

# **LIBERTY PINES ACADEMY**

*HOME OF THE WOLVES*

**2021-2022**



**Mrs. Traci Hemingway, Principal**

**10901 Russell Sampson Road**

**St. Johns, FL 32259**

**(904) 547-7900**

**fax (904)547-7905**

**[www-lpa.stjohns.k12.fl.us](http://www-lpa.stjohns.k12.fl.us)**

**Student Hours: 8:25 am-2:45 pm (1:45 W)**

**Office Hours: 7:30 am-3:30 pm**

**THIS STUDENT PLANNER BELONGS TO:**

Name\_\_\_\_\_

Classroom/Homeroom Teacher\_\_\_\_\_

Grade\_\_\_\_\_

On behalf of the staff at Liberty Pines Academy, it is my honor to welcome you to the 2021-2022 school year! We are looking forward to a productive partnership with our students and families. LPA classes are designed to provide each child with an education appropriate for academic, emotional, and social growth in this rapidly changing world. This will be achieved by creating positive, child-centered instructional opportunities. The Mission of Liberty Pines Academy is “All children are respectful, responsible, and ready to learn. We share responsibility for all children, we are responsible to one another and we are responsible to our parents and community.” At LPA our students will learn how they can oversee their school success. Your future is up to you!

Students at LPA will learn information specific to their classes as well as social-emotional and learning strategies that will assist them throughout their lives. We believe that organized students are successful students. Students will learn what it takes to be successful and practice effective habits along the way. Each class will have a focus on reading and writing. Having strong reading and writing skills will be extremely important when entering the workforce. Students will feel a sense of community as their peers and the staff at LPA support them and help them prepare for their future!

We are inspired by the potential the year holds for our students. Our teachers and staff have worked hard to support their growth as healthy, productive citizens. It is our focus to prepare each student to be caring contributors to our community. Remember to be respectful, responsible, and ready to learn and each student will succeed at LPA! We are looking forward to a great year!

Go Wolves!

Wise Wolf Creed

Respectful to each other, learning from our elders, teaching the young

Responsible for our actions, helping when needed, cooperating with the pack

Ready to learn, achieving our best, leaving our paw print

Adapted from T.L. Lowery's

[The Wisdom of Wolves](#)

## MASTER CALENDAR

### 2021-2022 School Year

August 6, 2021	Optional Teacher Planning Day
August 9-13, 2021	Teacher Pre-Planning Week
<b>August 16, 2021</b>	<b>Students Report to Class</b>
September 6, 2021	Labor Day- No School
October 15, 2021	First Quarter Ends
October 18, 2021	Teacher Planning Day - No School
November 11, 2021	Veterans Day – No School
November 24-26, 2021	Thanksgiving Break – No School
December 21, 2021	Second Quarter/First Semester Ends *
Dec. 22, 2021-Jan. 4, 2022	Winter Break – No School
January 5, 2022	Teacher Planning Day - No School
January 6, 2022	Classes Resume for Students
January 17, 2022	Martin Luther King Day No School
February 7, 2022	Teacher Inservice Day - No School
February 21, 2022	Presidents Day – No School
March 10, 2022	Third Quarter Ends
March 11, 2022	Teacher Planning Day-No School
March 14-18, 2022	Spring Break – No School
March 21, 2022	Classes Resume for Students
April-May 2022	FSA Testing (Reading, Math, Science)
April 15 & 18, 2022	Holiday – No School
May 2-26, 2022	EOC’s AP, IB, District Exams
May TBA	Graduations (Schools/Locations TBD)
May 30, 2022	Memorial Day – No School
<b>June 2, 2022</b>	<b>Last Day for Students*Q4 Ends</b>
June 3, 2022	Last Day for Teachers

**\*All Schools will be dismissed 1 hour early on December 21, 2021 and June 2, 2022.**

### ACADEMIC INTEGRITY

All students are expected to always display academic integrity. Students are required to do their own work, keep their eyes on their own work and not use any outside means to assist them. Electronic devices are never allowed out during exams. Plagiarism and cheating will result in zeros for assignments and tests. Discipline will be addressed in each situation.

### ACCIDENTS

Every accident occurring on school grounds or at any school-sponsored event will be reported to the supervising staff member/adult and to the front office immediately.

### ADDRESS, TELEPHONE NUMBER AND EMAIL CHANGES

Please notify our office immediately if there is a change in your address, telephone number, email, or your emergency contact. This information is very important in case your child becomes ill or injured.

**Students will not be released to anyone who is not listed on the emergency information card.** If you would like a neighbor or friend to be permitted to pick up your child from school, please list them on your emergency contact card by contacting the school at 904-547-7900. Please make sure this information is updated whenever necessary.

### ATTENDANCE

The importance of regular attendance cannot be over emphasized. 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. Students having 5 unexcused absences within a calendar month or 10 unexcused absences within a 90 calendar-day period shall be reported to the principal/designee to secure and determine rationale for such absences. If a student is absent more than fifteen days, it is the responsibility of the parent or guardian to provide a doctor’s note for each subsequent absence. A student who is absent for ten (10) days or more during any grading period and does not make up the missed work will receive zeroes for missed work. Any incomplete grades will become failing grades if final exams are not taken, or make-up work is not submitted to the teacher. Students are granted one day to complete make-up work for each day of an absence. Students who are suspended or have unexcused absences may make-up their classwork for 50% credit, tests and quizzes for 100% credit.

**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, school or district 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.

**For a complete list of excused and unexcused absences, students and parents should refer to the *Student Code of Conduct*.**

## **Absences**

Parents must notify the school, in writing, within 24 hours of their child's absence. (An absence note template is available on our website under For Parents.) Based on district policy, a student will be considered absent when he/she misses 50% of their school day. Any student that checks-out prior to 11:35 am is considered absent for the entire day. Students should always bring a note explaining their absence on the day they return to school. The note should include the child's name, the child's classroom or homeroom teacher's name, the date and an explanation of the absence, and a parent signature. Failure to bring in a note will result in an automatic unexcused absence. If your child is ill and absent for two days, contact the homeroom teacher to arrange for the schoolwork your child has missed. Any student who is absent must make his/her own arrangements with the teacher to make up the missed work. Students with an extended illness may qualify for the Hospital Homebound program. For other extended absences, please notify the principal, in writing, prior to the absence. The Florida Standards Assessment dates are included in the Master Calendar. Please do not schedule vacations during the testing period.

## **Tardiness**

**School begins at 8:25 a.m.** Students are considered tardy when they are not in their classrooms ready to receive instruction at that time. Any student arriving at school after 8:25 a.m. must report to the front office desk to receive an admit slip before going to the classroom. Tardiness is disruptive to the learning environment and has a negative impact on student achievement. Studies have shown that students who are tardy have a higher risk of poor performance.

## **Tardy Consequences**

1. Students may receive 3 unexcused tardies per month without consequence.
2. Excused tardies are granted only upon receipt of a note issued by a Professional Care Provider. Notes must be received on the day of the tardy or prior to noon the following day. (Notes may be emailed to [lpaattendance@stjohns.k12.fl.us](mailto:lpaattendance@stjohns.k12.fl.us))
3. Parent notes are not acceptable in determining an excused tardy.
5. Students with 5 or more tardies per month will be required to meet with the Dean and his/her parent/guardian for a conference.

## **Procedures**

1. Parents must escort their child to the main office when tardy for school.
2. Students are considered tardy any time they are not in their classroom ready to learn at 8:25 a.m.
3. Parents will receive a notification via the School Messenger system when a student is tardy to school. Students will receive a tardy notice upon late entry.
5. Parents will have until noon the following day to provide a Professional Health Care Provider note for an excused tardy.

## **Early Dismissal**

Parents must provide a written excuse for any student requiring early dismissal. The time and reason for leaving school should be included. Students will turn in the requests to their teacher in the morning and will stay in class until someone in the front office calls for them to be dismissed. Children will be released only to their parents or to individuals named on the Emergency Card. Early checkouts must be completed by 2:15 pm on Mondays, Tuesdays, Thursdays, and Fridays, and by 1:15 pm on Wednesdays.

## **BACKPACKS**

Middle School students may carry backpacks throughout the day at Liberty Pines Academy. K-5 students must keep all backpacks in homerooms. Backpacks with wheels are not allowed without a doctor's note.

## **BIKE RULES**

Safety is a priority! The law requires every bike rider to wear a helmet. Every rider must provide their own bike lock. The rack gate will remain open but individual bikes must be secured. All bike riders are responsible for getting their own bike out of the bike rack. Parents/siblings please refrain from placing bikes outside of the gate area. Safety Patrols are available to aid if needed. Bike riders must walk their bike from the bike rack, off school grounds, and out of the gate at Russell Sampson Road. Bike riders must ride on the sidewalk, not on the road or grass. They should watch out for walkers, be patient, and leave space between their bike and ones in front of them.

## **BIRTHDAYS and CELEBRATIONS**

Snacks/treats are allowed only with permission and under the direction of the classroom teacher. **(This is critical due to medical complications caused from various food sources)**. Shared treats are **not allowed** in the cafeteria. There must be enough snacks/treats available to serve each student within a given classroom who may wish to participate. **Balloons, signs, banners, flowers, or gifts are not permitted at school.** If party invitations are handed out at school, every student in the class must receive one. Only pre-packaged store-bought treats with food ingredient labels are approved. No homemade items permitted. Parents may only drop off classroom treats at the front desk. Parents may not attend classroom celebrations. Middle school students may only have treats in homeroom.

## **BULLYING**

Bullying is prohibited. According to (*s. 1006.147 F.S.*) St. Johns County's Student Code of Conduct defines bullying as systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. All cases of bullying should be reported immediately and will be handled in accordance with school district policy.

## **BUS REGULATIONS**

Students are given the privilege of using the transportation services of the St. Johns County School District. Standards of discipline must be always maintained, 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. Parents are not to board the bus at any time. A complete list of bus regulations is available in the **Student Code of Conduct**. Parent requests or complaints regarding bus service should be directed to the Transportation Department at (904) 547-7810.

District procedures are as follows:

- Board and leave the bus at assigned stop location.  
**\*Courtesy bus passes are not permitted\***
- Arrive at the bus stop at least 5 minutes prior to the bus stop time. The bus will not wait for those who are tardy.
- Stand at least 12 feet off the roadway while waiting for the bus.

- If you cross the road to board/disembark the bus, wait for the driver's crossing signal to cross the road. If you cross the road, walk 12 feet in front of bus.
- Always remain seated when the bus is moving.
- Keep arms and head inside windows. Do not throw objects from windows.
- Refrain from unnecessary conversation with the driver.
- Observe classroom conduct. Ordinary conversation is acceptable.
- Refrain from fighting, bullying, pushing and tripping while boarding, riding and leaving bus.
- Refrain from any abusive or profane language to other students or driver.
- Maintain silence at railroad crossings.
- Refrain from eating, drinking, chewing gum and using tobacco on bus.
- Refrain from using cell phones on bus. Refrain from using DC players, iPods or other musical devices, if directed by the driver.
- Refrain from bringing animals (dead or alive), glass or glass containers, sharp objects, balls, bats, cutting instruments, batons, drumsticks, skateboards, and large objects (including band instruments) unless you have prior permission of the school administration and the driver.
- Refrain from bringing, applying, or spraying perfume, cologne or aerosol items that could cause allergic reactions and breathing problems.
- Vandalism of school bus will not be tolerated.
- If the bus is equipped with lap belts, students must wear the lap belt while riding the bus.

### **Discipline for students violating bus rules:**

Disruptive behavior and violation of the Code of Conduct on a school bus by a student are grounds for suspension of the student's privilege of riding on a school bus, may be grounds for disciplinary action by the school and may also result in criminal penalties being imposed. In particular:

- The principal or the principal's designee may suspend a student from the school bus for up to ten (10) days per occurrence for violating the standards of conduct for students riding the bus or other misconduct.

- The School Board may order suspension of bus privileges for a period between eleven (11) days and the balance of the school year.
- In addition to the suspension of bus privileges, students who violate the Code of Conduct while on a bus are subject to out-of-school suspension and other disciplinary action as authorized by this Code.

### **CELL PHONES/ELECTRONIC DEVICES**

Cell phones must always be OFF and OUT OF SIGHT. Cell phones must remain in the backpacks of students in grades K-5, and in the lockers of students in grades 6-8. Cell phones may NOT be on one's person during school hours. Electronic devices (smart watches, iPods, etc.) are not allowed at school. LPA is not responsible for lost, stolen, or damaged cell phones/electronic devices.

#### **Violations to this rule will result in the following consequences:**

1st offense: Administration will hold any personal electronic device for the day and return it to the student at the end of the day. The Dean of Students will contact parents/guardians.

2nd offense: The personal electronic device will be returned to the parent/guardian only.

3<sup>rd</sup> offense: The parent/guardian will be notified and asked to meet with Administration to discuss repeated misconduct. The personal electronic device will be returned to the parent/guardian only.

Subsequent offenses require that a student surrender a phone during school hours and may result in in-school suspension.

### **CHARACTER COUNTS!**

The St. Johns County School District, along with area businesses, youth organizations and civic groups, selected the national character educational program of CHARACTER COUNTS! as a county-wide initiative to instill positive character traits in our young people. As adults, we are responsible for modeling appropriate behavior, which has been proved as the best way to teach character in others. Liberty Pines Academy provides character education based on core ethical values, in particular the Six Pillars of Character. These pillars are: TRUSTWORTHINESS, CARING, RESPECT, RESPONSIBILITY, CITIZENSHIP, and FAIRNESS.

### **CLINIC**

The clinic is for temporary first aid only. Students will be sent home if there is evidence of vomiting, diarrhea, or a temperature over 100 degrees. It is expected that students remain home for an un-medicated 24-hour symptom-free period, or as directed by a doctor's note.

**Food Allergy Awareness-** Food allergies present increasing challenges for schools. Because of the life-threatening nature of these allergies and the increasing prevalence, LPA takes an active part in food allergy management at our school. We take every precaution when it comes to the health and safety of our students. Parents are asked to inform the school in writing of their child's allergies prior to the start of school or immediately after diagnosis, provide medication and physician orders. Faculty and staff are educated in the procedures to identify and treat potential allergic reactions. Homeroom parents are informed of allergy status in the classroom and asked to plan accordingly. Sharing of food, lunches, and snacks is discouraged. Students with food allergies are offered allergy free seating in the cafetorium where they can sit with a friend of their choice as long as their lunch is also allergy friendly. Please contact the school nurse to discuss specific accommodations for your child.

**Pediculosis (LICE)** Pediculosis is a common communicable childhood disease. It is important to acknowledge head lice as a problem in every community. Our school district has adopted a NO Nit Policy as the public health standard intended to keep our students' lice free, nit free, and in school. The NO Nit Policy encourages every family to do its part at home with routine screening, early detection, accurate identification, and thorough removal of nits and lice. If a student is found to have lice or nits while at school, the parent/guardian will be informed, and the student will need to be picked up from school. The process is kept confidential. The school asks that you treat your child thoroughly before returning to school. The student must be checked by the school nurse and found to be lice/nit free before they will be permitted to return to class. We encourage parents to inform close friends and family members so that all who have been in contact with the child are aware and can also follow the same procedures.

## COMMUNICATION

**Conferences**- Parent and teacher communication is vital to the success of your student. To contact a teacher or make an appointment, you may call the school to leave a message, send the teacher an e-mail, or send a note to the teacher with your child.

**E-Mail**- All staff at Liberty Pines Academy can be reached by e-mail, with a reply within 48 hours. For most staff: (example: John.Doe@stjohns.k12.fl.us). Check with your child's teacher for any exceptions or visit our website and select the appropriate link.

**Home Access Center**- This is a web-based application that allows parents to view their child's educational information (i.e., grades, attendance, report cards). Parents will need to register for their username and password using the HAC link on the school website. Instructions and further information can be retrieved from the district website [www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us) under the heading For Families. Additional information can be found on our school's website under "Home Access Center (HAC)."

**Schoology**- This is a web-based learning management system that has all the tools that middle school students need to engage in content for each class. Login information will be provided in homeroom. Parents will need to register to view their child's activity at [app.schoology.com](http://app.schoology.com).

**School Closings**- Local radio and television stations will carry all school closing announcements due to inclement weather or other emergencies by 6:30 a.m. whenever possible. In addition, you can log on to the St. Johns County website ([www.stjohns.k12.fl.us](http://www.stjohns.k12.fl.us)) to view announcements.

**Visiting Classrooms**- Parents may visit classrooms **only** with the pre-arranged permission of the teachers. "Drop-ins" are not allowed. All visitors are required to sign in at the front office. For the safety of all students, parents and visitors are not allowed to go directly to any area in the building without permission. **Siblings are not permitted to accompany parents while visiting a classroom.** Because our staff has required duties and meetings, we are unable to accommodate parents who do not have a scheduled appointment. We are unable to allow unannounced classroom visitations prior to the beginning of the school day. Parents may not walk students to their classrooms.

**Website**- Communication is the key to a successful school/home partnership. Our school website provides information about upcoming events: [www-lpa.stjohns.k12.fl.us](http://www-lpa.stjohns.k12.fl.us)

## DAILY SCHEDULE

8:00 a.m. Students report to designated area

8:25 a.m. Tardy bell & morning announcements

1:45 p.m. Dismissal on Wednesdays

2:45 p.m. Dismissal on Mon., Tues., Thurs., Fri.

Note: Parent Pick-Up students not picked up by 3:15 p.m. (2:15 p.m. Wed.), will be placed in our Extended Day Program. Parents will be responsible for a \$75.00 registration fee plus daily child-care fees. The parent drop-off/pick-up area is located at the front of the school. Parents may not leave a car unattended in this area. Drivers are required to follow the instructions of the assistants to keep the pick-up line moving safely. **No students are allowed on campus prior to 8:00 a.m. unless they are registered for Extended Day services or have a scheduled appointment with a teacher.**

## DRESS CODE

It is our expectation that the learning environment at Liberty Pines Academy remains focused on academic excellence. Dressing appropriately for school will help students remain focused on high achievement. Students should be proud of the way they dress. Cleanliness, good grooming, neatness, and modesty are important standards of appearance. The administration has the discretion to determine what is appropriate and inappropriate any time during the school year. **Please review the dress code in the Student Code of Conduct for more information.**

### **Dress Code Violation Procedures:**

For the first offense, a parent will be asked to bring a change of clothing to school if the students do not have an appropriate change of clothes with them. Students will wait in the Responsibility Room until the appropriate change of clothing arrives. Students may change into their PE uniform or, if a parent is unavailable, the student will remain in the Responsibility Room for the remainder of the day.

### **Dress Code Violation Discipline Consequences:**

**1<sup>st</sup> offense:** Written notice sent home with student to be signed by parent and returned to administration the next day.

**2<sup>nd</sup> offense:** 1 day lunch detention.

**Subsequent offenses:** Parent conference required and in-school suspension.

**EMERGENCY DRILLS**

Emergency drills will be conducted throughout the school year. We conduct monthly fire drills and lockdown drills, as required by the Florida Fire Prevention Code. We will also practice drills for the following scenarios: severe weather, bomb threats and evacuation. Our severe weather drill relocates students to safer areas of our buildings. A bomb threat may require a building evacuation and/or an off-site evacuation. Our emergency off-site evacuation location is Creekside High School. A lockdown procedure is used to secure the campus from a potentially dangerous intruder or other threatening or hazardous condition. Our school district also requires bus evacuation drills for our bus riders. Safety is of the utmost importance.

**FIELD EXPERIENCE TRIPS**

Education experience trips are planned by grade levels and by certain organizations. Students with discipline referrals or suspensions may not be allowed to attend field trips or end of the year activities. Administration reserves the right to revoke field trip privileges and deny refunds (depending on field trip timeline). No children, including siblings, relatives, or friends, may attend a field trip unless they are part of the group for whom the trip was arranged. Only parents and guardians of children for whom the trip was arranged may serve as chaperones and must be approved and cleared through a background check.

**FORGOTTEN MATERIALS**

After 8:25 am, the front office will not accept or deliver forgotten homework, PE uniforms, band instruments, school supplies, or projects. Students are responsible for bringing these items to school. The only exception to the policy is a student’s lunch/lunch money or glasses. All supplies needed will be given to the student for the day.

**GRADING SCALE**

The Governor and Legislature of the State of Florida have set the following grading scale for all students in public schools in the state:

- A.....90-100%.....Outstanding Progress
- B.....80-89% .....Above Average Progress
- C.....70-79%.....Average Progress
- D.....60-69%.....Lowest Acceptable Progress
- F.....0-59%.....Unacceptable Progress

*Florida Statute requires schools to report to parents their child’s Conduct Grade and whether the child is working on or below grade level in reading, math and writing in grades K-5.*

**HEALTHY INITIATIVE**

Federal law requires every school district to have a local wellness policy. In keeping with the SJCS D healthy initiatives, birthday/celebration treats will be permitted but with limitations. All birthday/celebration treats must be approved by the teacher in advance for all students in grades K-8. All birthday/celebration treats will be served in the commons area or outside, as pre-arranged with the teacher. No birthday/celebration treats may be brought to the school without prior teacher notification. Only pre-packaged store bought treats with food ingredient labels are approved. No homemade items permitted. Middle school students may only have treats in homeroom. **NO birthday/celebration/shared treats will be permitted to be served in the cafeteria.** Food treats should be healthy and nutritious, and enough to share with all students who wish to participate. All teachers and the school health nurse are aware of individual student’s needs and should be consulted regarding food allergies, diabetes, and other dietary restrictions/needs. Please see the school/teachers/websites for healthy choices and links to more information on this topic.

Liberty Pines Healthy Initiative Plan provides students with healthy options in our lunchroom by providing fruits and vegetables. Cafeteria items are always baked and never fried. Cookies, ice cream, and other high sugar /high fat products are not available to students through the lunch program. For safety reasons, please do not send sodas or other drinks in glass containers. Please partner with us to instill and develop healthy habits in our children.

**HELPFUL HINTS FOR SCHOOL SUCCESS**

All students in grades 3-8 will be issued a planner. This planner should come home every night. Parents are encouraged to check the planner daily.

- \*Review papers and projects brought home. Help your student develop a timetable for projects.
- \*Let your child know he/she is responsible for assignments.
- \*Students should read and practice math facts every day.
- \*3<sup>rd</sup>-8<sup>th</sup> HAC: Contains grades for all assignments and assessments. Students and parents should check HAC weekly.



\*6<sup>th</sup>-8<sup>th</sup> Schoology: Contains course content information, calendar of learning activities and online assessment opportunities. Student and parent accounts are available.

### **ITEMS BROUGHT TO SCHOOL**

**Animals**- No animals should be brought to school.

**Aerosol Cans or Pump Sprays**- Students are not permitted to have aerosol cans or pump sprays at school to include those containing food or used for personal hygiene.

**Balloons/Flowers**- Having balloons or flowers delivered or brought to school, for students, is not allowed.

**Bicycles**- **Students riding a bicycle to school must wear a helmet.** (*s.316.2065 F.S.*). Once on campus, bicycles must be walked, parked, and locked in the bike rack located near the bus loop.

**Cards**- Playing or trading cards are not allowed at school.

**Chewing Gum**- Students may **NOT** chew gum at school.

**Personal Electronics Devices**- Smart watches, radios, tape recorders, CD players, MP3's, iPods, electronic toys, laser pointers, video games, beepers, cameras, TV's, headphones (i.e., Beats) and handheld games are **NOT** to be brought to school.

**LPA is not responsible for any personal electronic devices that are lost, stolen, or damaged in the event that any device is brought to school.**

**\*\*\*NON-SCHOOL-ISSUED CAMERAS OR RECORDING DEVICES ARE NOT PERMITTED\*\*\***

**Wheeled devices**- Skateboards or scooters must be stored in the bike rack area. Heelies and roller blades may not be brought to school for any reason. Rolling backpacks are permitted with a doctor's note.

**Toys**- Toys should not be brought to school. Bringing a toy gun or any other toy weapon to school without the permission of the principal will result in suspension.

**Lost and Found**- Please check the "Lost and Found" area for lunch boxes and clothing. Articles such as glasses and jewelry, etc. will be placed in the front office. Unclaimed articles are periodically donated to organizations that support those in need. Please put your student's name in all clothing brought to school. Items with names will be returned to the students.

**Water Bottles**- Bottles brought onto campus must be clear. Steel, colored, or non-transparent bottles will be confiscated. While juices may be consumed in the cafeteria, only water may be brought into

classrooms due to the rooms being carpeted. Energy drinks are never allowed on school campus, including before and after school.

### **LOCKS AND LOCKERS**

Lockers will be assigned at the beginning of the year to all middle grade (6-8) students. All students **must** use a combination lock(s) provided by LPA. A deposit of \$5.00 will cover PE, Band and Homeroom lockers. Only locks provided by LPA are permitted. Parents may ask for the deposit returned through a written request received by the school's Bookkeeper no later than 10 days prior to the last day of school. Students are **REQUIRED** to use a school issued lock on homeroom, band, and PE lockers. It is very important that students keep their locker combination confidential, so locker contents are secure. If a student should misplace his/her lock, another lock will need to be replaced at the cost of \$10.00 per lock. We recommend that you do not leave valuables in your locker. These lockers are for your convenience, but are school property, and the administration reserves the right to inspect the contents of a locker. Lost or stolen items will not be investigated if this procedure is not followed.

### **LUNCH**

Students may purchase a hot, balanced meal from the cafeteria daily, or they may bring lunch. All entrees can be made into a lunch as long as your student gets a fruit and/or vegetable. Milk is always included in a school lunch. Breakfast is also available each day. Every student automatically has a lunch account. To set limits or alerts for allergies you must contact the Food Service Manager. Payments may be made with cash or check. Please write the student's given name and lunch number in the memo section of the check or on the envelope to ensure payment goes to the correct account. Please include two phone numbers on checks. Breakfast and lunch menus are on the café website along with prices and other helpful information. No student will be denied lunch. Please do not let your student's lunch account become overdrawn. Free/reduced lunch applications must be completed online. The application link is available on the district website.

### **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 office and a medication authorization form must be completed and signed by both the parents/guardian AND a physician. This form must be completed for both prescription and non-prescription medication. This includes over-the-counter medications such as Tylenol, cough syrup, cough drops and Chapstick. **Neither prescription nor non-**

**prescription medication are to be transported to and from school by students.** Please note: all medication must be picked up in the clinic by the last day of school; otherwise, it will be destroyed.

### **NON-NEGOTIABLES**

LPA students have non-negotiable expectations for learning:

- All LPA students use an organizational tool
- All students track their learning progress
- Writing notebooks are kept for writing assignments
- Two-column notes are used in 2<sup>nd</sup>-7<sup>th</sup> grade and Cornell Notes are taught in the 4<sup>th</sup> quarter of 7<sup>th</sup> grade, used in 8<sup>th</sup> grade
- MLA format is used in all middle grade subjects for research writing
- Students have a minimum of 3 common summative assessments in each content area in each quarter (grades 3-8) and a minimum of 6 formative assessments each quarter
- No extra credit or bonuses are given in classes
- LPA students may participate in assessment retakes if they meet retake criteria
- Summative assessment scores below are eligible for retake. 85% is the highest score one can earn on a retake summative assessment in grades 3-8
- Students should check their class HAC/Schoology account for class information and updates
- LPA students demonstrate the pillars of character at all times

### **PARENT/SIBLING VISITORS**

All parents/visitors must complete a School Access Form and be approved via KeepNTrack if they wish to volunteer in a classroom, participate in any class activities or eat in the lunchroom. **LPA Sibling Policy for siblings who do not attend LPA:** Parents may bring younger, non-school aged siblings to certain school events when invited. The event must be designated for parent visitors, (e.g., a school play). Siblings must remain in strollers or be always held by the hand.

**Parents who are volunteering in a classroom or with an event may not bring siblings.** Parents may not bring siblings on a school field trip. School administrators and classroom teachers have the right to refuse siblings at any time.

**Lunch with Students** All students are required to remain in assigned Parent Table seating area at lunch. Parents/Guests may visit a student

during lunch if space allows. Guests may only eat with their own child at the parent table.

**Photographs** PARENTS/VISITORS MAY ONLY TAKE PHOTOGRAPHS/RECORDINGS DURING PUBLISHED OPEN EVENTS.

### **PE UNIFORMS (6-8 grade students only)**

Students in grades 6-8 will be required to purchase a PE uniform at the beginning of the school year. Uniforms from the previous year may be worn if they fit appropriately. PE uniforms are available as a shirt/short set or individual items. All middle school students enrolled in physical education classes will dress appropriately and participate in activities, unless approved for a medical excuse. Excuses for a day's absence will be honored with a note from the parent, but if more than five days are missed, a doctor's excuse will be required.

### **PUPIL DETENTION, SEARCH and SEIZURE**

Administration, teachers, or any other members of the staff are authorized to temporarily detain and question a student when circumstances indicate that such student has committed, is committing, or is about to commit a violation of law or a regulation of the school board.

1. If at any time reasonable suspicion arises that the student is unlawfully concealing any stolen or illegal property, an alcoholic beverage, illegal drugs, or any weapon as prohibited in these regulations, a member of the instructional staff may search for the presence of the items.

2. If a search of a student's locker or other property reveals stolen or illegal items as prohibited by law or school board regulations, such item or items may be seized, and such action taken as provided by law or school board policy.

### **REPORT CARDS AND INTERIMS**

Every 9 weeks, all students Kindergarten through 8<sup>th</sup> Grade will be issued a digital report card through Home Access Center (HAC). HAC also includes a current grade average and quarterly average for students in grades 3-8. Paper Report Cards will be issued upon request. Interim reports are sent home at the midpoint of each nine-week quarter for Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades. 3<sup>rd</sup>-8<sup>th</sup> graders have interim reports available in HAC.

### **SCHOOL MESSENGER**

School Messenger is a rapid phone notification system provided by our school district to communicate important or emergency information efficiently and rapidly to our parents. This system will be used primarily to provide accurate information to parents about scheduled events and any safety issues. We will also use the system to report absences. Please ensure Parent/Guardian contact information is correct and up to date.

### **SCHOOL PAY**

Parents can now pay several types of school fees online, including fees for field trips, lockers and planners. Go to the School Pay link on the LPA homepage. It is quick, easy and convenient.

### **SPIRIT WEAR**

The PTO will sell spirit wear t-shirts, other articles of clothing and various items to foster school spirit and generate funds for student materials and school activities. Students in grades K-5 and 8<sup>th</sup> grade will receive a Field Studies t-shirt, provided by PTO, to be worn on field trips and at other class/grade level activities.

### **SCHOOL SPORTING EVENTS**

The St. Johns County School District is committed to creating a safe, comfortable and enjoyable experience for all fans. We want all event attendees to enjoy the experience in a responsible fashion. Event attendees are responsible for their own behavior. Any behavior that is deemed unruly, disruptive or illegal in nature to officials, players, school administration and/or other spectators may result in removal from the event and loss of privilege for attending future events.

### **TRANSPORTATION CHANGES**

Transportation changes (Bus, Parent Pick-Up, Extended Day, Etc.) must be received, in writing, by 10:00 am. Please email change requests to [LPATransportation@stjohns.k12.fl.us](mailto:LPATransportation@stjohns.k12.fl.us). **No courtesy bus rides will be allowed.** A transportation note template is available on our website under For Parents. Under emergency circumstances, parents may submit an online provisional waiver request through the district Transportation Department.

<https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=ptwaiver>

### **VISITORS/VOLUNTEERS**

To visit this school beyond the front desk, a School Access Form must be completed and approved. Please go to the LPA website: [www-](http://www-lpa.stjohns.k12.fl.us)

[lpa.stjohns.k12.fl.us](http://www-lpa.stjohns.k12.fl.us) and click on **School Access Form**. Complete the application and submit it. Expect the clearance process to take up to four weeks. You may contact LPA to check the status of your application. Parents are welcomed and encouraged to visit/volunteer at LPA. Teachers determine and pre-approve volunteer duties within their classroom. **Parents may not bring siblings when volunteering. Please do not access your cell phone while visiting/volunteering. It is the expectation that all visitors abide by the student dress code when visiting/volunteering at LPA.**

### **WALKERS/BIKERS**

Walkers must walk on the sidewalk. No running. Watch out for bikers that might be passing. Once a bike rider is inside the gates, they have to walk their bike.

### **ZERO TOLERANCE**

Writing or composing and also sending or procuring the sending of any letter, inscribed communication, or electronic communication, whether such letter or communication be signed or anonymous, to any person, containing a threat to kill or to do bodily injury to the person to whom such letter or communication is sent, or a threat to kill or do bodily injury to any member of the family of the person to whom such letter or communication is sent, or making, posting, or transmitting a threat in writing or other record, including an electronic record, to conduct a mass shooting or any act of terrorism, in any manner that would allow another person to view the threat may be subject to expulsion, lesser disciplinary actions and referral to law enforcement, and mental health services.

Please note that administration reserves the right to change information listed. Some information may be subject to substitution and revision due to certain circumstances and/or policy changes. All changes in this document will be immediately posted on the school's website: [www-lpa.stjohns.k12.fl.us](http://www-lpa.stjohns.k12.fl.us).

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**PASSWORD**

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