



Parent and Student Handbook

2026-2027

Make it a great day by living the TIGER way!!!

Principal: Mr. Hoessler
Assistant Principal: Mrs. Coates
Assistant Principal: Ms. Loughran

800 Courtney Vista Drive, St. Augustine, FL 32092
Main Office: 904-547-4600
Fax: 904-547-4605

Dear Magnolia Oaks Academy Families,

On behalf of the MOA staff and the administrative team, it is my distinct pleasure and honor to welcome you to the Tiger Family! It is with great excitement and heartfelt joy that we are able to embark on this wonderful experience with you and your family during our inaugural 2026-2027 school year! As we open our doors for the first time, our hearts are filled with gratitude and anticipation for the exciting journey ahead.

I am honored to serve the Magnolia Oaks Academy students, staff, and community as your proud principal. My administrative team and I have had the pleasure of meeting with many families throughout this process of opening our school. We look forward to meeting all families this school year.

Magnolia Oaks Academy is committed to excellence. Our goal is to provide our students with high quality instruction in an engaging and caring learning environment that ensures our students are prepared for each step along their educational journey. Along with academic excellence and achievement, developing strong character in all students, commitment to the safety of all, and ensuring a sense of community and belonging are at the forefront of our daily commitments. In addition, we will continuously strive to strengthen our school-wide community relationships to help us reach our goals. Collaborative school and family relationships are the foundation of the community.

Along with our alignment to the SJCSD Character Counts! initiative and recognizing our students for their contributions of trustworthiness, respect, responsibility, fairness, caring, and citizenship, we expect all stakeholders to embody “The TIGER way!” The TIGER way acronym stands for our core values:

Take responsibility, **I**nclude others, **G**ive your best, **E**nsure safety, and **R**espectful and kind.

At Magnolia Oaks Academy, we will “Make it a great day by living the TIGER way!”

We encourage you to read through this parent and student handbook as it will provide you with a wealth of information regarding our school, processes, expectations, volunteer information, and more.

Again, we welcome all families to our inaugural school year at Magnolia Oaks Academy. We are here to serve the students, staff, and community! This is going to be an incredible inaugural 2026-2027 school year!

Go Tigers!

Gratefully together,

Mr. Hoessler, your proud MOA Principal

GENERAL SCHOOL INFORMATION

ST. JOHNS COUNTY 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.

ST. JOHNS COUNTY DISTRICT VISION

All students will choose a learning path that leads to a well-rounded graduate who demonstrates good character and leadership.

MAGNOLIA OAKS ACADEMY MISSION

We live the TIGER way through responsibility, inclusion, resilience, safety, and kindness while we roar with success in learning and leadership.

MAGNOLIA OAKS ACADEMY VISION

Empowering learners. Building leaders. Inspiring excellence.

MAGNOLIA OAKS ACADEMY FACTS

School Information:	Established 2026
School Hours:	Mon./Tues./Thurs./Fri. 8:00am – 2:20pm Wed. 8:00am – 1:20pm
School Mascot:	Tigers
Colors:	Silver Bells, Admiral Blue, and Lemon Meringue

PTO EXECUTIVE BOARD

President:	Nicole Bigam
Vice President:	Danielle Solito
Treasurer:	Debby Carver
Secretary:	Bronte Martin
Volunteer & Event Coordinator:	Jessica Tendler
Parliamentarian:	Beth Johnson
PBIS Coordinator:	Martha Henao

DISCIPLINE PHILOSOPHY

At Magnolia Oaks Academy, learning and using life skills are critical to the success of all students. As a lifelong learner, students should develop life skills that represent the Character Counts Pillars and the **TIGER way!**

The TIGER way:

1. Take responsibility
2. Include others
3. Give your best
4. Encourage safety
5. Respectful and kind

We encourage parents to join us in our commitment to teach, model and practice these essential life skills. It is the responsibility of the staff and parents to provide a safe and appropriate learning environment.

NOTE TO PARENTS – WE ARE HERE TO HELP!

We want you to know that you can reach us to discuss your child or provide information in many ways. We have progress reports, parent-teacher conferences, student planners, newsletters, voicemail, email, Home Access Center (HAC), and Schoology. We will work to keep you

updated and should you need to discuss something in detail, contact your child's homeroom teacher or an administrator.

ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES

Please notify our office immediately if there is a change in your address, telephone number, email, or your emergency contacts. This information is very important in case your child becomes ill or injured. **Students will not be released to anyone who is not listed on the emergency contact list.** If you would like neighbors or friends to be eligible to pick up your child from school, please list them on your emergency contact list. Please make sure this information is updated whenever necessary. Proof of residency must be provided to change your address.

RELEASING STUDENTS FROM SCHOOL

School staff shall definitively establish the identity and authority of any person who requests the release of a student from school prior to regularly scheduled dismissal. If the person requesting the release of the student is a person other than a parent or guardian listed on the emergency contact form, the principal or teacher concerned shall not release the student without consent of the parent or guardian who is listed on the emergency contact form. It is the responsibility of the enrolling parent or guardian at the time of registration, to make sure emergency contact information is accurate and complete. If a non-enrolling parent contends that he or she has been improperly omitted, it is that parent's responsibility to resolve the issue with the enrolling parent or seek a court order if the parties cannot resolve the issue.

SCHOOL COMMUNICATION PARENT SQUARE

Magnolia Oaks Academy uses Parent Square for mass communication. We encourage you to download the free mobile app, available for iOS and Android. You can also access Parent Square from your web browser at www.parentsquare.com.

SIGNING STUDENTS IN AND OUT

Students reporting late to school must have a parent/guardian sign them in at the office before going to class. Students leaving during the scheduled school day must have a parent/guardian sign them out at the office before leaving. Parents are unable to sign-out their student after 1:30pm (M, T, R, F) & 12:30pm (W). For student safety, a driver's license/state ID is required when signing a student in or out. Parents need to send a note to the teacher in advance of a student signing out early.

VISITORS/VOLUNTEERS SCHOOL ACCESS

All visitors must be cleared through our Raptor System. If you are new or have not completed an application within the last 3 years, please submit your application as soon as possible. Be sure to read all of the information regarding school access.

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

All visitors are required to report directly to the office and sign in through Raptor, SHOW ID and receive a School Access Badge. The School Access Badge must be worn while on the school campus. Parents are invited to visit the school regularly and become involved in all school activities. Students from other locations are not allowed to visit during the school day.

- Parents or guardians interested in visiting DURING SCHOOL HOURS, NEED to complete an online volunteer/school access application. The application is available on the school website under Parent Information/School Access. Once you have been approved, your application is good for three years. Please understand the approval process may take several weeks.
- While volunteering in our school, chaperoning a field trip, assisting a teacher, or coordinating classroom activities and celebrations, **children not enrolled at MOA will not be allowed on campus.** This is for the safety of the young child and to ensure the volunteer is able to focus on the important task of assisting in the educational setting.
- To maintain the learning environment, the classroom teacher will determine when volunteer opportunities will be schedule, and your time will need to be prearranged with the classroom teacher.
- Parents/visitors will **not** be able to visit during lunch. Parents are welcomed to sign their student out and take them to lunch and have them return before the end of their scheduled lunch time.
- Kindergarten parents may only walk their child to class on their one designated kindergarten staggered start day during the first week of school.

MIDDLE SCHOOL BELL SCHEDULES

Monday, Tuesday, Thursday and Friday

1st	2nd	3 rd	4th	5th	6 th	7th
8:00-8:50	8:54-9:39	9:43-10:28	10:32-11:17	11:21-12:06	12:09-1:28	1:32-2:20

*A lunch 12:09-12:39, B lunch 12:58-1:28 (6th Period)

Wednesday (Early Release)

1st	2nd	3 rd *	4th	5th	6th	7th
8:00-8:40	8:43-9:20	9:23-10:00	10:03-10:39	10:42-11:18	11:21-11:57	12:00-1:20

*A lunch 12:00-12:30, B lunch 12:40-1:10 (7th Period)

EMERGENCY DRILLS

Emergency drills will be conducted throughout the school year. We conduct fire and lockdown drills as required by the Florida law. We will also practice drills for the following scenarios: severe weather (high winds) and evacuation. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

EXTENDED DAY PROGRAM

The Magnolia Oaks Extended Day Program is a community service available to all MOA students. The students in the program are provided with a closely structured and supervised yet fun afternoon schedule of activities, care and fun. Time will be provided each day for homework, snack and free play as well as a variety of activities within the daily program. Additional fee-based activities are also offered. Please visit our website for additional information.

<https://www-moa.stjohns.k12.fl.us/extended-day>

Sometimes, due to unforeseen conditions, dates or times activities can be changed. Parents will be notified if changes are made, however please check with students, check the MOA website or call the school office at 904-547-4600.

ATTENDANCE

ATTENDANCE MATTERS

Communication between parents/guardians and school officials must be made when students are absent from or are tardy to school. **Any student who has been absent from school for an entire day or any part of a day is to submit an absentee note the day the student returns to school. MIDDLE SCHOOL STUDENTS SHOULD SUBMIT AN ABSENTEE NOTE WHEN THEY MISS ANY PERIOD.**

Absentee notes can be submitted digitally via Parent Square or sending in a doctor's note to the front office.

Reminder, if your student has been out 3 (three) or more days, you will need to provide a note from a physician.

Automated phone calls and emails will still be sent out on the day of the students absent to alert parents.

Excused absences include: Personal illness, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, school related state competitions, scheduled doctor or dentist appointments. **Unexcused absences include shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency.**

For a complete list of excused and unexcused absences, students and parents should refer to the *Student Code of Conduct*.

It is extremely difficult to be highly successful in management of class work if attendance is irregular. Students having 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar-day period shall be reported to the principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor's note.

Excused Make-up work: If your child is ill and absent for two days, contact the classroom teacher or front office to arrange for the schoolwork your child has missed. Middle School students will check Schoology first. It is the responsibility of the middle school student to make his/her own arrangements with the teacher to make up the missed work.

Students with an extended illness may qualify for the Hospital Homebound program. For other extended absences, please notify the principal, in writing, prior to the absence.

We encourage medical appointments to be made after school hours or during early release hours whenever possible to reduce the amount of instructional time lost.

TARDINESS

Tardies to school negatively affect a student's overall attendance percentage and academic progress. The parent/guardian needs to provide an appropriate excuse for their child's tardy to school. **ALL tardies to school are unexcused, unless a note is issued by a Professional Care Provider (notes must be received on the day of the tardy prior to the student's lunch period).**

School starts at 8:00am. If a student arrives at school after the school day begins, he/she must report to the office and receive a welcome

pass/tardy slip before going to class. A parent/guardian contact is necessary to verify the reason for the late arrival. Personally, accompanying the student to the receptionist is required.

Procedures

- Parents must escort their child to the main office when tardy for school.
- Students are considered tardy any time they are not in their classroom ready to learn at 8:00am.
- Students will receive a welcome pass/tardy slip upon late entry.

TARDY TO CLASS (MIDDLE SCHOOL ONLY)

During the school day, middle school students have ample time to move from one class to another. **Tardies to class** will be handled by the class teachers. The following procedures and consequences will apply quarterly.

- 3rd tardy to class = parent notification by teacher
- Additional tardies to class = referred to the dean for appropriate consequences

TRUANCY

A student may be deemed truant after (i) five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month, or (ii) ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-calendar-day period. Students are subject to the following actions for preventing and correcting truancy:

- When a student may be exhibiting a pattern of non-attendance, the principal shall refer the student to the school's attendance team to determine if a pattern of truancy is developing.
- The school's attendance team shall meet with the student and parent or guardian to determine if a pattern of truancy is developing and to identify and implement potential remedies.
- If the school-based efforts to resolve non-attendance are unsuccessful, the student shall be referred to the Superintendent or his designee for truancy.
- If no valid reason is found for the student's absences, the Superintendent or his designee may send the parent or guardian written notice requiring enrollment or attendance within three (3) days after the date of the notice.
- If the student does not return to school after the three (3) day notice, the Superintendent or his designee may refer the student and the parent or guardian to truancy court before the Circuit Court of St. Johns County. A criminal prosecution for truancy may also be initiated.

SCHOOL CLIMATE

STUDENT CONDUCT

Magnolia Oaks Academy will utilize PBIS framework and believes in a pro-active approach to student safety and well-being involving parents and all associated with the activities of the school day and school events. Students are responsible for following all school rules and regulations anytime students are involved in activities associated with the school. This includes from the time students leave their homes, throughout the school day, until they arrive at

home after the school day or school activities. Student responsibility applies to any school district property, school field trips, school sponsored activities, walking to and from the school or when participating in school transportation. School transportation includes between home and the bus stop, while at the bus stop and when riding on the school bus.

We are constantly seeking ways to reward positive behavior and help students develop positive self-esteem through our incentives and Positive Behavioral Supports. With continued cooperation and communication among parents, teachers, and students, we can continue the high standards for academic success. We want Magnolia Oaks to continue to be a safe and secure place for every individual. If a student is referred to the office for a serious problem, a parent will be contacted by phone.

SJCS D STUDENT CODE OF CONDUCT

Students are responsible for the choices they make. All Magnolia Oaks students and parents are required to read the online Code of Conduct, which supports our goal of excellence in behavior. All parents and students are required to read, sign and return the acknowledgement page that is part of the online registration and returning student verification process. A copy is also available on the St. Johns County Website: www.stjohns.k12.fl.us/rules/conduct

BEHAVIOR RECOGNITION

Students that are displaying the TIGER way will be recognized through our PBIS framework structures.

BEHAVIOR EXPECTATIONS

Displaying the TIGER way is considered model behavior within the Magnolia Oaks learning community. The TIGER way holds all stakeholders responsible for their own behaviors. We are EXPECTED to meet the TIGER way expectations in EVERYTHING we do.

The TIGER way:

1. Take responsibility
2. Include others
3. Give your best
4. Encourage safety
5. Respectful and kind

Throughout the school year, each teacher will model, expect, and reinforce how the TIGER way looks and sounds like in the classroom. These expectations are also specific in the hallway, cafeteria, media center, and other common areas.

For students who do not meet the TIGER way expectations, the following corrective measures may be taken:

The Tiger Progression Plan

1. Redirection and Reteaching of Behavior with classroom intervention
2. Additional reteaching of the TIGER way, classroom Intervention, and parent contact
3. Check Form (Middle School), Reflection Form (Elementary)
4. Referral to administration/dean

Redirection of Behavior

- 1st step- A verbal reminder will be given to the redirect student behavior: reteach of the TIGER way expectations and classroom intervention.
- 2nd step- A new intervention will take place by the classroom teacher. The teacher will notify the parent to discuss behavior concern/classroom interventions.

Classroom Interventions can include:

Possible classroom interventions may include, but are not limited to:

- Conference after class
 - New seating opportunity
 - Reteach behaviors
 - Loss of privileges
- 3rd step- ELEMENTARY: Reflection sheet assigned to student, classroom intervention, teacher documents classroom behavior issues and consequences documented. Phone call home to parents to inform reflection sheet is coming home. **Parent signature required on reflection sheet and returned the following day.**

MIDDLE SCHOOL: Check Form assigned to student, phone call home to parents to inform reflection sheet is coming home. **Parent signature required on check form and returned the following day.** Dean/Administration will be notified.

- After the 3rd step: Referred to Administration/Dean. Administration/Dean will contact parents regarding continuous behavior issues. SJCS Student Code of Conduct will be a guideline when determining consequences.
- Referral – Violation of Student Code of Conduct**
- A referral may be issued immediately for any level 2 offense or higher.
- Consequences are aligned to the St. John's County Code of Conduct.

ITEMS PROHITED AT SCHOOL

Only those articles that are used for educational purposes should be brought to school. Items that may be distracting from the educational process or a risk to the safety and well-being of others must be kept at home. Students are not allowed to sell or trade items at school. **Students should not bring any toys or expensive items to school.**

MOA TIGERs Behavior Expectations

The TIGER Way						
	Classroom	Hallways/ Commons	Restrooms	Cafeteria	Playground	Dismissal
Voice Levels	0-2	0-1	0-1	0-2	0-3	0-2
T Take Responsibility	- Active in class - Good prepared for lessons - Use of voice - Polite classroom expectations	- Be ready to use classroom - Be ready to use the hallway - Be ready to use the restroom	- Use restroom appropriately - Be ready to use the restroom - Be ready to use the restroom	- Use cafeteria appropriately - Be ready to use the cafeteria - Be ready to use the cafeteria	- Use playground appropriately - Be ready to use the playground - Be ready to use the playground	- Be ready to use the dismissal - Be ready to use the dismissal - Be ready to use the dismissal
I Include Others	- Consider everyone's ideas - Be ready to use the classroom - Be ready to use the classroom	- Be ready to use the hallway - Be ready to use the hallway - Be ready to use the hallway	- Be ready to use the restroom - Be ready to use the restroom - Be ready to use the restroom	- Be ready to use the cafeteria - Be ready to use the cafeteria - Be ready to use the cafeteria	- Be ready to use the playground - Be ready to use the playground - Be ready to use the playground	- Be ready to use the dismissal - Be ready to use the dismissal - Be ready to use the dismissal
G Give Your Best	- Be ready to use the classroom - Be ready to use the classroom - Be ready to use the classroom	- Be ready to use the hallway - Be ready to use the hallway - Be ready to use the hallway	- Be ready to use the restroom - Be ready to use the restroom - Be ready to use the restroom	- Be ready to use the cafeteria - Be ready to use the cafeteria - Be ready to use the cafeteria	- Be ready to use the playground - Be ready to use the playground - Be ready to use the playground	- Be ready to use the dismissal - Be ready to use the dismissal - Be ready to use the dismissal
E Ensure Safety	- Be ready to use the classroom - Be ready to use the classroom - Be ready to use the classroom	- Be ready to use the hallway - Be ready to use the hallway - Be ready to use the hallway	- Be ready to use the restroom - Be ready to use the restroom - Be ready to use the restroom	- Be ready to use the cafeteria - Be ready to use the cafeteria - Be ready to use the cafeteria	- Be ready to use the playground - Be ready to use the playground - Be ready to use the playground	- Be ready to use the dismissal - Be ready to use the dismissal - Be ready to use the dismissal
R Respectful and Kind	- Be ready to use the classroom - Be ready to use the classroom - Be ready to use the classroom	- Be ready to use the hallway - Be ready to use the hallway - Be ready to use the hallway	- Be ready to use the restroom - Be ready to use the restroom - Be ready to use the restroom	- Be ready to use the cafeteria - Be ready to use the cafeteria - Be ready to use the cafeteria	- Be ready to use the playground - Be ready to use the playground - Be ready to use the playground	- Be ready to use the dismissal - Be ready to use the dismissal - Be ready to use the dismissal

Universal signals will be used throughout the learning environment (all classrooms and all common areas) to provide consistency in gaining a group's attention.

Raise your hand signal - A well-practiced and consistently implemented attention signal is essential in group-learning situations.

Universal Call Back- "MOA" ... "The TIGER Way!" Students then raise their quiet Tiger hand to demonstrate they are quickly ready to listen.

Volume Levels:

Level 0 (Silent): independent work in class, hallways (elementary), media center, assemblies

Level 1 (Low Volume): partners/small group work

Level 2 (Conversational): class discussion, lunch, bus, hallways/class change (middle school)

Level 3 (Celebration): recess, athletics, dances, applause for assemblies/performance

BULLYING / INTIMIDATION / HARASSMENT

"Bullying" means intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying is repetitive, an imbalance of power, and targeted. Bullying may consist of physical actions, including gestures, oral, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Should a student experience any of these behaviors they MUST tell a teacher, a counselor, or an administrator **immediately**. Always tell your parent/guardian. Everyone at Magnolia Oaks has the right to feel safe physically and emotionally.

The School Counselor will provide bullying education throughout the year to guide conversations and provide support throughout their school years.

CHARACTER COUNTS!

The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! as a countywide initiative to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behaviors, which has been proven as the best way to teach character in others.

MOA provides character education based on core ethical values, in particular, the Six Pillars of Character. These pillars are TRUSTWORTHINESS, CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP, and FAIRNESS. Teachers identify students who exemplify monthly pillars and students are recognized monthly as Character Counts Students!

DRESS CODE

The dress and grooming of our students should contribute to the health and safety of the individual, promote a positive educational environment and not disrupt the educational activities and processes of the school. Magnolia Oaks Academy follows the school district's dress code guidelines explained in the Student Code of Conduct. At MOA, all students must wear closed-toed shoes throughout the school day as this is safe and appropriate for the learning environment. **Bedroom slippers, slides, and flipflops are prohibited on school campus as these are deemed not safe nor appropriate for the learning environment.**

BACKPACK/BOOK BAGS

Students may use backpacks to transfer materials from class to class and from school to home. Each middle school student has the opportunity to rent a locker and is encouraged to use this storage system to prevent overloading the backpack. ROLLING BACKPACKS are NOT allowed without documented medical need, which must be approved by administration.

ELECTRONIC DEVICES/CELL PHONES

Technology is prevalent within our society. However, at MOA we will work to develop responsible boundaries with technology.

We recognize that parents may want their student to have a cell phone/smart watch for safety reasons. However, should a student choose to bring their device to school, honoring the technology agreement will be strictly enforced.

The cell phone/smart watches will be the student's and parent/guardian's responsibility at all times. The school is not responsible for investigating lost, damaged, or stolen cell phones.

HALLWAYS, STAIRS, AND ELEVATOR TRANSITIONS

To maintain a safe transitional environment, students will transition through the main hallways by following the designated directional patterns. In addition, the stairwells have been designated as "up only" or "down only" directions. These stairwells are clearly marked and labeled for students to see and follow these expectations to ensure the safety of all students. The stairways in the back of the halls are not for student use. These are for emergency situations only.

The use of the elevator by any student is strictly prohibited unless the student possesses an official elevator pass that has been issued by the MOA clinic nurse and/or have a documented medical condition that prohibits them from using the stairs. The student must always have the elevator pass on them and be prepared to present the pass when asked by an adult. If the student is in need of assistance to carry their belongings, they are allowed to have one (1) friend accompany them on the elevator. Any unauthorized use of the elevator by a student(s) will result in parent/guardian contact and possible disciplinary action.

GUM FREE CAMPUS

Magnolia Oaks Academy is a gum free campus. Students are prohibited from chewing gum while on campus. Multiple infractions of this policy will result in parent/guardian contact and possible disciplinary action.

APPROPRIATE DEVICE USAGE/STORAGE

Students are permitted to possess cellular phones and other wireless communication devices on school grounds, school buses, and at school-sponsored events. However, all devices must remain powered off and securely stored in a student's backpack, purse, locker, or vehicle during the school day.

In accordance with House Bill 1105, **the use of wireless communication devices by elementary and middle school students is strictly prohibited during the school day (no use on campus).**

Failure to comply with these guidelines may result in the confiscation of the device. Repeated violations will be treated as defiance of school rules and may lead to disciplinary consequences.

Violation of this law is a Level II Offense in the SJCS Student Code of Conduct.

1. First Offense: Warning given.
2. Second Offense: Wireless communication device is taken to front office for student to pick up at end of day.
3. Third Offense: Wireless communication device is taken to front office and parent contacted to pick up phone at end of day.

Any future offense: Wireless communication device is taken to front office and parent contacted to pick up phone at end of day and appropriate consequences will be provided.

PROFANITY/ABUSIVE LANGUAGE/MATERIALS

Profanity, including racial slurs, is not permitted at Magnolia Oaks Academy. Also prohibited is the use of words, gestures, pictures, or objects that are otherwise not acceptable at school and/or upset the normal day or any school activity. The use of profanity and/or racial slurs will result in disciplinary action in accordance with the SJCS Student Code of Conduct.

PUBLIC DISPLAY OF AFFECTION (PDA)

PDA is not allowed while students are on school campus or during any school sponsored events. PDA includes, but is not limited to, hugging, kissing, handholding, etc. Engaging in acts of PDA will result in disciplinary action.

REASONABLE SUSPICION, SEARCH, AND SEIZURE

The principal, teacher, or any other member of the staff is authorized to question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

- If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, including but not limited to an alcoholic beverage, illegal drugs, cell phones, or any weapon as prohibited in school board regulations, a member of the instructional staff may search for the presence of the items without a parent/guardian being present.
- If a search of a student or his/her locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item(s) may be seized, and such action taken as provided for by law or school board regulations.

SUSPENSION (OUT OF SCHOOL)

The principal or their designated representative may suspend a student from school for misconduct in accordance with the SJCS Student Conduct Code. The suspension shall be reported immediately to the parent/guardian of the student. Suspended students are not allowed on any SJCS campus during this time unless approved by administration. Additionally, students may not attend or participate in school activities on or off campus while suspended.

IN SCHOOL SUSPENSION (ALTERNATE CLASSROOM)

The principal or their designee may place a student in the In school suspension/Alternate Classroom for misconduct in accordance with the SJCS Student Conduct Code. The placement in the ISS/Alternate Classroom shall be reported immediately to a parent/guardian. Each student will receive his/her class work/homework assignments for the time spent in the ISS/Alternate Classroom and he/she is expected to work on given assignments while there.

STUDENT SERVICES & INFORMATION

CAFETERIA

All students who make purchases in the cafeteria need to memorize their student ID number. Parents may check their child's account as to the remaining balance or food purchased by calling the Food Service Manager or using PayPams.

The basic rules, which govern Magnolia Oaks lunch periods, are:

- Students may bring lunch and/or **unopened** drink containers from home.
- **Energy drinks and glass containers are not permitted anywhere on school grounds.** We kindly ask that you refrain from sending soft drinks with your child as well.
- Students line up in the service line upon reporting to the cafeteria with their teacher.
- Students are not allowed to use the accounts of other students. Borrowing money from other students is prohibited.
- After eating, students will throw away all trash at designated times.
- Students remain seated at their table throughout lunch. Students are not allowed to move to other tables or go to other parts of the building during their lunch period without special permission.
- Neither food nor drinks can leave the Café or be consumed in the hall or stored in lockers.
- Students may possess a water bottle only. The bottles must only contain water.
- **Students are prohibited from using food delivery services during the school day. Parents are prohibited from ordering food delivery services for their children during the school day as well.**

Breakfast and lunch meals are served each day. Lunch times depend on the schedule of the student. Students who are eligible for free lunches are also eligible for free breakfast. Free/reduced meal applications need to be turned into the cafeteria as soon as possible when school begins. Registration packets may be found on the St Johns County School District website. Students are responsible for

paying for all meals until their free/reduced application has been approved.

Parental Restrictions: Restrictions can be placed on your student's meal account by requesting, in writing, to the food service manager detailing the restrictions. Once restrictions are placed, they can only be removed by the parent in a written letter/email to the food service manager.

Food Allergies: If your child has food allergies, please provide the school nurse with a physician's note indicating the allergies and appropriate medical attention required. We will have peanut-free allergy tables designated in the cafeteria.

LIBRARY/MEDIA CENTER

Materials are checked out of the Media Center in accordance with Media Center policy. Failure to return items will result in loss of Media Center privileges, including checking out additional books, and may result in suspension from participation in extra-curricular activities until received. In addition, students who have purchased a yearbook will not receive this item until Media Center obligations are met. Instead, the money may be used to offset the cost of the missing book. You must have a pass from your teacher to come to the Media Center.

GUIDANCE & COUNSELING

The purpose of the counseling and guidance program is to help students develop interpersonal relationships, make informed decisions, and develop the ability to explore and plan for careers. Terms to describe school counseling are preventive, situational, supportive, and temporary crisis. In general, school counselors are not involved in long-term therapeutic counseling of the type one would seek in private counseling.

The counselors are available for individual sessions with students who wish to make an appointment. Teachers, parents, nurses, and administrators may also make student referrals. If a student requests to be called a name significantly different than their birth name, the request will be referred to the corresponding counselor to obtain parent permission to fulfill the student request. This procedure is in response to recent state legislation and Florida Department of Education rules.

Counselors also help coordinate class scheduling, teacher conferences, the exceptional student referral process, and testing procedures.

PHYSICAL EDUCATION

All students enrolled in physical education classes will dress appropriately and participate in activities unless they have medical excuses. Excuses for a day's absence will be honored with a note from the parent, but if more than 5 days are missed, a doctor's note/excuse will be required. Failure to dress out in middle school will result in a lower grade in the class as PE requires participation. Each student will be assigned a PE locker for their belongings.

LOCKERS (MIDDLE SCHOOL ONLY)

Although students are not required to use lockers, each student will have the opportunity to rent an academic locker to use in between class periods. Lockers are school property and are subject to inspections by authorized school personnel. Students are not allowed

to use their own locks. The school is not responsible for lost, damaged or stolen items. Let an adult know if you need help opening your locker. Decorating the exterior of lockers is strictly prohibited.

- Always close your locker door and turn the dial to make sure it is locked.
- Keep your locker area neat and clean.
- Keep your locker combination secret.
- Students are not to place any adhesive products on or in their lockers.
- Students are not allowed to move lockers without consent from an administrator. Consequences will be assigned for students using a non-assigned locker and/or for allowing a student to use an unassigned locker.
- Students are to use only his/her assigned locker.

If a student chooses to abuse his/her locker by slamming the door, kicking it, or pulling it open without using the combination, appropriate disciplinary action will be taken.

LOST AND FOUND

Students who find items that have been left unattended should turn them into a staff member or the office. All items brought to school should display the student's name, clearly written in permanent ink. **Do not bring valuable clothing, watches, purses, electronic devices etc., to school.** Clearly mark all personal items with your name so the item can be returned, if lost.

Lost and Found is in the front office. Students who lose personal belongings should check the Lost and Found. **At the end of each quarter, unclaimed items will be donated to charity.**

TEXTBOOKS

Students will be required to replace textbooks that are lost or damaged at the replacement cost.

TRANSPORTATION (busplanner and chipmunk app)

Please check the District website regarding bus schedules and create an account for the Chipmunk App and BusPlanner website.

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

Transportation is provided free for students living more than two miles from their school. Riding the bus is a privilege that is earned by obeying safety and behavioral rules. Bus routes comply with state guidelines. Our first concern is safety. We provide supervision during loading and unloading of buses. The bus driver provides supervision while students are on the bus. Drivers must watch traffic and road conditions while driving. Therefore, drivers must rely on the cooperation of students in order to maintain a safe and orderly situation on the bus. Students must practice responsible self-discipline while riding the bus. A student, who chooses not to do so, cannot be allowed to jeopardize the safety of others and will be required to arrange other transportation with their parent/guardian to and from school.

Students riding the bus to and from school will ride an assigned bus each day. **Students will not be issued bus passes to ride another bus or change bus stops unless approved by transportation (see below).** Bus drivers are authorized to issue referrals for rule infractions that could result in disciplinary action, including bus suspension. Parent

requests or complaints regarding bus service should be directed to the director of transportation at 904-547-7810.

PROVISIONAL TRANSPORTATION WAIVER

Provisional Transportation Services are afforded to students enrolled in St Johns County School District schools on a space available basis for a specified period of time due to extenuating circumstances. Provisional Transportation Services are afforded to students on existing bus routes and bus stops at scheduled times only. Students afforded Provisional Transportation Services are subject to the student code of conduct while aboard buses. If you have multiple students for whom you are requesting a waiver, please fill out this form once for each child, separately. Waiver requests for multiple students cannot be accepted. For more information, please visit:

<http://www.stjohns.k12.fl.us/transportation/ptwaiver>

TRANSPORTATION CHANGES

Parents wishing to make a change in their student's dismissal procedure must make the changes via the Pikmykid app before 1:30pm (12:30pm on Wednesdays). Students are not allowed to return to campus once they leave during dismissal times.

BICYCLES, E-BIKES, & SCOOTERS

Students riding bicycles, electric bicycles, or scooters to school must wear a safety helmet in accordance with the Florida Statutes (F.S. 316.2065 and 316.20655). For their safety, students should never ride any type of bicycle, electric bike, or scooter on school grounds. Upon arrival at school, students are required to disembark their vehicle at the entry gate and walk it to the designated storage area. The same protocol should be followed when leaving the campus. Students are encouraged to lock these items in the designated storage areas.

FIELD TRIPS & EXTRA CURRICULAR

Reward field trip eligibility is determined based upon **academics and behavior**. Administration reserves the right to revoke privileges. If a student loses this privilege after paying, a refund will not be provided past the deadline date. This policy also applies to the eighth-grade trip to Washington, D.C. as well as Gradventure.

We understand that families would like to join their child's field study. Depending on the nature of the field study, the number of chaperones needed may fluctuate and is determined by the grade level team. **Only pre-approved by the teacher, cleared, chaperones may attend field studies. Parents, guardians, or family members who have not been selected as chaperones, may not attend nor meet the group at the field study location. Failure to follow these guidelines will result in your child being checked out to you and no longer being allowed to continue the field study with their group.** Thank you for keeping our students safe.

SCHOOL NURSE & CLINIC GUIDELINES

We make a special effort to help students establish good health habits and stay healthy. The success of our efforts, however, depends on parental follow-through at home.

Students should not come to school when they are ill and have an elevated temperature of 100 degrees or higher or a suspected contagious condition. Students should **stay at home until symptom free, including fever and or vomiting, for 24 hours.** This is for your

own protection as well as for others in the classroom. A registered nurse is on duty each day in the clinic.

Medication Guidelines:

- **SJCSD requires parents to bring in and pick up medications, prescriptions, over-the-counter inhalers, and topical ointments with current expiration dates on them. All medications, over-the-counter and prescribed, must be kept in the nurse's office.**
- All non-prescription over-the-counter medication must be kept in the nurse's office and sent in the original container marked with the student's name and accompanied by a parent's authorization to administer. Only the instructions on the container will be followed unless the physician provides alternative instructions. If a question should arise, the school nurse will have the right to refuse administration of the medication until further clarification is received and documented from the physician.
- Any change in the time or dosage of medication must be accompanied by a written request from the physician.
- In middle school, it is the student's responsibility to come to the health room for assistance in taking medication.

STUDENT ACADEMIC ACCOUNTABILITY

ACADEMIC INTEGRITY (HONOR CODE)

Magnolia Oaks Academy is an institution in which intentional, purposeful learning takes place on a daily basis. Useful and lasting learning does not occur unless the process students go through to learn is an honest process, which reflects their true abilities as measured by their own efforts. Progress, which is based on unsound learning, as in the case with cheating or copying another's work, is not a genuine process. Cheating prepares a student for failure, not success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school.

By establishing the honor code, the faculty and administration of MOA indicate their commitment to work to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner.

CHEATING

Cheating involves one or more of the following:

- Using the work of another person as your own.
- Copying from (or providing your answers for) another student's assignments, homework, test answers, reports projects, or writing assignments.
- Preparing for cheating in advance. Such action involves:
 - Having in your possession a copy of a test to be given or that has been given by a teacher before you take it.
 - Having in your possession and using previously prepared answers to a test or quiz (this includes information written directly upon your person).
 - Unauthorized use of text or notes during a test or examination.
 - Asking another student for test information or providing such information to another student during the test, quiz, or examination.

Plagiarism is a form of cheating and is defined as using another person's ideas, expressions or work without giving the original author credit.

Forging is a form of cheating and is defined as writing a note with the intent of misleading a staff member. Signing or allowing others to sign your parent's name to a school paper is also forging.

Cheating/Plagiarism/Forgery are Level II offenses according to the SJCSD Student Code of Conduct and consequences will be issued by Administration.

3rd – 8th Grade GRADING

Student grades are calculated taking into consideration both academic grades such as tests, quizzes, and class projects and investment grades such as homework. The value of academic grades is 70% summative and 30% formative. Mastery of objectives is our priority, and this is why we have structured grading in this manner.

SCHOOLOGY (MIDDLE SCHOOL)

Schoolology will be used as the main communication tool for students and parents/guardians. Students will receive access information at the beginning of the school year and will be required to use the tool as a learning tool throughout the school year.

EXTRA CURRICULAR ELIGIBILITY (MIDDLE SCHOOL ONLY)

Magnolia Oaks Academy's eligibility expectations have been established to help students be successful and responsible for their academic expectations. It is to be used in a positive educational manner. Students earning an F in any subject will remain academically ineligible to participate until the grade is raised to a D- or higher. Any student with multiple F's on the most recent reports are not eligible to try out for the current seasonal sport. Eligibility reports may be run the morning of every activity or event to determine if students have regained their eligibility. Additional details can be found in the Student-Athlete section of the SJCSD Student Code of Conduct.

While on the non-eligible list, students will not be eligible to participate in or attend any school functions outside of the school day including reward or incentive fieldtrips during the school day. In the event that a student is assigned to ISS/Alternate Classroom or OSS, the student would be considered ineligible to attend. This would include all district athletic and PTO sponsored events.

FORGOTTEN PROJECTS/HOMEWORK

In helping students gain responsibility, we will monitor the frequency of items brought to the front office once the school day has started. At any time, should administration observe this practice becoming disruptive to the environment or students, other actions will be taken to prevent disrupting the learning environment.

HOMEWORK

Homework plays an essential role in students' overall academic achievement. At MOA, students and parents can expect approximately 10 minutes per grade level of homework across all subjects (elementary). For example, 1st grade would have a total of approximately 10 minutes of homework. 2nd grade would have approximately 20 minutes of homework, etc. Expect 50-80 minutes of homework for middle school students. Parents play an important role in supporting homework. Below are several ways (not inclusive) parents can support homework.

- Communicate with the teacher about student

performance, progress, and homework.

- Specify regular time for homework, establish structures for time use.
- Structure homework within the flow of family life.
- Articulate and enforce expectations, rules, and standards for homework behavior.
- Reinforce and reward student's homework efforts, completion, correctness.

MAKE UP ASSIGNMENTS

When a student is absent from school, all assignments are to be made up. Generally, one day is given to complete the work for each day of absence. If the child has been ill or will be absent for a period of **two or more days**, a request for assignments can be made by emailing the classroom teacher(s). For absences of fewer than two days, the student is responsible for getting the make-up assignments from the teachers upon returning to school or from a friend. Middle school students can also utilize Schoology to review/work on missed assignments.

HOME ACCESS CENTER

The Home Access Center (HAC), is a web-based application that is part of our Student Information System called eSchoolPlus. Please visit the website below to access or sign up for an account.

<https://homeaccess.stjohns.k12.fl.us> This system provides parents and students with a daily summary page, schedule and attendance, discipline information, class work, test scores and course requests.

STUDENT AWARDS, RECOGNITION & ACHIEVEMENT PROGRAMS

In order to promote a positive student climate, it is a priority at MOA that students be recognized for being contributing citizens in the decision-making process. As a contributing member of the student body, students remain engaged and excited about learning, both academically and socially. Currently, MOA recognizes student leadership in the following ways:

NATIONAL JUNIOR HONOR SOCIETY

The National Junior Honor Society is an organization of students who excel in the areas of scholarships, service, leadership, character, and citizenship. Students with a 3.75 GPA and rank at or above the 85% on the teacher evaluation scale. Character and citizenship are the main criteria in the teacher evaluation scale. Students are invited to be part of the NJHS in 7th grade.

BIRTHDAYS

Birthday celebrations are for non-instructional times. All birthday treats brought in MUST be store-bought with all nutritional labels clearly visible on the package. The labels must include all ingredients including the carb count. This will allow us to establish the carb count for inulin administration. We ask that you contact your child's teacher for specific arrangements. Food must be served by the teacher in the common area or any outdoor picnic areas. If you are looking for a non-food alternative, goodie bags with pencils, stickers, etc. are always a good treat to share.

Balloons, signs, banners, or flowers are not permitted at school. Having balloons delivered or brought to school

is not allowed. Thank you for adhering to these expectations and guidelines as we keep all students healthy and safe.

Birthday invitations to parties outside school are only allowed to be distributed at school if **every** child in the classroom is invited to the celebration.

PARENT AND COMMUNITY INVOLVEMENT

PARENT/TEACHER CONFERENCES

A conference can be arranged with an administrator, counselor, individual teacher, or a team of teachers. To protect instructional time and the learning environment, we ask that parents prearrange to meet with staff members. Parents can call and leave a message, send a teacher email, send a message on Parent Square, or send a note to the teacher to request a conference. A parent/teacher conference provides updates and involves you in the learning process. We require our elementary teachers to meet with families for a conference twice a year, once in quarter one and once in quarter three. Middle school teachers will have conferences on an ongoing need basis.

PARENT/TEACHER ORGANIZATION (PTO)

PTO is an integral part of our school. PTO supports students, staff, and administration financially and through many hours of volunteer work. PTO sponsors family nights, dances, and other fun opportunities for students to come together. In addition, they sell spirit wear and help fund community service projects. We encourage all families to join PTO. Membership packets are available at Meet and Greet and on the PTO website.

COMMUNICATION

E-Mail: All staff at Magnolia Oaks Academy can be reached by e-mail, with a reply within 48 hours. For most staff (example: John.Doe@stjohns.k12.fl.us). Check with your student's teacher for any exceptions.

Home Access Center (HAC): This is a web-based application that allows parents to view their child's educational information (i.e. grades, attendance, report cards). Parents will need to register for their username and password using the HAC link on the school website. Instructions and further information can be retrieved from the district website www.stjohns.k12.fl.us under the heading For Families. Additional information can be found on our school's website under Home Access Center (HAC) or call the computer operator at (904) 547-4600.

School Closings- Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30am whenever possible. In addition, you can log on to the St. Johns County website (www.stjohns.k12.fl.us) to view announcements.

Teacher Newsletters/Schoology Page: Teachers are responsible for communicating the learning goals for students via newsletter or Schoology Page. Teacher newsletters are sent weekly or bi-weekly and Schoology pages are updated weekly.

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

MAGNOLIA OAKS ACADEMY POSITIVE BEHAVIOR SYSTEM HANDBOOK

In addition to following the SJCS District Character Counts! initiatives, Magnolia Oaks Academy also implements a school-wide Positive Behavioral Interventions & Supports (PBIS) model. PBIS is a proactive, team-based framework for creating and sustaining safe and effective schools. Emphasis is placed on prevention of problem behavior, development of pro-social skills, and the use of data-based problem solving for addressing existing behavior concerns. School-wide PBIS increases the capacity of schools to educate all students utilizing research-based school-wide, classroom, and individualized interventions. PBIS is an approach in behavior management that is implemented on a school-wide level and taught in all school settings such as the classroom, cafeteria, hallways/commons, restrooms, playground, and during dismissal. In addition to school wide expectations, teachers implement PBIS practices in the classroom including preventative and responsive approaches designed to decrease disruptions, increase instructional time, and improve student social behavior and academic outcome.

The key components of an effective school wide PBIS system involve:

- Clearly defining and teaching a set of behavioral expectations
- Consistently acknowledging and rewarding appropriate behavior
- Constructively addressing problematic behavior
- Effectively using behavioral data to assess progress

We believe that it is important for students to make responsible choices; choices which are the result of teacher input and guidance; and choices which are based on the knowledge of the consequences. We also believe that students demonstrate marked improvement when they are recognized using positive reinforcement for behavior and classroom successes.

Another important component of PBIS is celebrating success! Students making good choices and displaying the TIGER way will be recognized and awarded PBIS points. Students will be able to redeem their earned PBIS points for classroom incentives, school-wide store, quarterly events, and more.

Take responsibility, Include others, Give your best, Ensure safety, Respectful and kind

The TIGER Way						
	Classroom	Hallways/ Commons	Restrooms	Cafeteria	Playground	Dismissal
Voice Levels	0-2	0-1	0-1	0-2	0-3	0-2
T Take Responsibility	• Arrive on time • Come prepared for learning • Use time wisely • Follow classroom expectations	• Go directly to your destination • Follow adult directions the first time • Follow hallway/stairs traffic patterns	• Use supplies appropriately • Wash hands thoroughly • One person per stall • Quickly and quietly	• Clean up after yourself • Gather everything you need the first time you go through the line • Only eat your food • Only buy lunch for yourself	• Use equipment properly • Line up quickly • Enter the building quietly • Clean up and take your belongings with you	• Keep all items in your backpack • Keep the bus clean • Report directly to your dismissal location • Wear helmet when biking or riding a scooter
I Include Others	• Consider everyone's ideas • Treat others the way you want to be treated • Embrace differences	• Walk with awareness • Allow space for others	• Wait your turn • Respect others' privacy and space	• Be welcoming for others to sit and talk with you • Share space	• Take turns • Include everyone	• Respect personal space • Walk/ride with awareness • Help others if needed
G Give Your Best	• Ask for help • Stay engaged & participate • Learn from mistakes • Improve everyday • Never give up • Actively listen	• Help others • Walk quietly in line • Actively listen	• Follow expectations quickly • Always do the right thing	• Use time wisely • Help others by setting a positive example • Listen actively to cafeteria monitors • Actively listen	• Show good sportsmanship • Resolve conflict appropriately • Play fairly • Actively listen	• Make good choices • Set an example for others • Walk scooters, bikes, etc. when on campus • Actively listen to directions the first time
E Ensure Safety	• Keep hands, feet, and objects to yourself • Use classroom materials appropriately • Stay in your personal space	• Walk at all times • Report spills, messes, and unsafe behavior to an adult • Keep hands, feet, and objects to yourself	• Keep hands, feet, and objects to yourself • Stay in your space • Report problems to an adult immediately	• Follow directions • Stay in your assigned seat • Walk at all times • Keep hands, feet, and objects to yourself • Ask for permission to get up	• Keep hands, feet, and objects to yourself • Stay in designated play areas • Report unsafe behavior and/or equipment to an adult	• Sit in assigned seat on bus • Stay seated and wear seatbelt on bus • Face forward on bus • Keep aisles clear • Stay on the safe side of sidewalk
R Respectful and Kind	• Respect self, others, and property • Show kindness and fairness to everyone • Use positive and appropriate language	• Be polite to peers and staff • Respect school property • Greet others appropriately • Use positive and appropriate language	• Respect privacy • Keep the restroom clean • Use positive and appropriate language	• Use table manners • Raise your hand for help • Use positive and appropriate language	• Patiently wait your turn • Respect school property • Use positive and appropriate language	• Patiently wait your turn • Respect drivers, peers, and school property • Use positive and appropriate language