



# Liberty Pines Academy

Please review this sheet for answers to our most frequently asked questions.

Please visit our website for more information and current events.

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

## School Hours

Monday, Tuesday, Thursday and Friday: 8:25 am – 2:45 pm

Wednesday ONLY: 8:25 am – 1:45 pm

## Safety and Security

In our efforts to provide the highest levels of safety and security for our students and staff, all buildings are locked at all times. You must enter at the Front Office with your Driver's License. You will be asked how we can assist you before the door will be unlocked. You MUST have your Driver's License with you at all times. We cannot do tours due to heightened safety and security measures.

## School Visitors and Volunteers

Per SJCS 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, eating lunch with your child, volunteering and field trips. Visitors that have not been approved through School Access will not be allowed past the front desk - **no exceptions!** For more information and to apply go to <https://stjohns.keepntrack.com/apply/>. Parents may not bring siblings when volunteering.

## 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/>

## Transportation Changes

If your child needs to go home a different way than normal, send an email to [lptransportation@stjohns.k12.fl.us](mailto:lptransportation@stjohns.k12.fl.us) or send in a transportation change note with your child. Transportation Change forms can be found on our website. **All transportation changes must be submitted before 2:00 p.m. (1:00 p.m. on Wednesdays)** so that we can get notification to your student and the teacher before dismissal.

## Early Dismissal

Children will be checked out at the front office and released only to the parents/individuals named on the emergency contact list. **Early checkouts must be completed by 2:10 pm on Mondays, Tuesdays, Thursdays and Fridays, and by 1:10 pm on Wednesdays.**

## School Communication

Liberty Pines Academy sends messages through newsletters, teacher emails and the school website. Schoolwide communication may also come through a mass email, text and/or phone calls via School Messenger. Please be sure to sign up or "Opt In" at: <http://www.stjohns.k12.fl.us/schoolmessenger/>. Please note: if you block school phone numbers or emails, you will not receive school communications. If we do not have the correct phone number or email in our system, you will not receive school communications.

## **Attendance/Absences**

Liberty Pines adheres to the SJCS D Code of Conduct regarding absences and attendance. Students are expected to be in their classrooms at 8:25 in the morning. If they are late, they will be marked Tardy. Middle school attendance is taken for every class period. Your child will be marked absent for every class they miss or 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. For all other absences, you can send a note and include doctors notes, if applicable, with your student to turn in or send it via email to: [LPAttendance@stjohns.k12.fl.us](mailto:LPAttendance@stjohns.k12.fl.us). **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, you should email the above address or call the school within 30 days. We cannot go back and change absences after 30 days. Please review the SJCS D Code of Conduct for 22-23:

<https://www.stjohns.k12.fl.us/schoolservices/conduct/>

## **Illness**

When students are ill, they must report to the Clinic. If parent contact is necessary, the call will come from a school phone and a message will be left. Absences will be unexcused if a student contacts their parents from a cell phone to come pick them up. Students must be sent home if there is evidence of vomiting, diarrhea, or a temperature over 100 degrees. Please keep your student home if they have any of these symptoms.

The school 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. The link is listed below.

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

## **Lunch**

The cost of a student's lunch (as of 21-22 school year) is \$2.80 for elementary students and \$2.95 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/>

## **Supplies**

School supply lists can be found on our website once the links become available. Additional supplies may be requested by your child's teachers.

## **Extended Day**

Extended Day is the before- 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.

## **Lockers**

Middle school students are provided with lockers; please send your child in with \$5 on their first day of school for their lockers.

## **PE Uniforms**

All middle school students are required to change-out for PE; this counts as part of their participation grade. School PE uniforms can be pre-ordered through SchoolPay at <https://www.schoolpay.com/login/> or ordered through the PE teacher at the beginning of the year.