



LIBERTY PINES ACADEMY

“ON THE PROWL FOR ACADEMIC EXCELLENCE”

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ARRIVAL/DISMISSAL PROCEDURES

Student academic hours: 8:40am-3:00pm/2:00pm (Wednesdays).

Front Office hours 7:45am-3:45pm daily

Arrival Procedures

Car Drop-Off: Car line begins at 8:05am when staff are visibly on duty. Please do not allow your student to exit your vehicle prior to this time. Students arriving after 8:40am are tardy and must be escorted by a parent into the front office, signed in, and receive a tardy slip. **Students are expected to be in their classrooms, ready to learn at 8:40am.**

Carline Reminders:

- Once the curb spots are filled to the bike rack, all other vehicles will flow through the receiving area and line up at the crosswalk stop sign until directed to proceed forward to snake through the parking lot. This will ensure our employees can access the designated parking spaces as they have been directed to not park in the grass areas.
- Have students ready to exit the car quickly on the passenger side only.
- **Pull all the way forward in the line** - Staff members are stationed along the entire sidewalk. Please pull all the way forward before stopping and keep pace with the car in front of you.
- Safety and car line flow are priorities. Do not stop the car line to let people cross in the crosswalk. A staff member will give them the “all clear” to cross when the traffic has stopped.
- Students will enter the building through the doorways leading into the cafeteria and will remain in the cafeteria until they are dismissed to report to their classroom at approximately 8:20am. After 8:20am, students will enter through the parent drop off doors.

Bikers/Walkers: Entry into the gates will begin at 8:05am. After 8:40am, students are considered tardy and must enter through the front office to receive a tardy slip.

- Students will enter the building through the doorways nearest their entry gates into the campus.

Bus Riders: Students will begin arriving on campus at 8:15am.

- Students will enter the building through the doorways by the bus loop and will report directly to their classroom.

Student supervision begins at 8:05am. Students will not be allowed on campus before 8:05am. We want to make sure that all students are safe and supervised by adults. All school entrances and hallways will have adult supervision during arrival. Thank you for your support and understanding.

***Safety note:** Cars should never stop and meet students along Russell Sampson Road to “quickly” drop off students to avoid the car line. This can cause a dangerous traffic and safety concern. Thank you for your support as student safety is our #1 priority.

Dismissal Procedures

Students may be dismissed as bus riders, walkers/bikers, or through the parent pick up line. For safety reasons, any changes in transportation should be submitted no later than 12:00pm online. The link can be accessed on our school website by clicking on the parent tab on the home screen followed by clicking on the “Transportation Change” link or clicking <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?SurveyID=lpadissmissal#> . Parents picking students up before the end of the school day, must do so before 2:15pm (1:15pm on Wednesdays).

Parent Pick-Up Line: Parents enter through the parent pick-up gate and follow the traffic pattern. Please have your child's name and grade displayed prominently on the car tag and hang it on the rear-view mirror or place on the driver's side dashboard so that a staff member can call for them. Be sure to pull up to the designated pole number with the car tag and student's name visible until the student is in the car. Significant delays will occur if the student's name is not displayed the entire time.

Bikers/Walkers: Walkers and bikers will be dismissed to their appropriate bike rack and exit. Parents may meet their student outside of the exit gates.

Bus Riders: Bus stop information is available on the St. Johns County School District website.

Rainy Day Dismissal: If lightning is reported or if we are under a severe rainstorm advisory, rainy-day dismissal will be announced through the School Messenger System by 2:30pm (1:30pm on Wednesday). If severe weather is imminent and is forecasted to pass through quickly, bikers & walkers will be held until it is safe to release them. If the severe weather is forecasted to remain in place for some time, bikers & walkers will need to be picked up in the parent pick-up line at dismissal. **Once the decision is made for bikers & walkers to go to parent pick up, it will not change even if the weather changes.** Please make the necessary arrangements for your student to be picked up when notified. Bus riders will be dismissed as scheduled but may be delayed as we are only able to load a few buses at a time. The car line will also continue as scheduled but students will be called out from inside the building. Please expect delays as we dismiss students safely. We appreciate your patience, support, and understanding.

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Help us maintain safety by avoiding phone calls and texting while driving on campus. 6/5/2024