to help every Seahawk succeed.

Our Core Values:

- **Respect** - We treat others with kindness, courtesy, and dignity.
- **Responsibility** - We take ownership of our actions, choices, and learning.
- **Safety** - We make choices that protect ourselves and others.
- **Resilience** - We persevere through challenges, learn from mistakes, and continue to grow.

Our SOAR Expectations

Students are taught and encouraged to **SOAR** every day. These expectations are taught, modeled, and reinforced throughout the school in classrooms, hallways, cafeteria, playgrounds, restrooms, buses, and during all school activities.

 SHOW RESPECT	CLASSROOM	HALLWAY	CAFETERIA	PLAYGROUND
	- Everyone belongs. - Use kind words. - Listen actively when others speak. - Raise your hand and wait your turn. - Treat classroom materials and space with care.	- Voice level 0 to allow others to learn. - Hands off displays, walls, and others. - Show kindness by acknowledging others with a smile, wings up, or wave.	- Use polite words and table manners. - Stay in your space and be considerate of others. - Voice level 1 or 2. - Say "please" and "thank you."	- Include and encourage others. - Use kind words. - Show good sportsmanship. - Take turns and follow game rules. - Treat equipment with care.
 OWN YOUR LEARNING	- Follow directions quickly. - Stay positive and keep learning. - Have a growth mindset. - Do the right thing when no one is looking. - Be dependable.	- Keep moving forward to your destination. - Arrive to class on time. - Do the right thing when no one is looking. - Model positive hallway behavior for others.	- Follow cafeteria procedures. - Pick up and clean your area. - Do the right thing when no one is looking.	- Lead by example. - Be a problem solver. - Take responsibility for your effort and choices. - Do the right thing when no one is looking.
 ACT SAFELY	- Use appropriate voice levels. - Keep hands, feet, and objects to yourself. - Use materials and technology appropriately. - If you see something, say something.	- Walk on the right side of the hallway. - Maintain personal space. - Keep the hallways clean. - Stay with your class or buddy.	- Make healthy choices. - Take care of yourself by not sharing food. - Keep aisles clear. - Sit safely and raise your hand for help.	- Use equipment appropriately. - Stay in supervised areas. - Keep hands and feet to yourself. - Stop on whistle or signal. - Report injuries to an adult.
 RISE WITH RESILIENCE	- After a mistake, try again without giving up. - Take a deep breath or ask for help when needed. - Keep a calm mind to help solve problems. - Volunteer for something outside your comfort zone. - Ignore distractions and keep working towards your goal.	- Move quietly, even when the line moves slowly. - Spill or accident: Apologize, help clean up, and move forward. - Walk with confidence and include others. - Move with purpose, walk with intention, and keep your goals in mind.	- Come prepared with your lunch card/lunch box. - Make choices that fuel your body and brain. - Transition on time. - Spill or accident: Clean up or ask for help. - Solve disagreements respectfully or ask an adult for help.	- Take turns on equipment without arguing. - Try new activities even when they feel challenging. - Invite someone who's alone to play. - Losing a game: Shake hands, cheer for others, and try again next time.
SEAHAWKS SOAR TOGETHER!				

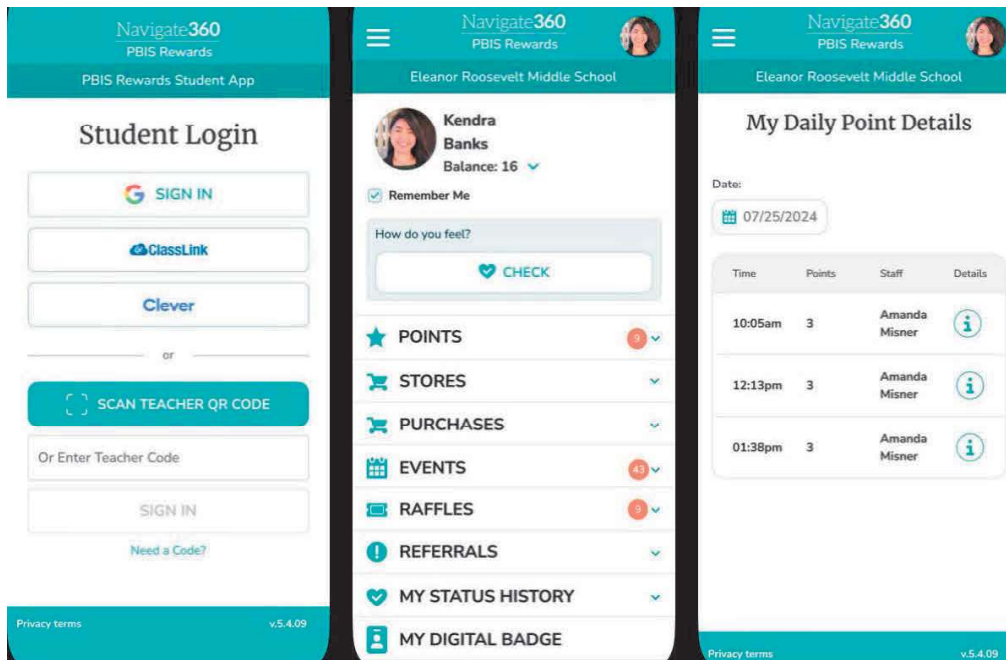
Recognizing Positive Behavior

We believe positive behavior deserves recognition. Students earn PBIS Points when they demonstrate our Core Values and SOAR expectations. Points may be awarded by any staff member throughout the school day for behaviors such as:

- Showing kindness and respect
- Demonstrating responsibility
- Making safe choices
- Helping others
- Showing leadership
- Demonstrating growth and perseverance

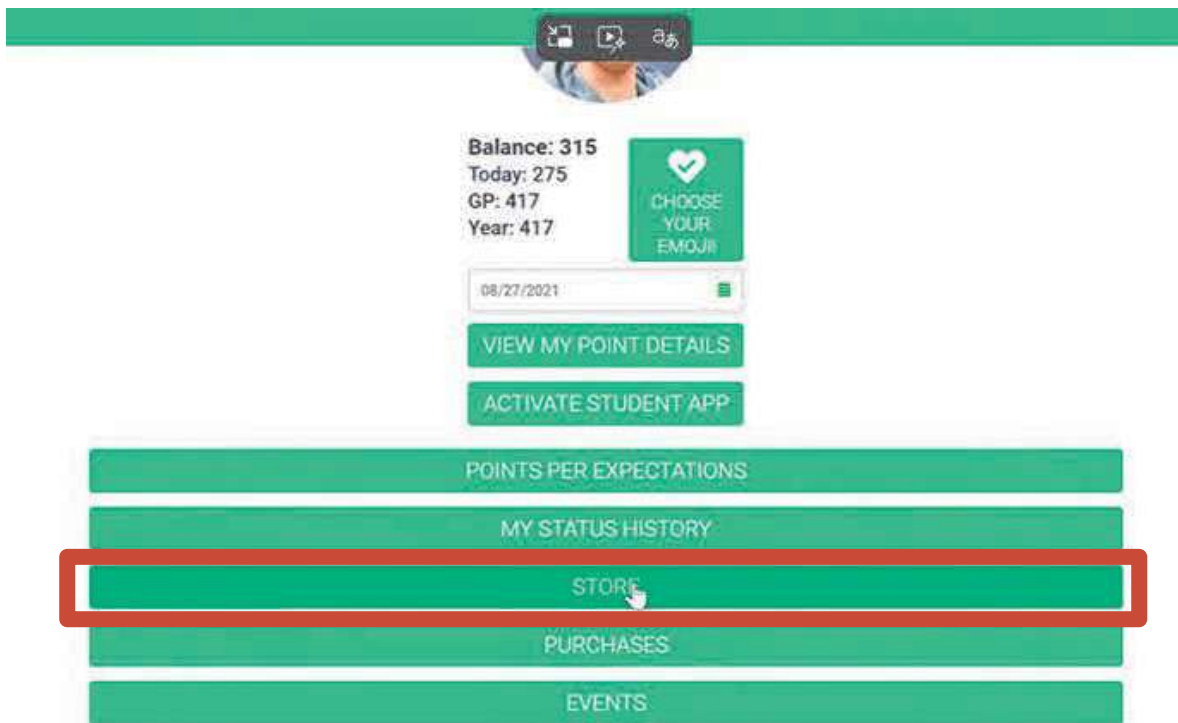
Students may redeem earned points through Surge's SOAR Shop and other schoolwide incentives and celebrations. Families are encouraged to monitor their child's PBIS points through the PBIS Rewards app.

Students – How to Guide for our PBIS Rewards Store



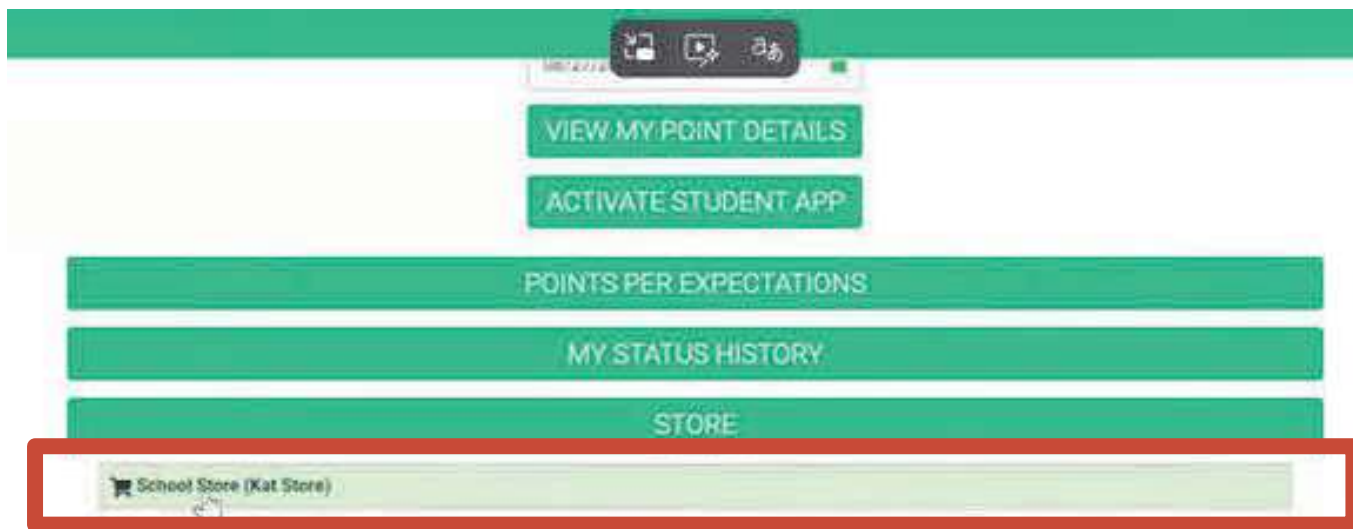
Step 1: Go to PBIS Rewards (App or Web)

- Log in to your account
- *Check your points!* - See how many points you have
- Decide what you want to buy or save up for BIG rewards!



Step 2: SHOP THE STORE

- Open the School Store
- Look through rewards
- Pick your favorite item



Step 3: ADD TO CART

- Tap or click the item
- Add it to your cart
- When ready → Check Out

My Balance: 315

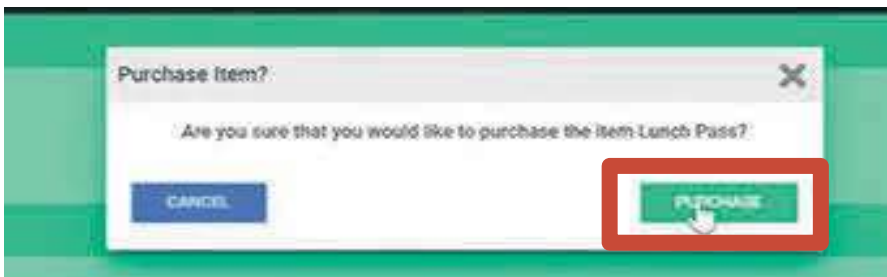
KAT STORE

* Select the image to see more details about the item.

* Photo	Item Name	Stock	Price	Purchase
	Lunch Pass	00	25	

Step 4: REDEEM YOUR REWARD

- Confirm your purchase
- Your points will be used
- Your reward will be given to you or saved for later pickup



Step 5: REVIEW YOUR PURCHASES

- Confirm your pending purchases
- View your purchase history

PURCHASES

Pending Purchases

Item Name	Price	Store
Colored Pencils	50	Kat Store
Lunch Pass	25	Kat Store
Crayons	40	Kat Store

Purchase History

Photo	Item Name	Price	Store	Date Purchased
	Lunch Pass	25	Kat Store	08/27/2021
	Colored Pencils	50	Kat Store	08/27/2021
	Notebook	45	Kat Store	08/27/2021
	Crayons	40	Kat Store	08/27/2021
	Lunch Pass	25	Kat Store	08/27/2021
	Colored Pencils	50	Kat Store	08/27/2021

EVENTS

When Students Make Mistakes

At Sabal Crest Academy, we believe discipline is an opportunity to teach. When students make poor choices, staff work to help them understand the impact of their behavior, repair harm when appropriate, and learn strategies for making better choices in the future. Depending on the situation, responses may include:

- Reteaching expectations
- Restorative conversations
- Reflection activities
- Parent communication
- Logical consequences
- Administrative support when appropriate

Progressive Discipline

Most student behavior concerns are successfully addressed by the classroom teacher through reteaching, redirection, and classroom interventions.

More serious or repeated behaviors may require parent contact and/or administrative involvement. All discipline will be addressed in accordance with the St. Johns County School District Student Code of Conduct.

Partnering with Families

Together, we can create a positive school culture where every Seahawk feels safe, respected, connected, and empowered to succeed. Families play an essential role in helping students develop positive habits and strong character.

You can support your child by:

- Reviewing our SOAR expectations together.
- Reinforcing respectful and responsible behavior at home.
- Celebrating positive choices and accomplishments.
- Communicating with your child's teacher when questions or concerns arise.
- Partnering with school staff to support student success.

Seahawk Tip - Behavior is taught, just like reading and math.

At Sabal Crest Academy, we believe every child can grow. By teaching expectations, recognizing positive choices, and responding consistently with care and accountability, we help students develop the character and confidence they need to be successful in school and in life.

BULLYING AND HARASSMENT

Bullying and Harassment

St. Johns County School District believes all students and employees 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.

The following are charts to help distinguish bullying from other behaviors.

Rough Play	Fighting	Bullying
Usually friends; often will do the same things again	Usually not friends; Typically, not repeated	Not friends but will be repeated
Power not an immediate Issue	Power close to equal	Power is not equal
Not about hurting	Trying to hurt each other	Bully is trying to hurt, humiliate
Affect is friendly, mutual	Affect is negative, angry	Affect varies between the victim and bully

Conflict	Bullying
Equal power (not trying to take something from someone)	Unequal or imbalance of power (want to take power or possessions from someone)
Happens occasionally	Repeated negative actions
Accidental (not pre-planned, in the heat of the moment)	Intentional (Premeditated, on purpose, planned)
Equal emotional reaction (both genuinely upset)	Emotional harm on just one (person being bullied is more upset)
Remorse	No remorse – blames target
Effort to solve problem	No effort to solve problem

Joking	Teasing	Becomes Bullying
No malicious intent.	It is innocent in motive.	It is a choice to hurt someone.
Kidding with a friend.	Mutual banter. Allows the teaser and the person being teased to swap roles with ease.	It is based on an imbalance of power and one-sided.
Kindred joking.	Maintains basic dignity of everyone involved.	Humiliating, cruel, demeaning comments disguised as jokes.
If it bothers the person who is the target of the joke, the joker will show respect and stop.	It is discontinued when the person being teased objects to the teasing.	Includes fear of further bullying and continues when target becomes distressed or objects.

TECHNOLOGY & DIGITAL CITIZENSHIP

Classroom Technology

Technology is a learning tool and should always be used in a manner that supports instruction and reflects good digital citizenship. Students have access to school-owned technology and digital resources to support instruction throughout the school day. Devices remain on campus and are used under the supervision of school staff.

Students are expected to:

- Use technology for educational purposes only.
- Follow teacher directions when using digital resources.
- Handle school equipment responsibly.
- Report damaged or malfunctioning equipment immediately.
- Respect the work and privacy of others.
- Protect usernames and passwords.

Schoology (Grades 6–8)

Schoology is the primary learning management system for middle school students.

Teachers use Schoology to:

- Post assignments and learning resources.
- Share classroom announcements.
- Communicate homework and project expectations.
- Provide instructional materials.
- Post upcoming assessments and due dates.

Cell Phones, Smart Watches & Personal Electronic Devices

The use of personal electronic devices is governed by the St. Johns County School District Student Code of Conduct and applicable Florida law. The following procedures explain how those expectations are implemented at Sabal Crest Academy.

Elementary School (Grades K–5)

If a student brings a personal electronic device:

- The device must remain powered off and remain secured in the student's backpack during the school day.
- Students should never use personal devices to call, text, photograph, video record, or access the internet while at school.

If a parent needs to communicate with a student during the school day, please contact the Front Office. Likewise, students needing to contact a parent will be assisted through the Front Office.

Middle School Only

We recognize that many middle school students carry cell phones for communication before and after school. During the instructional day:

- Phones must remain powered off (not simply on silence or vibrate).
- Phones must remain stored in the student's backpack.
- Phones may not be carried in pockets, hoodies, or clipped to clothing.
- Students may not use personal electronic devices during class changes, lunch, restrooms, hallways, or other times during the school day unless specifically authorized by school administration.

Smart Watches

Smart watches have become increasingly capable of texting, calling, internet access, photography, recording audio, and accessing Artificial Intelligence applications. If a smart watch becomes a distraction or is used inappropriately, staff may require the student to remove the device and store it in their backpack for the remainder of the school day.

Students may wear a smart watch; however, smart watches may not be used to:

- Send or receive text messages.
- Answer or place phone calls.
- Access the internet.
- Use Artificial Intelligence applications.
- Photography or video record others.
- Record audio.
- Cheat on assignments, quizzes, tests, or state assessments.

Earbuds, Headphones & Personal Audio Devices

AirPods, earbuds, headphones, Bluetooth speakers, gaming devices, and other personal electronic accessories are not permitted during the instructional day.

Artificial Intelligence (AI)

Artificial Intelligence (AI) is becoming an important tool in education and the workplace. At Sabal Crest Academy, students may use approved AI tools when directed by their teacher to support learning, creativity, and problem-solving.

Students may not use AI to complete assignments dishonestly or submit work that is not their own. Unauthorized use of AI copied responses, or other forms of academic dishonesty may result in academic and/or disciplinary consequences in accordance with the St. Johns County School District Student Progression Plan and the Student Code of Conduct.

Acceptable Use Policy

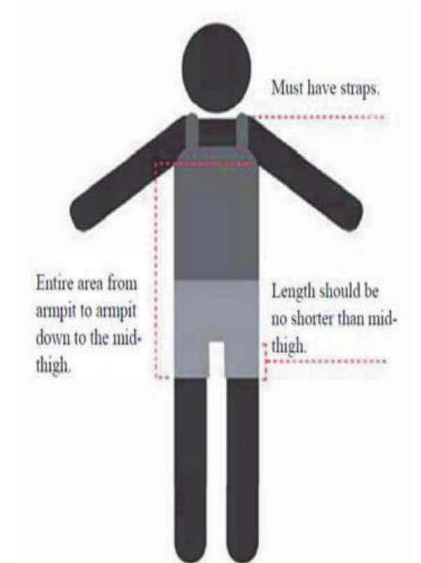
The use of district technology and network resources is governed by the St. Johns County School District Acceptable Use Procedures (AUP) and the Student Code of Conduct. Families are encouraged to review these district expectations each school year. Students who misuse school technology or personal electronic devices may be subject to disciplinary action in accordance with district policy.

STUDENT DRESS CODE

Student attire should support a safe, respectful, and distraction-free learning environment. The primary responsibility for a student's attire rests with the student and their parent or guardian. All students are expected to comply with the St. Johns County School District Student Code of Conduct. The summary below highlights the expectations families should know.

General Expectations

- Clothing must appropriately cover the body from one armpit to the other and extend to mid-thigh.
- Tops must include shoulder straps and fully cover the midriff.
- Clothing with rips or tears above mid-thighs may not expose skin.
- See-through or mesh garments must be worn with opaque clothing underneath or over the garment.
- Clothing should fit appropriately and allow students to safely participate in all school activities.



Clothing & Accessories Not Permitted

Students may not wear clothing, jewelry, backpacks, or accessories that display or promote:

- Profanity or inappropriate language
- Violence or weapons
- Alcohol, tobacco, vaping products, or illegal drugs
- Sexually explicit or suggestive content
- Gang-related symbols or graffiti
- Discrimination, hate speech, or other messages that substantially disrupt the educational environment

Footwear & Headwear

- Students must wear shoes that are safe and appropriate for school activities.
- Pajamas and bedroom slippers are not permitted.
- Hats, caps, hoods, bandanas, and sunglasses may not be worn inside school buildings unless approved for a documented medical or religious reason. Hats and sunglasses may be worn outdoors.

Dress Code Concerns

If a student's attire does not meet district expectations, school staff will work with the student respectfully and discreetly to resolve the concern. Parents or guardians may be contacted if a change of clothing is necessary. Repeated or significant dress code violations may result in disciplinary action in accordance with the St. Johns County School District Student Code of Conduct.

PHYSICAL EDUCATION UNIFORMS (MIDDLE SCHOOL ONLY)

To promote safety, participation, and school spirit, middle school students enrolled in Physical Education are required to wear the Sabal Crest Academy PE uniform during class.

The required PE uniform includes:

- Gray Sabal Crest Academy PE shirt
- Navy Sabal Crest Academy PE shorts
- Athletic shoes with closed toes and secure backs

PE uniforms are available for purchase through Sabal Crest Academy <https://www-sca.stjohns.k12.fl.us/>

Current pricing is:

- \$15 - PE Shirt
- \$15 - PE Shorts
- \$25 - PE Hoodie (Optional)
- \$5 - PE Locker

Lockers

Students may rent a PE locker for \$5 to store their uniform and personal items. Students are responsible for keeping their locker secured and maintaining the combination assigned to them.

