

# HARTLEY ELEMENTARY SCHOOL

## FAMILY HANDBOOK



SOARING TO SUCCESS



2025  
2026

PRINCIPAL: NIKKI APPELQUIST

ASSISTANT PRINCIPAL: DARYL CULLIPHER

260 Cacique Drive

St. Augustine, FL 32086

904-547-8400



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## Mission

Hartley Elementary School will provide a safe and caring environment where every student's academic, emotional and social needs are nurtured. Parents, teachers, and staff work together to create a community in which children are inspired and empowered to attain their full potentials and embrace lifelong learning.

## Vision

Hartley Elementary School will grow a community of responsible, confident, caring and educated citizens.

## Important Contacts

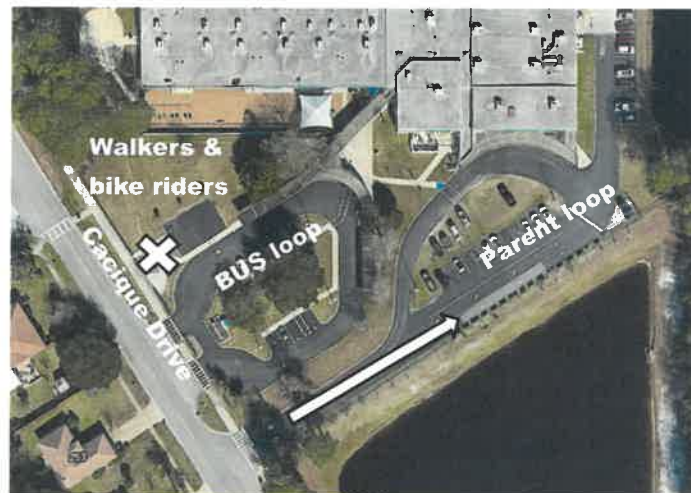
- Principal Ms. Nikki Appelquist
- Assistant Principal: Ms. Daryl Cullipher
  - School Counselor: Ms. Amy Kelley
- School Resource Deputy: Deputy Michael Myers
  - Instructional Coach: Ms. Sherry McLellan
  - Data Operator/ Registrar: Ms. Robin Kelley
  - Behavior Interventionist: Ms. Katie Milillo
- Executive Secretary/ Bookkeeper: Ms. Erin Grove
  - Nurse: Ms. Rosemary Newbern

## School Hours

- Office Hours: Monday – Friday 7:45am-3:45pm.
- Bell Schedule:
  - Monday, Tuesday, Thursday, Friday: 8:25-2:45
  - Early Release Every Wednesday: 8:25-1:45

## Arrival & Parent Pick-up

- **School drop off:** Unless students are enrolled in the morning Nest program, or on Safety patrol, drop off begins at 8:05am. Walkers and bikeriders can not arrive prior to 8:05am.
- **Back loop is for Parent pick-up and drop off:** Please line up in the back loop in the right hand lane and stop at the stop sign. (The left lane is for Staff, Patrol drop off or morning Nest students.)
- **Front loop:** This loop during drop off is for busses only, but is open for parents from 8:30-2:00pm every day except Wednesday. It closes at 1pm on Wednesday for early release busses.
- **Walkers and bikeriders:** Enter at the fence gate to the left of the bus loop.
- **All students arriving after 8:25 MUST be walked in and signed in by an adult.\***
- **PLEASE do NOT park in the community when dropping off or picking up students.**
- **Please refrain from using cell phones when in the parent loop at the school.**



## Bus Transportation



- To access bus stops, and bus information, you must download the new Chipmunk app or utilize the bus planner website. Routes will no longer be available on Home Access Center.
  - <https://sjcsd.mybusplanner.com/> (See last page for sign up details)
- Students are expected to behave according to the SJCS D school code of conduct while on the bus to keep the bus safe.
  - This includes safety protocol like buckling up, staying seated, keeping knees and items out of the aisle.
- Students who do not follow the established safety rules will receive a consequence at school after an investigation of the offense. \*In the event of a bus suspension, parents are responsible for bringing the child to school.

## Last Minute Transportation Changes & Checking student out Early

- Students can only be released to the parents or guardians listed in HAC as contacts.
- A photo ID is required to check out a child.
- If you know that your child will be checking out early, or if your child will be taking a different mode of transportation, please send a note to your child's teacher or call the front office to indicate the change. (904-547-8400)
- Notification of transportation changes or checking students out early must be communicated no later than 2:00pm each day and 1:00pm on Wednesday.
- *Staff will only allow a child to change mode of transportation if it is communicated by the parent to the office.*

## Attendance

- Regular school attendance is the simplest step to student success! It's difficult for students to keep up with learning if they are not at school.
- Within 48 hours of your child's absence, please either write a note to send with the student or email to the teacher stating the cause of the absence and the date of the absence.
- Failure to send in communication about the absence will result in an unexcused absence.

### Excused Absences:

Personal Illness  
Family emergency  
Death in the Family  
Religious holidays  
Court Appearances  
Doctor Visits

### Unexcused Absences:

Pleasure trips  
Suspension  
Truancy

- If absent for two or more days, don't forget to reach out to your teacher to get missed work! It's hard to catch up during class time when learning new things!

## Breakfast & Lunch

- All students are eligible for free breakfast and lunch in the school cafeteria, but additional items do have a cost.
- Students may also bring a packed lunch but may not share food at lunch. Some students have dietary restrictions or allergies that could make some foods harmful to friends if shared.

## School Health

- **Medication:** All prescription and non-prescription meds that needs to be administered during the school day must be brought to the clinic with a completed *"Authorization to Assist in the Administration of Medication/ Treatment form."*  
*Medication may not be taken on campus without this form complete!*
- **School Illness:** A student with a temperature above normal or who shows signs of illness will be evaluated by the nurse and sent home.
- **Food Allergies:** Many students have life threatening allergies to items such as peanuts, tree nuts, dairy, wheat and eggs.
  - We take special precautions to keep friends safe, however, please speak with your child about the importance of keeping their food to themselves.
- **Physical Education/ Activities:** To ensure safety during recess and PE, please send your child to school with socks and close-toed shoes.
  - There is 20 minutes of recess each day, and PE weekly. Wearing sandals, crocks, boots or flip flips can be risky during rigorous activities.

## School Procedures

- **Cell Phones:** Per new state legislation, (HB1105) elementary school students are prohibited from using cell phones on campus.
  - Cell phones used on campus by students will be confiscated.
- **Other Prohibited items:** Toys, cards, or collectibles should not be brought to school.
  - Bringing a toy gun or any other weapon or toy weapon could result in disciplinary action.
- **Birthdays:** If you wish to celebrate a child's special day, email the teacher for approval.
  - We only allow store-bought items to be served at lunch or during recess.
  - Helium balloons and flowers are not permitted.
- **Beverages/Snacks:** To keep our students focused, we ask that all snacks and drinks be nourishing and healthy to spark brains and learning.
  - Please send clear liquids only so that we can keep our school looking clean.
  - Students also have access to water fill stations, so send a water container.

- Lost and Found: Please label your child's materials (lunchbox, backpack, water bottle, jackets, clothing etc.) with your child's name so that if your child misplaces an item, it can be returned.
  - The lost and found is located in the cafeteria.

## School Procedures (Continued)

- Emergency Drills: Because we value safety of our students, 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.
- Viewing Grades using Home Access Center (HAC): HAC is a web-based program that communicates progress to parents like a daily summary page, schedule and attendance, discipline information, class work, and test scores for students in grades 3-5.
  - Please visit the website below to access or sign up for an account.
  - <https://homeaccess.stjohns.k12.fl.us>
  - If you need assistance with your account, please contact our Computer Operator, Robin Kelley at 547-8384.
- Parent Square: A new platform for school communication where families receive messages through email, app, voice, or text, helping everyone stay informed and involved.
  - An account is automatically created for each parent or guardian using the contact information in our student information system.
  - We encourage you to activate your account to download the free mobile app, set your language preferences, and choose how and when you'd like to receive messages.

What you can do with ParentSquare:

- Receive updates from your school via email, app, or text notification
- View posts, photos, calendars, and important announcements
- Communicate in your preferred language with automatic translation
- Comment on school posts and stay engaged with your school community
- Send direct messages to teachers and staff
- Participate in group conversations with other families
- Sign up for conferences and school events



## Volunteers/ School Access

We LOVE volunteers and want you to be part of the daily happenings at Hartley. Here is a list of guidelines that will help make your time at HES more enjoyable:

- Volunteers and anyone wanting to access to our school during the school day MUST have a cleared School Access form.
  - <https://www.stjohns.k12.fl.us/volunteer/>
- Anyone visiting the campus during the school day must sign into the iPad located in the front office using a driver's license, and then you will receive a yellow badge with your name.
- Report only to the class where you are scheduled to volunteer.
- If you are not able to make it to the school at the expected time, please let the school/ teacher know as soon as possible.
- Once your volunteer time is over, please return your yellow pass to the front office.
- Please refrain from cell phone use.

## Field Studies

Parents are welcomed and encouraged to help chaperone field studies! Teachers choose chaperones based on a lottery system. Below are guidelines for parent chaperones:

- Interested parents must have an approved school access form completed.
- Younger siblings are not permitted to attend field studies.
- Refrain from using your cell phone while supervising students.
- Do not take pictures of students and post on social media.
- Assist in monitoring students on the field studies and follow the guidance of the teacher.
- The use of tobacco products is strictly prohibited on field studies.

## Positive Behavioral Interventions & Supports (PBIS)

PBIS is a research-based framework used for improving school climate and student behavior by promoting a positive and safe learning environment. It focuses on prevention and intervention strategies to address academic, social, emotional, and behavioral needs.

- Parents download an app and students track their points online.



- Students use points for rewards like purchasing items from the PBIS store, and classroom rewards like lunch with the teacher.

## Dress Code

Our children grow quickly! At times, there are clothes that are the appropriate length in the fall and by March, students have sprouted up and their attire is too short.

The following items are prohibited:

- Heely, rolling shoes
- Flip flops/ slides
- Hats & sunglasses (Unless otherwise directed to bring a hat for an activity.)
- Shorts more than 5 inches above the knee
- Shirts with no straps
- Crop tops showing midriff

## Parent Teacher Organization (PTO)

If you are looking for a way to get involved at the school level, consider joining the PTO. The group meets once per quarter, but there are many opportunities to volunteer or donate to make an impact on the school.

Meeting Dates:

- September 17<sup>th</sup> @ 5:30
- November 4<sup>th</sup> @ 5:30
- February 17<sup>th</sup> @ 5:30
- April 9<sup>th</sup> @ 4:30

## Parent Communication

- All students will be given a student planner that teachers will use to communicate with families at least once a week. Feel free to use the planner to communicate with the teacher.

- Some teachers will also use Parent Square; however, the platform is new and will take some additional training. (Directions for use are in the back of this document.)
- Teachers will contact the families of each student in the fall and spring to set up conferences. We look forward to your collaboration!

### Class T-Shirts

- Our school provides a free class t-shirt for every child for special events, like field studies and field day.
  - IF you would like an additional t-shirt, please order one from your teacher at the beginning of the school year.

### Fortify Florida

What students should know: There is an anonymous reporting app that allows you to instantly send information about suspicious activity at your school.

- If you see something say something. With FortifyFL you can submit tips about potential crimes or threats which are sent directly to law enforcement and designated school personnel (principal, deans, APs, and YRDs).
- You can submit a tip from any computer at your school.
- You can submit a tip via your phone or tablet.
- You can download the app.



What Information to provide in the tip:

- Tip must have actionable information.
- Actionable information means who did what, where is it going to take place (location).
  - NOTE there is a penalty for false or misleading information.\*

## Welcome

Welcome to Chipmunk! When you download Chipmunk for the first time, this is the first page you'll see. This page contains a short greeting message and summary of the app.

Please be sure you have set up an account in Bus Planner Web before clicking next.

Click Next, then agree to the disclaimer to continue.



## Welcome to Chipmunk

The school bus tracking app!

This app allows you to see estimated arrival times for your student's transportation to and from school and receive alerts.

Since this app is used by school districts across the continent, there will be a few setup steps to ensure you have access to all the information you need.

Please contact your school district for assistance if needed.

NEXT

## Choose Your School District

Choose your child's school district or transportation authority from the dropdown, or enter a "quick code" provided to you by your transportation department.

### Setup



**Let's choose the school district or transportation authority responsible for your student's transportation**

Select



OR





Enter Quick Code

VERIFY

NEXT


## Login Page


Your login information will be the same as your Parent Portal account on BusPlanner Web.

 Login 

**Time to log in**

Log in with your parent portal account  
or create a new account now

 Email Address


 Password






LOGIN

CREATE AN ACCOUNT

## My Students

The first time you arrive at this page, a popup will give you information on what to do next.

- 1) The  button in the bottom left only appears when going through setup. If you have arrived here from the **Menu** on the **Main Page**, you can use the back button to return to the main page.
- 2) Tap on a student to go to their Student Information page.

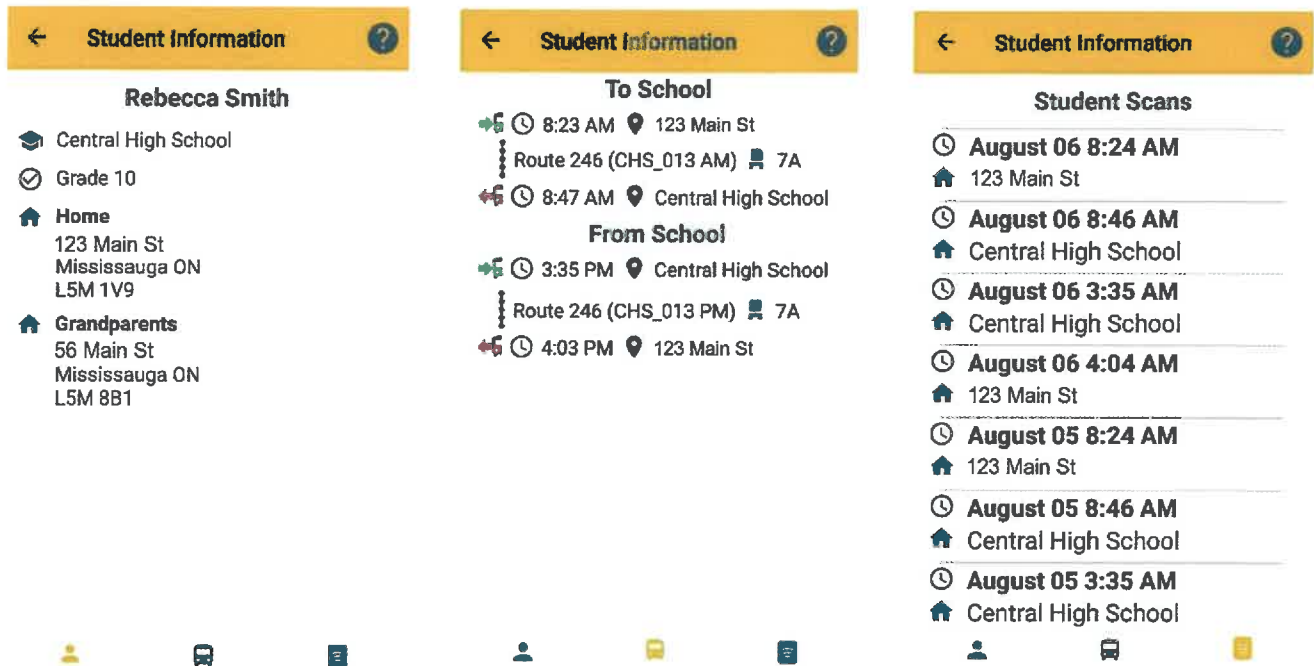
 My Students 	
Rebecca Smith Grade: 10	
Nick Smith Grade: 8	
Albert Smith Grade: 5	

## Student Information


The student information page has three tabs. You can flip between tabs using the buttons at the bottom of your phone screen.

- 1) One shows general information like their **school**, **grade** and **addresses**.

- 2) The second shows **transportation** information, including their bus seat assignment.
- 3) The third shows student **scan** records, if your child's school district uses school bus RFID cards.

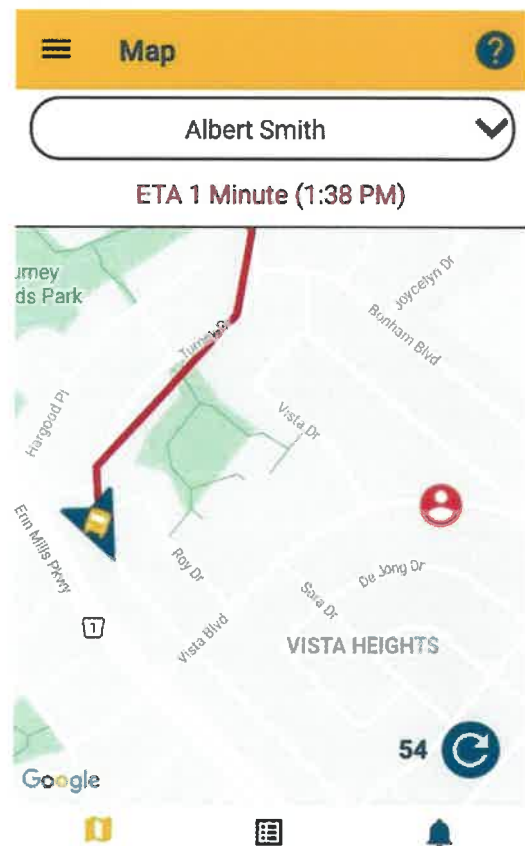


## Students: Map Tab

The main page of Chipmunk has three tabs. It also has a menu that appears by tapping the  icon at top left.

For each student on the account, the Map tab shows:

- 1) The location of the student's bus stop
- 2) The most up-to-date GPS location of the school bus
- 3) The path the bus is traveling
- 4) The bus's estimated time of arrival (ETA)



## Students: ETA Tab

This tab on the main page gives the Estimated Time of Arrival (ETA) for all the transported students that the user has added.

Like the other tabs, it will automatically refresh every minute by default, or when the refresh button is pushed.




**Note:** Tap on a student to show their bus's expected arrival time at their school.

ETA	
<b>Albert Smith</b>	ETA 5 Minutes (3:10 PM) ^
West Heights Elementary	
Served at: 2: 48 PM	
<b>Rebecca Smith</b>	ETA 20 Minutes (3:25 PM) v
<b>Nick Smith</b>	
Bus not reporting v	

## Students: Alerts Tab



This tab shows any alerts that are applicable to your students, such as:

- 1) A posted delay or cancellation for your child's bus
- 2) A school-based alert for your child's school
- 3) A general notification to all parents

20	
Alerts	
	<b>Severe Weather Warning</b> Transportation may be experiencing delays
	<b>Southwood Middle School closed today</b> Water main break has forced closure
	<b>Route 012/SMS_004 AM</b> Delayed 15-30 Minutes

## Settings

The settings page can be accessed through the menu on the main page. You can customize some features of Chipmunk here.

 **Settings** 

ETA Auto Refresh

Home Page

ETA Notification


Alert Notifications


School Departure Notifications


School Arrival Notifications


ETA


10 min before bus














Email:  
me@mychipmunkapp.com

Version: 1.0.5

Build Number: 2021061801

Subscriber Guid:  
00000000-0000-0000-0000-  
000000000000

Player ID:



DELETE ACCOUNT


## Message Transportation



This page allows you to send a message to the transportation department. You can select a specific student, or select the “**Multiple Students**” option and send a message to transportation.



Transportation can see and acknowledge the message (seen on the bottom right of the messages) on the **Chipmunk Message Manager** page in their BusPlanner Web.



**Note:** This option may not be available for all transportation departments.



 **Message Transportation** 

-- Select -- 

I will be driving my children to school today  
 August 01 7:05 AM  August 01 7:15 AM

My children won't be on the bus today  
 August 09 6:55 AM  August 09 7:03 AM

We are on vacation for the next 3 days  
 August 14 7:13 AM  August 14 7:16 AM

I will be driving my children to school today  
 August 27 7:32 AM  August 27 7:25 AM

Type message here Send



# Getting Started with ParentSquare for Parents and Guardians

Welcome to ParentSquare! This guide will help you activate your account, find helpful resources, and download the free ParentSquare app so you can start receiving updates from your school.

## Activate your ParentSquare account

Your school will send you an invitation using your email address or phone number on file.

1. Open the invitation from ParentSquare in your email or text messages.

2. Click **Activate your account** or tap the link to go to the account registration page.

3. Enter your email or phone number, then click **Get Started**.

*(Optional: You can also sign in with Google or Microsoft.)*

4. Check your contact information. If it looks correct, click **Confirm**. You'll receive a code by text or email.

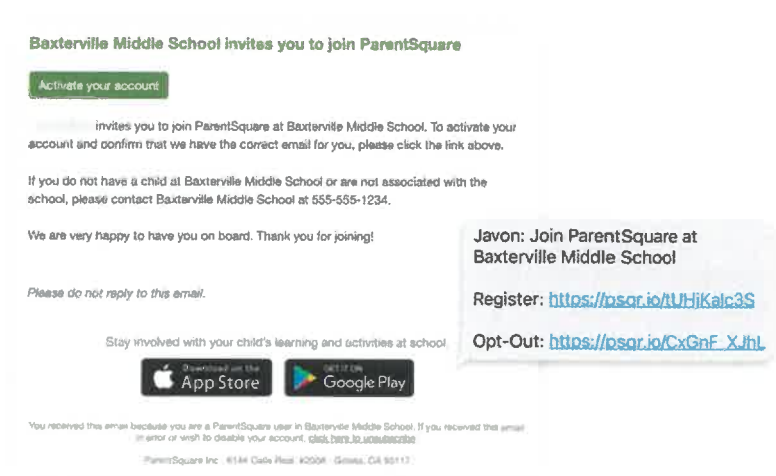
5. Enter the verification code when asked.

6. You'll see your children's names. Click **Confirm** next to each child who should be connected to your account.

*If a child is listed by mistake, click **Not my child**.*

7. If everything looks correct, click **Yes, this is me**.

Now you're ready to start using ParentSquare!



## Need help with your account?

Contact your school if:

- A name is spelled wrong
- Your email address or phone number is incorrect
- A child is missing from your account

## Access helpful resources

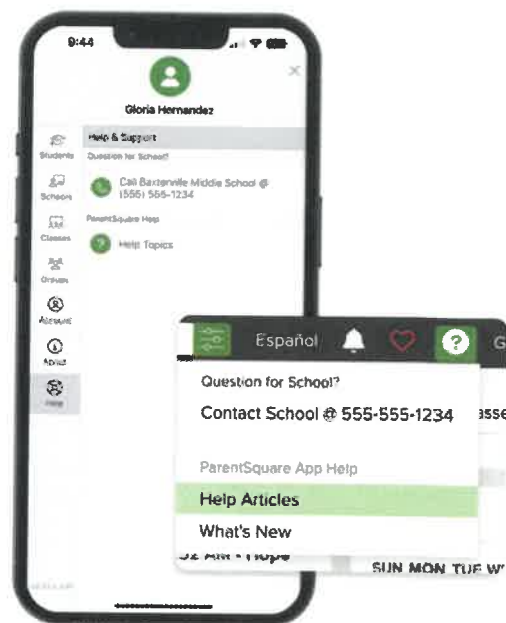
When you're logged in, you can access resources to help you with using ParentSquare.

On a computer, click the **question mark (?)** in the top menu.

In the app, tap the **Help** icon in the app.

You'll see these options:

- **Contact School** - Send a question to your school or find contact details.
- **Help Articles** - Search for answers or step-by-step guides.



## Download the ParentSquare app

The free ParentSquare app helps you stay connected on the go. It's available for iPhone and Android.

Scan the QR code below to download the app:

