

John A. Crookshank Elementary Student and Parent Handbook 2025-2026

The Future Begins Here!



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1455 N. Whitney Street
St. Augustine, FL 32084
www.ces.stjohns.k12.fl.us

Access to CES

As required by Florida state law, everyone MUST have a clear background check to go past the front office at John A. Crookshank. Your driver's license is required to enter the building at all times. A photo of your ID will not work as you will need to scan your Driver's License. You MUST have school access approval to volunteer at the school, attend any conferences, awards events or chaperone field trips.

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

Now is the time to go ahead and apply for school access if you have not already done so! Please make sure all spouses, grandparents, siblings over the age of 18, etc. who may visit the school are also approved to enter the building.

Enter all required information (including first, middle and last name). You will receive an email when your application is received and when it is approved.

The Raptor system will send you an email when your school access is expiring and will prompt you to update your application.

The front doors will remain locked during school hours. Front Office personnel will request visitors state the nature of the visit before the doors are unlocked. If there are multiple visitors, all visitors will need to respond before being able to enter. We appreciate your patience and understanding as the safety of our students is paramount. If you have any questions or need further assistance, please contact the front office at 904-547-7840 or 904-547-3945

Use Your Smartphone

Scan the QR code below to complete the School Access Volunteer Application on your smartphone.



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 7:55 AM 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. For safety reasons and per school rules golf carts are not permitted on the property for student pick up or drop off.

Walkers: The walker gates are reserved for students and families who walk to and/or from school. The designation of a walker is described as a student who walks to school with or without a parent/guardian. A walker is not a student who is dropped off by a vehicle in the parking lot or gravel lot and walks up to the gate. This student would have the designation of a car rider. This policy is for safety and logistical reasons. The walker gates open at 8:00 AM.

Bus Riders: Students who ride the bus will be picked up at the designated bus stop times determined by the district. Students will be unloaded from the buses at 8:05 AM.

Attendance

The importance of regular attendance cannot be emphasized enough. All students should be in school every day in which they are physically able. It is extremely difficult to successfully keep up with class work if attendance is irregular. To be counted present for the school day, a student must be in attendance for at least **five hours** during the school day.

Early dismissal: Children will be released only to their parents or guardians as designated in eSchool. Remember a photo ID is required. Students may not be checked out later than 2:00 PM (M,T,Th,F) and 1:00 PM on (W). Our traffic patterns and dismissal transitions dictate the need to stop early dismissal at these times.

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. ***Submit Absence*** on our website.

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. ***Submit Absence*** on our website.

Perfect Attendance: A school day is defined as attending a minimum of five hours. If a student has not missed a full day of school (excused or unexcused), then the student would be eligible to be recognized as having perfect attendance for a quarter, semester, and year.

Reporting Absences: Parents must notify the school office of a child's absence. Any student who has been absent from school shall notify the school in writing 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" ***Absence Reporting:*** <https://www-ces.stjohns.k12.fl.us/> 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 8:25 AM. 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 are considered an unexcused absence.***

Every Minute Counts. Lost minutes equals lost learning.

When your child misses just...	That equals...	Which is...	And therefore, from K to 12 th grade is...
10 minutes a day	50 minutes each week	Nearly 1.5 weeks per year	Nearly ½ a year of school
20 minute a day	1 hr and 40 min of learning each week	Nearly 2.5 weeks per year	Nearly a year of school
½ an hour a day	½ a day of learning each week	4 weeks per year	Nearly 1.5 years of learning
1 hr a day	1 whole day of learning each week	8 weeks per year or nearly an entire quarter	Over 2.5 years of learning

Before and After School Care

The John A. Crookshank Extended Day is a community service for students in grades PK-5 who attend the school. Extended Day information is available through a link on the John A. Crookshank Website <https://www-ces.stjohns.k12.fl.us/extendedday/> or from the Extended Day Coordinator, Mrs. Camilla Evans, at Camilla.Sparrow@stjohns.k12.fl.us

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. Parents/Guardians will not be allowed in the classroom for birthday celebrations. However, parents/guardians can enjoy the company of their birthday student during their lunch in our Cougar Patio.

Bullying/Harassment

It is the policy of the St. Johns County School District that all its' students and school employees have an educational setting that is safe, secure, and free from harassment and bullying of any kind. (Policy 3.21) Bullying is defined as a behavior that systematically and chronically inflicts physical hurt or psychological distress on one or more students or employees.

It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonable interfere with the individual's school performance or participation; and may involve but is not limited to:

- Teasing
- Social exclusion
- Threat
- Intimidation
- Physical violence
- Theft
- Sexual, religious, or racial/ethnic harassment
- Destruction of personal property

Harassment is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student or school employee that:

- Places a student or employee in reasonable fear or harm to his/her person or damage to his/her property.
- Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- Has the effect of substantially disrupting the orderly operation of the school.

Cyber-stalking is defined as engaging in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person, and serving no legitimate purpose.

Alleged incidents of bullying/harassment/cyber-stalking can be reported to any teacher or staff member. Please note that parents can go to this link to report bullying:

<https://www.stjohns.k12.fl.us/sdfs/reporting/>

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 2025-2026 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

As outlined in the 2025–2026 SJCS D Student Code of Conduct (pages 25–26, items #10 and #11), wireless communication devices are now prohibited from being visible or in use during the school day. Students may possess cell phones and other wireless communication devices (**including smart watches**) 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 or on school buses without administrative approval or bus operator permission.

Failure to comply may result in the device being confiscated. Repeated failure to comply will be considered defiance of school rules and parents/guardians will be asked to pick up the device. In addition, 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
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Our school district utilizes teacher associates as one method to meet the Class Size Amendment.

Dismissal Procedures

Times: Students are dismissed at 2:40 PM every day except Wednesday. On Wednesdays, students are dismissed at 1:40 PM

Car Riders: Parents picking up children in the car line must **ALWAYS** remain in their cars. A name plate card, issued by CES, listing children's names and grade levels needs to be displayed in the front window until the student enters the car. For the safety of our students and staff, please refrain from using your cell phone in the parent pick up line. Children should only enter the vehicle on the right (sidewalk) side of the vehicle. For safety reasons and per school rules golf carts are not permitted on the property for student pick up or drop off.

Walkers: Walkers are dismissed to the walker gate by an announcement in the front hallway. As a reminder, the walker gate is reserved for students and families who walk to and/or from school. The designation of a walker is described as a student who walks to school with or without a parent/guardian. A walker is not a student who leaves by vehicle from parking lot or gravel lot. This student would have the designation of a car rider. If your student is not listed as a designated walker, then your student will not be released until 3:10 PM on (M,T,Th,F) and 2:10 PM on (W). This policy is for safety and logistical reasons.

Dismissal Pick Up Times

It is extremely important that you pick your child up on time. School dismisses at 2:45 PM and all children are expected to be picked up by 3:10 PM. On Wednesdays, school is dismissed at 1:45 PM and all children are expected to be picked up by 2:10 PM. While we realize that emergencies occur, if your child is late to be picked up more than **two** times, they will be enrolled in the Extended Day. There is a \$50 registration fee, and there will be a charge of \$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 from one armpit to the other and must have shoulder straps and be long enough to adequately cover the waistline and not expose the midriff and not be revealing or distracting. Midriff or “cut out” tops may not be worn. Skirts or shorts should be no shorter than mid-thigh. 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.

Daily School Events

Parents who attend an event during the school day, may bring *non-school age siblings of the student*.

Field Studies (Parent Chaperones)

All adults must be registered volunteers to chaperone/attend a Field Study. You must complete the district's Volunteer Application. Please follow the link on the John A. Crookshank website or St. Johns County School District websites to apply. <https://www.stjohns.k12.fl.us/volunteer/>
<https://apps.raptortech.com/Apply/OTYOOTplbi1VUw==>

All parent/guardian chaperones attending Field Studies will be required to ride the mode of transportation with the students and teachers to the location and back to the school. It is also the expectation that parent/guardian chaperones will be responsible for students other than their own.

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 at <https://homeaccess.stjohns.k12.fl.us> This system provides parents and students with a daily summary page, schedule and attendance, discipline information, class work, report cards, 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 904-547-7846.

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. In addition, bringing a toy gun or any other weapon to school could result in disciplinary action. Unless agreed upon through a specialized plan, please no fidget spinners.

Lost and Found

Please put your child's name in all clothing, backpacks, and lunchboxes. In the event 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.

Lunch

We encourage parents to eat with their students during their assigned lunch times. To do so, you must be an approved volunteer. Please follow the link on the John A. Crookshank website or St. Johns County School District websites to apply. <https://www.stjohns.k12.fl.us/volunteer/> Once you are an approved volunteer, you will present your idea to sign in at the front office. Your student will be brought down to the front office, where you and your student will be able to enjoy lunch together under our covered Cougar Patio.

Medication

If a child needs to take a prescribed medication during the school day, a parent/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, 904-547-7832.

ParentSquare

ParentSquare 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. For you to receive these messages, please make sure that your contact information is up to date. Please use the QR codes to register.

Apple



Android



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 PE during the year. 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.**

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. Classroom Community lessons will be taught in Morning Meetings and embedded throughout the day. ***Please refer to the PAWS Student/Parent section for more details.*** We will be using the PBIS Rewards again this year.

Character Counts!

At John A. Crookshank Elementary, the St. Johns County Pillars of Character are 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 as adults.



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, email, 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.

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 email cestransportation@stjohns.k12.fl.us **BEFORE 2:00 PM (M,T,Th,F)** and **BEFORE 1:00 PM on (W)**

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).