

Pine Island Academy  
Orientation  
Welcome Families!  
2023 - 2024



# PIA SUPPORT TEAM



Amanda Riedl  
Principal



Rachel Naylor  
Assistant Principal



Kimberly Lippo  
Assistant Principal



Ruth Cortes  
Assistant Principal



Jennifer Landorf  
Guidance  
Counselor Grades 4, 5, 6



Julie LeBlanc  
Guidance Counselor  
Grades K, 1, 7



Sonia Joker  
Guidance Counselor  
Grades 2, 3, 8



Brian Mulligan  
Dean



# Front Office Team

- Amy LeVasseur & Katie Cobb, Front Office Team
- Kathleen Tompkins, Confidential Secretary/Bookkeeper
- Danielle Gartz, Bookkeeper
- Laura Parrish, Elementary Data Entry Operator
- Sandra Hood, Middle School Data Entry Operator
- Nurse Martha and Nurse Heather
- Latifa Almabrouk, Village Extended Day Coordinator

# Pine Island Academy

## Mission

DISCOVERING STRENGTHS &  
PURSUING DREAMS

# Pine Island Academy Vision

**ONE POD, MAKING WAVES ...FINS**

**F**ocusing on building an

**I**nspiring

**N**urturing

**S**afe Environment

**U**nlocking **U**nlimited

**P**OTENTIAL in EVERY student!

# BELL SCHEDULES

## MON/TUE/THURS/FRI

7:40 Student arrival begins

7:55 Warning bell sounds

8:00 Learning begins

Students arriving after this  
time must obtain a tardy slip  
from the front office

2:20 School dismissal

## WEDNESDAY

7:40 Student arrival begins

7:55 Warning bell sounds

8:00 Learning begins

Students arriving after this  
time must obtain a tardy slip  
from the front office

1:20 School dismissal



## Attendance

- Learning starts daily at 8:00 am.
- If your student is arriving after 8:00 a.m., please walk them into the front office and sign them in.
- If your student is absent, send a note or complete the PIA Absentee form on our website.

# Arrival

## Student Drop off/Pick up

- Student drop off/pick up is located in the loop closest to the front office.
- Please follow the appropriate signs when dropping off.

## Walk/Bikers/Carters

- Crossing Guards will be on duty from 7:40 – 8:00.
- Students SHOULD NOT cross Pine Island WITHOUT the Crossing Guard's direction. Students will cross Pine Island Rd. starting at 7:40
- All student must be dropped off through the front office if arriving AFTER 8:00AM.
- All visitors that need to visit campus before school should use the visitor parking to access the front office.
- No golf carts are allowed on campus
- **Visitors will not be permitted to use the walker/biker/carter entrance.**

## Bus Riders

- Bus Riders will unload at 7:40.
- Bus information will come to families by the week of August 1st.



# Getting Started at PIA

## Supplies:

- Supply lists found on the PIA website
- Please label jackets, water bottles and lunch boxes.
- Younger students should have a pair of extra clothing, including under garments, in their backpack should those be needed.

## Classroom Activities(i.e. birthday treats, etc):

- We love to celebrate students. All treats should be pre-packed with ingredient labels for our friends with dietary restrictions. We highly encourage non-food items for classroom celebrations.

## Class Placement:

- Parents will receive a Welcome Email on August 3rd from their child's teacher
- Parents will also receive a Dismissal Link in this email that parents must complete.

## First Day:

- For 1<sup>st</sup> – 5<sup>th</sup> grade students, should parents choose to bring them on the first day, we ask that parents say Good-bye at the doorway. 1<sup>st</sup> -5<sup>th</sup> grade parents will not be able to walk students to class on the 1<sup>st</sup> day.
- For safety purposes, parents will not be allowed to walk down the Carter sidewalk.

# Resource Classes

Elementary students will rotate resource classes each day with their class.

- Music            Ms. Derr
- Music            Mr. Panoff
- Art                Ms. Florencio and Ms. McKay
- PE                Coach Anderson, Coach A and Coach K
- STEM            Ms. Simmer
- Media            Ms. Myers, Ms. Gerry, Ms. Cuyler
- Computer       Ms. Harpe
- Reach            Ms. LeBlanc, Ms. Joker and Ms. Landorf

# Learning and Behavior Expectations

**Catch the WAVE of Success!**

## PIA WAVE

*Pine Island Academy*



**W**e are respectful

- Use your manners
- Use Level 2 voice
- Listen to your CAFÉ Leaders

**A**lways responsible and safe

- Ask for help if needed, by raising hand
- Remain seated
- Be in control of your actions

**V**alue each other and ourselves

- Make room for others
- Use your CAFÉ manners
- Use kind words when talking with friends

**E**veryone achieves/succeeds

- Clean up after yourself
- Pack up all your belongings before leaving the CAFÉ

*Catch the WAVE of Success*

**CAFÉ**

# Learning and Behavior Expectations

## Catch the **WAVE** of Success!

# PIA WAVE

**We believe** that a positive school atmosphere will result in a more effective and meaningful learning environment for all students.

**We are committed** to providing opportunities for students to learn concepts, practice skills, display good citizenship and experience academic success.

**We believe** that highly effective schools are the result of the teamwork and commitment between school staff, students, and their families.

**Our commitment** to our students is to celebrate their accomplishments and success when they show **The PIA WAVE – We are respectful, Always responsible and safe, Values each other and ourselves, where EVERYONE ACHIEVES!**

# Safety is a Priority

## ARRIVAL Procedures

### Student Drop off/Pick up

- Student drop off/pick up is located in the loop closest to the front office.
- Please follow the appropriate signs when dropping off.

### Walk/Bikers/Carters

- Crossing Guards will be on duty from 7:40 – 8:00.
- Students SHOULD NOT cross Pine Island WITHOUT the Crossing Guard's direction. Students will cross Pine Island Rd. starting at 7:40
- All student must be dropped off through the front office if arriving AFTER 8:00AM.
- All visitors that need to visit campus before school should use the visitor parking to access the front office.
- No golf carts are allowed on campus
- **Visitors will not be permitted to use the walker/biker/carter entrance.**

### Bus Riders

- Bus Riders will unload at 7:40.
- Bus information will come to families by August 4th.

# Dolphin CAFÉ

- Menus are available online.
- PayPams is the online system St. Johns County Schools uses for lunch money. You can deposit money and view purchased items on their website.
- Students can pay on campus or online at Paypams:  
\*\* Please note if you use a check for payment. TWO phone numbers are required to be listed on any checks . Thank you! \*\*
- Lunch prices can be found on the Pine Island webpage.
- Visit the Dolphin Café webpage under the Parent **Information tab on our website.**
- Each student has an ID used to purchase their café items.

# Safety is a Priority

## DISMISSAL Procedures

- Any person who picks up a student needs to be listed as an emergency contact on the Student Information Form.
- Contact information is extremely important. If we cannot reach a parent, we may not be able to release the student.
- **ID's are ALWAYS required when checking out students.**

## PM PPU

- Families that choose Parent Pick Up will be given a colored card during meet and greet.
- Families should write their last name and child's first name on card.
- To ensure safety, signs should be placed in the driver's side front window.
- Each family will only be given **one** PPU card. This ensures that the person picking up is verified to pick up.
- Additionally, please have ID's available when picking up at all times.
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## BUS INFORMATION

- All bus information will be communicated to families via transportation the week of August 1st.

# Safety is a Priority

**Critical Reminders** – To maintain the safety of our students:

- Parents/families **ALWAYS** remain in their vehicles during dismissal.
- Parents/families **SHOULD NOT** be on sidewalks during arrival or dismissal; this impedes the safety of our students

**Early Release Wednesday** – All students are dismissed at 1:20 on Wednesday.

- Please make arrangements for your child to be picked up at this time.

## Dismissal Changes

- Please notify the school in writing using the transportation email located on the PIA Website @ [piatransportation@stjohns.k12.fl.us](mailto:piatransportation@stjohns.k12.fl.us) of any change to a student's transportation routine.
- We strongly discourage any transportation changes after 1:30 (12:30 on Wednesdays). This is for the safety of the child.



# Safety is a Priority

## **DISMISSAL Procedures**

- Extended Day and Enrichment Activities - Released First
- Bus Riders – Released 2<sup>nd</sup>
- PPU/Day Care Vans – Released 3<sup>rd</sup>
- Walkers/Bikers/Carters – Released last AFTER buses have been dismissed
- This avoids any students mistakenly dismissing to either area
- Reminder - all students have bus access or are assigned as walkers or bikers. Please be patient if choosing PPU as a dismissal option.

\*All K- 5 students will have a backpack dismissal tag color coded to their regular dismissal location. If a student's dismissal should change in the year, families MUST contact the student's teacher.

# Village Extended Day

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**Village Extended Day** program provides before/after school care for our students at PIA.

- Mrs. Latifa Almagrouk leads the program and has build a tremendous program for our students.
- All Extended Day information can be found on our website on the Extended Day tab.

## AM DROP OFF

- If using Extended Day before school, students must be dropped off by 7:25am.
- Extended Day drop off and pick up is located at the CAFÉ entrance.
- Please park in designated areas and walk your student to the Extended Day doors located at the back of the stage area.

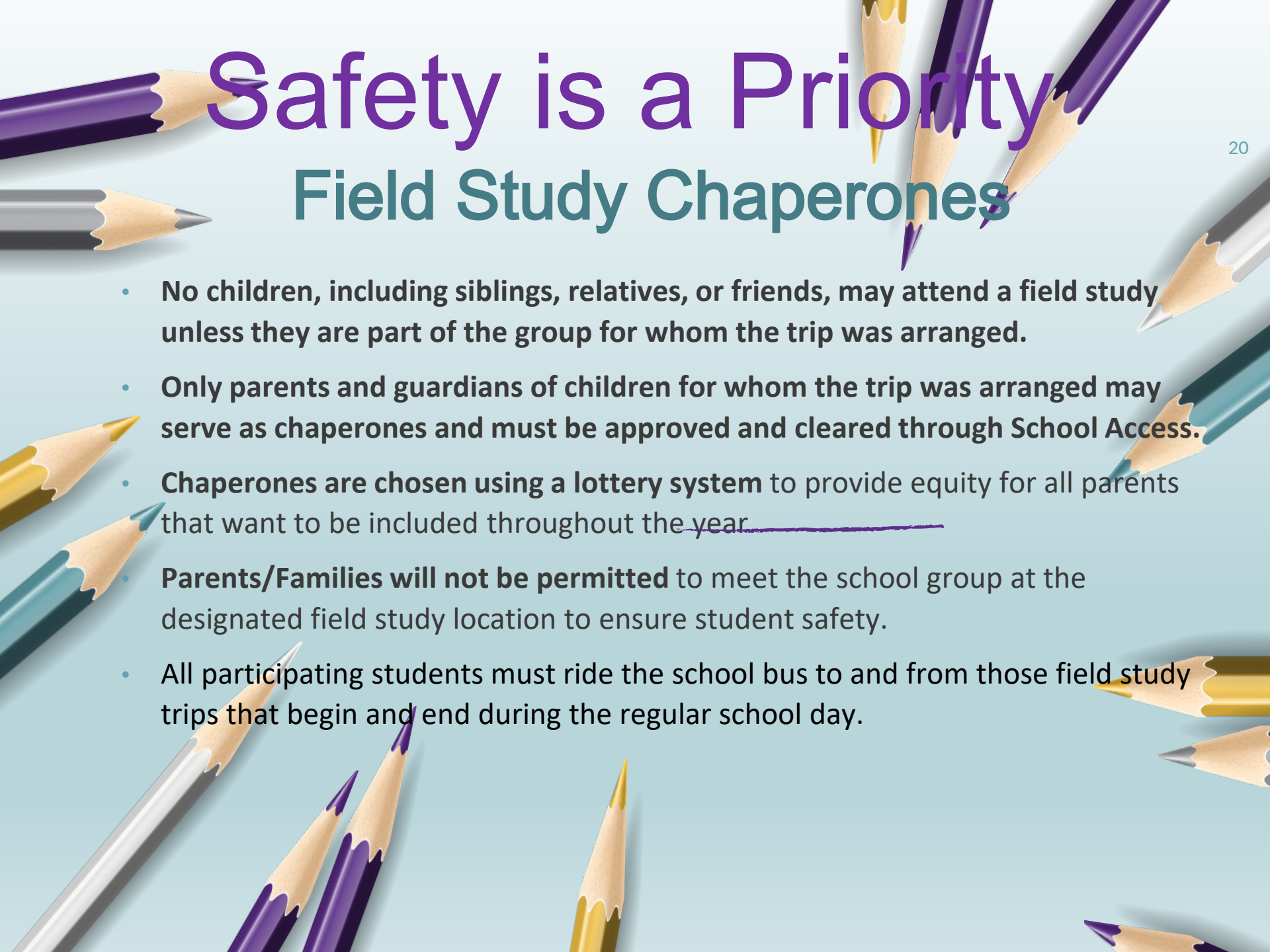
## PM PICK UP

- Students may not be picked up BEFORE 3:15PM. This gives PIA plenty of time to get all students dismissed safely.
- Please see Mrs. Almagrouk's communication regarding pick up procedures.

# Safety is a Priority

## School Access Online Approval

- **All visitors and volunteers MUST** be approved through School Access online screening application.
  - Application available on our web site
  - An email will be sent once approval has been granted
  - Sign in through the Keep-n-Track system located in the front office
  - Approval is required to visit any area of our campus during the school day.
  - Visiting the classroom by appointment only
  - Includes Chaperoning a Field Trip
  - Not necessary for PTO Events or Performances held outside the school day.



# Safety is a Priority

## Field Study Chaperones

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- No children, including siblings, relatives, or friends, may attend a field study 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 School Access.
- Chaperones are chosen using a lottery system to provide equity for all parents that want to be included throughout the year.
- **Parents/Families will not be permitted** to meet the school group at the designated field study location to ensure student safety.
- All participating students must ride the school bus to and from those field study trips that begin and end during the regular school day.

# Parent Leadership Expectations

- On time arrival is key to the success of our students.
- Play an active role in your child's education by communicating with teachers or staff members.
- Support PBIS expectations and celebrate students for good character and always doing their best – The PIA WAVE!
- Treat all citizens with respect. (Faculty, staff, students and other parents).
- Have **HIGH EXPECTATIONS** for your child both behaviorally and academically.
- Volunteers are welcome at PIA.

# Communication is KEY

- Teacher's Email
- Schoology
- Teacher Newsletters
- Pine Island Webpage
- Parent Handbook – located on PIA webpage under Parent Tab.
- Weekly NewSplash from Admin Team - Sign up on webpage
- Peachjar - located on PIA webpage - communication of community activities
- School Messenger – school-wide email, phone, text messaging system

## **PTO Communication:**

- Visit the PIA PTO webpage link on our school website.
- Updates for PTO can be found on the webpage.
- Make sure you visit frequently to stay updated on current events.

# Meet and Greet

*PLEASE SEE FAMILY LETTER SENT TO PARENTS FOR MORE INFORMATION*

Wednesday, August 9

- 8:30 – 9:00      A – L Kindergarten ONLY
- 9:00 – 10:00    A – L Families (K– 8)
  
- 10:00 – 10:30    M – Z Kindergarten ONLY
- 10:30 – 11:30    M – Z Families (K – 8)

Kindergarten families can choose to come 30 minutes early and go to their student's kindergarten classroom ONLY. After visiting the Kindergarten classroom feel free to visit your other students' classrooms.

**CURRICULUM CHAT NIGHTS WILL BE HELD IN SEPTEMBER**

# Questions...

- Please contact your child's teacher.
- Amanda Riedl, Learning Leader
- Rachel Naylor, Assistant Principal
- Kimberly Lippo, Assistant Principal
- Ruth Cortes, Assistant Principal

**DISCOVERING STRENGTHS & PURSUING DREAMS**

*Home of the Dolphins*