



**Parent/Student Handbook
2016-2017**

**1200 West Mineral
Littleton, CO 80120
303-798-5252
303-798-0298 (fax)**

**Shelly Russell, Principal
Rayma Nilsson, Vice Principal**

www.littletonacademy.net

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LITTLETON ACADEMY

1200 West Mineral Avenue
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When reflecting on our students over the summer, I'm reminded that our collective, twenty year old vision remains focused. For over 20 years we've focused on

Core Knowledge

Core Virtues

Core Excellence

And we've done so steadfastly.

To be steadfast is to act with perseverance. Core Knowledge sayings that come to mind are "Where there's a will there's a way" and "If at first you don't succeed, try, try again," but there is a lesser known story that illustrates this virtue titled The Man Who Made Time Travel. Author Katherine Lasky writes about the life-long efforts of English clockmaker John Harrison who developed the first accurate chronometer to solve the problem of measuring longitude at sea used for navigation and maritime travel. Motivated by a contest when he was young, he developed a series of clocks over his lifetime, finally being awarded the prize money from England's Board of Longitude in 1773—when he was 79 years old. Despite roadblocks that caused him to doubt whether he belonged in this community, whether his ability and competence would match his efforts, whether he would succeed, or whether the series of clocks had value for maritime travel, he had the academic mindset to persevere.

John Harrison was steadfast.

Research scholar Camille A. Farrington investigated and landed on those beliefs—the ones that Harrison had in himself—as the ones that most help produce the academic outcomes that we, individually, collectively, and as a society, hope for, and at Littleton Academy, we want to support and grow the academic mindset that

- You belong in this academic community
- Your ability and competence grow with your effort
- You can succeed at this
- This work has value for me

What you are doing each day to build cognitive and non-cognitive skills is both rigorous and meaningful, and is worth staying the course. Be steadfast. Persevere.

Best wishes to each of you for a year of excellence ahead,

Shelly Russell

Principal

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Welcome to the new school year!

We hope you had an enjoyable summer and your children are ready for a new year of growth and learning.

It is my pleasure to introduce you to this year's Governing Board and our roles.

Robertson Cohen - President
Brian Ceriani - Vice President
Wendilyn Jensen - Secretary
Chris Sable - Treasurer
Drew Testerman - Member
Scott Williams - Member

You are invited to our monthly meetings which take place on the third Tuesday of every month in the school library at 6:00 p.m. Please refer to the online school calendar for meeting dates in the event of a schedule change. Each meeting includes time for parent and staff comments to the Board.

Agendas are posted on the Governing Board page of the school website and at the front door at least 24 hours in advance.

We are pleased to serve the community this year. There are a variety of ways Littleton Academy allows for communication and feedback about our school. If you need to contact a board member directly, our contact information is posted on the Littleton Academy website in the Governing Board section.

Sincerely,

Robertson Cohen

Robertson Cohen
Littleton Academy Governing Board President

Littleton Academy Mission Statement

To provide each child with

- *A content-rich, academically rigorous education*
- *Using a well-defined, sequential curriculum*
- *In a safe, orderly, and caring environment.*

Littleton Academy Student Code of Conduct

As a student of Littleton Academy, I will do my part to help create a safe, orderly, and positive environment where people and property are treated with respect and where learning takes place in classrooms free of disruption.

The following standards will guide my behavior as I honor the Littleton Academy Code of Conduct:

1. I will treat every student and staff member with respect, kindness, and courtesy.
2. I will care for and respect the property of Littleton Academy and all others.
3. I will honor the Littleton Academy Dress Code.
4. I will be honest in my schoolwork and in my dealings with others.
5. I will do my part to help maintain an orderly, safe, and drug-free school.
6. I will be considerate in my use of food and drinks in the school.
7. I will respect the privacy of other people's grades and behavior records.
8. I will do my part to help create a disruption-free, positive learning environment, and I will be personally accountable for the consequences of not doing so.

Littleton Academy Parental Support Agreement

At Littleton Academy, we have a special mission: to ensure that students attain their highest academic and character potential through an academically rigorous, content-rich educational program. To accomplish that goal, we seek the full cooperation and support of parents, families, and each child that attends our school. First and foremost we ask that you actively participate in school as a parent, as is reasonable for you, given your work and other commitments, and be an active member of our community. Only by making your presence known as a committed parent can you communicate to your child how much school matters for the child, for you and for the entire family.

You have made a personal choice to enroll your child at Littleton Academy in order to provide him/her with a unique and content-rich education that seeks to teach character, commitment, and a love of learning. The administration would like to clearly set forth its expectations of you, as a parent that has committed to the program of education at Littleton Academy:

- A. Support the school's Mission Statement, Founding Principles, and rules; and thoroughly read and abide by the Littleton Academy policies and procedures.
- B. To enhance your student's academic growth, read all information sent home through your child's teachers and the school office as well as check Infinite Campus regularly for attendance and grades. This information comes in paper and electronic form and is often available on the Littleton Academy Website.
- C. Work diligently to have your child at school, on time, each day, unless your child is ill.
- D. Support your student's academic pursuits by providing a suitable time and place to do homework and communicate with your student's teacher(s) as needed.
- E. Ensure that your student adheres to the student dress code noted in the Parent-Student Handbook.
- F. Ensure that your student attends school during the funding count time frame and state mandated testing days.
- G. Participate actively in the school as a parent and attend all school activities that apply to your child's education including Back-to-School Night, parent/teacher conferences, assemblies, and student performances.
- H. Support LASA throughout the year, as you are able.
- I. Participate in the parent volunteer opportunities within the school, making significant effort to volunteer the designated 20 hours per year, or more.
- J. Abide by the Littleton Academy Conflict and Discipline Resolution Procedure and model appropriate and respectful interactions with others.
- K. Pay any fees or other financial obligations in a timely manner or work out appropriate arrangements to do so.

Founding Principles of Littleton Academy

Littleton Academy was founded based on the need for a traditional education at the elementary and middle school levels within the Littleton Public School District. The following principles characterize a “traditional” school and form the basis for the establishment and continued operation of Littleton Academy.

Academic Standards:

- Academic rigor and achievement are our top priorities.
- High academic standards are maintained with goals for continuous improvement.
- Students are challenged at all levels.
- Mastery of curriculum and standardized tests, among other assessments, shall be used to measure achievement and to assist in maintaining high academic standards.

Curriculum:

- Curriculum is based on an expanded Core Knowledge scope and sequence.
- The curriculum is sequential from grade to grade.
- Reading and mathematics are emphasized, especially in the lower grades.
- Reading and spelling are based on phonics.
- Social sciences are taught from a traditional perspective.
- Free debate is encouraged without regard to political correctness.
- Music, art, technology, physical education, and foreign language are important parts of the school.
- A traditional, factual presentation of American heritage is presented.

Instructional Methods:

- Frequent and substantive homework is assigned and graded.
- Instruction is textbook-driven, with books going home in all practical subjects.
- Time spent on non-academic subjects is minimized.
- Ability grouping is used for math and reading.
- Academic time on task is emphasized.
- Correct spelling is emphasized at all grade levels; inventive spelling is not permitted.
- Factual knowledge, memorization, and drills are important and used to achieve mastery.
- Content and basic skills are emphasized.
- Subjects are taught to mastery, not just exposure.
- Corrective programs are implemented for students with gaps.

Assessments:

- Traditional letter grades are used at all grade levels.
- Frequent assessments are designed around the curriculum.
- There is frequent communication with parents about student performance.

- Students who do not meet minimum standards are retained in grade.
- Standardized tests, including the Iowa Test of Basic Skills (in grades 1-7) and the Explore Test (in grade 8), shall be administered annually and individual student results shall be provided to his/her parents.

Environment:

- Teachers are presented and supported as authority figures.
- The learning environment is structured and supervised.
- Discipline is enforced in the classroom and throughout the school.
- A dress code is enforced throughout the school.

Operations:

- Meaningful parent participation is truly encouraged.
- School days are longer and there are more of them than in other Littleton Public Schools.
- There are few in-service days scheduled during the school year. In-service days for teachers are scheduled during the weeks before and after the school year for students.
- Teachers and non-teaching staff are not tenured; they are employed “at-will”.
- Parents are customers and, as such, provide input to staff evaluations.
- Fiscal responsibility and appropriate planning shall be utilized both in the school's governance and administration.

Littleton Academy Background Information and Curriculum Overview

Why Create A Charter School?

Many Littleton Academy parents list the desire to find an alternative to neighborhood school services as the main reason why their children attend a charter school. Some parents’ motivation involves the perception that our children are at risk, either by “falling through the cracks” and/or by not being challenged academically. Similarly, for some there has been considerable frustration about being heard, and responded to, by the public education system. The Charter Act enables us to take our children’s education into our own hands, along with the work, risk, and responsibility of providing a quality education for them.

Establishment of Littleton Academy:

On June 3, 1993 Governor Romer signed legislation known as the Charter School Act. It was designed to enable parents, teachers, and community members to “take responsible risks and create new, innovative, and more flexible ways of educating all children within the public school system” which resulted in “expanded choices” for parents and pupils. It was under this school law that the Initiating Committee organized Littleton Academy. A detailed and specific application was submitted and approved by the Littleton Public School Board on May 9, 1996. A Charter School Contract was then negotiated between the Governing Board of the School and the Littleton Public District Board of

Education. Over the summer, an office building at 1200 W. Mineral Avenue was leased and converted from a vacant insurance claim office to classrooms. On September 3, 1996, Littleton Academy Charter School opened its doors. That was the beginning of Littleton's first charter school.

What Makes LA "Different?"

As a "Public School of Choice," we offer students (and their parents) a curriculum alternative. The school's objective is to ***"offer traditional education to about 450 students in kindergarten through eighth grade. Basic skills are emphasized and academic expectations are high. Liberal arts course work is provided through the Core Knowledge curriculum."*** Littleton Academy has adopted the Core Knowledge Foundation's curriculum as the basis for instruction, as outlined in the published *Scope and Sequence* and reflected in the book series *What Your First Grader Needs to Know*, ET. AL. The Core Virtues are integrated into every aspect of the school's curriculum. Teachers strive to integrate curriculum and instruction across disciplines, and develop students' problem solving and critical thinking skills. Homework assignments are used on a regular basis to reinforce classroom learning. Use of technology and organizational skills are also integrated into the curriculum. Memorization of subject material is considered a valuable tool of intellectual growth and will be expected across all subject areas, when relevant. The school strives to instill in students a sense of responsible citizenship, patriotism, and respect for the institutions in this country.

Students wear uniforms as part of a dress code. Class size is limited to approximately 25 students, with the average instructor/pupil ratio of 15 to 1.

Curriculum:

Well-structured and sequential phonics-based reading instruction is emphasized, as well as correct spelling and vocabulary development. LA goes beyond ensuring mastery of basic language arts skills to providing students with knowledge and appreciation of literature.

Manuscript printing is used in grades K-2. D'Nealian cursive is taught in grade 3. Students in grades 4-8 are required to use cursive handwriting on papers that are turned in for a grade.

Math computation is considered an essential building block for developing higher levels of competence and problem solving capabilities. Students are assessed and grouped according to their mastery levels. This allows students to be taught according to their individual needs—at, above, or below grade level.

Included in the curriculum at all levels is a study of history and geography, American heritage and world cultures. Students will also have a thorough grounding in the physical and life sciences and understand the applications of the scientific method.

Spanish instruction begins in 1st grade. Art, music, technology, and physical education are also taught at all levels, K-8.

Littleton Academy

2016-2017 School Year

August 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2016						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	


April 2017						
Su	M	Tu	W	Th	F	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1		

August 18 Middle School Start Date

August 18 Grades 1-5 Sneak-a-Peek




August 19 Grades 1-5 Start Date


 August 23 Kindergarten Start Date


October 24-28 Fall Break

December 23-January 9 Winter Break

March 27-31 Spring Break

 or  School Closed
 Start/End of Quarter

 1/20/2017 Deadline for Intent to Enroll for all grades for 2017-2018 School Year

 1/31/2017 Lottery for all grades for 2017-2018 School Year

Office Staff Voice Mail Numbers:

Principal	Shelly Russell	303-380-4042
Vice-Principal	Rayma Nilsson	303-380-4035
Registrar/Secretary	Kelly Childers	303-380-4024
Business/Facilities Administrator	Jama Rice	303-380-4028
Assistant To Administration	Jan Johnson	303-380-3163
Accountant	Mary Haas	303-798-5252

Governing Board:

President	Robertson Cohen	lagbpresident@gmail.com
Vice President	Brian Ceriani	lagbvicepresident@gmail.com
Secretary	Wendi Jensen	lagbsecretary@gmail.com
Treasurer	Chris Sabell	lagbtreasurer@gmail.com
Member	Scott Williams	lagbmember3@gmail.com
Member	Andrew Guerra	lagbmember1@gmail.com
Member	Drew Testerman	lagbmember2@gmail.com

LASA Officers:

President	Becky Cass	lasapres@gmail.com
Assistant President		lasaasstprez@gmail.com
Secretary	Robin Dickerhoof	Lasasecretary1@gmail.com
Treasurer	Denielle Taylor	Lasatreasurer1@gmail.com
Assistant Treasurer		assttreasurerlasa@gmail.com
Volunteer Director	Annette Groen/ Courtney Walsh	lasavips@gmail.com
Assistant Volunteer Director:		lasaasstvips@gmail.com
Fundraising Director	Renee Reid/ Karla Barrett	lasafundraising@gmail.com
Assistant Fundraising Director	Angela Osborne	lasaasstfundraising@gmail.com
Grant Committee	Sarah Babcock	sarah.babcock44@gmail.com
Room Parent Coordinator	Shana Williams	shana_l_williams@yahoo.com

Hours of Student Attendance Grades 1-8:

8:00	Doors open for students
8:15-8:20	Homeroom
8:24-9:13	Period 1
9:17-10:05	Period 2
10:09-10:57	Period 3
11:01-11:49	Period 4 – lunch and recess grades 1-4
11:53-12:41	Period 5 – lunch and recess grades 5-8
12:45-1:33	Period 6
1:37-2:25	Period 7
2:29-3:17	Period 8
3:21-3:24	Homeroom
3:24-3:40	Dismissal - carpool

Hours of Student Attendance Kindergarten:

8:00	Doors open for students
8:15-11:19	AM kindergarten
11:19-11:23	KAM Dismissal
12:16-12:20	KPM Arrival
12:20-3:24	PM kindergarten
3:24-3:40	Dismissal - carpool

Tardy:

- Roll is called promptly at 8:15 A.M. Students are expected to be in their seats and ready for class at that time.
- Parents need to sign in their child at the Littleton Academy office if arriving anytime after 8:20 A.M.
- Students will be issued a tardy slip in the office to show to their teacher when arriving late to class.
- A tardy is considered excused if the student is at an appointment and the parent informs the office of the appointment. Parents are urged to inform the office in advance of scheduled appointments.
- Students who accumulate 5 unexcused tardy slips or more in any given month will be issued a warning.
- Students who accumulate 5 unexcused tardy slips or more in a second month will require a parent meeting with the Vice Principal, as being consistently late for school affects the learning process for all students in the class.

Schedule of Events: Please see Littleton Academy Events Calendar on the front of our website littletonacademy.net for all current events.

Grade Reporting:

Report cards are sent home at the end of each quarter. Parents may keep the paper report card but must sign and return the envelope.

The Infinite Campus Portal allows parents and students to view assignments, attendance, grades, a student's schedule, teacher comments, contact information, emergency card information, tests and assignments.

Parents and students can access the Infinite Campus Portal quickly on a mobile device or a computer to stay informed about attendance, assignments and grades.

Given the easy access of this online tool, teachers can enter grades as often as suits their grade level and content. In order to communicate student progress most accurately to students, parents and the administration, teachers strive to have their grade book completely updated at three week intervals.

Report Card Schedule

Report cards issued	Signed report card envelope due
Thursday, November 10	Friday, November 11
Thursday, January 19	Friday, January 20
Thursday, April 13	Friday, April 14
Mid June	N.A.

Dress of Choice Days Awarded for Good Behavior:

Elementary students who received no infractions of any kind in the previous month.

Middle school students who received no dress code infractions in the previous month.

Parents and students should refer to the Dress-of-Choice Day Guidelines. Students who do not follow the Dress of Choice guidelines will be given alternate clothing at school to wear for the day.

Dress of Choice Days will be shown on the Littleton Academy Events Calendar.

Accelerated Reader:

In order to promote a love of reading, Littleton Academy participates in the Accelerated Reader program. Students read for pleasure and take short quizzes on the books they read. The students accumulate points for each book read and those points can earn them an AR Dress of Choice Day each month. The points needed **each month** to earn the AR Dress of Choice Day are as follows:

Grade	1 st	2 nd	3 rd	4 th	5 th
Each Month	1	2	3	5	5

Students in grades 6-8 who wish to participate should inform the Instruction Librarian.

AR Dress of Choice dates will be announced in the Gator Bites newsletter and on the Library webpage.

Dress-of-Choice Dates may be changed due to testing schedules.

Any changes will be announced in the weekly newsletter.

Inclement weather or emergencies could cause school closures, delayed start, or early dismissal.

SCHOOL CLOSURES:

Littleton Academy will follow all Littleton Public School District CLOSURES.

DELAYED START:

All grade levels at Littleton Academy will follow the Littleton Public Schools ELEMENTARY 60-minute DELAY START.

- Doors will open at 9:00 a.m.
- Roll will be called at 9:15 a.m.

Please be aware that students dropped off before 9:00 a.m. need to be dressed appropriately to wait in the elements until the door is opened at 9:00 a.m.

Afternoon kindergarten will stay on the regular schedule.

SACC program will still begin at 6:30 a.m., but all before-school activities will be canceled.

EARLY SCHOOL DISMISSAL:

Littleton Academy will follow the Early Elementary Dismissal Schedule for students at ALL grade levels.

- Dismissals could occur at 11:00 a.m., 1:00 p.m., or 2:10 p.m.
- Please work out a procedure and discuss it with your children so that they can be prepared and at ease should an early dismissal be required.
- **Please remember that children may be released only to those people whose names are on the carpool form, the emergency contacts in the Infinite Campus Portal, or who have written permission from the parent/guardian.**
- All after-school activities will be canceled.

In case of emergency or severe weather conditions:

- Tune in to the radio or television stations listed below for information on changes in school schedules. Stations will be contacted no later than 6:30 a.m. for school closures, and as soon as possible for early dismissals.
- Visit www.littletonpublicschools.net for emergency closure information.
- Call the school at **303-798-5252**. The message is updated by 6:00 a.m.

AM Radio
KOA (850)

Television
CW2 Channel 2
CBS4 Channel 4
7NEWS Channel 7
9NEWS Channel 9
FOX Channel 31

Operations and Policies

Attendance:

According to our Founding Principles under Operations, Littleton Academy has fewer in service days than traditional schools. Teachers are expected to plan content-rich, academically rigorous lessons for each period of each day and therefore attendance at school is critical.

NO student will be allowed to participate in after school or extracurricular activities if the student has not attended school on the day of the activity.

The Littleton Academy Absence Policy will be strictly enforced. After 6 days of absence, either excused or unexcused, we will send an attendance warning letter with a record of absences.

This warning may trigger an attendance contract.

Student Absences Due to Illness:

- Parents **must** call Littleton Academy at 303-798-5252 before 8:20 AM to report a child's absence. Parents must leave a message on the recorder with the student's name and the reason for the absence before school hours.
- If the child will be absent for a planned period of time for medical reasons, the parent needs to call only on the first day of the absence, specifying the exact dates of the absence and the date that the student will return to school.
- If a child has a communicable illness, parents should inform the Littleton Academy office. Parents of other students will be notified when their children have been exposed to a communicable illness in the classroom if necessary.
- **If a student's absences due to illness exceed five (5) consecutive school days or nine (9) total school days in one school year, that student will need to present a doctor's note in order for future absence(s) due to illness to be excused.**

Extended Student Absences Not Due to Illness:

- **School days missed for vacation are unexcused. Please plan vacations during days off from school.**
- Parents **must** call Littleton Academy at 303-798-5252 before 8:20 AM to report a child's absence. Parents must leave a message on the recorder with the student's name and the reason for the absence before school hours.
- If the child will be absent for a planned period of time, the parent needs to call only on the first day of the absence, specifying the exact dates of the absence and the date that the student will return to school.
- Because Littleton Academy emphasizes classroom instruction, within the context of a sequential and rigorous curriculum, regular attendance is a necessary component for success.
- Although the student can make up the assignments, the benefit of a knowledgeable teacher teaching a class cannot be replaced by makeup work.
- Teachers will not give assignments in advance for absences due to vacation.
- **Any student who is absent for ten (10) consecutive school days or 10 days total in one school year for any reason (unexcused) other than a documented medical reason will be considered withdrawn from Littleton Academy.**

Student Absences Due to Emergencies:

Due to the individual nature of student absences due to emergencies, these will be handled by the administration on a case-by-case basis.

Late Work Policy:

Middle School Late Work Policy:

Work is considered to be on time if it is turned in when collected by the teacher, during the class period in which it is due. Work that is turned in after the teacher collects the work during class is considered to be late even if the work is turned in during the same class period. Teachers will issue a Work Habits slip and/or Infinite Campus Message communicating to the parent that an assignment is missing, however the student is responsible for diligence and honesty in his or her work and should not rely on a Work Habits slip or Infinite Campus Message should a teacher, due to the volume of assignments collected, not realize that an assignment is missing.

Late work will be graded using the following criteria:

- Work turned in on the due date, but after the teacher has collected the work for the class, will receive a 10% reduction of the earned grade. (Highest grade possible: 90%)
- Work turned in the day after the due date up until the end of the class period on the 5th school day following the due date will receive a 50% reduction of the earned grade. (Highest grade possible: 50%)
- Work turned in after the end of the class period on the 5th school day following the due date will receive a grade of "0", but should still be completed because of the sequential nature of our classes and curriculum.
- No work will be accepted after the scheduled Infinite Campus posting date for each quarter.
- No student work can be accepted after the last day of school.

Elementary Late Work Policy:

Work that is one day late will receive 80% credit. Work that is two days late will receive 50% credit. Work received later than this will receive no credit, but is still expected to be completed and turned in to the teacher so that learning is not unfavorably impacted. No student work can be accepted after the last day of school.

The Schedule for Turning in Work Due to Absence is as Follows:

<u>Return Day</u>	<u>Work Due</u>
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday
Thursday	Monday
Friday	Tuesday

Arrival and Dismissal Procedures:

In cooperation with the SouthPark Architectural Control Committee, Littleton Academy will comply with the following arrival and dismissal procedures.

- All students should be unpacked and in their seats for attendance at 8:15.
- All students should be off campus by 3:40.

Thank you for your patience with our carpool volunteer parents and staff. Student safety is the priority at all times.

- Each family should complete a Dismissal Authorization Form at time of registration.
 - This form lists drivers who are authorized by you to pick up your child **at dismissal only** (including emergency school closures). The drivers listed on this form **are not** authorized to pick up your child at any time during the day except dismissal.
 - If your child needs to be picked up prior to dismissal by someone other than a parent or guardian, please submit written authorization to the office. The Dismissal Authorization Form will not suffice as authorization for early pick up.
- Each family is assigned a carpool number and rearview mirror and/or dash board sign showing that number which must be displayed during afternoon carpool.

Arrival and Dismissal Procedures:

- Drop off and pick up is a Littleton Academy school procedure and should only occur on Littleton Academy School property.
- Students who walk, skateboard or ride bikes must have permission on the Dismissal Authorization Form, must use the crosswalk on SouthPark Way, and must leave the South Park Business District upon dismissal.
- School personnel and parent volunteers will be directing the traffic flow on Littleton Academy property. Please be respectful and cooperative and follow their directions.
- Morning drop-off is a continuous circle around the west lot. Please move forward as far as possible before stopping to disembark your children.
- Afternoon pick-up is a continuous circle around the east parking lot. Please have your carpool number clearly visible. You will be directed to park in one of the center spaces in the west parking lot to wait for the students who are in your carpool. Please stay in your car or next to it during p.m. pick up. Students must exit only through the front doors.
You may be asked to go around through the carpool pick-up line again in order to keep the carpool process moving. Please understand that this is not intended to be a consequence for the driver or the student, but a courtesy for other drivers and students.
- Do not drop off or pick up children on Mineral Avenue. This area is a designated bike lane.
- Do not drop off or pick up children on South Park Way. By code, no stopping or standing is allowed anywhere in the SouthPark Business Area.
- Do not drop off or pick up children in South Park Business District. If you choose to pick up students near campus, suggested parking lots are at Writer's Vista or Southbridge Parks.

For the safety of our students and a courtesy to members of the Littleton Academy community, please:

- Never back up during carpool.
- Do not use a phone or hands-free device, while in carpool. You will be assessed a fine for failure to comply.
- Do not cut in front of cars that are already lined up for carpool. (Daycare buses are exempted from this requirement.) This includes times when a driver forgets about the left turn times or does not notice the line. Please drive to the end of the line and enter it in a safe and legal manner.
- Do not turn left from SouthPark Way into the school driveway during carpool times. This is illegal and unsafe. Please heed the traffic sign on SouthPark Way that reads: "NO LEFT TURN 7:45-8:30 A.M. and 3:00-4:15 P.M."
- All perimeter parking is designated for staff. Use center parking spaces in the west parking lot as lanes for afternoon pick up and for short-term parking during morning drop off.
- Thank you for leaving the perimeter parking spaces for staff only.

In order to avoid an illegal turn:

- Off Mineral Ave. from the west: Take SouthPark Lane south to South Park Way, turn left onto SouthPark Way
- Off County Line from the east or west : Take SouthPark Lane north, turn right onto SouthPark Way
- Off Mineral Ave from the east: Take SouthPark Terrace south, take right onto SouthPark Drive, then right onto SouthPark Way
- Off Broadway from the east: Take SouthPark Drive west, turn right onto SouthPark Way

Carpool Fines: Fines will be issued for the following carpool violations:

- Using a phone or hands-free device during carpool
- Not leaving carpool lane when requested
- Making a U-turn on or in the vicinity of Littleton Academy
- Parking in South Park Business District
- Interfering with the flow of carpool or disputing instructions of parking staff

Fine schedule: \$25 for the first offense, \$50 for the second offense, \$75 for the third offense, \$100 for the fourth offense. **Any family with outstanding fines unpaid on the 1st day of June after the school year ends will be considered withdrawn from Littleton Academy.**

Dismissal Procedure:

- At regularly scheduled dismissal time, students may be released only to people whose names are on the Dismissal Authorization Form.
- In the case of an emergency school closure, students may be released to those whose names are listed on the Dismissal Authorization Form or the emergency contact in the Infinite Campus Portal.

- In case of illness, students may be released only to people whose names are listed on the emergency contact in the Infinite Campus Portal **not** to those whose names are listed on the Dismissal Authorization Form.
- Students may only be released to a person who has obtained signed written permission from the parent/guardian.
- If a student is to go someplace after school other than home or a usual sitter, parents/guardians need to send a signed written note requesting a change in the normal dismissal procedure. Neither the teacher nor the office may accept a child's word on the requested change.
- Students are in class until 3:24 p.m. Early pick-up of students, when necessary, must be completed before 3:00 p.m. Remember, these minutes are accounted for in your attendance record. Parents or those authorized by a parent must sign out the child in the Littleton Academy office. No student will be paged to the office until the person picking up the student is in the building.
 - For the safety and security of all students, persons picking up students must wait in the office for the student.
 - Please do not go directly to the classroom or knock on an outside door or window to pick up a student.

Before and After School Student Supervision:

- Students may not enter the building prior to 8:00 a.m. unless registered in advance to attend the Littleton Academy Before-School Program or a before school activity.
- Please note there is no supervision for students who arrive before the school doors open at 8:00 a.m. and students who arrive early must be responsible for their own conduct.
- Students must be picked up by 3:40 p.m. unless registered for an after-school activity or registered in advance to attend Littleton Academy SACC.
- Parents whose children are not picked up by 3:40 p.m. will be assessed a child-care fee of \$15.00 per child for the first 15 minutes beginning at 3:45 p.m. After the first 15 minutes, a \$50.00 fine will be assessed. **Any family with outstanding fines on the last day of school will be considered withdrawn from Littleton Academy.**
 - The same procedure will apply to morning Kindergarten beginning at 11:23 a.m.
- Unsupervised students may not stay with siblings who are attending before- or after-school activities.

Lunch:

- Lunch and recess time for grades 1-4 will be 11:01 – 11:49.
- Lunch and recess time for grades 5-8 will be 11:53 – 12:41.
- Lunch and recess for KED will be 11:12-12:20.
- Hot lunches are provided by Littleton Public Schools Meal Program and are delivered based on orders taken during morning homeroom. If your child will be arriving after 8:30 a.m. you must provide a lunch for your child. If you choose to order hot lunch, you must have an account through www.schoolpaymentsolutions.com. **We will not accept checks or cash for hot lunch.**
- Any day your child does not order a prepared lunch, he/she will need to bring a sack lunch. Food must be ready-to-eat. There is no microwave available to students.
- If a child forgets his/her lunch, he/she will be provided an alternate lunch and his/her account will be charged the lunch price.
- **We are happy to deliver lunches to the lunchroom if they arrive to the office by 10:00 a.m.**

Messages to Students:

- Messages to students are communicated in the carpool document that is projected in the homeroom at the end of the day.

Student Use of School Phone:

- The school telephone is a business telephone. Students will not be allowed to receive phone calls during the school day.

Cell Phone Use Policy:

- Students are allowed cell phones under the following conditions:
 - A Parent Permission Form for Student Cell Phone Use must be on file in the office. You may use the form on page 21 of this handbook.
 - Cell phones must stay in the student's locker or backpack and turned off when on campus or in a school activity during school hours: 8:00 AM to 3:40 PM. This restriction may be preempted by the existence of a District Health Plan or under extraordinary circumstances known and approved by the Littleton Academy administration.
 - The phone may be used on school grounds before 8:00 AM or after 3:40 ONLY for phone calls. **Image capture and/or transmission of images are strictly forbidden on school grounds or during school-sponsored activities.**
 - If a student has violated any of the above conditions, the privilege of having a phone at school may be revoked. The phone will be confiscated and released to the parent and a 5-point infraction will be issued. Please remember to turn cell phones off when at school.

Electronic Device Policy:

In order to maintain the focus on academics, and because students must be alert to the learning environment, Littleton Academy does not allow students to use electronic devices on the school grounds between the hours of 8:00 A.M. and 3:40 P.M. During these hours, any electronic device brought to school must be turned off and kept in a locker or backpack. Exceptions may be made for devices required by teachers for certain classes or for students with disabilities. Students who do not follow this policy will receive an infraction.

Parent Permission Form for Student Cell Phone Use

My student, _____, has my permission to bring a cell phone to school. My student and I understand that the cell phone must stay in student's locker or backpack and turned off during school hours: 8:00 a.m. – 3:40 p.m. ***The phone may be used on school grounds during school sponsored activities ONLY for phone calls with the express permission of a supervising adult.*** Image capture and/or transmission of image are strictly forbidden. I am aware that any violation of cell phone usage will result in the confiscation of phone and a minimum 5-point infraction.

I also understand that the school assumes no responsibility for any phone calls made on the cell phone by my student or any other student. I agree that the school is in no way liable for any damage or loss of the phone or for any expenses incurred by the use of the cell phone.

(parent signature)

(date)

Core Virtues:

In her book *Core Virtues*, Dr. Mary Beth Klee identifies basic virtues and correlates them to the Core Knowledge sequence. The virtues include Respect and Responsibility, Diligence, Gratitude, Courage, Loyalty, Compassion, Generosity, and Honesty. Your student's teachers will reference these virtues as the class explores the components of that grade level's scope and sequence. By placing a priority on these virtues, we hope to optimize our educational setting and further achieve our greatest priority, providing an academically rigorous program in a safe and caring environment.

Field Trips:

- Field Trips are meaningful and supportive of our curriculum. While enjoyable for everyone, field-trips do take a lot of time to organize. Parent cooperation is expected in returning permission forms and fees by specified deadlines. Much planning is dependent upon the number of participants; for example, either buses are ordered or parent transportation is arranged based on the number of students attending, and adult supervision is organized on the basis of per pupil ration.
- Because Littleton Academy is required to make advance, non-refundable payments for field-trip costs, fees cannot be returned to students who, due to extenuating circumstances, are unable to attend.
- Students should plan to dress in school code for any field trip unless instructed differently by the organizing teacher.
- Behavioral expectations for everyone are greater during field trips therefore infraction points/discipline consequences may be doubled as determined by teachers and/or administration.

School Supplies:

- Each grade level has published a list of school supplies needed.
- Supplies may need to be replenished throughout the school year.

Lockers:

- Students in grades 6-8 will be issued individual lockers. A locker fee will be assessed at registration.
- Locks will be provided by Littleton Academy. Students are responsible for returning these at the end of the year in good condition. The student must reimburse the school for lost locks or locks broken due to misuse.
- It is the responsibility of the student to maintain order and neatness in the hall locker.
- Lockers are to be kept locked at all times.
- Lockers are the property of the school and may be inspected at any time by school officials without notification or permission.
- Tampering with a lock or locker belonging to another student is prohibited and consequences will be of a serious nature.

Backpacks:

- Students may use backpacks to and from school but upon arrival to school will need to empty and store their backpacks in their lockers or designated areas.
- No backpacks on wheels are permitted for any students.

Recess:

- Recess will be held daily for grades 1-8 just before or just after the students' lunch time.
- Recess may also be scheduled on an individual classroom basis.
- Outdoor recess will be held every day unless it is raining, snowing, excessively cold, or the playground is too snowy or muddy.
- Students should come to school with the appropriate coats, hats, and gloves for the highly-variable Colorado weather.

Playground Rules and Guidelines:

- All games should be played with a concern for others using the playground.
 - The playground equipment is to be used properly. If there are questions regarding use, consult with a teacher or playground supervisor.
- Shoes must be worn at all times.
- Fighting or pretending to fight is not permitted.
- Toy weapons of any kind are not allowed on the school grounds.
- Absolutely no throwing rocks (no matter what size), pinecones, snow or sand.
- Students are not to walk, dig or play in any of the garden areas or near any shrubbery. Students may not be in or around the greenhouse without teacher supervision.
- Students must receive a pass from the playground supervisor to come back into the school building during recess times.

Lost and Found:

- Lost clothing, books, and school supplies will be placed in the Lost and Found bin located on the front porch of the school building. Please check this space often.
- The contents of the Lost and Found bins are donated to charity quarterly.

Asbestos Free School:

- Littleton Academy is an asbestos free school. However, to comply with State and Federal requirements, we have an Asbestos Management Plan available for viewing in the office.

Book Fines:

- Book fines are collected for books that are lost or damaged. This encourages student responsibility for belongings. At the beginning of the year, students are required to inspect the books they have been assigned and note any damage. At the end of the year, the books assigned will be examined. If they show more than normal wear and tear, students will be asked to pay an additional amount to cover the cost of repairing or refurbishing the book.
- To avoid damage, students are asked to cover their books and treat them carefully. Grocery bag brown paper is recommended as book covering material. *Do not use contact paper or fabric book socks or place tape to the inside of the book covers.*

Parents and other School Visitors:

All school visitors and volunteers, including parents, must sign in on the clipboard in at the Littleton Academy office and wear a nametag while in the building or on school grounds between the hours of 8:00 a.m. – 3:40 p.m.

Animals in Schools:

In accordance with Littleton Public Schools District policy, all visitors must receive approval before bringing any animal onto the school grounds. This policy is the result of concerns raised about safety in the school and on school grounds. We also have students severely allergic to certain animals. Please contact the office before bringing any animal onto school grounds.

Birthday Parties:

The birthday student may bring a small treat to be handed out to in the homeroom at a time set by the teacher. Invitations to birthday parties for children must not be passed out during the school day or at school. Holiday gifts and birthday gifts may not be handed out at school unless they are part of an organized, teacher-endorsed school activity.

Sports:

- Middle school students who participate in sports **must** supply record of a recent physical examination. Forms are available on the website.
- Students must meet the eligibility requirements listed below:
 - Maintain a C- or better average in all academic courses.
 - Any student who accrues 5 points (net) will be ineligible to practice that week or to participate in that week's game.
 - Any student who accrues 10 points (net) or more will not be eligible to participate on the team for the remainder of the season.
- Ineligibility is reported by the teachers every Monday. The ineligibility period is one entire week from Monday through the following Monday.

Academics

Grading Scale:

The following scale is used for all grades and classes:

A+	99-100%	C+	80-81%
A	94-98%	C	74-79%
A-	92-93%	C-	72-73%
B+	90-91%	D+	70-71%
B	84-89%	D	65-69%
B-	82-83%	F	Below 65%

Honors in grades 6-8:

- Highest Honors - 93.51% or higher GPA
- Honors - 91.51%-93.50 GPA

Report Cards:

- Report cards will be issued to all grades on a quarterly basis.
- Grades for all students will be reported as a percent with the correlating letter grade. See grading scale above.
- Grades will be updated in Infinite Campus.
Given the easy access of this online tool, teachers can enter grades as often as suits their grade level and content. In order to communicate student progress most accurately to students, parents and the administration, teachers strive to have their grade book completely updated at three week intervals.
- Final report cards for students with outstanding fines will be withheld until the fine is paid.

Understanding Grades in Infinite Campus:

There are **4** ways an assignment can be marked **in Infinite Campus**.

- Once an assignment is graded, the student's grade will be entered into Infinite Campus. A zero in the grade box means the student's score is a zero.
- The assignment can be flagged as late for a student whose work was turned in late. The teacher then will enter the grade with the appropriate late work reduction.
- An assignment can be flagged as missing; this will automatically act as a zero and affect a student's grade accordingly.
- If the box is blank, the assignment's grade has not been entered in Infinite Campus. The blank in the grade box **does not** affect a student's grade.

Mathematics Placement and Advancement

Advancement in math from one school year to the next is based on the average of third and fourth quarter grades according to the following criteria:

Fourth graders:

- Who take Intermediate 4:
 - must earn a 72 or better to advance to Intermediate 5
- Who take Intermediate 5: **
 - must earn an 84 or better advance to Course 1

Fifth graders:

- Who take Intermediate 5:
 - must earn a 72 or better to advance to Course 1
- Who take Course 1: **
 - must earn an 84 or better advance to Course 2

Sixth graders:

- Who take Course 1:
 - must earn a 72 or better to advance to the next level
- Who take Course 2: **
 - must earn a 92 or above to advance to Algebra 1
 - must earn an 84 – 91.9 to advance to Course 3
 - will repeat Course 2 with a grade of 83.9 or lower

Seventh graders:

- Who take Course 2:
 - must earn a 92 or above to advance to Algebra 1
 - must earn between 72 – 91.9 go advance to Course 3
 - will repeat Course 2 with a grade of below 72
- Who take Course 3: **
 - must earn and 84 or better to advance to Algebra 1
 - will repeat Course 3 with a grade of 83.9 or lower.
- Who take Algebra1: **
 - must earn an 84 or above to advance to Geometry
 - will repeat Algebra 1 with a grade of 83.9 or lower.

**Above grade level math students will not be eligible for re-assessment in August. Their performance in the previous class will determine placement.

Students who do not advance to the next course will repeat their current math level next year.

The final exam itself does not determine next year's math placement, but it does affect each student's fourth quarter grade. Students will have the opportunity to review for the final exams in class late fourth quarter.

Class Project and Student Project Policy:

Classroom and homework time for Littleton Academy students should be used primarily to cover Littleton Academy's approved, modified core Knowledge Scope and Sequence and Colorado Academic Standards. Consistent with Littleton Academy's Core Principles, classroom time should be spent primarily in teacher-directed classroom instruction.

A Class Project is a project for which the amount of in-class work required for completion by the typical student in the class exceeds one normal, daily class period. A Student Project is a project for which the amount of out-of-class work required for completion by the typical student in the class exceeds that for one typical, daily homework assignment for the Project.

Projects, both Class Projects and Student Projects, are subject to the following:

1. Projects should relate directly, not merely incidentally, to Littleton Academy's approved, modified Core Knowledge Scope and Sequence or to Colorado Academic Standards.
2. The duration of Projects, from start to finish including presentation, should not exceed one school calendar quarter (i.e., nine weeks); but such period may begin in one quarter and end in the subsequent quarter of the same school year.
3. Scheduling of Student Projects should not materially and adversely affect regularly-scheduled homework. Projects may be assigned in addition to normal homework for the course, but should be scheduled in a manner that does not materially increase the total out-of-class time the typical student in the class will be required to spend to complete his/her homework in all classes. Learning through direct, in-class instruction and through homework is preferred to the use of Projects.
4. Attendance at any meeting, contest, presentation or other event outside regularly-scheduled school hours shall not be required in connection with any Project.
5. Project grades shall not exceed fifteen (15%) of the final, annual grade for the class.
6. Grading for all projects shall be on an individual basis. (See "Policy re Group Work, Group Projects and Group Grading.")
7. Projects shall not require the payment of fees or expenditures, other than nominal amount for materials and supplies, for completion. Individual students may choose to spend more than the maximum for required time or more than a nominal amount for materials or supplies to complete; provided, however, that project grading and other project requirements for the entire class shall remain consistent with the provisions of this policy.
8. Projects should not be assigned, nor should extra credit opportunities be given, that require student work over scheduled holidays, vacation days or other non-student-contact days (excepting weekends).

Grade Retention Policies:

Retention is defined as not permitting a student to advance to the next grade level. The following policies are intended to assist the staff of Littleton Academy and parents in identifying those children who are most likely to benefit from retention and those who are not:

- If the student is failing to make normal progress, the parents must be notified early, so that the school and home may cooperate in helping him/her achieve greater success. This is not to discuss retention, but to facilitate working as a team to help the student succeed.
- Retention is never to be used as a punishment.
- Retention is not to be encouraged as an intervention to support Special Ed/ESL students.
- The principal will make the final decision with input from the teachers and parents.
- Most retentions should be made at the primary level. However, older students may be considered for retention if it is strongly felt that retention will help the student or if the middle school student fails to meet the required letter grade expectations.

Retention for Students in Grades 5-8:

- If a student in grade 5-8 has not demonstrated proficiency in three of four of the Core subject areas, that student will not be promoted to the next grade level at the end of the school year.
- The Core subjects are math, English, science, and social studies.
- Passing a course is determined by two criteria, both of which must be met:
 - The grade in the course for the last quarter of second semester must be at least 65%.
 - The grade average in the course must be at least 65% in quarters 2, 3, and 4.

Advancement/Promotion Beyond Next Higher Grade Level:

- **Elementary (grades K-5):**
 - For students in grades kindergarten through five, recommendations to promote a student beyond the next higher grade level, shall be made initially by the teacher to whom the student is assigned. The teacher is encouraged to seek input from the student's parent(s) or legal guardian(s).
 - The final decision to promote a student beyond the next grade level shall be made by the Principal. A complete policy is available in the main office.
- **Middle School (grades 6-8):**
 - For students in grades six through eight, decisions to promote a student beyond the next higher grade level, shall be based on student performance.
 - The teacher to whom the student was most recently assigned for each subject shall make recommendations for a student to be assigned to a specific level in any particular subject. The teacher making that recommendation is encouraged to seek input from other teachers to whom the student was most recently assigned and from the student's parent(s) or legal guardian(s).
 - The decision to assign the student beyond the next level, in all subjects or in one or more subjects, shall be made by the Principal.

Health Immunizations:

The Colorado Board of Health requires proper documentation be presented to the registrar at Littleton Academy for each student enrolled.

Children will be denied admission to any Colorado public school if he/she is not properly immunized or exempted.

Medications Administered at School:

- If possible, try to schedule administration of medications at home.
- If this is not possible, fill out the **Parent/Guardian Authorization to Administer Medication at School** form. Submit this form to the Littleton Academy office staff with **all** proper signatures. **This form is required for prescription and over-the-counter medications.**
- All medications must be in the original containers, with the time and dosage amount clearly marked.
- **No student may self-administer any medication. This includes any cold medicine, cough drops, or pain medication (e.g. Tylenol, ibuprofen, etc.)**

Health Restrictions:

- If your student experiences a concussion and has a doctor's note, LPS Concussion Management Protocol (REAP) procedures will be followed.
- If your child needs to be excused from PE participation for one to two PE classes, please put your request **in writing**.
- Any student who has to be excused for more than two PE classes will be required to have a doctor's written statement on file in the Littleton Academy office.

Colorado Open Records Act:

The Colorado Open Records Act declares in its general purpose that all public records shall be open for inspection by the public. Those who wish to inspect or obtain copies of records may request an Open Records Request Form from the Littleton Academy office. Parents or guardians who wish to obtain copies of their student's records must complete a Littleton Public Schools Confirmation of Enrollment and Records Release Request. This form is available in the Littleton Academy office.

Parent/Guardian Authorization to Administer Medication at School

The parent/guardian of _____ **Homeroom:** _____ requests that the staff at
(Child's Name)

LITTLETON ACADEMY administer the following medication to my child, according to the Health Care Provider's signed instructions on the lower part of this form:

Medication: _____ **Dosage/Amount:** _____ **Time(s):** _____

Prescription medication must come in a container labeled with the child's name, name of medicine, time medicine is to be given, dosage, date medicine is to be stopped, and licensed health care provider's name. Pharmacy name and phone number must also be included on the label.

Over the counter medication must be labeled with the child's name. Dosage must match the signed health care provider authorization below and medicine must be packaged in the original container.

- Littleton Public Schools agrees to administer medication prescribed by a licensed health care provider.
- For safety reasons, parents are requested to bring the medication directly to the school office.
- Unused medication that is not picked up by the parent will be discarded one week after the end of the school year.
- New medication authorization forms must be completed each time there are any changes in medication or dosage, **and** at the beginning of each school year.

It is understood that medication is administered solely at the request of, and as an accommodation to, the undersigned parent or guardian. In consideration of the acceptance of the request to perform this service by any personnel employed by Littleton Public Schools, the undersigned parent or guardian hereby agrees to release the said institution and their personnel from any legal claim(s) which they now have, or may hereafter have, arising out of the administration of (or failure to administer) the medication to the student.

By signing this document, I give permission for my child's health care provider to share information about the administration of this medication with the school nurse or school staff delegated to administer medication.

Parent/Guardian's Name (Print) Parent/Guardian's Signature Date
Work Phone _____ Home Phone _____ Cell phone _____

Health Care Provider Authorization to Administer Medication at School

Child's Name: _____ **Birth date:** _____

Medication: _____

Dosage/Amount: _____ **Route** _____

To be given at the following time(s): _____

Special Instructions: _____

Purpose of medication: _____

Side effects that need to be reported: _____

Starting Date: _____ **Ending Date:** _____ **Storage Requirements:** _____

Signature of Health Care Provider with Prescriptive Authority **License Number**

Print name of Health Care Provider **Phone Number** **Date**

Please ask the pharmacist for a separate labeled medication bottle to keep at the school

For Office Use Only: (Initial & date)

Parent authorization signed Health Provider authorization signed Med label & dosage matches all written authorization

Medication log completed Staff initials/Signature RN signature and date

Littleton Academy Dress Code

Enrollment at Littleton Academy constitutes acceptance by both students and parents of the dress code policy, agreement to adhere to it, and acknowledgement of discipline for non-compliance as set forth in the Littleton Academy Dress Code.

The Littleton Academy Dress Code was established because the learning environment is significantly influenced by students' attire. The purpose of the Dress Code is to reinforce the academic atmosphere, reduce disruptions and disciplinary problems, reduce the distractions and cost of fashion, minimize peer pressure, and promote school pride.

The dress code policy defines general dress and grooming standards applicable to every school day: regular Uniform Days, Dress of Choice Days, and Spirit Days. It also specifies the exact styles and colors for uniforms as determined by the Littleton Academy Governing Board. In the event of disagreements regarding compliance to the Littleton Academy Uniform and Dress Code standards, the decision of the vice principal will be final.

The standard attire for Littleton Academy students shall be the Littleton Academy Uniform that will be worn during all school hours or designated elective activities except for designated Dress of Choice Days and Spirit Days. Grooming and General Standards apply to all school days.

Families are encouraged to bring any items about which they have questions to Registration in August or to the school office before removing the tags or wearing the items.

Grooming and General Standards apply to ALL school days.

The following general standards apply to all school activities.

- ◆ **Hair** shall be clean, neatly groomed, evenly cut, a natural hair color, and should not fall into the student's eyes. No distracting or disruptive hair styles, colors or accessories will be permitted. No beads, yarn, fabric, or other items may be braided into hair. Boys' hair shall not extend below the top of the shirt collar in back or below the bottom of the earlobes on the sides. Side burns shall not extend below the bottom of the earlobe. Facial hair shall not be worn.
- ◆ **Head coverings** shall not be worn in the Academy building except on designated Spirit Days.
- ◆ **Shirts** – short sleeves on uniform shirts shall fall mid-way between the shoulder and elbow. Under no circumstances will the following be allowed: low-cut shirts, cutaway-armhole shirts, halters, tank tops, tube tops, or bare midriffs.
- ◆ **Shorts, skorts, and skirts** shall not be shorter than 4" above the knee when kneeling, nor shall they be longer than the bottom of the kneecap measured from a standing position.
- ◆ **Pants** must **fit properly** and shall ride no lower than the natural waist, must not be worn too tight nor too loose.

- ◆ **Socks** must be visible above the shoe on ALL school days, regardless of the style of approved shoe worn.
- ◆ Collared **shirts** or turtlenecks shall always be worn, even when sweatshirts, sweaters, and jumpers are also worn.
- ◆ **Shoes and Boots:** refer to chart for guidelines
- ◆ **Make-up and nail polish:** Girls may wear nail polish with the exclusion of dangling jewels. 7th and 8th grade girls may wear lightly applied mascara, blush, and lip-gloss. Boys shall not wear nail polish.
- ◆ **Jewelry:** Girls may wear one post or small (1/2") hoop earring per ear, without dangles or charms. One each of the following items may be worn by boys or girls: simple necklace (not large or bulky), bracelet, ring, watch. Middle school members of the Junior Honor Society may wear the approved pin. Body parts shall not be pierced, except as allowed for girls' earrings. Boys shall not wear earrings.
- ◆ **Athletic clothes** shall be worn during physical education classes as prescribed by the physical education instructor. Athletic team jerseys shall be worn on game days only. Sleeves must be worn under sleeveless athletic jerseys to the mid-arm length during the school day. Due to the nature of lacrosse jerseys, a school uniform shirt shall be worn tucked-in under the jersey. Jerseys must be worn with **school** uniform bottoms. .
- ◆ **All clothing must be in good repair and fit properly.** Items shall not be frayed, ripped, torn, or contain holes not manufactured into the garment. Oversized or baggy-fitting clothing and excessively tight fitting, revealing, or suggestively fitting clothing shall not be worn. On Dress of Choice days, leggings may not be worn as pants alone. Tops worn with leggings must not be shorter than mid-thigh.
- ◆ **No temporary or permanent tattoos,** drawing, writing, or stickers of any kind may show on the body.
- ◆ **Traditional (non-Littleton Academy) organizational uniform tops,** such as Cub Scout, Brownie, Boy Scout, and Girl Scout uniforms, may be worn in place of Academy uniforms on meeting days only, as long as any article of clothing not a part of the organization's uniform is part of the Academy uniform (e.g. Cub Scout shirts may be worn with Academy trousers). No organizational t-shirts or sweatshirts will be allowed.
- ◆ Under no circumstances will the following be allowed: Articles of clothing that display vulgarity, profanity, or words or symbols promoting or showing allegiance to gangs, violence, drugs, or alcohol.

Uniform Guidelines – Charts (p. 35-37) List Specific Details of Fit and Style

- ◆ Belts are mandatory for all students in grades 3 through 8 but may be required for younger students to ensure proper fit.
- ◆ Collared shirts or turtlenecks shall always be worn, even when sweatshirts, sweaters, and jumpers are also worn.
- ◆ Labels, emblems, and logos - except the Littleton Academy emblem and identifying tags from sanctioned uniform suppliers - must be removed.
- ◆ Littleton Academy uniforms are available through Dennis Uniform, www.dennisuniform.com, (School source code: C5H); Educational Outfitters, www.educationaloutfitters.com; and French Toast Official Uniform Wear, www.frenchtoast.com, (School source code: QS46EAA.)
- ◆ Used uniform items may be worn by new owners as long as they meet current uniform standards.
- ◆ Uniform items may be purchased elsewhere, but must match the style and color of the same item from Dennis Uniform. Approved styles may be special ordered for proper fit.
- ◆ Color swatches showing the approved shade of khaki are available in the office. Style samples may also be available at the school for comparison.
- ◆ Because student uniform clothing is so similar, please label all clothing.
- ◆ The omission of a specific item or appearance standard does not automatically permit its wear.

Dress of Choice Day Attire

- ◆ Dress of Choice Days are given as a reward for those students in grades K through 4 (and 5th grade in first semester), who have not received a Minor Infraction during the previous calendar month; or those students in grades 6 through 8 (and 5th grade in second semester), who have not received a Dress Code Infraction during the previous calendar month. Dress-of-Choice Days are also given as Accelerated Reader rewards or for other reasons as determined by the principal or vice-principal.
- ◆ On Dress of Choice Days and during social functions such as dances and graduation, all Grooming and General Standards as stated in the Dress Code still apply. Parents should monitor students' clothing selection on these days to ensure their children are within the spirit of the school policy. Students should remember that Dress-of-Choice Days are a privilege, not a right, and could be eliminated if casual dress becomes distracting to the learning environment.

Spirit Days

- ◆ Spirit Days will be approved by the administration. On Spirit Days (days on which camaraderie and/or team building are a goal) students may be required to wear clothing according to a selected theme in order to participate. Students who do not choose to wear clothing according to the selected theme should wear regular school uniform clothing. The guidelines are consistent with the general standards, style of dress, and grooming section of this policy.

Dress Code Violations

- ◆ Students in both elementary and middle school who do not follow the Dress Code will receive a Notice of Minor Infraction (this will result in disciplinary points for students in grades 5-8). Students at all grade levels who receive a Dress Code Infraction will be denied the next Dress of Choice Day.
- ◆ Students who wear clothing that is deemed to be a distraction to learning or who are repeat offenders will be provided alternative clothing or will need to call their parents to bring appropriate clothing and may not be allowed to return to class until attired according to the Dress Code.
- ◆ Students will be expected to come to school the next day in proper uniform attire.

Exceptions

Temporary exceptions to the clothing requirements of this policy may be granted by the principal for hardship, as a reward, or as part of a Dress of Choice Day. Exceptions to the clothing requirements of this policy shall not include exceptions to the grooming standards unless expressly authorized by the principal. Upon request, reasonable accommodations in the Dress Code shall be made by the principal for students with disabilities or religious convictions which conflict with the Code.

Littleton Academy Uniform Standard for All Students

The omission of a specific guideline does not automatically permit its use.

Items may be purchased elsewhere, but must meet current uniform standards or may be deemed unacceptable.

<i>Uniform Standard matches style & color of Dennis Uniform & must fit properly</i>	Uniform will have or will be	Uniform will NOT have or will not be
Polo Shirt <u>Grades K-5</u> White, navy blue, Yellow, hunter green, red <u>Grades 6-8</u> White, navy blue, hunter green, yellow, burgundy	Tucked in Banded collar Jersey knit or pique knit Short or long sleeve Four or fewer buttons Buttoned except top neck button Short sleeves fall midway between shoulder & elbow Feminine fit, from Educational Outfitters only, is permitted	Hemmed sleeves Pockets Picot embroidery around collar Contrast color on collar facing Pattern, writing, or emblem Cap sleeves
Turtleneck <u>Grades K-5</u> White, navy blue, yellow, hunter green, red <u>Grades 6-8</u> White, navy, hunter green, yellow, burgundy	Tucked in Jersey knit only Long sleeve	Mock turtleneck Pattern, writing, or emblem Gathered at neck
Oxford Shirt White	Tucked in Buttoned except top neck Button Long or short sleeve Button-down collar	Pattern, writing, or emblem
T-shirts White	Tucked in To be worn only as an Undershirt, no design	T-shirt sleeves will not extend beyond the length of the over-shirt sleeves
Sweaters Cardigan or pullover with V-neck or crew neck, V-neck sweater vest <u>Grades K-5</u> Navy blue, hunter green, red <u>Grades 6-8</u> Navy blue, hunter green, burgundy	Flat knit Cable –vertical, 1inch or smaller Collared shirt or turtleneck must be worn under the sweater or sweater vest	Pattern, writing, or emblem
Sweatshirts <u>All Grades</u> Crew neck or Quarter-zip with stand up collar <u>Grades 6-8</u> Have option of hooded in addition to above <u>Grades K-5</u> Navy blue, hunter green, red <u>Grades 6-8</u> Navy blue or burgundy	Must bear the official Littleton Academy emblem	Over-sized, tied around neck Emblem or design other than Littleton Academy. No other sweatshirts may be worn inside building. Collared shirts or turtlenecks shall always be worn under sweatshirts
Pants Twill dress slacks in khaki or navy blue Khaki to be the same as displayed at the school or samples that were sent home. These match the uniform suppliers.	Pleats or flat front twill Belt loops (grades 3-8) Worn at natural waistline Straight leg	Rivets, outside pockets (hem not more than 1” wider than narrowest part of leg), not longer than sole of shoe, nor shorter than 2” above ankle bone, jeans

Littleton Academy Uniform Standard for All Students

The omission of a specific guideline does not automatically permit its use.

Items may be purchased elsewhere, but must meet current uniform standards or may be deemed unacceptable.

Uniform Standard matches style & color of Dennis Uniform & must fit properly	Uniform will have or will be	Uniform will <u>not</u> have or will not be
Shorts Twill walking shorts in khaki or navy blue	Pleats or flat front twill Belt loops (grades 3-8) Worn at natural waistline	Inappropriate length - shall not be more than 4 inches above the knee when kneeling, they be longer than the kneecap measured from a standing position Not worn below the natural waist Rivets, outside pockets, jeans
Belts Black, brown, navy blue, hunter green Braided or flat	To be worn with all pants and shorts, grades 3-8 Tucked into belt loops	Without pattern or design
Socks <u>Grades K-5</u> White, navy, hunter green, red, black <u>Grades 6-8</u> White, navy, hunter green, burgundy, black	Plain, single matching color Visible above the shoe Standard crew socks Manufacturer logos	Lace, embroidery, patterns, or ruffles Socks may be folded no more than once
Shoes Loafers, dress shoes, deck shoes and mocs Athletic shoes [required for PE]	Shoes and laces must match, must be closed toe with backs, stay on heels when walking, tied or fastened in a traditional manner, and have durable soles	Heels higher than 1", lights, rollers, cleats, wheels, steel toes, platforms, sparkles/glitter/sequins, sandals, flip flops
Boots	Same standards as shoes. <u>On uniform days</u> , boots must be worn with long pants. Pant leg must cover boot top.	Same standards as shoes.

Additional Uniform Standards for Girls

These uniform items for girls are in addition to those described previously for both boys and girls.

The omission of a specific guideline does not automatically permit its use.

Items may be purchased elsewhere, but must meet current uniform standards or may be deemed unacceptable.

<i>Uniform Standard matches style & color of Dennis Uniform & must fit properly</i>	Uniform will have or will be	Uniform will <u>not</u> have or will not be
Peter Pan Blouse White - Rounded or Peter Pan Collar	Broadcloth	Pattern, writing, or emblem Jersey material
Jumpers Belair plaid at Dennis Uniform Belair plaid or navy at Educational Outfitters Navy or green plaid at French Toast	Split front, V-neck front Box pleats or knife pleats	More than 4 inches above the knee when kneeling, nor shall they be longer than the top of the kneecap when measured from a standing position
Skorts Belair plaid or navy at Dennis Uniform and Educational Outfitters Green plaid or navy at French Toast	2 or 3 tabs Worn at the natural waist	More than 4 " above knee when kneeling, nor longer than the top of the kneecap when measured from standing position Shall not have split front
Skirts Belair plaid w/ box pleats from Dennis Uniform Belair plaid & navy w/box pleats from Educational Outfitters Green Plaid & navy from French Toast	Worn at the natural waist Pleated	Inappropriate length - shall not be more than 4 inches above the knee when kneeling, nor shall they be longer than the top of the kneecap when measured from a standing position.
Bike Shorts Navy blue or black	Only to be worn under skirts or jumpers	Extend below the hem-line of the garment
Socks/Tights <u>Grades K-5</u> White, navy, hunter green, red, black <u>Grades 6-8</u> White, Navy, hunter green, burgundy, black <u>Grades 7-8</u> may wear flesh-colored hose	Plain single color Matching in color Flat or Cable knit Knee highs, Opaque tights Standard crew socks Ankle socks Visible above the shoe Logos okay	Lace, ruffles, or embroidery Tights not to be worn under shorts
Hair Accessories	Uniform colors, black, tan, brown, white, clear	Fake braids, extensions, beads, other patterns or colors Decorative accessories (bows, etc) may be no larger than a student library card

COMMUNICATION

Together, we enable our students to reach their potential as both responsible young people and successful learners.

School to Parent Communication:

- Each **Thursday** Littleton Academy will email a school newsletter containing school-wide information, Governing Board updates, or occasional community information to each family. Please keep email address updated in Infinite Campus.

Teacher to Parent Communication:

Please stay informed through the school about your child's education. Teachers communicate to parents through both

- **Infinite Campus**, where a teacher can post graded assignments, graded exams, and relevant comments.
- **Teacher Website** linked through the school website, where a teacher can post curriculum and classroom news, test and project dates and homework assignments.

Please be aware that many teachers teach more than one content area and grade level, and the teachers have provided current, relevant communication to parents via their web site. These web sites are open to parents and students.

- The primary source of information about the school is the website: www.littletonacademy.net.
- Students in grades K-5 will have a **Thursday** Communication Folder (included in the fees) that will include communication from the school, classroom teacher and student work. This folder should be returned empty every **Friday**. **If folder is lost, please replace immediately.**

Parent to Staff Communication:

- If you would like to discuss a grade, an assignment, or a disciplinary action taken by a teacher, please first contact that teacher directly and give at least 24 hours for a response.
- If you do not feel that your question or concern has been sufficiently addressed, please follow Conflict and Discipline Resolution Procedure.

Governing Board/Parent Communication:

- The Governing Board will include information for parents in the weekly Littleton Academy newsletter as needed.
- All parents are invited to attend Governing Board meetings. The agendas will be posted on the front door of Littleton Academy at least 24 hours prior to the meetings. Meetings are generally held the third Tuesday of each month at 6:00 P.M. in the LA Library.

Governing Board Meetings

- **Public Comment at Governing Board Meetings**

This guideline is to help set expectations around public comment at LA Governing Board meetings. Although the Board encourages everyone to attend its open meetings, Board meetings are to conduct the business of the school. Board meetings are not “public meetings”, but meetings held in public, and accordingly public participation shall be controlled so the Board can proceed with its agenda within a reasonable time.

Everyone is welcome to speak at Board meetings. However, the Board must maintain a balance between the Public's right to speak, Colorado Open Meeting Laws, Board policies and the need to expedite business and provide accurate and timely information.

The Public Comment portion of the agenda

1. Every LA Board meeting contains time for Public Comment. At that time, anyone may speak about topics related to LA that concern them. The Board's intent is to ensure that everyone has an adequate amount of time to speak, however, depending on how many people desire to speak during Public Comment, the Board may need to set time limits.
2. When providing Public Comment, please identify yourself and your relation to LA.
3. Comments in the Public Comment time should not mention individuals by name unless they are in the room.
4. The Board will likely not act in the meeting where comments are made. However, one can expect the Board to explain what next steps (if any) will be taken regarding Public Comments during the New/Old business portion of the meeting.

The Q & A portions of the agenda

1. Every LA Board meeting contains time for Q&A. The Q&A times are intended for the Board and other meeting attendees to ask questions about things discussed in the current meeting.
2. Questions in the Q&A section should not mention individuals by name unless they are in the room.
3. The Board will make every attempt to fully answer questions in the meeting, however, answers may be provided outside of the meeting.

Other ways to ensure items get discussed in LA Board meetings.

1. LA Board policy 3.3 (Public Attendance at Board Meetings) can be found on the LA website on the Governing Board page. Item E in 3.3 explains how an item can be added to the Board agenda.
2. As explained in Item F in policy 3.3, any Board member can be approached about an issue, however, if there is a specific remedy or other action being requested, it is required for parents to follow the procedure set forth in item E of policy 3.3.

Volunteer Commitment:

- Because parent involvement is integral to the success of this school, Littleton Academy expects that each family serve 20 volunteer hours each academic year.
- **Volunteers must record their hours online.** It is important that the school keep a cumulative record of volunteer hours served since that information is requested by the LPS school district, as well as various grants for which we apply.
- LASA will track these hours and coordinate volunteer efforts.

Littleton Academy School Association (LASA):

LASA is a non-profit organization for the school by which parents can support the school. It coordinates volunteers, raises money for school projects, and makes sure that extra programs exist. Election of officers occurs in late spring. Please refer to page 10 for a list of the LASA directors and phone numbers.

Littleton Academy Accountability Committee (LAAC):

In a series of legislation, the Colorado Department of Education mandated the formation of School Accountability Committees. The Littleton Academy Accountability Committee is composed of volunteers who administer and evaluate the annual survey; review the school budget; review and analyze test scores; and review the school safety plan. The committee has a member who attends the District Accountability meetings and reports to the school's committee. The Governing Board liaison of the Littleton Academy Accountability Committee reports all findings and recommendations to the school's Governing Board. Members serve for two-year terms.

Littleton Academy Student Code of Conduct

As a student of Littleton Academy, I will do my part to help create a safe, orderly, and positive environment where people and property are treated with respect and where learning takes place in classrooms free of disruption.

The following standards will guide my behavior as I honor the Littleton Academy Code of Conduct:

9. I will treat every student and staff member with respect, kindness, and courtesy.
10. I will care for and respect the property of Littleton Academy and all others.
11. I will honor the Littleton Academy Dress Code.
12. I will be honest in my schoolwork and in my dealings with others.
13. I will do my part to help maintain an orderly, safe, and drug-free school.
14. I will be considerate in my use of food and drinks in the school.
15. I will respect the privacy of other people's grades and behavior records.
16. I will do my part to help create a disruption-free, positive learning environment, and I will be personally accountable for the consequences of not doing so.

General Discipline Guidelines:

- The Littleton Academy Discipline Policy is based on the principle of supporting a positive learning environment for all students. The objective of maintaining discipline is to ensure a learning environment that is free of disruption and safe for all students. Good conduct is expected of all students.
 - **Bully or threatening behaviors of any kind will not be tolerated.**
 - Positive reinforcements and negative consequences are employed in an effort to teach the students good behavior.
- The classroom teacher is responsible for establishing classroom management that fosters appropriate student behavior.
- Because students are taught by several teachers, Littleton Academy has implemented an infraction system that is progressive and cumulative. The goal is to hold students accountable for their behavior at all times. **This includes school-sponsored activities on campus or off and student communication using any and all electronic devices.**
- The complete Littleton Academy Student Conduct Policy and Student Discipline Policy are available in the school office. The Internet Acceptable Use Policy for Students, which covers all electronic device communication, is included in this handbook.

Substitute Teachers:

Littleton Academy supports substitute teachers. If an infraction is written when a substitute is in charge, the infraction points and or consequences will likely be doubled for that incident.

Work Habit Notifications for Grades 1-8:

- The Work Habit Notifications slip is designed as a tool for teachers to notify parents that a student has not completed his/her homework, brought books or materials to class, or has not returned materials to be signed by a parent, etc.
- Work Habit Notification slips must be signed by the parent or guardian and returned the next **school** day to complete the communication circle intended by the document.
- Recess study hall may be required when a Work Habit Notification is issued and this study hall is designed to give the student the opportunity to complete missed work or work on the habit the form has addressed.

Rewards for Good Behavior Grades 1-4 and Grade 5 (first semester):

Students who exhibit good behavior may receive rewards.

- Classroom teachers design and implement classroom rewards based upon the grade level involved.
- School staff may write a **Commendation Slip** to acknowledge a student who has demonstrated *exceptional* behavior that is above the norm and, in doing so, exhibited one of the Core Virtues in action. Commendation Slips do not need to be signed by parents or returned to school. Students who receive Commendation Slips will be rewarded at school.
- Elementary students in grades 1-4 and grade 5 during first semester are awarded a **Dress of Choice Day** on the first Friday if they did not receive an Infraction that month.

Infractions - Grades 1-4 and grade and Grade 5 (first semester):

Minor Infraction (Grades 1-4):

- Minor Infraction slips are given for the following:
 - Dress code violation: The student may need to show the infraction to other staff members during the day to avoid receiving another infraction for the same Dress Code violation.
 - Littering
 - Failure to return signed materials or requests
 - Minor classroom disruption
 - Hallway disruption
 - Eating or drinking anything other than water (in a clear, capped bottle) during class without teacher permission
 - Gum chewing
 - Talking in class
 - Disrespect to classmates or adults
 - Inappropriate recess behavior

Severe Infractions (Grades 1-4):

- Severe Infraction Slips are given for the following:
 - Vandalism
 - Destruction of property
 - Scholastic dishonesty
 - Lying
 - Severe disrespect to an adult or student
 - Physical aggression
 - Insubordination
 - Abusive or foul language
 - Intimidation of another student
 - Major or chronic classroom disruption

Behavior Consequences for Grades 1-4 and Grade 5 (first semester):

Detention:

When an Infraction Slip is given, the student will be sent to the Vice Principal's office.

- Parents will be notified by the Vice Principal the same day that after school detention will be served.
- When parents pick up students from detention, they will sign the infraction slip. Detention will take place from 3:24-4:00.
- Any student who cannot attend the same day after school detention (appointments only) will attend after school detention the following day.
- After school detention is only warranted for students receiving minor or severe infractions.

Suspension:

- A suspension occurs when three Severe Infractions are accumulated or when dictated by Colorado State law.
- For a suspension, students will spend a minimum of **one school day** at home with parents.
- A packet of work missed during the suspension will be given to the student prior to the suspension. The work is to be completed during this time out of school. All work is due on the day the student returns to school.
- The Vice Principal or Principal will contact the parents before scheduling the suspension.
- The parents and student are required to have a conference with the Vice Principal or Principal before the student is allowed to return to school. A behavior contract may be required at this time.

Denial of admission for next school year:

- Upon receipt of 3 separate suspensions received during the entire Elementary Behavior Code period (grades 1-4 and grade 5 in first semester) or,
- When dictated by Colorado Law or,
- When Littleton Academy deems event(s) worthy of denial.

Expulsion:

An expulsion occurs when a total of three separate suspensions have accumulated, when dictated by Colorado State law, or when one single event is deemed by Littleton Academy administration or Governing Board to warrant expulsion.

It is a violation of Colorado law for any person to carry, bring, or have in such person's possession a "deadly weapon" [as defined in C.R.S. § 18-1-901(3)(e)] in or on the real estate and all improvements erected thereon of Littleton Academy unless exempted by law. Any student who carries, brings, or has in such student's possession a "deadly weapon" in violation of Colorado law shall be subject to mandatory expulsion.

Rewards for Good Behavior Grades 6-8 and Grade 5 (second semester):

Students who exhibit good behavior will receive rewards.

- Classroom teachers design and implement classroom rewards based upon the grade level involved.
- School staff may write a **Commendation Slip** to acknowledge a student who has demonstrated *exceptional* behavior that is above the norm and, in doing so, exhibited one of the Core Virtues in action. Commendation Slips do not need to be signed by parents or returned to school. Students who receive Commendation Slips will be rewarded at school.

- Students in grades 6-8 (and grade 5 in second semester) who receive no Dress Code Infractions during a month are awarded a Dress of Choice Day on the first Friday of the next month.
- Five Dress of Choice days at the end of the school year will be awarded to students in grades 6-8 who have not received any infraction points in the school year. Practice Dress Code infractions in the first weeks of school are an exception.
- Three Dress of Choice days at the end of the school year will be awarded to students in grades 6-8 who have zero net points by the end of the school year.
- On the last day of school, Dress of Choice will be awarded to all students in grades 5-8.
- Students in grades 6-8 (and grade 5 second semester) may reduce discipline points by having three or more consecutive weeks of no Infraction Slips. See *Middle School Behavior Code* in this Parent/Student Handbook for a full delineation of that procedure.
- Students in grades 5-8 who have accumulated less than a net total of 15 disciplinary points during second semester will be invited to attend their class end-of-year activity.

Infractions - Grades 6-8, and Grade 5 (second semester):

Infraction Slips are given to students when they are not following the school rules. When an infraction slip is given, the original copy will be sent home to the parent. The parent is to sign this form and the student will place it in the designated box the following school day. If a student fails to return a signed infraction slip on time, he/she will earn another infraction slip worth two points. A student who receives an infraction slip will attend recess detention on that day or on the next school day.

The middle school infraction system operates on a point basis.

Minor Infraction:

- Point values will be assigned for specific violations, with the option of increasing/decreasing the points when deemed appropriate by the teacher.
- Minor Infraction Slips are given for the following:
 - Minor classroom disruption (2 points)
 - Hallway disruption (2 points)
 - Littering (2 points)
 - Eating or drinking anything other than water (in a clear, capped bottle) during class without teacher permission (2 points)
 - Gum chewing (3 points)
 - Non-carpool related tardy (1 point)
 - Did not return signed infraction (2 points)
 - Not attending lunch detention (2 points)
 - Did not return signed materials within 2 days including report card envelope (2 points)
 - Late to before school detention (2 points)
 - Not attending before-school detention (5 points)

- Dress code violation. (2 points) The student should show the Minor Infraction Slip throughout the day to avoid getting another infraction for the same dress code violation.
- Other miscellaneous Minor Infractions (0-5 points)

Severe Infraction:

Point values will be assigned for specific violations, with the option of increasing/decreasing points when deemed appropriate by the teacher, vice-principal, or principal.

Any student receiving a Severe Infraction Slip will be sent to the Vice Principal; he/she may meet with the student, conference with the Principal if necessary, and contact the parents.

- Abusive or foul language (5 points)
- Insubordination (5 points)
- Vandalism (5 points)
- Major or chronic classroom disruption (5 points)
- Physical aggression (5 points)
- Lying (5 points)
- Scholastic dishonesty (5 points)
- Intimidation of another student (5 points)
- Severe disrespect of adult/student (5 points)

Reduction of Points:

Students have the opportunity to reduce the **minor** point count of their **net** point total. Detentions, suspensions, and expulsions are based on net point count. Severe points cannot be reduced, and gross point count remains the same regardless of point reduction efforts.

The reduction of points component of the discipline policy is designed to reward students for changing their behavior or atoning for previous misbehavior. An effort to reduce points must begin no later than the 40 gross point mark.

Reduction of Points by Good Behavior:

- Students may reduce points by improving their behavior and going for three weeks or more without receiving any Minor or Severe Infraction Slip. A student can begin point reduction by good behavior at any time. A student can reduce his/her points to net 0 with good behavior.
- Below is a schedule for reduction of points for good behavior (receiving no Minor Infraction or Severe Infractions Slips). After the first week of
 - After the 1st week 0 points subtracted
 - After the 2nd consecutive week 0 points subtracted
 - After the 3rd consecutive week 1 point subtracted
 - After the 4th consecutive week 2 more points subtracted
 - After each additional consecutive week 2 more points subtracted
 - until point total is reduced to 0

- If the continuity is broken at any time during the cycle, the student will start over receiving 0 points for two weeks of good behavior, 1 point for three weeks of good behavior, and so on.

Reduction of Points by Work:

- Students may reduce points by doing physical work to improve some condition in the school.
- Reduction of points by work can begin when a student has a minimum of 13 points and has received 2 before school detentions.
- Students cannot work their points below net 10.
- A maximum of 12 points can be worked off in any one school year.
- If satisfactorily completed, 1 hour of work receives a 3-point reduction.
- Parents are required to supervise their children during the work session.
- The work to be done must be agreed upon by the vice principal, the student, and the parent.
- Work sessions will occur between 3:45 and 4:45 on school days. All work projects must be completed by 4:45.
- Parents will need to schedule work sessions with the vice-principal.
- At the end of the work session, the student will report to the vice principal who will check the work. If the job is done satisfactorily, the student will receive all points possible. It is at the discretion of the vice principal to award fewer points for the work if it is not completed acceptably.

Behavior Consequences for Grades 6-8 and grade 5 in 2nd semester:

Detention:

- One before-school detention occurs for every 5 points accumulated in a quarter. Detention points are only used to determine morning detention status. Once you have served a morning detention, your detention points will be reduced by five points. Detention points are similar to gross points. Unlike gross points, which accumulate throughout the entire school year, detention points will accumulate through each quarter. The beginning of each quarter will result in your detention points being put back to zero. However, any students who have an outstanding morning detention going into the next quarter will have to serve for those points accumulated in the previous quarter.
- Before-school detentions will be on Thursdays 7:00 AM – 8:00 AM.
- Students who arrive late for before-school detention (7:05 –7:15 AM) will be issued a 2-point infraction. Students arriving after 7:15 AM will not be admitted to before-school detention and will receive a 5-point Minor Infraction resulting in an additional before-school detention.
- In detention, each student will write an essay on a designated topic.
- Other students and siblings not serving detention will not be allowed to wait at school while a student is serving detention. Day care services are not provided.
 - Any student scheduled for detention will receive a detention slip at least one day prior to the detention. It is the student's responsibility to notify the parent of this detention and make any necessary arrangements. If a student is unable to attend a before school detention, the student's parents must notify administration prior to 6:00PM on the day before detention.

- If a student is ill, the recess detention will be served the day the student returns to school and the before-school detention will be served during the next scheduled detention.
- If a student “owes” a detention or suspension to the school at the end of the school year, the detention/suspension will be served at the beginning of the following school year.
- If a graduating 8th grader has any un-served detentions, he/she will not be allowed to attend the end-of-year field trip.

In-School Suspension:

- Occurs when 15 *net* points have been accumulated
- The parents and student are required to have a conference with the Vice Principal or Principal. A behavior contract may be required at this time.
- Student will spend the day with the Vice Principal and will be expected to complete assigned work.

Out-of-School Suspension:

A suspension occurs when 30 *net* points are accumulated, or when dictated by Colorado State law.

- For a suspension, students will spend a minimum of two school days at home with parents.
- A packet of work, plus the class work missed during the suspension will be given to the student prior to the suspension. The work is to be completed during this time out of school. All work is due on the day the student returns to school.
- The Vice Principal or Principal will contact the parents before scheduling the suspension.
- The parents and student are required to have a conference with the Vice Principal or Principal before the student is allowed to return to school. A behavior contract may be required at this time.
- Scheduling the conference with the Vice Principal or Principal is the responsibility of the parents.

Denial of Admission (re-enrollment) for Next Academic Year:

The student will be denied re-enrollment to Littleton Academy for the next academic year when 45 **gross** points have accumulated. A letter confirming this will be sent to the parents by the principal. The principal and vice-principal may waive this consequence. Parents and students may conference with the principal and vice-principal in an effort to show cause for re-enrollment.

Expulsion:

- An expulsion occurs as dictated by Colorado State law or when one single event or an accumulation of events is deemed by Littleton Academy administration or Governing Board to warrant expulsion.
- To this end, students who cause chronic disruptions will receive the appropriate Infraction slips, resulting in eventual expulsion should such behavior continue.
- A **net** accumulation of 45 points will deem a student ineligible for continued enrollment at Littleton Academy effective upon date determined by the Principal, following parent notification, and will result in expulsion.

- Minor and Severe Infraction points are jointly cumulative throughout the school year and carry over from quarter to quarter. Minor and Severe Infraction points do not carry over to the next school year.
- It is a violation of Colorado law for any person to carry, bring, or have in such person's possession a "deadly weapon" [as defined in C.R.S. § 18-1-901(3)(e)] in or on the real estate and all improvements erected thereon of Littleton Academy unless exempted by law. Any student who carries, brings, or has in such student's possession a "deadly weapon" in violation of Colorado law shall be subject to mandatory expulsion.

CONFLICT AND DISCIPLINE RESOLUTION

Introduction

It is the intent of Littleton Academy to foster the relationship with the parents it serves. This is one of the school's most distinctive core values. LA has a genuine desire to support and assist its parental community, and strives to serve with fairness, kindness, and compassion to the greatest degree possible. However, it is inevitable that conflicts will arise, and how both sides handle conflict plays a major role in defining the culture of our school. Resolving conflicts with civility allows the LA administration and parents to model behaviors that we seek to instill in our students. This Conflict Resolution Policy provides the information and forms required to negotiate the conflict resolution process.

PROCEDURE

The procedures that implement this policy strive to accomplish the following goals:

- a. Require that attempts for resolution be started at the lowest possible level before being escalated.
- b. Define time frames for the filing of a complaint if related to a specific incident.
- c. Define time frames for a response once a complaint is filed.
- d. Provide a clear process for appealing a decision to the next level of review.
- e. Require that the request for a review be in writing.
- f. Provide general guidelines for the grounds upon which a person might base an appeal.

It is our intent that both parties will come to an understanding that is consistent with the LA Founding Principles and policies, and the conflict is resolved with respect and fairness.

While parental behavior is outside of the control of the LA Board, we ask our parent community to consider the following with regard to conflict resolution:

1. If you have an issue, please address at the appropriate level. For example, if you have a classroom issue or an issue with an infraction or work habit, talk first with the teacher.
2. While we seek to support and assist individual families, please recognize that all decisions must factor in the impact on other students and staff.

- a. Conflicts regarding discrimination or harassment will be heard in accordance with the Littleton Public School's Nondiscrimination/Equal Opportunity policy. This policy can be found [here](#)*
 - b. Conflicts regarding classroom grades will only be heard by appeal at the School Administration Level. The principal is the final authority on grades assigned within his/her school. Further appeals will not be heard at the Board level.
 - c. Conflicts regarding student discipline may only be appealed if there is a clear violation of policy or illegal actions by administration have occurred. Conflicts regarding student discipline will only be heard by appeal up to the Principal level. The Principal is the final authority on student discipline. Further appeals will not be heard at the Board level, except that an expulsion or a suspension in excess of ten (10) days will be subject to applicable laws regarding review.
 - d. Expulsion hearings will be conducted in accordance with the LA Parent Student Handbook, Littleton Public Schools policies found [here](#)* and state statutes.
3. Please be civil. We ask our staff and administration to treat you with respect and courtesy, so please return that same respect and courtesy. If we disagree, let's show our kids how to handle conflict well.
 4. Please understand that privacy laws or other confidential requirements may expressly prohibit the administration from telling you about discipline measures taken against other students. We recognize that the limitation on full and open communication can be frustrating for both parents and administrators.
 5. Failure to meet timelines stated in this Conflict Resolution Policy will result in your appeal being denied, unless an extension has been coordinated in advance. If an appeal has been denied for not adhering to the timelines in this policy, it may not be taken to a higher level.

We appreciate your willingness to follow the above guidelines when dealing with school conflict. In doing so, you are making an important contribution to our school's culture. Future LA families will benefit from your willingness to resolve conflict in a respectful and productive manner.

PROCESS

We sincerely hope to partner with you when resolving issues, but recognize that there may be times in which you disagree with a classroom or administrative decision, and we want to afford you a clearly defined and understandable appeals process. Please be aware that as you work through this conflict resolution process, if at any time you have a concern over the attitude, professionalism, ethics, or your treatment by a staff member at LA, that concern then becomes an unresolved conflict, and must be addressed as a completely separate incident – apart from any initial issue. In order to satisfactorily address each conflict and to avoid convoluting the issues, you must address them separately in writing, beginning with the appropriate complaint form (explained in the following procedures). The LA staff, Principals and Board will not entertain complaints about staff members that have not been formally addressed using the appropriate forms and appeals procedures. LA will continue to be very sensitive to issues related to the treatment of students and/or their parents, and this resolution process is intended to provide you with a well-defined means of describing and bringing forth concerns.

While the following procedures designate appropriate timelines and steps for raising concerns and receiving feedback, if your concern involves danger to a student, staff member, or other member of our community, or if there is an urgent need for immediate resolution to the matter, please make

that issue known to a LA staff member and request that the LA Principal immediately be notified in order to expedite this process. If such a request is not granted, you and our staff must adhere to the guidelines presented in these procedures. Failure to adhere to these requirements may result in a denial of all appeals.

Classroom Level Procedure

If you have a concern or conflict, you should set up a meeting with the classroom teacher or appropriate individual with the goal of resolving the matter informally. Communication is essential to resolving concerns and conflicts. It is important that the classroom teacher or appropriate individual understands your concern so they may fully address it and resolve. It is important to determine how the concern violates policy, and to identify your suggested remedy. LA desires your input with respect to concerns and conflicts. It is our goal to respond to your concern in a timely manner; the classroom teacher or appropriate individual will provide you with their decision within five working days of being notified that there is a concern. This may occur over the phone, face-to-face, or via email.

School Administrative Level Procedure

If discussions during the Classroom Level Procedure do not resolve the concern or complaint to both parties' mutual satisfaction, LA requests that you:

1. Submit a School Administrative Level Conflict Resolution Request Form within five working days of the classroom level decision.
2. Describe the concern in writing to include the justification and your suggested remedy for the concern.
 - a. The school administrator will review the concern/complaint.
 - b. You will be contacted within one business day of receiving the appeal to confirm receipt of appeal submission. Both parties will meet at a mutually agreed upon time to ensure the school administrator understands the situation fully. The meeting may include the staff member who provided the decisions at the Classroom Level (unless the staff member opts to not attend). Within five working days of the meeting, the Principal or Classroom Level appropriate supervisor will communicate to you his/her written decision. This decision will include the findings, conclusions, and recommendations of the school administrator.

Click [here**](#) to complete the online School Administrative Level Conflict Resolution Request Form.

Any decisions regarding student grades are considered final at this stage and not subject to appeal. Further student grade appeals will not be heard at the Board level.

Board Level Procedure

If discussions during the Administrative Level Procedure do not resolve the concern or complaint to both parties' mutual satisfaction, LA requests that you:

1. Submit a written appeal to the LA Board of Directors using the Board Level Conflict Resolution Request Form.
2. Describe the concern in writing along with the justification and your suggested remedy for the concern.

- a. The written appeal should include the Classroom and School Administrative Level decisions.
- b. The appeal is limited to the topic(s) you have addressed in your previous complaints at the Classroom and School Administrator Levels.
- c. If the appeal is received more than seven working days before the next scheduled Board Meeting, the appeal will be added to the next scheduled meeting agenda, and the Board will vote on the appeal during that meeting.
- d. If the appeal is received less than seven working days before the next scheduled Board Meeting, the appeal will be added to the following meeting agenda, and the Board will vote on the appeal during that Board Meeting.
- e. You are welcome to attend the Board Meeting in case the Board has questions regarding your appeal, but you are not required to attend.
- f. If you are in attendance, you will be made aware of the Board's decision, it will be noted in the official meeting minutes, and no further communication will be sent.
- g. If you are not in attendance, the Board will vote, the decision will be noted in the official meeting minutes, and the Board Secretary will contact you in writing within five working days to provide you with their decision.

Click [here***](#) to complete the online Board Level Conflict Resolution Request Form.

*Littleton Public Schools policies:

<http://www.boarddocs.com/co/lpsco/Board.nsf/goto?open&id=8MBT6N752284>

**School Administrative Level Conflict Resolution Request Form:

https://docs.google.com/a/lps.k12.co.us/forms/d/1JmpUSlqFDWMeLJ_rakzZUK2yGWpGEVQqEO22bzTC9d8/viewform

***Board Level Conflict Resolution Form:

https://docs.google.com/a/lps.k12.co.us/forms/d/1w02yvXXQRWGWdVvX_CbTS7Y5xYWdZRCgcBvmzhMsyUw/viewform

Guiding Principles for Technology at Littleton Academy

What are our technology expectations of our teachers for the purpose of enhancing instruction?

- Adoption and use of technology in the classroom
- Teaching students technical skills
- Teaching student how to ethically and responsibly use technology

What are our technology expectations of what we provide to our students?

- Security
- Exposure to technology
- Access to digital materials
- Common toolset
- Access from the outside of school

What are our technology expectations of our students graduating from Littleton Academy?

- Technical skills
- Information literacy
- Ethics, safety, and responsibility

Cloud technology is cheap, easy, increases accountability, facilitates quicker feedback, and is a forum for collaboration and communication. Here's what you can expect: a traditional text base, consistent with a liberal arts based education, that responsibly incorporates technology to

Collaborate

Read well, write clearly, compute accurately and think logically

Increase curiosity and creativity

Give the ability to concentrate, not distract

Work hard without immediate rewards

Prepare for digitally safe conduct

Prepare for high school

Prepare for work force

In an effort to support students and teachers in using 21st century methods of communication and productivity for learning, Littleton Public Schools (LPS) has adopted Google Applications for Education. All LPS students have accounts with multiple web-based applications that are highly useful for enhancing learning.

As with any technology used at school, all students will be expected to follow the Student Code of Conduct.

Student Google Apps accounts are completely transparent to parents, teachers and administrators. Student passwords are on the technology tab in Infinite Campus and may not be changed. LPS encourages you to investigate your children's Google Apps accounts just like you would read and assess other work that your student completes for school.

Policies on Student Publishing and Computer Use:

JICEA<http://www.littletonpublicschools.net/policysearch/jicea.htm>

JS<http://www.littletonpublicschools.net/policysearch/js.htm>

JIC<http://www.littletonpublicschools.net/PolicySearch/jic.htm>

Littleton Academy

Internet Acceptable Use Policy for Students

Overview

Access to the Internet is available at Littleton Academy. There is a wealth of information available through the Internet that can serve to enhance and augment curriculum. This interconnected World Wide Web can provide students with access to the most recent research and the most up-to-date statistics and opinions. Student use of the Internet for purposes of research and retrieval of current information related to curriculum content areas is a generally accepted practice and is considered an essential instructional tool. Parents have the opportunity for their student to opt out of Internet use by writing such a request and forwarding it to the school office.

Littleton Academy has taken all reasonable precautions to ensure safe access to the Internet. A filter is being utilized to limit access to questionable material. The computer lab and library are set up so that the instructors can view all monitors from one position. No students will be allowed to use the Internet without adult supervision. However, students may accidentally access less than desirable information. We recommend you and your child have continual and meaningful discussion regarding Internet use at home and at school throughout the year.

Privileges

Each student accessing the Internet will be trained on the proper uses of the Internet by the library and computer lab instructors. Use of the Internet is a privilege and inappropriate use may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Denial of future accesses.
- Payments for damages and/or repairs.
- Discipline under other applicable District and/or School policies, including suspension and expulsion.
- Civil or criminal liability under other applicable laws.

Littleton Academy retains control over materials on the system or contained on the system including the right to review all materials and files. Communication conducted over the system is not private, and school staff may, in conducting routine maintenance and monitoring of the system, review and inspect directories of messages.

We encourage your help in guiding your child to use on-line services responsibly by reading over this document together. We further recommend continual discussion and monitoring of your child's interaction, learning, and exploration activities throughout the year for both encouragement of good practices and prevention of possible problems.

If there is ever a question about your child's interaction with the on-line services, please contact your child's technology instructor immediately.

Specific Guidelines:

1. Students shall use the Internet only when supervised by an appropriately appointed school staff member.
2. Use of the School Internet system should be in a manner consistent with District and School policies and the mission of the school.
3. Use of the system is for educational and career development activities only.
4. No student is to be identified over the Internet by full name, photograph, etc. without specific written permission from the parent or legal guardian. This policy includes the school and individual classroom websites. If the parent or legal guardian has signed a form provided by Littleton Academy, personal information may be posted in certain circumstances.
5. Any message that is inappropriate or makes the user feel uncomfortable should be promptly disclosed to a member of the school staff.
6. Use of the Internet from any location to defame, demean, harass, or intimidate any person is prohibited.
7. Network etiquette is based on politeness and the use of appropriate language.
8. No user may access, review, upload, download, store, print, post, or distribute pornographic, obscene, or sexually explicit material or any information inappropriate in the educational setting.
9. No user may transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, discriminatory, disrespectful, or sexually explicit language.
10. No user should reveal his/her personal address or phone number or the personal addresses or phone numbers of others. Illegal activities are strictly forbidden.
11. Each user remains responsible for individual use, including taking reasonable precautions to prevent others from using personal accounts and keeping passwords private. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.
12. Any possible security problems should promptly be reported to a member of the school staff.
13. Users may not download, nor use, any documents or data that could knowingly cause damage to the school's computer system (ex: viruses).
14. Students will not engage in any activity that requires an exchange of money, credit card numbers or where they enter into an area of service for which the school will be charged an additional fee. Purchases or sales of any kind are prohibited.
15. Students will not send or receive email using any personal accounts while using school computers.

16. Students will not participate in chat rooms, instant messaging, social networking sites, or interactive on-line games or activities unless directed by a teacher. Student collaboration on shared documents and projects must be content related and appropriate for school.
17. Hate mail, harassment, discriminatory remarks, and other antisocial behavior are prohibited on the network.
18. The illegal installation of copyrighted software for use on computers is prohibited.
19. This document is an addition to all Littleton Academy policies, including the Student Code of Conduct.
20. Littleton Academy shall be the final authority on use of the network. Appropriate disciplinary action shall be taken against any student who violates the Internet Acceptable Use Policy as determined by the Littleton Academy administration.
21. Use of school Internet system is at the user's own risk. Littleton Academy makes no warranties of any kind, whether express or implied, for the service it is providing. Littleton Academy will not be responsible for any damages users may suffer, including, but not limited to, loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions, regardless of cause. Littleton Academy specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Littleton Academy will not be responsible for financial obligations arising through the unauthorized student use of the system.