



Parent / Student Handbook

2025-2026

Hallowes Cove Academy

2505 RiverTown Main St.
Saint Johns, Florida 32259
(904) 547-4550

Web site: <https://www-hca.stjohns.k12.fl.us/>

School Start/End Times

8:00AM-2:20PM – Monday, Tuesday, Thursday, Friday
8:00AM – 1:20PM – Wednesday

Mr. Jessley Hathaway, Principal

Email: Jessley.Hathaway@stjohns.k12.fl.us

Mrs. Cassandra Hurst, Assistant Principal

Email: cassandra.hurst@stjohns.k12.fl.us

Mrs. Annie Raynor, Assistant Principal

Email: annie.raynor@stjohns.k12.fl.us

Welcome to HCA

Dear Families of Hallowes Cove Academy,

On behalf of Hallowes Cove Academy, it is my pleasure to welcome you to the 2025-2026 school year. It is with great excitement and heartfelt joy that we welcome you to the inaugural year of *Hallowes Cove Academy*. As we open our doors for the first time, we are filled with gratitude and anticipation for the journey ahead that we are excited to take with you and your family.

Let me also introduce myself. My name is Mr. Jessley Hathaway, and I am honored to serve as your principal. Our leadership team had the pleasure of connecting with many families this summer while also meeting several of our new families. We look forward to meeting everyone else soon.

Hallowes Cove is a school committed to excellence. Academic achievement, character development, commitment to safety, and a sense of belonging and community are our highest priorities. Please be assured of my commitment to honor our accomplishments and contribute to even greater success in the future.

Please be sure to read through your child's handbook as it will provide you with information regarding upcoming events, classroom updates, and parent/community activities.

Again, we want to welcome all of you to what we know will be the best school year yet. Please stop by the office, call, email, or send a message via ParentSquare if we can serve in any way. Together, this is going to be an incredible 2025-2026 school year.

Go Hurricanes.

Sincerely,

Mr. Jessley Hathaway

Principal



Contacts:

Principal	Mr. Jessley Hathaway	Front Office Clerk	Mrs. Lauren Roth
Assistant Principal	Mrs. Annie Raynor	Front Office Clerk	Mrs. Herminia Vargas
Assistant Principal	Mrs. Cassandra Hurst	Data Entry Operator	Mrs. Hannah Mariash
Confidential Secretary	Mrs. Kamila Zdanowski	Data Entry Operator	Mrs. Jenifer Dills
Bookkeeper	Mrs. Stephanie Fisher	School Nurse	TBD
Dean	Mr. Mario Stephens	Food Service Manager	Mrs. Keri Jessop
Guidance Counselor	Mrs. Nicole Moura	Maintenance Coordinator	Mr. Todd Bowen
Guidance Counselor	Mrs. Kristen Wannamaker		

Mission:

Hallowes Cove Academy empowers our community of life-long learners by nurturing wonder, building strong character, and instilling resiliency as we celebrate the success of self and others.

Vision:

Hallowes Cove Academy Hurricanes will be powerful leaders who are anchored in community and will make a positive impact on the world.

As a Hallowes Cove student, my responsibilities are to:

- demonstrate the CHARACTER COUNTS! pillars
- strive for excellence and do my best
- attend school every day and be on time
- come to school prepared with all materials and assignments
- obey the instruction/directions of all Hallowes Cove staff members

As a Hallowes Cove staff member, it is my responsibility to:

- exemplify the CHARACTER COUNTS! pillars
- provide a quality instructional program which inspires a love of learning and is based on the needs of each child
- provide an inviting, orderly, and safe learning environment
- assist parents in helping their children develop self-respect, self-discipline, self-confidence, and a desire to be of service to others and our community
- develop activities/programs based on the social, emotional, personal and physical well-being of each child

As a parent of a Hallowes Cove student, it is my responsibility to:

- model the CHARACTER COUNTS! pillars
- communicate regularly with my child's teacher regarding academic needs, health and social issues
- send my child to school each day on time, well rested, and ready to learn
- read to and listen to my child read every evening
- provide at-home support for learning (quiet place to read, established bedtime, necessary school supplies)

ATTENDANCE

The importance of regular attendance cannot be overemphasized. Children should be in school EVERY DAY they can attend. It is difficult to meet grade level expectations if scholars regularly miss school.

Florida Law Regarding School Attendance

Illness or other legitimate causes will be excused with the permission of the parent/guardian and the school principal, **up to 15 days within the school year. After 15 days of absence, excused or unexcused, a student must have a doctor's verification for all subsequent absences due to illness.** Parent/Guardian knowledge of the absence does not require school personnel to record it as an excused absence.

The Hallowes Cove attendance policy aligns with the St. Johns County School District's policy as stated in the Student Conduct Code. It promotes student achievement and growth and improvement in our school. Regular attendance sets scholars up for success. Thank you for your support.

Reporting Absences

- Please call our front office, email Ms. Lauren Roth (lauren.roth@stjohns.k12.fl.us), or contact your child's teacher via ParentSquare before 10:00 AM to report an absence. A note (with signature) regarding the reason for the absence must be sent the day your child returns to school.

Excused Absences

- Excused absences align with the St. Johns County School District's attendance policy. Refer to Student Code of Conduct.

Unexcused Absences

- Shopping trips, car trouble, suspensions, trancies, appointments without prior approval, vacations or other avoidable absences shall result in an unexcused absence. Field study experiences are an important part of the school curriculum and failure to attend will be considered unexcused.
- Parents will receive a letter from the school district after 5 unexcused absences. Once 10 have accumulated, a referral will be made to Student Services as per district policy.

Special Exceptions / Getting Approval

Pre-authorized absences will include religious holidays, special circumstances, and the occasional dental and medical appointment. *Requests for absences of special circumstances or pre-authorized absences, including dental and medical appointments must be submitted in writing to the principal prior to the absence.* The Principal or Assistant Principal will review each request. When the absence is approved, the teacher will be notified and will assign work.

Tardies and Check-Outs: Students should be on time. Students who are tardy miss important instructional time.

Tardies

- A student who is tardy **MUST** be signed in at the front office by his/her parent or guardian.
- If a student is tardy for more than 3 days in a nine-week grading period, the parent or guardian may be contacted by the school via phone or letter and may be asked to meet with administration. Student Services will also be contacted for possible home visits.

Check-Outs

- Parents are encouraged to make appointments after school or during non-school days. If your child must leave early, check-outs should occur prior to 1:45pm. No check-outs will be permitted after 2:00pm. It is important that students receive a full day of instruction, and teachers use the end of the day to summarize and review assignments.
- Please use Raptor for any dismissal changes during the school day. **Changes will not be accepted via phone or email.**
- Anyone picking up a child must be listed on the emergency card and provide picture ID.
- We consistently monitor early check-outs, as this is a loss of instructional time.

BEHAVIOR MANAGEMENT

DISCIPLINE / SCHOOL RULES

Our school is a PBIS school. Positive Behavior Interventions and Supports (PBIS) is a nationally recognized process that helps create safer and more effective schools. Through PBIS, teachers and other school staff are taught to focus on improving the ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes to help all students and staff in classroom and non-classroom settings. The PBIS process also focuses on those students that present the most challenging behaviors. The most important thing about the PBIS process is that it is a team-based process, centered around problem-solving, planning, and evaluation. Students are expected to be responsible for their own behavior, learn from their mistakes, and increase the amount of quality work they do in school.

HCA utilizes a behavior flowchart that outlines and determines consequences and next steps when a student does not meet schoolwide or classroom behavior expectations. Consistent failure to follow classroom rules and/or school expectations may result in an oral or written plan describing ways to prevent the action and identify replacement behaviors. Please see the St. Johns County District Conduct Code for further information regarding student behavior.

R.A.I.N.

Core Values

R.A.I.N. is an acronym with each letter standing for a core character value that we encourage in each student. These core values are associated with good behavior attributes, and students are awarded for displaying these exemplary behaviors.

R.A.I.N. = **R** – Respect Everyone, **A** – Act responsibly, **I** – Interact safely, **N** – Never Give Up.

CHARACTER COUNTS!

St. Johns County is a CHARACTER COUNTS! School District. At Hallowes Cove, every child is encouraged to exhibit the six pillars of character at school and at home. (Respect, Responsibility, Fairness, Trustworthiness, Caring, and Citizenship). CHARACTER COUNTS! is integrated into classroom lessons and activities throughout the year. Each month a pillar is learned and reviewed. The first Tuesday of every month is CHARACTER COUNTS! Celebration Day. Everyone is encouraged to dress in the color of that month's pillar.

BULLYING & HARRASSMENT

SJCSD recognizes the serious nature of these offenses. Please contact the school immediately if you have questions or concerns about your child's safety. More detailed information can be found in the District Conduct Code and at www.stjohns.k12.fl.us.

ITEMS RESTRICTED FROM SCHOOL

Please refer to the Code of Conduct.

STUDENT DRESS CODE

Students must follow St. Johns County School District guidelines, which are in the SJCSD Code of Conduct. Scholars must wear closed-toed shoes to participate in recess or Physical Education.

(Please refer to the SJCSD Code of Conduct)

COMMUNICATION

EMERGENCY INFORMATION

Please contact the front office with any changes in address or phone numbers (home, cell, or work). We rely upon the information in our database to be current so we may quickly contact you in case of an emergency.

Our district parent communication system, *ParentSquare*, enables Hallowes Cove and our district office to contact parents via phone, email, and text. The system saves our school and district time and eliminates miscommunication. **Phone numbers and email addresses must be correct in HAC system to receive these messages.**

PARENT/TEACHER CONFERENCES

To schedule a conference, please send a note in the planner, call, e-mail, or send a message via ParentSquare to your child's teacher. A parent/teacher conference provides updates and involves you in the learning process. We encourage parents and teachers to meet for a conference twice a year.

Student planners are used in all grade levels, and we ask that you check them every day. Your teacher will share email and/or ParentSquare information during Meet the Teacher Night, and you can also find staff email addresses on our web site.

SCHOOL PHONE

We do not interrupt instructional time. If you need to leave a message for the teacher, we can connect you to their voicemail or our front office team will relay your message.

MISCELLANEOUS

BEFORE / AFTER SCHOOL CARE

Hallowes Cove Academy offers a before and after school care program at our school. If you would like information about this program, please visit our school website or contact the front desk.

BIRTHDAYS

Birthday celebrations are for non-instructional times. Birthday treats such as store-bought cookies, cupcakes, healthy snacks, frozen juice bars, etc. may be shared during lunch or recess. We ask that you contact your child's teacher for specific arrangements. Please do not send balloons or flowers to school. 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.

CAFETERIA

The cafeteria manager follows the District, State and Federal guidelines on portion sizes and nutritional menus. Students may also purchase additional snack items using their lunch account. Please contact Ms. Keri Jessop at keri.jessop@stjohns.k12.fl.us for information on your child's account.

Although lunch is a time to relax and socialize, students are expected to use inside voices and follow cafeteria expectations. Soft drinks and glass containers are not permitted. Students are invited to eat breakfast every day but are expected to be in class by the 8:00 AM tardy bell.

Due to capacity, we cannot welcome parents into the building to eat lunch with their child. However, parents/guardians are allowed to sign-out their child, take them to lunch, and sign back in by the end of their lunch block.

CLINIC

Scholars who do not feel well may be sent to the clinic. If the school nurse reaches out and the situation requires that you come to school and pick up your child, we ask that you send someone as soon as possible. Please remember, it is important that the front office has updated phone numbers and contact information.

EVACUATION (FIRE, TORNADO, BUS AND CRITICAL INCIDENT PLAN) PROCEDURES

To provide a safe environment for our students, we conduct regularly scheduled safety drills. Volunteers and visitors are reminded to check the evacuation procedures posted in each room. We also maintain a Critical Incident Plan for specific incidents. Should we ever need to vacate our school site, we would go by school bus to Bartram Trail High School. All dismissal directions will be shared via Raptor.

FIELD STUDY EXPERIENCES

Educational field study experiences are planned throughout the school year. It is school and district policy that all field study experiences are grade-level standards based. Detailed plans for the field study experiences will be provided to

parents. Written permission must be returned, and fees paid at least one week before the date of the trip. Children must ride the school bus to and from the field trip activity. A child will be unable to go on the field trip if the permission slip is not signed by the parent/guardian. Deadlines for payment are set for all trips and must be adhered to. Please do not ask to submit payment for a trip once the deadline has passed. If tickets are purchased before the field trip date, refunds cannot be made. Otherwise, refunds for the cost of admission for field trips will be given only if requested in writing by the parent. Refunds will NOT be given for the cost of transportation.

Please be advised that any fees left over from a field trip in a particular class account will be carried forward to offset the cost of a future trip. If you have any questions, please feel free to contact our school bookkeeper, Mrs. Stephanie Fisher (stephanie.fisher@stjohns.k12.fl.us).

All chaperones must be approved as volunteers for SJCS D **prior** to participating in any school activity. Only children who are part of the group for whom the trip was arranged may attend a field trip. Siblings and/or other children are not permitted to attend field trips with chaperones unless otherwise indicated on field trip paperwork.

SCHOOL COUNSELOR

Hallowes Cove has two full-time school counselors who serve as part of our Student Service Team. Students may request time with the counselor, and parents are also encouraged to call with any guidance concerns. Small group and class guidance lessons are offered through our school counseling program.

LOST AND FOUND

Found items are sent to the office or placed in our designated lost and found area. Book bags, lunch boxes and jackets brought to school should be marked with the scholar's first and last name. Unclaimed items will be donated at the end of each semester.

MAKE-UP WORK

When a student is absent from school, the student shall be responsible for all work and assignments missed during the student's absence. The student or parent shall make arrangements with teachers for "make-up" work and will complete it within a reasonable time frame, as determined by the school, upon the student's return to school.

MEDICATION

If a scholar needs prescribed medication during the day, a parent must bring the medication IN THE ORIGINAL MEDICATION BOTTLE to the clinic and complete a parent authorization form. Please keep our school nurse updated on any medical condition specific to your child. Medication may not be sent on the bus. Cough drops and other "over the counter" medications may not be brought to the classroom.

REPORT CARDS

<u>GRADING SCALE: 3rd – 7th Grade</u>			<u>GRADING SCALE: Kindergarten - 2nd Grade</u>	
Grade/Percent Definition			Marking Code Definition	
A	90-100	Outstanding progress	M	Meeting Florida Standards
B	80-89	Above average	P	Progressing toward Florida Standards
C	70-79	Average progress	I	Improvement needed
D	60-69	Lowest acceptable progress		
F	59 and below	Unacceptable progress		

All report cards are standards based and are issued every nine weeks to inform you of your child's progress. Interim grades are issued at the mid-point of each quarter. We want your child to be successful.

RETURNED CHECK INFORMATION

St. Johns County School District is under contract with EnVision to pursue all its returned checks. Banks now redirect all returned checks to EnVision who will electronically re-present returned checks. EnVision will add service charges and processing fees as permitted by Florida State Law to all checks written and returned to all St. Johns County Schools. Hallows Cove is not allowed to collect any fees associated with a returned check. This includes all checks written to the school, cafeteria, and YMCA.

SPIRIT DAY

Every Friday is Spirit Day at Hallows Cove. Children and staff are encouraged to wear their Hallows Cove gear. Hallows Cove t-shirts may be purchased through our school website, at Meet the Teacher Night, Open House, during any PTO sponsored event, or by stopping by the front office.

TEXTBOOKS

Scholars are responsible for lost or damaged textbooks or library books. As per State Statute, extracurricular activities may be withheld until proper reimbursement is received.

WITHDRAWALS

Should you plan to withdraw your child, please notify the front office as soon as possible. This will allow ample time to complete the transfer/withdrawal process.

PARENTAL INVOLVEMENT

CAMPUS VISITATION

All visitors are expected to present a valid photo ID. Before entering the building and/or visiting during the school day, all visitors must have a School Access Form on file and be an approved volunteer. Volunteer approval information is in the Volunteer section of this handbook. All parents and visitors **MUST** present a valid picture ID and log in through Raptor (located in the front office) during the school day. Visitors must always wear their printed badge while on campus. This is in accordance with state statutes and enforced for the safety of our children and staff.

HOMEWORK

Please set aside time each evening to read or complete assigned homework. Homework should extend classroom learning and provide opportunities for children to demonstrate the CHARACTER COUNTS! Pillars of Responsibility and Citizenship. Homework expectations will vary by grade level.

P.T.O. (Parent Teacher Organization)

Our Parent Teacher Organization serves as a tremendous resource. PTO is a fund-raising organization which sponsors family-oriented activities and enhances learning for all our scholars. We hope to have 100% participation in PTO. Visit our website or PTO's Facebook page for meeting dates and events.

SCHOOL ADVISORY COUNCIL (SAC)

The School Advisory Council (SAC) serves as an advisory capacity for the school principal. SAC includes parents, teachers, and business community members. In addition, SAC develops and monitors the School Improvement Plan (SIP). The SIP is created based on our needs assessment survey and overall performance data. The completed SIP is presented to the community for input, then shared with the school board and DOE for approval. The school board determines if adequate progress is made, and changes are implemented at the beginning of each school year. Parents are vital partners in the learning process, and we encourage you to attend our monthly SAC meetings.

VOLUNTEERS

We need volunteers in the classroom, clinic, cafeteria, office, media center, to serve as mentors, and chaperone on field trips. Please visit the district website and complete a School Access Form. Before entering the building and/or visiting during the school day, all visitors must have a School Access Form on file and be an approved volunteer. Please allow two weeks for the form to be processed.

When volunteering, log in to Raptor as a “volunteer” and always wear your badge while on campus. The classroom teacher will determine when volunteer opportunities will be scheduled, and your time will need to be pre-arranged with the classroom teacher. Unplanned and unexpected class visits interrupt instructional time and momentum. While volunteering on campus, and during field trips or school activities, children who are not enrolled in Hallows Cove will not be allowed on campus.

STUDENT DROP OFF AND PICK UP PROCEDURES

STUDENT ARRIVAL (7:40-8:00 AM)

Drop off procedures:

- Morning drop off begins at 7:40 AM and we ask that your child remain in their vehicle until staff arrives for morning duty.
- Please have your child exit from the door nearest to the curb.
- Pull up directly behind the car in front of you.
- **CROSS ONLY IN THE DESIGNATED CROSSING AREA** and do not cross until you have been given the “OK” from Hallows Cove staff.
- **DO NOT USE CELL PHONES WHILE IN THE DROP-OFF OR PICK-UP LINES.**
- After 8:00 AM, students are considered tardy. You must park and escort your child into the front office.

STUDENT DISMISSAL (2:20-2:40 PM)

Pick up procedures:

- Any person picking up a child should always have a photo ID.
- Student name cards **MUST** be visible.
- Only adults listed as emergency contacts can pick up students. Adults must have a valid ID, and it will be checked/verified by Hallows Cove staff before a student will be allowed to enter a vehicle.