

HARTLEY ELEMENTARY SCHOOL

FAMILY
HANDBOOK

SOARING TO SUCCESS



2026
2027

PRINCIPAL: DARYL CULLIPHER

ASSISTANT PRINCIPAL: MARIE ANTOINE

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

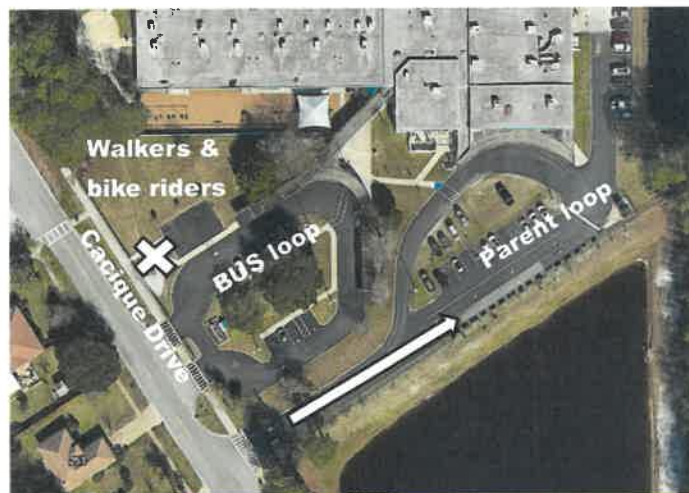
- Principal Ms. Nikki Appelquist
- Assistant Principal: Ms. Daryl Cullipher
 - School Counselor: Ms. Amy Kelley
- School Resource Deputy: Deputy Michael Myers
 - Instructional Coach: Ms. Sherry McLellan
 - Data Operator/ Registrar: Ms. Robin Kelley
 - Behavior Interventionist: Ms. Katie Milillo
- Executive 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 17th @ 5:30
- November 4th @ 5:30
- February 17th @ 5:30
- April 9th @ 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.*