



# **Liberty Point International School**



## **2018-2019 Student/Parent Handbook**

**Liberty Point International School  
484 South Maher Drive  
Pueblo West, CO 81007  
719-547-3752  
Fax: 719-547-0499  
<http://pwm.district70.org/>**



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### **A message to our parents**

Dear Parents,

On behalf of the staff at Liberty Point International School, I am happy to welcome you to the 2018-2019 school year!

We are looking forward to a productive partnership with you to ensure our children can each achieve their highest potential.

We recognize that in order to be successful in school, our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities.

We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject

I am attaching a copy of our school handbook so that you and your child can review it together. If you have any questions about the rules and expectations, please feel free to contact me or to discuss them with your child's teacher. It is very important that you and your child are carefully informed regarding standards related to appropriate behavior for a safe and productive school year.

We thank you for your support and look forward to meeting you.  
Sincerely,

Chris Slobodnik- Principal –Liberty Point International School

**Pueblo West High School in partnership with Liberty Point International School offer the IB Middle Years Program. Liberty Point International School is an authorized IB World School. These are schools that share a**

**common philosophy - a commitment to high quality, challenging, international education that Liberty Point International believes is important for our students.**

**Our Mission Statement:**

**Liberty Point International is committed to developing and nurturing all inquiring minds, while encouraging lifelong learning. We promote an intercultural environment with emphasis on mutual caring and respect.**

- We are committed to:
  - Promoting high achievement and academic success through collaboration and shared decision making with stakeholders.
  - Creating a nurturing, safe, and supportive atmosphere.
  - Providing data driven instruction.
  - Differentiating instruction to meet the needs of all students.
  - Seeking and implementing innovative teaching techniques to promote academic excellence.
  - Implementing research-based best practices that support critical thinking and problem solving.
  - Utilizing current technology to enhance the quality of instruction



In an effort to maintain order and for safety reasons, the following rules and regulations have been established:

1. Throwing rocks, snowballs, or other objects is not allowed on school grounds or at bus stops because of the danger of injury to other students.
2. Students are not to fight at school, on the way to school, and on the way home from school. Fighting is considered a serious offense and is grounds for out of school suspension or possible expulsion. Fighting incidents may be reported to the Sheriff for possible prosecution.
3. Students shall not create disturbances while classes are in session. Students shall not interfere in any way with the learning process in the classroom.
4. Rudeness, vulgarity, rebelliousness, defiance of authority, and profanity, will not be tolerated at any time. Open defiance to an adult is grounds for suspension.
5. Students at school or at school activities are not to hold hands, hug, kiss, or show other outward demonstrations of affection.
6. Students are not to threaten or do any bodily harm to school personnel and/or personal property. This is a violation of State Law and School District 70 policy, and is grounds for suspension/expulsion. Serious offenses and repeated violations of the above rules and regulations are grounds for suspension. Colorado Law permits students to be suspended or referred for possible expulsion for "habitual disruptive behavior." Specific procedures to identify "habitually disruptive students" are outlined in District 70 Policies JK and JK-R.

### **"HANDS OFF" POLICY"**

Liberty Point International School has a "hands off" policy. Students are not to touch other students in an unwelcome manner. Pushing, shoving, tripping, bumping, grabbing or hitting other students is prohibited. Students are expected to refrain from horseplay while at school.

### **ATTENDANCE POLICY**

Regular attendance is absolutely essential for success in your school work. When an absence is necessary, it is the student's responsibility to see that work is made up in a reasonable amount of time. Generally, students will have one school day to make up each day's work while absent. Parents are asked to call the school office, 547-3752, on the day of the absence, before 10:00 a.m.

PARENTS MUST STATE THE REASON FOR THE ABSENCE. FAILURE TO STATE A REASON WILL BE CAUSE TO CONSIDER THE ABSENCE TO BE UNEXCUSED.

If time permits, our office secretary will also call to check on a student's absence. Each student who is absent from the building any period of the school day must report to the office as soon as he/she returns to school. If the parent or guardian has not talked with the office, the student must present a written excuse for their absence signed by the parent or guardian. At that time, the student will receive a class admission slip either excused or unexcused signed by the office staff.

ALL ABSENCES MUST BE CLEARED IN THE OFFICE WITHIN TWO SCHOOL DAYS OR THE ABSENCE(S) WILL BE UNEXCUSED. THE DUE DATE FOR PREARRANGED WORK IS THE FIRST DAY THE STUDENT RETURNS TO SCHOOL.

Students must be in attendance for ½ day to participate in school or athletic events. Additionally, students must be passing all classes to attend any out-of-school events or field trips.

### **Food and Drink**

Students are not allowed to have food in the classroom. Students may have a bottle of water with a lid with teacher's permission. \*Exception -Breakfast is served in first hour

No food or drink is allowed in computer labs or when Chrome Books are being used.

### **LEAVING SCHOOL GROUNDS**

Permission to leave the school grounds early in case of illness, doctor appointments, etc., must be cleared through the office. All calls home to arrange or parents to take students home need to be made in the office. If you leave the school grounds without signing out you will be considered truant for the school time missed. PARENTS MUST COME INTO THE OFFICE TO SIGN OUT STUDENTS. THE SCHOOL MUST HAVE WRITTEN PERMISSION FOR A STUDENT TO LEAVE SCHOOL WITH ANOTHER STUDENT/PARENT.

## UNEXCUSED ABSENCES

Unexcused absences are those absences that are not approved by the school officials and may include, but are not limited to, absences due to baby-sitting, shopping, truancy, or out of school suspension. School officials will determine if an absence is excused or unexcused. Please provide a doctor's note for any medical absences. **FREQUENT ABSENCES DUE TO ILLNESS** Students who are absent from school for three or more consecutive days will need a medical excuse from a physician stating that the student cannot attend school because of medical reasons in order for the absences to be excused. Six or more absences in any one trimester grading period will require the parents to contact the school to explain the frequent absences. A doctor's excuse may be required in order for the absences to be excused. Re-occurring absences will require a physician's statement to explain why the child cannot attend school on a regular basis. Continued absences from school without a physician's excuse may result in the child being referred to the district truancy officer for legal action according to School District Policy and State Law. Habitual (more than 10) absences in a school year will be unexcused without a doctor's documentation

## MAKE UP WORK

All assignments will be posted to Google Classroom It is the student's responsibility to use this site to any collect any make-up work. Make-up work completed at home should be submitted to the instructor by hand, via Google Classroom, or via email.

**There shall be one day allowed for makeup work for each day of absence**

**Make-up work shall be allowed following an unexcused absence or following a student's suspension from school with the goal of providing the student an opportunity to keep up with the class and an incentive to attend school. However, this work may receive only partial credit**

## LATE WORK

- Teachers will accept late work for a minimum of 10% credit. Late work will not be accepted for a grade after **Three (3) school days.**
- The trimester ending dates are strict deadlines. (NO assignments will be accepted past trimester ending dates regardless of the days )
  - All late work (prior to the trimester deadline) must be submitted 3 days prior to the trimester ending date
- Teachers are not required to accept late work for assignments due during the class period.

- Cell phones and electronic devices are not permitted during class time. (*Unless expressly instructed to so by the instructor*)
- Students are to put cell phones and electronic devices away upon arrival, they are to be kept in backpacks throughout the student's time at school.
- Students may use cell phones during passing time, but only to check or quickly send a message to parents. If a student needs to call a parent, they are to be sent by a teacher with a pass to the office to call using the office phone.
- Failure to comply could ultimately result in the phone being taken to the office and in disciplinary action.
- Refusal to turn over an item when requested by any staff member escalates the disciplinary action.
- Cell phones and electronic devices that have been taken may be picked up by students after 3:30 PM or by a parent during office hours (7:15-3:30).

**When a device is in use in the classroom, students WILL NOT:**

1. Answer an incoming SMS (text) message or phone call
2. Be on any social media site (Facebook, Twitter, etc...)
3. Access or play any game or access any entertainment site on their device
4. Access or use any application (app) on their device unless expressly instructed to by the instructor
5. Take any picture or video that the instructor has not expressly asked you to take
6. Upload any picture or video taken in any class to any social media site or website
7. Access any type of mobile web browsing for any reason unless directed by the instructor
8. Take any picture, video or text any class assignments or assessments without permission.

Due to the evolving nature of emerging technologies, additional rules and regulations may be added throughout the school year.

**Discipline:**

- 1st offense: Instructor warning, Teacher log entry
- 2nd offense: Teacher log entry, office referral, parents notified by instructor, Lunch detention
- 3rd offense: Phone confiscated by office, parents notified, office referral for persistent refusal to comply with school rules, parent phone pick up, 1 day in-school detention
- 4th offense: Phone confiscated by office, office referral for persistent refusal to comply with school rules, parent phone pick, 2 days OSS

## **Dress Code**

- Respect for yourself
  - No shirts without sleeves

- Clothing must cover midriff and be fingertip length
- Unnatural hair color is not allowed
- Excessive or theatrical makeup is not permitted
- Respect
  - Any article of clothing that can be interpreted as:
    - violent, offensive, demeaning, threatening, illegal, hurtful, or ridiculing of another person is not allowed

LPI Administration reserves the right to determine the appropriateness of attire worn at school.

### **VALUABLES**

Students should not bring valuables of any kind to school. Jewelry, expensive clothing, collectable items, etc. that have value should remain at home. THE SCHOOL WILL NOT BE RESPONSIBLE FOR LOSS OR DAMAGE TO VALUABLES BROUGHT TO SCHOOL.

### **SICK ROOM**

When a student feels ill, a sick room is provided. The student must first get teacher permission to go to the sick room. STUDENTS MUST CHECK WITH THEIR TEACHER, AND THEN MUST SIGN IN WITH THE OFFICE STAFF TO USE THE SICK ROOM. If you are ill and feel you need to go home, you must check with the nurse or office staff before calling home. The office staff will call home if a student is too ill to continue in school.

### **MEDICINE AND PRESCRIPTIONS**

Any medication or prescriptions needed by our students are to be stored in the office and dispensed there. We are not allowed to dispense any prescription or non-prescription medication without a Medication Form (available in the office) signed by your doctor. This includes all prescription drugs as well as non-prescription medications such as aspirin, cough drops, Tylenol, etc.

### **VISITORS**

School hours are considered work time for students, therefore, STUDENT VISITORS ARE STRONGLY DISCOURAGED. However, under certain circumstances, a visitor may be approved by the principal. Parent contact with the principal prior to the date of the visit is REQUIRED. No visitors will be allowed on campus without a visitor pass. Visitors will be restricted to middle school age students. Students from nearby schools will not be approved as visitors, whether their school is in session or not. No visitors will be approved during the last two weeks of the school year or the week before or after Christmas vacation or spring break.

### **STUDENT PROGRESS REPORTS**

Parents will have access to PowerSchool to look at student grades. You will need to get your access code and password from the school office. Please allow teachers time to grade assignments and enter them. Teachers will have grades updated in a timely manner. If you wish to have a printed grade report, please call the LPI Administration office to arrange this.

PowerSchool APP district code : WHLW

### **Teacher Office Hours & Conferences**

Parents are encouraged to communicate on a regular basis with the teaching staff. Parents are encouraged to meet with staff every Wednesday from 3:45-4:15 pm. When necessary, formal conferences can be arranged through the LPI Administration office.

### **Translation Services**

Liberty Point International School is a school that prides itself on working collaboratively with students, families, teachers, administrators and the Pueblo West community. Our goal is to ensure that ALL students and families have the opportunity to participate as equal and valued members of our school and community. We want our students to realize and achieve their full personal potential. An integral part to this is providing translator services for our students and families whose primary language is not English.

We can provide translators (by appointment) for many things including:

- o Parent-teacher conferences
- o Office Hours
- o Individualized Educational Program (IEP) meetings
- o Screenings, evaluations, and testing
- o Student hearings
- o Other correspondence as needed

For parent-teacher conferences and office hours, the current demand for translators is very high. To be able to ensure that we can provide translator services, we ask that you contact the school and request an appointment at least one week in advance. Without a request, we cannot guarantee a translator will be available to assist.

**SOME EXPENSES YOU CAN ANTICIPATE**  
**(subject to change)**

School Lunch \$ 2.45  
Extra Milk \$0.60  
Snacks \$0.75-\$1.50  
Breakfast \$1.25  
Reduced Lunch \$.40

**Student Insurance (available if desired):**

Premiums depend on coverage. Information will be sent home to all students at the beginning of the school year. Students participating in athletics should have medical insurance, either policy purchased at school or a family health insurance plan.

**Student Fees:**

- **Technology Fee \$10**
  - **All students are expected to pay this fee to the office** (Payment Arrangements can be made)
- **Art Fee \$15** (to be paid by students that take the class payment arrangements can be made)

- **Shop (IED) Fee \$20** (to be paid by students that take the class payment arrangements can be made)

School Pictures, if desired \$8.00 and up

Middle School Activities, dances or assemblies \$1.00-\$3.00

Middle School Athletic Events (Preschool with parents) FREE (Students through middle school) \$2.00 (High School Students and Adults) \$3.00

Athletics: \$60 participation fee for the first sport/child and \$50.00 per sport thereafter. Athletic fee must be paid by the first practice session for each sport. Families with hardship situations are encouraged to contact the principal to make arrangements for athletic fees.

Year Book (estimated) \$15.00

## 2018-2019

- The fee for sports is \$60 for Liberty Point students for the first sport and \$50 for each additional sport within the same school year.
- \$90 for a non-enrolled student living *within* Liberty Point boundaries.

Cash or checks are accepted. Please make your checks out to **Liberty Point Middle School**.

***If your child is cut or quits before the first game a request for refund must be made within one week.***

If interested, catastrophic insurance will be available for a nominal fee.

Sports physicals are good for one calendar year. If your physical is on file and still valid, you will still need to complete the paperwork and pay the fees for the new school year. If you are unsure if your physical is still valid, please contact your Doctor.

You can obtain a sports physical from the following:

- Your physician
- Urgent Care (553-2208) approximate cost is \$45. Urgent Care does not accept insurance for a sports physical.
- PCHC Wellness Center 544-7247
- District 60 Wellness Centers located at:
  - Central High School 253-6155
  - East High School 549-7730

The approximate cost at Wellness Centers are \$30, if you have Medicaid you must present your card at the time of your appointment. You will need to call for an appointment, directions and hours.

### RETURNING ATHLETES

If your child has participated in any other sport (including Cheerleading) **this school year** and the physical is still valid you DO NOT need to fill out paperwork again. *Your child will still need to see Mrs. Wilson to be cleared and pay the **\$50 participation fee** by the deadline set. (\$90 non-enrolled student living within LPI boundaries)*

**The District 70 Activities and Athletics Handbook is available online.**

### Extra-Curricular Activity Eligibility

## District 70 Eligibility Policy

### ELIGIBILITY

The student-athlete who represents a school in any Pueblo County School District 70 middle school interscholastic athletic activity or contest must be eligible under the following policies governing the Middle School Athletic Program. **NOTE: Each school reserves the right to implement stricter eligibility standards than the ones listed below, please check with your child's school for their eligibility requirements.** Students are expected to maintain passing grades in all classes and exhibit positive citizenship at all times. Weekly eligibility checks are done to establish eligibility.

- Grades are posted on Monday morning. If a student has one F, they will be ineligible starting Tuesday for the week. If the student becomes ineligible a **THIRD** time, they will be dismissed from the team for the remainder of that sport season.
- If a student has three (3) or more D's in one week, they will be on probation starting Monday for one week.
- In the event of a second occurrence of three (3) or more D's during the same season of sport, the student will be ineligible for one week.
- Have all paperwork completed prior to starting practice.
- Participate in the minimum number of practice sessions determined by the sports season before they can participate in a game or scrimmage.
- All student-athletes must maintain good citizenship at all times. The Principal or designee, with input from teaching and coaching staff shall have sole authority to declare a student ineligible for participation based on citizenship.
- A student must be in attendance at least one-half of the school day to participate unless special permission form the Principal is granted. If permission is not granted, the student will be ineligible to participate.

### Pueblo County District #70 Student Board Polices

#### Student Use of the Internet and Electronic Communications (Annual Acceptable Use Agreement)