

**JOHN A. CROOKSHANK  
ELEMENTARY SCHOOL  
1455 N. WHITNEY STREET  
ST. AUGUSTINE, FL 32084  
WWW.CES.STJOHNS.K12.FL.US**

**JOHN A. CROOKSHANK ELEMENTARY  
STUDENT AND PARENT HANDBOOK  
2022-2023**



**PATRICK ROACH, PRINCIPAL  
GWEN KLING, ASSITANT PRINCIPAL  
CHRISTI THOMAS, ASSISTANT PRINCIPAL**

### **Access to our School**

All adults must be registered volunteers to enter the school building during school hours. You must complete the district's Volunteer Application if you wish to volunteer in a classroom, participate in any class activities, chaperone/attend a field study, eat in the cafeteria, participate in a conference, or attend any performance or event during school hours.

Please follow the link on the John A. Crookshank website or St. Johns County School District websites to apply. <https://stjohns.keepntrack.com/apply/>

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

### **Address and Telephone Number Changes**

Please notify our office immediately if there is a change in your address, telephone number, or emergency contact information. This information is very important in case your child becomes ill or injured. If your address has changed, please bring in three proofs of residency reflecting the updated information.

### **Arrival Procedures**

**Car Riders:** Students who arrive at school before 8:00AM must be enrolled in the CES Before-Care program. Please ensure your children **only** exit the vehicle on the right (sidewalk) side of the vehicle in the car rider area.

**Walkers:** Walker gates are reserved for students and families who walk to and/or from school.

### **Attendance**

The importance of regular attendance cannot be emphasized enough. All students should be in school every day that they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular.

**Excused absences include:** Personal illness, family emergency, death in the family, religious holidays of the student's established religious faith, required court or law agency appearances, public functions, state competitions, scheduled doctor or dentist appointments.

**Unexcused absences include:** shopping trips, pleasure trips, suspension from school, appointments without prior approval except in case of emergency, truancy. Refer to The Student Code of Conduct for more details.

**When Absent:** Parents must notify the school office of a child's absence. Any student who has been absent from school shall bring notify the school within forty-eight (48) hours of returning stating the cause of the absence. Parents may click the link on our webpage that says "To Report an Absence" and fill out the information requested or you may send in a note/email from a parent or guardian. Notes and emails should include the following information: full name, teacher, and specific reason for the absence. Failure to bring in a note will result in an automatic unexcused absence. If your child is absent for two or more days, contact your child's teacher to arrange for the schoolwork your child has missed. For other absences, please notify the principal in writing prior to the absence.

**Tardiness:** School begins at 8:25am. Any student reporting to school after that time is tardy. Any tardy student must be accompanied by a parent or guardian to the front office to receive an admittance slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement. 5 tardies is considered an absence.

**Early dismissal:** Children will be released only to their parents or guardian. Remember a photo ID is required. Students may not be checked out later than 2:00p.m. each day and 1:00p.m. on Wednesdays.

**Our traffic patterns dictate the need for stopping early dismissal at these times. When we allowed dismissals after these times, the buses couldn't get to our school.**

### **Before and After School Care**

The John A. Crookshank Extended Day is a community service for students in grades K-5 who attend the school. Extended day information is available through a link on the John A. Crookshank Website or from the Extended Day Coordinator at 547-7843.

### **Birthdays**

If you wish to bring in a birthday treat on your child's special day, it must be pre-approved by the teacher for potential allergens. The safety and health of all students is a priority. **The birthday treat must be a store-bought item and will be served at lunch or during recess only.** Helium balloons are not permitted on buses or inside the building.

### **Bus Regulations**

Students are given the privilege of using the services of the St. Johns County School District for transportation to and from school as well as to and from field trips. Standards of discipline must be maintained at all times in order to satisfy safety requirements. Whenever a driver must direct his/her full attention away from the road, danger exists. No student will be allowed to endanger the other students on the bus. Cell phones and other digital devices are not to be used and must remain in the off position to and from school. Parents are not to board the bus at any time. A complete list of bus regulations is available in the *Student Code of Conduct* and a John A. Crookshank Bus Guideline Form must be signed and returned to school.

### **Cafeteria Prices/Payment**

Elementary, middle, and high school lunch menus are available on the Meal Viewer app. This system greatly enhances our school lunch menus by providing photos and nutritional information of the menu items, as well as a Spanish language version of the menus. General Information about Food and Nutrition Services can be found at: <http://www.stjohns.k12.fl.us/food/guide/>

**Prices:** John A. Crookshank is a Community Eligibility Cafeteria. There is no cost for breakfast and/or lunch for students during the 2019-2020 school year.

**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.

### **Cell Phones**

Students may possess cell phones and other wireless communication devices at school, on buses, and at school functions. However, they must be turned off and stored in student's backpack. The device shall not be used during the school day without administrative approval or on school buses. Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules. John A. Crookshank Elementary is not responsible for lost, stolen, or damaged devices.

### **Class Size Amendment**

The St. Johns County School District is required by the state of Florida to fully implement the Class Size Amendment (CSA). The CSA requires that core classes not exceed the following numbers of students in specific grade levels:

Pre-K – Grade 3                      18 students, Grade 4 – Grade 5    22 students

Our school district utilizes teacher associates as one method to meet the Class Size Amendment.

### **Dismissal Procedures**

**Times:** Students are dismissed at 2:40p.m. all days except Wednesday. On Wednesdays, students are dismissed at 1:40p.m.

**Car Riders:** Parents picking up children in the car line must remain in their cars at all times. A name plate listing children's names and grade levels needs to be displayed in the front window. **For the safety of our students and staff, please refrain from using your cell phone in the parent pick up line.** Children will only enter the vehicle on the right (sidewalk) side of the vehicle.

**Walkers:** Walkers are dismissed to the walker gate by announcement in the front hallway. Walker gates are reserved for students and families who walk to and/or from school.

It is extremely important that you pick your child up on time. School dismisses at 2:45 and all children are expected to be picked up by 3:10. While we realize that emergencies occur, if your child is late to be picked up more than two times, they will be enrolled in extended day. There is a \$50 registration fee, and you will be charged \$5.00 and \$5.00 for each successive 5 minutes late. If you need help or assistance, please reach out to us.

### **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. John A. Crookshank Elementary follows the school district's dress code guidelines explained in *the Student Code of Conduct*. Of most importance to our elementary students are:

- Students must wear shoes that are safe and appropriate for the learning environment. All shoes and sandals must have a back or strap on the heel. Closed-toed shoes are recommended for PE.
- Caps, hats, and sunglasses shall not be worn within the building, although they are acceptable outdoors for sun protection or on special theme days.
- Tops and shirts must cover the entire shoulder and not be revealing or distracting. Midriff or "cut out" tops may not be worn. Skirts or shorts should be no shorter than 4 inches above the knee. Revealing clothing, yoga pants, and pajamas are not acceptable.
- Pants must be worn at the waist. No underwear may be exposed.
- For special events and occasions, the principal may modify dress code policies. (For example, Pajama Day or Hat Day celebrations.) Please see the weekly newsletter for upcoming theme days!

### **Emergency Drills**

Emergency drills will be conducted throughout the school year. We will practice drills for the following scenarios: fire, bomb threat/evacuation, inclement weather, AED/Stop the Bleed, active assailant/hostile intruder/lockdown, and bus emergency evacuation. Safety is of the utmost importance.

### **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 for all students in grades 3-5. If you need assistance with your account, please contact our Computer Operator, Lisa Cogar at 547-7846.

### **Items Brought To School**

**Animals:** No animals should be brought on to the school campus unless they are an approved service animal. **Toys:** Toys should not be brought to school. Bringing a toy gun or any other weapon to school could result in disciplinary action. No fidget spinners allowed on campus.

### **Lost and Found**

Please put your child's name in all clothing, backpacks, and lunchboxes. In the event that your child does misplace an item they can check the 'Lost and Found' for lunch boxes and clothing. Articles such as glasses and jewelry will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need.

### **Medication**

If a child needs to take a prescribed medication during the school day, a parent or guardian must bring the original bottle of medication to the clinic with a **completed “Authorization to Assist in the Administration of Medication/Treatment form” signed by a doctor.** This form is also required for dispensing over the counter drugs such as Tylenol or cough syrup. If you have any questions, ask our Nurse, Roxane Smith.

### **Physical Education/Activities**

To ensure the safety of our children during physical activity, it is highly recommended that every child wear socks and closed-toed shoes to school. Children will participate in physical activity. Students will have 20 minutes of Recess, and 30 minutes of PE each day. It is important that they are not wearing crocs, sandals, boots, or flip flops which can present a safety risk during these more rigorous activities. **Water bottles, hats, and sunscreen are always recommended for outside activities.**

### **Character Counts!**

At John A. Crookshank Elementary, the St. Johns County Pillars of Character are considered to be vitally important to our students’ development. Incorporating these practices within our school environment and curriculum helps students become caring contributors to society and equips them for success in the 21<sup>st</sup> century.

- ★ Citizenship ★ Responsibility
- ★ Fairness ★ Caring
- ★ Trustworthiness ★ Respect

### **PBIS-Positive Behavioral Interventions & Support**

PBIS is a comprehensive, approach to implementing positive and consistent student discipline systems. Unlike other approaches to student discipline, PBIS encourages a positive climate school-wide. Social skill lessons will be taught in Morning Meetings and embedded throughout the day. Please refer to the PAWS Student/Parent Handbook for more details.

### **PTO**

The PTO (Parent Teacher Organization) provides the school with funds, resources, programs and services that will enrich the educational experience of all CES students. Your membership is encouraged, and you will receive a special card containing discounts at many of our local businesses.

### **School Advisory Council (SAC)**

The School Advisory Council is a state-mandated organization that allows for school-based management and accountability. An improvement plan is developed each year, largely composed of defined areas of growth based on school data. The School Advisory Council is made up of faculty, parents, and other members of the school community. SAC meetings will be posted on our website. All are welcome to attend.

### **School Communication**

There are a variety of ways to communicate with your child’s teacher. Teachers can be reached by phone, emails, and notes in planners. Every Wednesday, the “School Communication Folder” will be sent home with PTO information, vendor brochures, and/or school newsletter. Teachers will send students’ graded papers home in that same folder. Please sign and return those folders for continued communication all year. Please allow 24 hours for a teacher to respond to emails and 48 hours for phone calls.

### **School Messenger**

School Messenger is a rapid phone, email, and/or text notification system provided by our school district to communicate important or emergency information efficiently. This system will be used for providing accurate information to parents/guardians about safety and daily attendance, as well as communication from the principal.

### **Transportation Changes**

If you need to make a transportation change for your child, please send a **written note** to your child's teacher that morning. In the event that a note could not be sent, you may call (547-7840) or email [cestransportation@stjohns.k12.fl.us](mailto:cestransportation@stjohns.k12.fl.us) **BEFORE** 2:00p.m.

### **Videos, Photographs, Recordings**

Students, parents and visitors are not allowed to videotape, photograph or make audio recordings while on school premises except for Open House and public events (including plays, musicals, fairs, fundraisers, and awards)