



# LIBERTY PINES ACADEMY

“ON THE PROWL FOR ACADEMIC EXCELLENCE”

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LPA Families,

We are thrilled that you and your family are part of Liberty Pines Academy for the 24-25 school year! We've included important school information below for you to review prior to the start of the school year.

We also encourage you to visit our website regularly to stay up to date with events and other information.

<https://www-lpa.stjohns.k12.fl.us/>

**LPA's Mission:** Everyone is respectful, responsible, ready to learn, and focused on creating positive relationships.

**LPA's Vision:** Ensure high levels of learning and expectations for all students and staff. Through our continuous collaborative efforts, students will have character, knowledge, and skills essential to pursuing their goals and dreams successfully throughout their lives.

**The LPA Way:** Learning is our focus, Positive relationships are what we value, Always respectful and responsible.

## School Office Hours

- Monday-Friday: 7:45am-3:45pm

## Student School Hours

- Monday, Tuesday, Thursday, and Friday: 8:40am-3:00pm
- Wednesday: 8:40am-2:00pm

## School Visitors and Volunteers

Per SJCS D policy, all visitors must complete a 'School Access Form' before they will be allowed access to our campus. This is for all activities, including teacher meetings, school events during the day, volunteering, chaperoning for field trips, etc. Visitors that have not been approved through School Access will not be allowed access beyond the front desk. For more information and to apply go to <https://stjohns.keepntrack.com/apply/>.

Visitors must enter through the Front Office and must show their driver's license. You must always wear your 'visitor' sticker and have your driver's license with you. In addition, parents may not bring other children with them while volunteering.

## Transportation Changes

If, on any given day, your child goes home a different way than normal, parents will need to complete a "Change in Transportation" form through the LPA online link. Otherwise, your child will go home the "normal" way that you have designated at the beginning of the school year. For the safety of your child, we cannot accept changes to your child's "normal" way home after 12:00pm daily. The link below can be accessed from our school website by clicking on the parent tab on the home screen followed by clicking on the "Transportation Change" link.

<https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?PageNumber=1&SurveyID=l4MHml10&Preview=true#>

## Early Checkouts

Children will be checked out at the front office and released only to the parents/individuals named on the student's emergency contact list. **Early checkouts must be completed by 2:15 pm (1:15 pm on Wednesdays).**

## School Communication

Liberty Pines Academy communicates messages through monthly newsletters, teacher emails, the school website, and schoolwide communication via School Messenger. School Messenger communication can be delivered through

a mass email, text, and/or phone calls. Please ensure that the school has accurate phone numbers and emails in our system. You may sign up or “Opt In” for School Messenger communications at: <http://www.stjohns.k12.fl.us/schoolmessenger/>. Please note, if you block school phone numbers or emails, you will not receive school communications.

### **Attendance, Absences, and Doctor’s Notes Submissions**

Liberty Pines Academy adheres to the SJCS D Code of Conduct regarding absences and attendance. Students are expected to be in their classrooms at 8:40am. If they are late, they will be marked tardy. Middle school attendance is taken every class period. Your child will be marked absent for every class period they miss or marked tardy for each class they are late for. If your student is, or will be, absent for a few periods during the day for an appointment, please obtain a doctor’s note so that we can excuse the absence. Please use the link below to submit any absent notes and notification. You can even attach your child’s doctor’s note on the survey. The link below can be accessed from our school website by clicking on the parent tab on the home screen followed by clicking on the “Absence Note” link. <https://surveys.stjohns.k12.fl.us/TakeSurvey.aspx?PageNumber=1&SurveyID=14MHmnl0&Preview=true#> Per the SJCS D Code of Conduct, all notes must be submitted within **48 hours of returning to school** and should state the reason for the absence. The decision to excuse or not excuse an absence will be made in accordance with the SJCS D Code of Conduct. To help keep parents informed of their student’s attendance, absence notifications are automatically sent out from the district’s live system. If you have a discrepancy with an absence, please call the school within 30 days. We cannot go back and change absences after 30 days.

### **SJCS D Code of Student Conduct**

Please review the SJCS D Code of Conduct for 24-25: <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

### **Illness/Clinic Access**

When students are ill, they must report to the Clinic. *District is no longer asking for consent for services. This year all students start with consent. Parents must submit a form to OPT-OUT of services and bring the form to the school. Information on this new procedure is on the Health Services page of the district website. I have copied and pasted the link below. The form is on the bottom of the page and parents must print it, fill it out and turn it in to the nurse to OPT-OUT of services.* <https://www.stjohns.k12.fl.us/health/>

### **Home Access Center**

Home Access Center (HAC) allows students and parents to view their child’s educational information via a secure, password-protected website. The portal allows access to view grades, report cards, and monitor attendance. Students have their own login which will be provided to them at the beginning of each year. Parents must use their own login, not their child’s. For more information and to set up your parent login, please go to: <http://www.stjohns.k12.fl.us/hac/>

### **Lunch**

The cost of a student’s lunch (as of 23-24 school year) is \$3.25 for elementary students and \$3.50 for middle school students; however, prices are subject to change. A la carte options are also available for additional money. Your child will receive his/her own lunch number at the beginning of the school year. Parents can pay for their child’s lunch in advance directly to the school or through PayPams. To set up your child’s School Pay account, please visit <https://paypams.com/>. Additional information can be found by visiting the cafeteria page on our school’s website.

### **Extended Day**

Extended Day is the before-school and after-school childcare program offered at Liberty Pines Academy (enrollment and other fees apply). Spots are limited and it does fill up. Please see the Extended Day tab on our school’s website for more information.

**We look forward to a great year at Liberty Pines Academy! Go Wolves!**

Gratefully,

**Your proud LPA Administration Team**