



LIBERTY MAGNET SCHOOL
An IB World School

PARENT AND STUDENT HANDBOOK

HOME OF THE GOLDEN EAGLES
“SOARING TO SUCCESS”

6850 81st Street
Vero Beach, FL 32967
772-564-5300
FAX 772-564-5303
OFFICE HOURS 8:00-4:00

School Mission:

Liberty Magnet School, an International Baccalaureate School, is committed to assisting all students in becoming compassionate, responsible, lifelong learners dedicated to productivity in a global society.

About Us:

Liberty Magnet School (LMS) is an International Baccalaureate (IB) World School authorized to offer Primary Years Programme (PYP). It focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

The IB Primary Years Programme

- Addresses students' academic, social, and emotional well-being
- Encourages students to develop independence and to take responsibility for their own learning
- Supports students' efforts to gain understanding of the world and to function comfortably within it
- Helps students establish personal values as a foundation upon which international mindedness will develop and flourish

The framework is guided by six transdisciplinary themes:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

At the center of the IB PYP curriculum are five essential elements: knowledge, concepts, skills, attitudes, and action. The program aims to help students acquire a holistic understanding of the themes through these essential elements. This identifies a body of knowledge for all students in all cultures, in six subject areas: languages, social studies, math, science and technology, arts, personal/social and physical education.

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LIBERTY MAGNET SCHOOL DRESS CODE

Girls

- Shirts-tucked in; collared, solid navy, red or white polo style (no logos except for Liberty's logo); white Peter Pan collar blouse
- Jumpers/Dresses-Liberty plaid, navy, or khaki (mid-thigh length)
- Shorts/Skorts/Skirts-worn at the waist; Liberty plaid, navy, or khaki (mid-thigh length)
- Pants-worn at the waist; navy or khaki; no cargo pants or leggings
- Belts-navy, brown, black (a belt must be worn if the bottoms have belt loops)
- Socks-ankle, crew, or knee; solid red, white, navy, or black (no logos)
- Shoes-tennis shoes/sneakers with laces or Velcro (no platforms or boots)

Boys

- Shirts-tucked in; collared, solid navy, red or white polo style (no logos except for Liberty's logo)
- Shorts-navy or khaki; no cargo or carpenter style (mid-thigh length; worn at the waist)
- Pants-navy or khaki; no cargo or carpenter style (worn at the waist)
- Belts-navy, brown, black (a belt must be worn if the bottoms have belt loops)
- Socks-ankle, crew, or knee; solid red, white, navy, or black (no logos)
- Shoes-tennis shoes/sneakers with laces or Velcro

Spirit Days

- Student Spirit Day- Friday or the last day of the week
- School spirit shirt or uniform shirt- worn with solid blue denim bottoms (no markings, decorations, or holes)

Casual for a Cause Days

- Tennis shoes/sneakers only
- Shoulders must be covered
- Dresses/skirts/skorts/shorts must be mid-thigh length

Cold Weather Wear

- Jeans or sweatpants are allowed on chilly days when it is 50 degrees or lower; sweatpants must be a solid color without stripes/decorations/logos/writing
- Leggings (red, white, or blue) are allowed but must be worn under a skirt or a dress
- All sweaters, sweatshirts, and fleece jackets must be a solid color without stripes/decorations/logos/writing (except for Liberty logo)
- Thicker jackets and coats for really cold weather may be school appropriate (any color) but will be removed in the classrooms
- Sweaters must be solid red, white or navy (cardigan or pullover) and worn with a collared shirt underneath

Dress Code Infractions/Consequences

- First Offense- teacher writes note in student's agenda
- Second Offense- teacher calls parent
- Third Offense- student sent to the office to receive a formal dress code infraction form
- Fourth Offense- parent contacted to bring dress code appropriate clothing to school

Special Notes

- Dress, grooming practices, and personal hygiene will not interfere with schoolwork, create disorder, disrupt the educational program, or prevent the student from achieving educational objective
- Dress practices must not be indecent, vulgar, or disruptive to orderly learning environment; must not cause or result in discrimination against, bullying, or harassing of other students or school staff; clothing and accessories will contain no inappropriate words or phrases, themes, or advertisements such as politics, alcohol, tobacco, drugs, gang-related symbols, guns, knives, or violence-promoting symbols
- Jewelry - nothing loose or dangling (such as necklaces, bracelets, and earrings)
- Hair and clothing must not block vision or restrict movement, no unnatural hair color
- Please provide an extra set of clothes. No extra clothes on campus.

SCHOOL HOURS

The school is open at 8:20 a.m. for students. **There is no adult supervision before 8:20.** Students may ONLY be dropped off in front of the school. School begins at 8:50 and ends at 3:30. On Early Dismissal days students are released at 1:40. **Please be on time.**

ATTENDANCE

- All students are expected to be present all day and every day. Non-attendance for instructional activities includes tardiness, early sign-outs, and absences.
- **TARDIES:** Any student arriving at school after the 8:50 a.m. bell is tardy and must be signed in by an adult at the front office. When tardiness becomes excessive (four or more times per nine-week grading period) the parent will be notified by the LMS Individual Problem-Solving Team (IPST). Early dismissals and tardies without a note from a physician or therapist are considered unexcused tardies.
- **ABSENCES:** Please remember that an email or written notice explaining the absence(s) is required within 48 hours of your child's return to school. **Any combination of excused/unexcused absences of more than nine (9) days per semester will require appropriate substantiating documentation to be excused. (F.S. 1003.24)** The final determination of whether the absence is excused or unexcused is the responsibility of the principal.
- **When a student has five unexcused/unexplained absences within a calendar month, or ten unexcused/unexplained absences within a ninety-calendar day period, a referral will be made to the LMS IPST.**

The school will recognize student absences for chronic illness, family emergencies and religious beliefs by recording them as excused absences. Please see the Code of Student Conduct for a complete list of excused absences. All other absences will be marked unexcused without proper documentation.

CONTACT INFORMATION

It is the parent's responsibility to keep their child's contact list up to date in FOCUS through the Parent Portal. **Students will only be released to adults listed in FOCUS on the child's contact list.**

DISMISSAL

We have three dismissal options: Bus Riders, Car Riders and Extended Day. We expect all car riders to be picked up no later than 3:50. After the third time a child is picked up late (after 3:50), the parent will be given paperwork to be submitted to the extended day program.

1. **Bus Riders:** Bus transportation is provided on a limited basis to students who attend choice schools through depot stops. Please contact Transportation at 772-978-8801 for locations. Only regularly scheduled bus students are to ride the bus. Students who miss the bus will call their parents to arrange pick up as soon as possible. Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being revoked.
2. **Car Riders:** Parents must wait in the car loop to pick up students. **Please have your car rider tag visible for staff assisting at the pick up loop.** Parents are to remain in their vehicles at all times. Kindergarten and 1st Grade students are dismissed for parent pick at 3:15 and 2nd-5th grade students are dismissed at 3:30. If you only have a Kindergarten or 1st Grade student, you may use the left lane until 3:20, this lane pulls to the front allowing Kindergarten and 1st Grade students to release first. After 3:20 all parents must join the end of the right lane. If you have an older child as well (2nd through 5th grade), you must wait in the right lane. **Parents may NOT walk up to pick up their child.** **Please show care and respect for our staff and students by following guidelines, staying alert, and remaining off your phones while in the parent pick up loop.**
3. **Extended Day Program:** **Extended day hours are 7:00-8:20 a.m. and from dismissal-6:00 p.m.** This program offers a wide variety of after-school activities. You may **sign up online at:** Indianriverschools.org

Dismissal Changes

Changes to your child's dismissal need to be communicated to your child's teacher **in writing**. Any changes to dismissal on the day of, must be communicated by 2:45 p.m. If no notification is received, your child will follow his or her regular method of getting home.

Early Dismissal

Early dismissals are discouraged, however in the event it becomes necessary, you must sign your child out in the front office. **Identification (driver's license) is required for all early release of students** and students will be released only to the person(s) listed in FOCUS contacts. It is the parent's responsibility to keep the child's FOCUS contacts updated.

All early dismissal ends at 2:45. Per SDIRC policy, dismissal during the final 30 minutes of the school day (2:45-3:15) is prohibited unless the principal determines that it is an emergency. No student may leave campus without authorization from the front office.

CAFETERIA

Each student has a cafeteria account. A student will be informed when his/her account reaches a low balance. Students will not be allowed to charge on accounts with a negative balance. Checks should be made out to **Liberty Magnet School Cafeteria**. Please put your child's money in an envelope labeled with his/her name and teacher. For lunch prices or to add money to your child's lunch account, please visit indianriverschools.org. You must use your child's student ID number. Parents may apply for free or reduced lunch for their child at: lunchapplication.com.

BREAKFAST: Breakfast is served daily from 8:20 a.m. to 8:40 a.m. The cafeteria serving line closes at 8:40.

LUNCH BOXES: If opened candy, potato chips, etc. are brought to school as part of lunch, it must be eaten in the cafeteria. **Carbonated beverages and glass containers are not permitted.** Please clearly mark your child's lunch box and water bottle with his/her name.

- An allergy-free table is available in the cafeteria.
- Students can retrieve forgotten items (i.e., plastic-ware, ketchup, drink straws, etc.) with adult permission.
- Students are responsible to clean all trash from their table and floor (anything paper or plastic) and will be reminded of such. If paper or plastic has been left, students will be reminded to clean it.

CLASSROOM PARTIES, CELEBRATIONS, TREATS, AND SNACKS

Birthday parties, celebrations, balloons, cakes/cupcakes are not permitted. **Invitations to personal parties may not be passed out at school unless the entire class is invited.** Class celebrations are limited to Fall Holiday Party, Winter Holiday Party, Valentine's Day Party, and an End of the Year Party.

Some of our Liberty students have life threatening food allergies so when bringing a snack for the class, please choose from the approved list of acceptable treats from our snack list found on our school website: <https://lmes.indianriverschools.org/common/pages/DownloadFileByUrl.aspx?key=cMxMBhONFxHenrOippKTdm8%2fb2fi1%2fyEi%2beo3Edpn%2bX7ID0BX8knc%2fh0vBBgR1NkTigAJ%2bxiBFb9W5Le4XesPg2mcAxWAakUKq592I%2f%2f6G2jcnx89xHj5Pbkj6TEFdeMVo4mgU5hwhfhHwjUt%2bqeaGRRFOd3lz%2f33ne5yGQ9jFcXJ88B>. The brand names listed on the snack list are snacks known to be peanut and tree nut free and not processed in plants that process nuts. All treats must be store bought and in individual pre-packaged portions. **HOMEMADE GOODIES AND STORE CUPCAKES/CAKES/COOKIES ARE NOT ALLOWED.**

CARE OF TEXTBOOKS, LIBRARY BOOKS, LAPTOPS, ETC.

Students are responsible for all textbooks, laptops, and library books loaned or checked out to them during the year. They are to be kept clean and handled carefully. All lost or damaged property must be paid for.

EDUCATIONAL RECORDS OF STUDENTS

A parent, guardian, or student over 18 is given the right (upon written request) to be shown any record relating to the student which is maintained by the school and to be given an explanation of such record. Access must be granted within 30 days. Records maintained are: Cumulative, Health, Student Information Folder, IB Portfolio, Test Scores, and Attendance Records. Students are also guaranteed the right of privacy with respect to educational records kept on them. Personally identifiable data may not be released without expressed written consent. However, legitimate educational exceptions are provided in this law.

EMERGENCY CLOSING OF SCHOOL

In the case of weather or other situations that appear dangerous to the health and safety of students, the Superintendent of Schools is the only one authorized to close schools. Either the Superintendent's office or the School's Principal will contact you via mass calling, so be sure to provide updated contact information in FOCUS.

FIELD TRIPS

Field trips are meaningful, exciting, and beneficial to your child's education. The School District has established the following field trip policies:

1. No siblings allowed.
2. All students will be transported as a group (students must ride the bus).
3. Chaperones are not permitted to smoke or use alcoholic beverages on the trip.
4. Chaperones must complete a background check and certain field trips will require a level 2 criminal background check at the parent's expense.
5. Field trip permission forms and all applicable forms must be signed prior to the trip.
6. Students not attending the field trip who do not report to school will receive an unexcused absence, unless the absence is due to illness and reported by the parent (as covered in Attendance section).

PERSONAL PROPERTY

The school is not responsible for the loss of personal property. Put your child's name on sweaters, jackets, lunch boxes, water bottles, etc. in permanent marker. Should personal belongings become lost, found items will be placed in our "lost and found" area. Items not claimed will be donated in December and May.

POSITIVE BEHAVIOR INTERVENTION and SUPPORTS (PBIS)

Liberty follows a schoolwide framework that will help our learners on their journey to become global citizens by teaching them to SOAR:

Safety First

Own Your Own Behavior

Always Do Your Best

Respect Yourself, Others, and Your World

To further allow students to self-monitor their behavior, each classroom will use a schoolwide behavior management plan that models the IB Action Cycle of Choosing, Acting, and Reflecting:

- I am **PRINCIPLED**. I made the right choices.
- I am **BALANCED** and ready to learn.
- I will make a **CHANGE** with my teacher's help.
- I will **REFLECT** and think about my choices.
- I need a new **PERSPECTIVE**. My parents will be contacted.

All students start the day **BALANCED** and ready to learn, which is the schoolwide expectation.

Teachers follow the Behavior Flowchart for classroom infractions as follows:

Step 1: Redirect The student will receive a brief verbal or physical cue to reorient him/her back to task.

Step 2: Reteach The student will review the expectation not being met with the teacher and what action is needed to meet it.

Step 3: Reflection Following attempts to redirect and reteach, a student will be given some time and space to reflect on his/her behavior choices and understanding how these choices are affecting their and others' learning. This Reflection Worksheet will be sent home for parents to review, sign, and return.

Step 4: Minor Infraction Form If a student is not showing a positive response to classroom interventions, a minor infraction form will be initiated. This form will track the specific behavior expectation the student is struggling to meet. After three instances of the behavior, a student who continues to struggle despite intervention and support at the classroom level will have an Office Discipline Referral submitted.

Step 5: Office Discipline Referral The student is now subject to a discipline consequence decided upon by the administration. The event will be entered as part of the student's school record, of which parents will receive a copy. In cases involving more than one office discipline referral, a student may be referred to the school's problem-solving team to determine appropriate interventions and next steps.

SCHOOL HEALTH

SCHOOL HEALTH ENTRANCE FORMS

All students transferring from out-of-state or entering first through fifth grade must present documentation of health examinations within 30 school days of their entry date. They must also produce certification of up-to-date immunizations, or a religious exemption obtained from the Florida Department of Health. All Kindergarteners must present immunization and health examination records upon entry, and health exams must be dated within twelve (12) months of entry date.

ILLNESS

You will be contacted to pick up your child if he or she has a temperature above 99.6 or is experiencing continued discomfort, vomiting, has a sore throat or undiagnosed rash. The school nurse will advise when your child may return to school based on SDIRC procedures.

MEDICATION

Students needing MEDICATION at school must have the appropriate medication permission slip and a physician's authorization. SDIRC Medication Procedures can be accessed on the SDIRC webpage at:

<https://www.indianriverschools.org/cms/One.aspx?pageId=2607407&portalId=1549525&objectId.134180=9338899&contextId.134180=2607408&parentId.134180=2607409>

Please contact our school nurse at 772-564-5302 for assistance.

STUDENTS LEAVING CAMPUS

We discourage early dismissal. If it is unavoidable, you must sign your child out in the office.

Identification (driver's license) is required for all early release students. Unless notified differently, a student will be released only to the person(s) listed in FOCUS. Students will not be dismissed between 2:45 and 3:20.

No student may leave campus without authorization from the front office.

VISITORS

ALL visitors must sign in through RAPTOR at the front office and are required to wear a visitor badge. Your driver's license or legal identification is required for this process. This includes parents, mentors, and volunteers. **Parents are not permitted to walk their children to the classroom.**

VOLUNTEERS

We welcome volunteers to assist in their daily effort to provide the best educational experiences for our students. Please make sure to "Check in" and "Check out" at the Front Desk using RAPTOR, your driver's license will be necessary for volunteering.

The School District of Indian River County and Liberty Magnet do not encourage parents or grandparents to work directly with their own child at school, therefore, approval from administration is required. Parents are never allowed to assist with assignments or tutor their own child in the classroom. Parents, however, may volunteer in the classroom to help with special projects or class celebrations, when appropriate.

VOLUNTEER CONDUCT

1. Volunteers shall comply with the standards of conduct set out in District policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as School and District volunteers.
2. Volunteers shall be courteous to one another and the public, working together in a cooperative spirit to serve the best interests of the School and District.
3. Volunteers wishing to express criticism or concerns shall do so through the building administrator.
4. Volunteers are expected to positively respond to instructions from teachers and administrators.
5. Threats, abusive language, and shouting will not be tolerated and will result in verbal reprimand action up to and including termination of the opportunity to volunteer on campus.
6. Volunteers shall limit conversations with students that are required to perform their assignments. Volunteers cannot be a distraction to students.
7. Volunteers shall not give gifts or money to students for any reason.
8. No volunteer shall ever attempt to lift an injured student.
9. No volunteer shall attempt to discipline a student. The need for discipline shall be reported to the teacher for action.
10. Volunteers are asked to sign in for the area they are visiting and remain in that area. A volunteer/visitor badge does not give complete access to the entire campus and classrooms unless authorized by the administration.



Please access the Student Handbook on Liberty's school website.

Dear Students and Parents:

Student Name & ID _____

We hope that your experience at Liberty Magnet School is a positive one and that you grow socially and intellectually. For teachers and administrators, quality and excellence mean consistently meeting the needs and expectations of our students. For students, quality and excellence mean becoming active IB learners and accepting from yourselves no less than the best you can do. We urge you to do your best as a learner and to make your citizenship an example for others to follow! **Please read this with your child, sign the bottom, and return it to your child's teacher.**

1) I the Parent will:

- a) Support Liberty Magnet School's philosophy, staff, administration and P.T.A.
- b) Support the school's codes of behavior, dress, and discipline.
- c) Arrange to have my child taken home if I am asked to for illness or for disciplinary reasons.
- d) Help my child with homework and projects.
- e) Participate in parent/teacher conferences as needed.
- f) Make every effort to attend all regularly scheduled P.T.A. meetings, participate in school activities and volunteer when needed.
- g) Immediately update in FOCUS changes to contacts and phone numbers. Notify the front office of changes to my address.

2) I the Student will:

- a) Be cooperative, respectful, orderly, and task oriented in the classroom and around the school campus.
- b) Be responsible for completing and turning in classwork and homework assignments.
- c) Care for textbooks, furniture, equipment, and rooms, leaving them unmarked and in as good a condition as they were found.
- d) Speak courteously and display good manners.
- e) Exhibit the principles of good sportsmanship.
- f) Follow the school dress code.

Thank you for your support and cooperation, we look forward to working with you.

I have read and understand the information shared in this handbook.

Parent Signature _____ **Student Signature** _____

The school is open at 8:20 a.m. for students. **There is no adult supervision before 8:20.** School begins at 8:50 and ends at 3:30. **Please be on time.**