



LIBERTY PINES ACADEMY

“ON THE PROWL FOR ACADEMIC EXCELLENCE”

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Hello LPA Families. We are thrilled that you and your family are part of Liberty Pines Academy for the 25-26 school year! We've included important school information below for you to review prior to the start of the school year. We 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

Attendance, Absences, and Doctor's Notes Submissions

Liberty Pines Academy adheres to the SJCSO 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.

[Complete the Request to Excuse a Student Absence Form](#)

Per the SJCSO Code of Student 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 SJCSO 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.

Bus Transportation

Beginning with the 2025-2026 school year, all student pick-up, drop-off times, and locations will be provided exclusively through BusPlanner and will no longer be available on Home Access Center (HAC). Families who have not yet logged in to the [BusPlanner website](#) or the [Chipmunk app](#) are strongly encouraged to create an account before the end of the school year. This will help ensure that you are able to access your child's 2025-2026 bus schedule when schedules are released during the last week of July 2025. Detailed instructions showing how to login to BusPlanner and Chipmunk, and how to access your child's bus schedule, are now available on the [school district website](#).

Cell Phones and Wireless Communication Devices (from SJCSO Student Code of Conduct)

Students are permitted to possess cellular phones and other wireless communication devices on school grounds, school buses, and at school sponsored events. However, all devices must remain powered off and securely stored in a student's backpack, purse, locker, or vehicle during the school day. In accordance with House Bill 1105, **the use of wireless communication devices by elementary and middle school students is strictly prohibited during the school day (no use on campus)**. Failure to comply with these guidelines may result in the confiscation of the device. Repeated violations will be treated as defiance of school rules and may lead to disciplinary consequences. Violations of this law is a Level II Offense in the SJCSO Student Code of Conduct.

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).**

Extended Day

Extended Day is the before-school and after-school childcare program offered at LPA (enrollment and other fees apply). Spots are limited and fill up fast. Please see the Extended Day tab on our school's website for more information.

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/>

Illness/Clinic Access

When students are ill, they must report to the Clinic. The district is no longer asking for consent for services. 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 procedure is on the Health Services page of the district website linked 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/>

Lunch

The cost of a student's lunch (as of 24-25 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 our school's website at <https://www-lpa.stjohns.k12.fl.us/cafe/>.

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 that include Boosterthon Fun Runs, Elementary Field Day, volunteering, kindergarten staggered start day, 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://www.stjohns.k12.fl.us/volunteer/>. 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.

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.

SJCS D Student Code of Conduct

Please review the SJCS D Student Code of Conduct for 25-26: <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

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.

[Submit a Transportation Change](#)

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

Gratefully,

Your proud LPA Administration Team