

Family Handbook and Student Code of Conduct Policies



Littleton Preparatory Charter School

5301 South Bannock Street

Littleton, Colorado 80120

Phone: (303) 734-1995

Fax: (303) 734-3620

www.littletonprep.littletonpublicschools.net

Welcome from the Directors

Welcome to Littleton Preparatory Charter School's sixteenth year, a year that is filled with the promise of success. The Littleton Preparatory Charter School (LPCS) community is driven by our purpose which is to inspire children to develop a passion for learning and to prepare them for future success.

We are grateful that you have chosen to be part of the LPCS community. We are proud of our success thus far and are looking forward to partnering with you, our students and families, to make even greater successes this school year.

Fulfilling our promise of success demands a lot from each member of our community. Our students deserve the best from all of us. Providing them with the best requires a three-way educational partnership between the school, the students and the parents/guardians. As a team of passionate and skilled educators working together with dedicated and caring parents/guardians and willing students, we can provide our students with the best education and prepare them for future successes.

Please read this handbook thoroughly as it contains information that is essential to our ability to work together for the success of your children. Thank you for your continued support and welcome to LPCS's 2013-2014 school year.

Sincerely,

Kim Ash
Principal and Director of Academics

Lisa Lira
Director of Operations

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Littleton Preparatory Charter School Overview

School Mission Statement

Littleton Preparatory Charter School is a pre K-8 public school designed to provide an excellent education for our students. It is our mission to provide a content-rich, academically rigorous education with a well-defined, sequential curriculum in a safe, orderly, and caring environment.

Key Programmatic Elements

We employ the following research-based strategies to assist us in fulfilling our mission:

Performance Grouping

We meet students at their individual level through flexible performance grouping in the core subjects of reading, math, English and spelling. This ensures that we effectively challenge each of our students according to his/her individual abilities

Differentiated Instruction

Students benefit from both homogenous and heterogeneous groupings. While students are grouped by performance for reading, math, English and spelling, they are grouped with their peers for science, history, geography, literature, skills, and specials. Students learn to collaborate effectively with their peers.

Direct Instruction

Direct Instruction is an effective approach to teaching. It is skills-oriented, and the teaching practices it employs are teacher directed. It emphasizes the use of small group, focused instruction by teachers using carefully articulated lessons in which cognitive skills are broken down into small units, sequenced deliberately, and taught explicitly.

Core Knowledge

We draw from the Core Knowledge (CK) scope and sequence for our science, history, geography and literature programs in grades pre-k through three. Core Knowledge is:

- Solid- The CK sequence is comprehensive and covers the content that all students should learn in each grade from kindergarten through eighth grade.
- Sequenced- The CK sequence is designed to build upon what students already know. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent repetitions and gaps.
- Specific- The CK sequence is much more specific than state standards and provides teachers, parents and students with more structure.
- Shared- To be literate, students must know and understand a common body of knowledge. By sharing the same knowledge base with all students, CK creates understanding among students and prepares them for future success in high school, college and the workplace.

Common Core Standards and Colorado Academic Standards

The National Common Core Standards and Colorado Academic Standards are expectations of what students need to master at the end of each grade. By aligning our curriculum to cover these skills, we ensure that our students are gaining the knowledge of what Colorado sees as the future skills and essential knowledge for our next generation to be more successful.

Positive Behavior Interventions and Supports

Littleton Prep is a PBIS school. This is a research-based approach to discipline that teaches and reinforces positive behavior. At Littleton Prep, the PBIS program is designed around the Core Values, enabling the behaviors we see from students to be aligned with the values we hold dear. The program emphasizes teaching students what is expected and recognizing them for effort and achievement.

Partnership in Education

It is assumed by Littleton Prep's governing board, administration and staff that parents agree to the School's goals and methods of instruction. After agreement on goals and methods, it is essential that school and parents alike establish the most favorable conditions for learning and the enjoyment of learning. Students will learn best when their parents support the school, the teachers, the value of the subjects taught, and the methods of instruction. When both teachers and parents show positive interest in a student's education and maintain high expectations for both personal behavior and performance, they promote the positive attitudes that are critical to school achievement.

School Personnel

Governing Board

Littleton Preparatory Charter School operates under the auspices of a governing board. This Board is composed of five members who have been elected by the parents/guardians of the children who attend our school.

Jeff Oraker, President
Spencer Thornber, Vice President
Vic Calonder, Member-at-Large
Zachary Golden, Secretary
Lynndell Epp, Treasurer

School Administration

- The Principal and Director of Academics is responsible for the oversight of student learning and behavior, including the academic mission of the school, the curriculum, staff recruitment and development, placement and scheduling of students, and supervision and evaluation of teachers and instructors.
- The Director of Operations is responsible for the budgetary and business operations of the school, including the school office, student records, human resources, accounting, enrollment, whole school communications and schedules, and building/facility matters.
- The Dean of Students is responsible for classroom management, student discipline and building school community.

Main school telephone number: (303) 734-1995

Email is the recommended method for contacting all Littleton Prep staff. All staff will check their email and phone messages daily. Emails and calls will be returned by 5:00 p.m. the next business day.

Academic Program

At Littleton Prep, academic lessons make up the majority of each student's day. Instruction emphasizes the basic skills of reading, writing, spelling, mathematics and critical thinking as well as fundamental content areas such as history, geography, literature, and science. This requires hard work and sustained attention from students. To smooth the road, the teaching materials Littleton Prep uses are designed to make learning as easy and efficient as possible. Also, Littleton Prep teachers use special techniques to engage students and maintain their focus on complex tasks. We have found that the vast majority of our students show a steadily increasing interest in school and academics.

In the basic skills subjects (reading, writing, spelling, and math), students are given placement tests and placed according to their academic ability in these subjects. For example, a second-grader who reads at a fourth grade level is placed in an advanced reading class, while a fourth-grader who struggles with fourth grade math concepts may be placed in a third grade math class. This system allows each student to build and maintain a strong foundation in each of the basic skills subjects.

Assessment and Reporting of Achievement

Among the tests of achievement are (a) the day to day evaluations by teachers which relate directly to the curriculum used by Littleton Prep; (b) certain curriculum-based assessments of basic skills; and (c) norm-referenced achievement testing that permits evaluation of how well the school is doing against national norms; (d) state assessments (TCAP) for grades three and up.

Transitional Colorado Assessment Program (TCAP)

The purpose of the Colorado Student Assessment Program is to provide a picture of student performance on state academic content standards and to provide standards for improving public education. Students in specified grade levels are tested in reading, writing, science, and math in the spring each school year. Results are reported as *unsatisfactory, partially proficient, proficient* and *advanced*.

Computer Adaptive and Norm-referenced assessments

Measures of Academic Progress (MAP): Each fall and spring students in grades K through eight take the MAP test for reading, math, language usage. MAP tests are state-aligned computerized adaptive tests that accurately reflect the instructional level of each student and measure growth over time. These tests also reflect the normative data related to each child's instructional level.

Cognitive Abilities Test (CogAT):

Each spring, grades K, 3, 5 and 7 Littleton Prep students are administered the (CogAT). The CogAT, which resembles an IQ test, gives us a predicted achievement score to compare with the actual achievement score on the ITBS.

Curriculum-referenced assessments

Basic skills are generally taught at Littleton Prep in small groups with highly structured and logically sequenced lessons. Advancing from one lesson to the next depends on achieving mastery of the skills taught in earlier lessons. Teachers assess students for progress in basic skills dozens of times each day, correcting and reviewing as needed.

In addition to this system of daily evaluation, student progress in the Littleton Prep curriculum is evaluated in two other ways. In all skill areas, after students have undergone a period of explicit group instruction, they are assigned independent work. Because the independent work requires students to use the skills they have been learning, it provides teachers with daily samples of each student's progress in those skills. Second, after

a set of lessons in each of the basic skills has been completed, group tests are administered to objectively assess students' level of mastery.

Teacher-designed assessments

In many curricular areas other than basic skills, Littleton Prep staff design their own tests.

Communication between Home and School

Conferences

Parent-teacher conferences provide needed opportunities for parents and teachers to exchange useful information about the educational and social and progress of students. At conferences, teachers will review student progress and note any areas of special concern.

Conferences are held each fall and spring. At any time during the school year, you may request a conference with your child's teachers by contacting the teacher.

Infinite Campus Parent Portal

Parent Portal allows family members and students, with an activated account, to access data about students' attendance, grades, test scores and other pertinent data about student progress. Access to the Parent Portal can be gained from home, work, school, public library, or anywhere an internet connection can be established.

Understanding Grades in Infinite Campus:

There are **four** 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 has been entered in Infinite Campus, but has not yet been graded. Please realize that it may take a teacher some time to go through all assignments and either grade or mark them missing. The blank in the grade box does not affect a student's grade.

Parents may obtain Infinite Campus Parent Portal rights by contacting the front office.

Observations

While Littleton Prep encourages parental presence in the school building, out of respect for our teaching faculty and student body, we must insist that you arrange for classroom observation twenty-four hours in advance. Please contact the front office to arrange your observation. More often than not, your request for an observation will be accommodated. However, due to assessments, special schedules, and the nature of classroom activities, we may on occasion have to request that you find an alternate time.

Report cards

Report cards are issued two times during the year. Each report card reflects the students' performance for the preceding academic semester. Progress reports will be issued two times per year at the end of the first and third quarters.

Student Planners

Student planners are issued to all Littleton Prep students in grades two through eight and are used to record homework assignments and to provide a daily home-school communication vehicle. Students are expected to have their planners with them each day for every academic class. This planner is provided to teach students valuable lifelong organizational skills. The planner also provides parents with information about class assignments. *Please ask to see your child's planner each evening.* Parents are encouraged to contact teachers if there is a question about the use of the planner.

Teacher Communication

Email is the recommended method for contacting all Littleton Prep staff. Each staff member has an email address. All email addresses are published on our website, www.littletonprep.littletonpublicschools.net. Each teacher has a webpage that they keep updated with important classroom information and a homework calendar. All staff members have voicemail accounts that can be accessed by calling the school's main number 303-734-1995.

Wednesday Folders

The K-4 students at Littleton Prep have a designated "Wednesday Folder" to use as a primary home school communication vehicle. Each Wednesday, this folder is sent home containing class work, tests, and other pertinent classroom and school-wide updates. Most school communications are sent home on Wednesdays.

Homework Procedures

Homework is an important part of the curriculum at Littleton Prep. Homework will be given for two purposes. First, homework is given to assist Littleton Prep students in becoming highly skilled at solving problems on their own. Homework provides students opportunities to learn to perform learning-related tasks away from school. Homework will increase in complexity with the maturity of the student. Second, homework is given to provide students with opportunities to practice or to extend the skills they have already mastered in school. Some homework will be assigned to foster our organization and study skills program, which is a very important component of academic success. By ensuring that their child has a regular time set aside for homework, a place consistently available in which to do it, and encouragement to begin it and to finish it in a timely manner, parents will be assisting their children in becoming the best students they can be.

Littleton Prep students are expected to complete and return all assigned homework on time and to the specified quality standard. It is the student's responsibility to manage all procedures related to homework (writing assignments in student planner, completing homework and turning in homework).

Homework Norms

As a general rule, students should expect to have ten minutes of homework per grade level per night.

Students in above grade level performance group should expect to receive additional homework. For example a third grade student in a fifth grade math level should expect more homework than a third grade student in a third grade math group. Math homework should be expected each evening.

Teachers may allow time in class to begin work on homework. Therefore, the amount of effort a student puts in during school hours will directly affect the amount of homework the student has that evening.

When students in grades four through eight forget to or choose not to complete their homework, they will be assigned to Lunch Tutorial. Students attend Lunch Tutorial after they have finished eating their lunch and before they go to lunch recess. Parental notification will be given via email when Lunch Tutorial is assigned

to your student. Students can receive up to 75% credit for late work that is turned in before the end of the quarter or the end of the unit, whichever comes first.

Make Up Work

Students are granted one class day per day of absence to make up missed work. If a student is out for an unforeseen extended period of time, we highly recommend that parents contact the teachers for makeup work. Families taking pre-planned extended absences, although discouraged, may request work at least one week in advance, but it is up to the individual teacher's discretion if they will be able to meet this request. Please allow for at least 24 hours for your request to be completed.

Retention Procedure

Littleton Prep believes that it is necessary for the educational professionals within our building to have the final say in student retention.

It is our belief that if we continue to promote students before they have demonstrated the ability to meet our academic standards, their academic weakness will continue to compound, and students will only grow frustrated with the rigor of our academic program.

Grade retention may increase the likelihood that students will succeed in meeting challenging academic expectations at the next grade level. Retention provides a second opportunity to master skills, and is recommended only after other interventions aimed to support the student have been documented. Grade retention will depend on several factors including the following:

- Academic Proficiencies
- Maturity
- Satisfactory completion of assigned work
- Likely success in completing the academic work at the next grade level

Parents will be notified during the start of second semester if a student's struggles are significant enough to warrant consideration of retention.

Student Records

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student educational records.

FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless for reasons such as great distance, it is impossible for parents of eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent of eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent of the eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose

those records, without consent, to the following parties or under the following conditions (34 CFR 99.31)

1. School officials with legitimate educational interest;
2. Other schools to which a student is transferring;
3. Specified officials for audit or evaluation purposes;
4. Appropriate parties in connection with financial aid to a student;
5. Organizations conducting certain studies for or on behalf of the school;
6. Accrediting organizations;
7. To comply with a judicial order or lawfully-issued subpoena;
8. Appropriate officials in cases of health and safety emergencies; and
9. State and local authorities; within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. If parents or guardians wish that “directory” information not be disclosed, they must notify the school office of such in writing within two weeks of the start of each school year.

For further information regarding FERPA, contact:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

Textbooks

All textbooks are on loan to students for their unit of study or during the school year. Students are reminded that all textbooks have a printed inventory number on them and students must check in the book with the corresponding number at the end of the school year. Fines will be levied against students who either lose textbooks or return textbooks that show excessive damage as a result of use. The fines will vary depending on the textbooks and the damage. If a student loses a textbook during the school year, the parent will notify the teacher to purchase a replacement text.

School Operations

Administrative School Hours

Littleton Prep’s administrative team is available between 7:30 am and 4:00 pm Monday through Friday. The administrative staff looks forward to meeting with parents and the most effective way to meet with an administrator is by scheduling an appointment. Please understand that while you may find faculty and administrators in the building in the early mornings, late afternoons, evenings and weekends, their presence does not necessarily indicate availability without a scheduled appointment.

Advertising on School Grounds

All materials posted or distributed on school grounds must be submitted to the front office for formal approval by the administration before posting or distributing. This procedure applies to students, staff, parents and community members.

Attendance and Punctuality

It is the belief of Littleton Preparatory Charter School, Littleton Public Schools and the Colorado Department of Education that a commitment to consistent, punctual attendance is a necessary component of a successful

education. Parents are encouraged to contribute to their student's optimum educational growth by ensuring the regular, prompt attendance of their child. We strongly discourage planning vacations and trips when school is in session. Habitual absences and tardiness have a negative impact on the integrity and effectiveness of the school experience for the individual student and for the class as a whole.

Student Absences

In the event a student must be absent from school, parents must notify the school office (303-734-1995 ext. 400) prior to 8:00 a.m. on the day of the absence.

Absences will be considered excused for the following reasons when they are called in to the school by a parent or guardian on the day of the absence:

- Funerals
- Illness
- Doctor's appointments (We request that parents schedule medical appointments after school hours or on in-service days whenever possible so that students can derive maximum benefit from their schooling.)
- Critical illness in extended family
- Religious holidays

Additionally, absences for illnesses of three days or more will be considered excused only when the school office is given a signed note from the child's physician. All other absences, including those for the above listed reasons that are not called in on the day of the absence, may be considered unexcused.

Prolonged Student Absences

If an absence is expected to last more than one day and the student is able to perform school work, parents are encouraged to check each teacher's web page after 4:40 p.m. daily to get assignments to keep their student from falling too far behind. Parents are encouraged to inform the teachers directly of the need for books and assignments. Please allow 24 hours to respond. Materials will be available in the school office.

Excessive Absences

Students who have four or more unexcused absences from school or class in any one-month period or ten or more unexcused absences from school or class on ten or more individual days in a school year are considered to be habitually truant by state law C.R.S. 22-33-107(3)(a). (Absences due to suspension or expulsion are considered excused absences for the purposes of determining habitual truancy.)

If a student is determined to be habitually truant, the principal will notify the student's parents or guardians of the unexcused absences and explain that the student is habitually truant.

At that time, the principal will attempt to develop a plan with the parents/guardians and the student with the goal of assisting the student to remain in school. If the student continues to be habitually truant, the principal will notify the appropriate authorities having jurisdiction over juvenile matters in the county in which the student resides.

Tardies

Punctuality is taken very seriously at Littleton Prep. Any student who is late to school or class will be considered tardy. Tardies disrupt the educational process of students. Because of the need to monitor student whereabouts, students who are late to school must report to the office, to check in as present for the day and receive a classroom admission pass. Excessive tardiness will be treated as a truancy issue.

Child Abuse Reporting

"Child abuse or neglect" means any act or omission which results in one or more of the following conditions which threatens the health or welfare of a child:

- skin bruising, bleeding, malnutrition, failure to thrive, burns, fracture of any bone, subdural hematoma, soft tissue swelling, or death and either such condition or death is not justifiably explained, the history given concerning such condition or death is at a variance with the degree or type of such condition or death; or the circumstances indicate that such condition or death may not be the product of an accidental occurrence;
- sexual assault or molestation, sexual exploitation or prostitution; or
- failure of a child's parents, legal guardian, or custodian to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take.

Reporting Requirements

Any school official or employee who has reasonable cause to know or suspect that a student has been subjected to abuse or neglect or who has observed the student being subjected to circumstances or conditions which would reasonably result in abuse or neglect shall immediately report or cause to be reported such fact to the county department of social services or local law enforcement agency. Investigators from such agencies, when properly identified, shall be permitted to interview any student who is the subject of suspected child abuse. School facilities may be used for such interview, and school personnel may be present during the interview, at the discretion of the investigating agency.

Emergency Procedures

Littleton Prep keeps detailed emergency procedures that delineate what to do in the case of a fire, tornado, lock-down, or other emergency. An Emergency Management Plan and Classroom Emergency Procedures Handbook are hanging on the wall in every room in the building. All staff members receive training on the school's emergency procedures at the beginning of the school year. It is the employee's responsibility to review, understand, and be prepared to implement all of the school's emergency procedures.

Family Involvement

Formal and informal parent involvement at school can be an important component of schooling for all students, and it is welcomed at Littleton Prep. Formal involvement with the school can occur through, being a room parent, a Parents of Prep Students Parent-Teacher Organization (POPS-PTO) volunteer or by participating in the many volunteer committees at Littleton Prep.

POPS-PTO

Parents of Prep Students Parent-Teacher Organization (POPS-PTO) is the Littleton Prep Parent-Teacher Organization. POPS is responsible for volunteering, hospitality, family events, fundraising and community events. All parents are strongly encouraged to get involved with POPS-PTO. Please visit the web site for information and the POPS calendar of events.

Volunteering

Each student's family is expected to complete at least 20 hours of volunteer service to Littleton Prep each school year. Parents' help is needed in many areas, including assisting the teacher during free-time activities or independent work, providing special events with regard to art, music, sciences, etc, lunch-room help, fundraising, field trip chaperoning and building maintenance. Information on volunteer opportunities will be distributed to parents through hand-outs given to students, the POPS website and in the monthly newsletter throughout the school year. Please contact the POPS-PTO volunteer coordinator for more information

The following guidelines for volunteers shall be followed:

- Classroom volunteers must make prior arrangements directly with the classroom teacher.
- Classroom volunteers will be adults only and will be scheduled at the option of the teacher. The volunteers will be given specific tasks to assist with.

- If someone is interested in volunteering that is not a parent or guardian of a Littleton Prep student, then the volunteer needs to fill out a volunteer information sheet and a permission to do a Background Check Form (Titled: Fair Credit Reporting Act Disclosure and Authorization). These forms are available in the front office.

Grievance Procedures

Littleton Prep values open and proactive communication among and between the members of the school community, including parents, students, faculty, staff, administration, and the Board. Issues that are not dealt with directly can become destructive to the school community and, therefore, detrimental to the learning process of our students. As adults we must model for our students a willingness to address conflict directly. As such, Littleton Prep's procedures (outlined below) for settling differences are designed to support prompt and equitable resolution of disagreements at the lowest possible faculty or administrative level.

The administration and Board both expect that conflict will be addressed and proactively dealt with following the fewest steps of the procedures below. However, if the conflict is not resolved at the lowest faculty or administrative level, the guidelines below provide a process for resolving the conflict.

Grievance Procedures: Littleton Prep is committed to ensuring that the following procedures are followed:

1. Address Issue With Those Directly Involved

The grievant brings the situation or concern to the attention of those directly involved. Should a parent fail to begin the process at the lowest possible level, and instead go directly to a Board member with a concern about a teacher (for example), the Board member will re-direct the grievant back to the teacher.

2. Address Issue With Appropriate Supervising School Director

If a satisfactory resolution is not realized after a direct conversation between the conflicted parties, the situation must be brought to the attention of the supervising School Director within ten days of the above meeting. The supervising School Director and the conflicted parties will address the situation, facilitate communication, and develop goals for conflict resolution. The supervising School Director will monitor this process until resolution is realized or until an impasse is reached.

If the concern is regarding one of the School Directors, the other School Director will facilitate the complaint at this level.

3. Prepare a Written Grievance for the Board of Directors

If the grievant is not satisfied with the response received via steps one and two, the grievant shall prepare a formal written grievance with the assistance of the facilitator in Step 2. This written grievance should:

- 1) describe the incident, decision or practice that gave rise to the complaint;
- 2) cite the contract, policy, or procedure that has been violated and/or rationale for concern;
- 3) describe what conflict resolution strategies were attempted via steps 1 and 2; and
- 4) explain what corrective action is being requested.

If the concern is regarding one of the School Directors, the other School Director will oversee this process.

It is the School Directors' responsibility to manage the ultimate resolution of conflicts among parents, students, faculty, and staff, excepting those that pertain to the School Director him/herself or to a director's execution of a school-wide policy or procedure.

4. **Provide Written Grievance to the Board**

The grievant may request that the matter be brought to the attention of the Board only if the matter has not been satisfactorily resolved. Upon request by the grievant, the Director of Operations will forward the written grievance to the President of the Governing Board at least one week prior to the next scheduled Board meeting. The President, or designee, will review the above process with the grievant and ensure that the proper steps were taken before adding the issue to a meeting agenda. Grievances shall not be brought to the Board as a matter of Public Comment as this does not give the Board sufficient time to consider the issue(s) and address them through this grievance process. The Board will not hear matters that do not follow this grievance process.

The final forum for conflict resolution, after a grievant has followed the steps outlined above, will be at the level of the Governing Board.

Illnesses and Injuries

Contagious Diseases

Students are not permitted to attend school if they have contagious diseases such as chicken pox, head lice, measles or “pink-eye.” Students may return to school only after they are no longer contagious. Please check with your doctor to verify how long your student should remain out of school.

The Flu and Colds

Because the school has no medical facilities other than for routine first aid, a student who arrives at school ill or who becomes ill during the school day will be sent home. Parent(s) will be notified and the student will be made as comfortable as possible under the circumstances until the parent(s) arrives to transport her/him home. If parents cannot be reached, the school will attempt to contact the person(s) listed to contact in an emergency. It is extremely important for parents/guardians to update emergency card information as

necessary. Immunizations Record and Medical Forms

Immunization records (or signed waivers) and medical forms are required for all students at Littleton Prep.

Injuries

A staff member will give first aid for minor injuries. In the event that a student receives an injury that requires medical attention, the school staff will call the student’s parents or other designated party and will have the student treated in accordance with the emergency information given the school.

In the event that the student’s injury is very painful, requires immediate medical attention, or is life-threatening, the school staff will call 911 for emergency service and will then call the parents/guardian in accordance with the emergency information given the school. Any costs incurred as a result of emergency medical treatment or transportation are the responsibility of the parents/guardians.

Medications

By law, Littleton Prep cannot administer medication, including prescription medication or “over-the-counter” medication (e.g., Tylenol), to any student without written parental and physician’s permission.

“Over-the-counter” medication will be administered only if the school has a note from the child’s physician designating the specific medication is approved by the physician. A permission form for this purpose is provided by the school.

Prescription medication will be administered only if the school has parental permission and instructions signed by the student’s physician. The prescription must be in its original container. Any change in the prescription or the administration schedule will be made only if the school has signed permission and instruction from the student’s physician.

Littleton Prep will not administer any medication that is not identifiable or that is in a container that is labeled with a different medication or with an administration instruction that differs from the written physician's instructions to Littleton Prep. A copy of the Littleton Public School's medication policy is in the appendix of this handbook.

Littleton Preparatory Charter School Enrollment Policy

Enrollment Guidelines

Students are enrolled at Littleton Prep on a first-come, first-serve basis, without regard to race, creed, color, sex, national origin, religion, ancestry, or disability.

To be placed on the waitlist, parents/guardians are asked to complete a Letter of Intent (LOI) form for each student they wish to enroll at Littleton Prep. Priority for enrollment at Littleton Prep is established by the date and time the Letter of Intent form is received by the Littleton Prep office staff. A priority number will be assigned to each LOI received. When there is a vacancy, the next priority number for that grade level will be offered the position.

From January 1 through April 1 in-district residents have enrollment priority. From April 1 through September 30 wait-listed students are given priority according to the dates and times on their LOI forms, regardless of the applicant's place of residence.

Any student whose LOI form is received by Littleton Prep, but is not admitted because of enrollment limitations, will retain his or her priority on the wait list for all following years. The students will remain on the wait list until he or she is offered enrollment in Littleton Prep or until the parent/guardian requests the name to be removed. If a student declines enrollment when offered by Littleton Prep, he or she will lose his or her enrollment priority, and if the student desires to establish a new priority, he or she will be reassigned a new priority number.

Enrollment Procedure

1. The first step to enrolling your student at Littleton Prep is to complete and return a Letter of Intent (LOI) form to the school office. The form may be hand delivered, faxed, emailed or mailed to our office.
2. Each LOI form will be assigned a priority number and placed on the waitlist.
3. As of January 1 of each year, openings will be filled for the upcoming year from the sibling and in-district waitlist. On April 1, priority will be given according to the dates and times on their LOI forms, regardless of the applicant's place of residence.
4. When a position is available in a particular grade level, parents of the next student on the wait list will be contacted and given 24 hours to accept or decline the position.
5. Birth certificates, immunization records, last report card, and proof of residency must be presented when a position at Littleton Prep has been accepted.

Enrollment Age Requirements

Littleton Public Schools requires that kindergarten students must be 5 years of age by October 1 of the school year to enroll in kindergarten, or 6 years of age by October 1 to enroll in first grade.

Office Notification

Please notify the office of any and all changes to information regarding your child's address, email address, phone number, emergency number, parent work numbers, etc., as soon as possible. It is vital that the office keeps this information up to date and your prompt notification regarding any changes is sincerely appreciated.

Parking Lot Safety Procedures and Drop-Off, Pick-Up

As with all schools, student safety is a top priority at Littleton Prep. There are guidelines for both parents and students, so please take the time to review the student expectations with your student.

Parking Lot Student Expectations

Morning Drop Off:

Express Lane Drop Off (in front of the building):

- Have all your materials ready to exit your car quickly.
- You **MUST** exit on the passenger side (nearest the building).
- You may **NOT** walk into the parking lot if being dropped off in front of the building. You **MUST** either enter the building immediately or wait at the main doors.

Parking Lot Drop/off:

- If your driver decides to park and allow you to walk into the building, you **MUST** cross at a cross walk! Look for a staff member! Cross **ONLY** when directed by the crossing guard.
- Do **NOT** run in the parking lot! There could be cars, ice, or other dangerous objects!

Afternoon Pick up:

- Students and parents must cross in the cross walk and only cross when directed by a crossing guard!
- Students may **NOT** run in the parking lot!
- Students should always look for traffic!
- Students must wait in the vehicle if parents are carrying on a conversation.
- The playground is closed after school from 3:30 to 6:00 p.m.
- Please ensure you have all your necessary materials before exiting the building. Making numerous trips into the building causes confusion.

Note:

*Students are **NOT** permitted to play in the parking lot! This includes football, soccer, "hackey sack," etc. There will be a very **LOW** tolerance for dangerous behavior in the parking lot. Students that will not behave properly and safely will be required to serve a silent lunch. . Parking Lot safety is a priority at LPCS! Please make it yours!

Thank you for your cooperation in keeping your children safe!

Prep Press Newsletter

The Prep Press is our monthly school wide newsletter. It contains important information about upcoming dates and articles about the education and activities occurring at school. The Prep Press will generally be available on the website by the first Wednesday of every month.

Release of Students by the School

For the safety of all students, the administration and staff of Littleton Prep will release students during school hours only to their parents or to other adults who have prior written permission from parents to take a child from school. If someone other than the person who regularly picks up the student must do so during the school day, a parent or legal guardian must inform the Littleton Prep school office in advance and in writing. Anyone picking up students during school hours must report to the office upon arrival at school, show valid identification and must be at least eighteen years old.

In situations involving court-ordered custody or visitation arrangements, Littleton Prep is required to respect the order of the court. The parties involved must provide a copy of the written order received from a court having jurisdiction in the matter. Littleton Prep will abide by that order until such time as a copy of a revised order is provided to the school.

School Closures and Delays

Littleton Prep generally follows all school closures and delays made by Littleton Public Schools for days when both LPS and Littleton Prep are scheduled to be open for classes (“student days”). That is, if LPS schools are closed on a student day, Littleton Prep will also be closed. If LPS announces a delayed start on a student day, Littleton Prep will also have a delayed start on that day, but **classes will begin at Littleton Prep at 9:10 a.m. regardless of when classes begin at other LPS schools.** LPS closure and delay announcements are usually broadcast by 6:00 a.m. on the three major news networks as well as the school website at littletonprep.org. When LPS district schools are closed all school-sponsored activities are canceled.

In situations where weather may cause a school closure and Littleton Public Schools has a planned non-student contact day (either for a holiday or for teacher in-service) or LPS has a delayed start for any other reason (Planned Learning Communities) and Littleton Prep is otherwise scheduled to be open, the School Directors will make a decision about whether school will be closed. In this case, information about Littleton Prep specifically will be broadcast on the three major news networks and will be added to the home page of the Littleton Prep internet website by 6:00 a.m. on the day in question. Parents are responsible for the supervision of their children until 8:55 a.m. on late start days. Children must never be left outside of the school on late start days before 8:55 a.m.

School Schedule

Annual Calendar

Littleton Prep maintains a master calendar which displays school break periods, national holidays and other key dates of interest. A copy of the master calendar is included in the appendix of this handbook. Additional copies may be obtained from the Littleton Prep office or the school website.

School Hours

Classes for all students at Littleton Prep begin promptly at 8:00 a.m. Students may begin to enter the school building at 7:45 a.m. School dismissal is at 3:30 p.m. Students must be picked up from school by 3:45 p.m. unless they are a registered participant in an organized after-school activity.

Parents may not leave children unattended on the school grounds before or after school hours. Littleton Prep is not responsible for students before 7:45 a.m. or after 3:30 p.m. Please note that the school playground is closed after school from 3:30-4:00 p.m. In accordance with state law, school staff must report unattended children left on school grounds to local authorities.

Early Pickup

We request that parents schedule medical and other appointments after school hours or on non-student days whenever possible so that students can derive maximum benefit from their schooling. It is particularly important that students be in school every morning until noon as the basic skill subjects are taught during that time period. If you must schedule an appointment during school hours, it is much better to do so in the afternoon.

When a student must leave school before the end of the school day, the adult with whom the student is leaving must report to the school office and sign the student out of school. The school office staff will then dismiss the student from school. If the student returns to school on the same day, he/she must report to the school office to be readmitted. Please note that there will be no early dismissal after 3:00 p.m.

Visiting the School

Parents are often interested in visiting classrooms while school is in session. They are welcome to do so providing the observation does not disrupt classroom activities. The following guidelines for observers must be followed:

- Parents may observe their child's classroom any day of the week, so long as their visits do not disrupt the classroom. Parents are requested to contact the teacher 24 hours in advance of their observation visit.
- Observers are required to enter the classroom quietly and sit quietly in the back of the classroom.
- Observers must refrain from interacting with the students (including observer's child) or teacher unless requested to do so.
- Parents who have comments, questions or requests for the teacher should contact the teacher through email.
- Children are not permitted as classroom observers unless they are prospective students who have arranged for such a visit with the Director of Operations or Principal at least one week in advance. Written parental permission is required for all student observers. These rules also apply to graduates or former students wishing to visit the school.

Weather

Littleton Prep has outdoor recess every day, unless the temperature or wind chill is below 20 degrees or it is snowing or raining heavily. Students must come to school prepared for outdoor recess.

Withdraws/Transfers

Should a parent desire to withdraw a student from Littleton Prep, withdrawal forms must be completed and filed with the school office in order for the school to release the records. In addition, the school will not be able to release the records until all school books that have been checked out to the student are returned.

Student Life

In order to create an environment in which students can reach the high levels of academic and character achievement promoted at Littleton Prep, the school is committed to providing a safe, well structured, and orderly environment for all students. When classrooms function in a manner such that students know the

school's expectations of them, good work happens; teachers are able to teach and students are able to learn. All students will be held accountable for actions that impede a teacher's ability to teach and other students' ability to learn.

After School Clubs and Activities

Littleton Prep has a wide variety of student extracurricular activity clubs, academic extracurricular events and sports for students. The Dean of Students oversees these programs, maintains a Student Activities website, and keeps students and parents informed of extra-curricular opportunities through the Prep Press. Students who are involved in after-school activities are expected to remain in the direct supervision of their activity leader until they are picked up. Parents are requested to wait outside of the building for their student to be dismissed from the after school activity. Students, including siblings, who are not involved in after-school activities, are not allowed in the school building after 3:45 p.m. unless they are being supervised by a parent or guardian. Students will not be allowed to participate in after school activities if they have been absent for all or part of the school day without prior approval from the Dean of Students.

Assemblies

Assemblies are held occasionally at Littleton Prep to provide learning and informational opportunities, build school spirit and recognize student achievement.

Celebrations

Birthday Parties

At Littleton Prep we recognize student's birthdays, but we do not celebrate in the classroom with food or treats.

Classroom Parties

Littleton Prep will have school-wide classroom parties three times this school year to celebrate Winter Break, Valentine's Day and the last day of school. The POPS volunteer room-parents for each homeroom coordinate these parties. These parties take place in students' homerooms, generally at the end of the school day. Food and treats at the parties generally follow our wellness program guidelines which are listed below under the food, drink and snacks section. Parents who do not want their child to participate may pick their child up from school prior to the start of the parties on those days.

Community Core Values

We want our school to be a caring and respectful learning community where people feel physically and emotionally safe and where nothing gets in the way of students and teachers doing their personal best every day.

Excellence

In my daily responsibilities, I will:

- Do my best;
- Take pride in becoming a productive member of the Littleton Prep community;
- Commit myself to continuous self improvement.

Respect

Throughout the school, I will:

- Show others that I respect them through my actions and words;
- Listen well and communicate openly and honestly;
- Treat others the way that I would like to be treated.

Compassion

In my interactions with others, I will:

- Treat everyone with dignity;
- Be patient and kind;
- Be empathetic.

Integrity

As a Littleton Prep student, I will:

- Accept responsibility for my behavior;
- Be truthful and dependable;
- Uphold the Littleton Prep Academic Honesty Policy.

Safety

In my daily activities, I will:

- Welcome and help others;
- Value the emotional and physical safety of others.
- Follow the Littleton Prep rules.

Dress Code / Uniform Policy

The uniform is an important part of Littleton Prep's school culture. It helps us enhance our desired learning environment by focusing individuality in various academic arenas. The dress code emphasizes the fact that the school is both a community and a place of work. At all times, unless special permission has been granted through administration, students are required to dress appropriately within the guidelines of the uniform policy.

A copy of the policy is included in the appendix of this handbook.

Dress Code Violations and Consequences

When a student does not meet the dress code requirements, the following steps will be taken. Dress code violations will be counted per quarter. Teachers may use additional logical consequences in class before referring a student to an administrator (i.e. practice tucking in shirt, etc.).

- Step 1: A Dress Code Referral will be issued to the student and the student will speak with an administrator. The referral will be sent home notifying the parents and must be returned with a parent signature. Depending on the infraction the student may be asked to correct the infraction prior to attending class.
- Step 2: A Dress Code Referral will be issued to the student and the student will speak with an administrator. The student's parents will be contacted. The referral will be sent home to the parents and must be returned with a parent signature. Depending on the infraction the student may be asked to correct the uniform prior to attending class.
- Step 3: The student will be given an administrative Silent Lunch.
- Additional Infractions per quarter: The student may be issued an Office Referral which is reflected in the student's permanent record. In addition, the student's parent may be contacted immediately to correct the infraction before the student is allowed to return to class.

An administrator should be contacted if there are any questions about whether a particular item of clothing meets the dress code. The administration reserves the right to restrict individual items of clothing as necessary.

Field Trips

Field trips are generally scheduled to enhance the education at Littleton Prep. Parents will be notified in advance of each trip their student will take. Transportation for field trips will be arranged by the school, on Littleton Public Schools buses, and there may be a fee charged per student. Parent volunteers may be solicited to chaperone students on field trips.

Food, Drinks and Snacks

Morning Snack

Students in grades kindergarten through sixth will be given the opportunity to eat a nutritious snack during the morning class session. Parents should send a snack with their child daily, as the school does not provide snacks. Glass containers are not permitted at school.

Lunches

For lunch, students are required to bring their own lunch or to purchase a lunch during the first 10 minutes of the morning from the school. Because lunches are stored in classrooms or lockers prior to lunchtime, food that requires refrigeration cannot be accommodated. Only students in fifth, sixth, seventh and eighth grades may use the microwave during their lunch periods. School staff is not permitted to microwave food or drinks for students.

Soda and Energy Drinks

Students are not permitted to bring soda and/or energy drinks to Littleton Prep.

Water Bottles

To reduce the number of trips to the water fountains, students are encouraged to hydrate by carrying a water bottle with them throughout the day. Frozen water bottles are not allowed nor are glass containers.

Wellness Program Guidelines

At Littleton Prep, our wellness mission is to create a total school environment that is conducive to healthy eating and being physically active. These attributes make academic learning time more productive and contribute to lifelong wellness for our students.

Nutrition Education

- Students receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Students receive consistent nutrition messages throughout schools, classrooms, and before and after school activities.
- Nutrition education is integrated into the physical education curriculum.
- Opportunities are offered for families to learn and share experiences related to nutrition and overall wellness.
- Information is shared and sent home regarding knowledge related to nutrition.
- We are enrolled as a Team Nutrition School and conduct nutrition education activities and promotions that involve parents, students, and the community.

Healthy Food Choices at School

- Food suggestions for class parties include proteins, vegetables, fruits and whole grains.

Birthday Celebrations

- Birthday celebrations at school will not include food or beverages. Students will be recognized and celebrated on their birthday.

Physical Education

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess, and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals and physical activity clubs.
- Interaction with the community to create ways for students to walk, bike, rollerblade or skateboard safely to and from school.
- Parents and guardians are encouraged to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events. Examples include Let's Get Out There, Game On, Presidential Active Lifestyle Award and The Stride.

Dining Environment

- A clean, safe, enjoyable meal environment is provided for students.
- Enough space and serving areas are provided to ensure all students have access to school meals with minimum wait time.
- Water bottles are encouraged so that students have access to water throughout the day.

Time to Eat

- Adequate time is ensured for students to enjoy eating healthy foods with friends in school.
- The lunch time is scheduled as near the middle of the school day as possible.

Food as a Reward

- Littleton Prep chooses not use food as an individual, daily reward in school, for example not rewarding with small pieces of candy for following directions.
- Teachers, when celebrating achievements with classes, may include nutritious food as a component of the celebration.

National Junior Honor Society

National Junior Honor Society (NJHS) is an organization that promotes appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, citizenship and service. Littleton Preparatory Charter School's National Junior Honor Society is comprised of sixth, seventh and eighth graders who embrace the aforementioned accomplishments. For more information about NJHS please inquire in the front office or check the school website.

Pets

Pets are not permitted on the school grounds unless explicit permission has been received, in advance, from the Principal or Director of Operations.

Student Council

The Student Council is a student organization that represents the students of Littleton Prep and works to improve the community as a whole. The Student Council was established to plan and coordinate student activities that promote school-wide cooperation and high levels of school spirit. It also provides students with the opportunity to become more aware of their environment outside of school through service projects that affect members of the community.

The Student Council officers are selected by their seventh and eighth grade peers at an election. The students must meet minimum requirements including grades and behavior in order to run for a position.

Positive Behavior Interventions and Supports

Positive Discipline

Littleton Prep is a PBIS school (Positive Behavior Interventions and Supports). It is an approach that teaches and encourages students to make good choices. At Littleton Prep, the positive discipline program and the Community Core Values are designed to teach students to acquire social skills. They encourage students to cooperate with the members of their community while teachers emphasize educating students on what is expected and recognize students for their efforts and achievements.

Discipline and Code of Conduct

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. The Student Discipline Code of Conduct Policies and Community Core Values are available on the school website. Each student and family is expected to read and understand this information.

Restorative Practices

Restorative Practices are collaborative processes that allow all stakeholders to be involved in identifying and repairing harm in order to create a responsible and healthy community. Restorative Practices don't take over or eliminate current structures and processes for discipline; they enhance those structures and processes by strengthening the intention behind them.

The three goals of Restorative Practices are:

Accountability

Provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the greatest extent possible.

Community Safety

Recognize the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.

Competency Development

Develop empathy and understanding toward others by recognizing the importance of the community and giving students an opportunity to learn from their mistakes. We allow students to move through difficult situations while developing personal tools of communication, anger management, self-esteem, empathy and critical thinking skills.

Restorative Practices strategies can help schools prevent or deal with conflict before it escalates and thereby improve the overall school environment.

Student Disciplinary Infractions

Behavioral expectations are designed to maximize learning. Littleton Prep strives to be a caring and respectful community where people feel emotionally and physically safe enabling both students and staff to achieve their personal best each day.

Failure to meet individual and community behavioral expectations may result in the following disciplinary processes:

1. **Administrator Notification Report (ANR)** – After a staff member has attempted to correct a student's behavior, an ANR will be issued to the student and forwarded to the Dean to alert the administration of the incident. Infractions may result in one or more of the following:

- use of a restorative practice,
- a reminder,
- verbal warning,
- parental contact,
- parent/student/administrator meeting,
- an agreed upon prescribed act or acts of restorative justice,
- a time out or time owed, positive demonstration and practice of the rule,
- restriction of an activity or activities,
- an incentive or reward plan to change behavior,
- a behavior goal contract or plan,
- direct teaching of the behavior,
- a “self reflection” form that the student fills out and discusses with an adult in the community.

2. **Office Referral** – An Office Referral may be earned when a student:

- fails to follow the school rules,
- has disrespectful behavior to persons of authority **or** classmates,
- exhibits conduct that is detrimental to the welfare or safety of other students or staff members
- exhibits disruptive behavior on the school premises.

Infractions will result in one or more of the following:

- use of a restorative practice
- parental contact
- parent/student/administrator meeting
- an agreed upon prescribed act or acts of restorative justice
- a time out or time owed
- positive demonstration and practice of the rule
- restriction of an activity or activities
- an incentive or reward plan to change behavior
- a behavior contract or plan
- a “self reflection” form that the student fills out and discusses with an adult in the community.

3. **Suspension** – A suspension may occur when three Office Referrals are accumulated or as deemed appropriate by LPCS Administration as dictated by the Littleton Prep Code of Conduct or the Colorado State law.

- For a suspension, students will spend a minimum of one day out of school.
- Students are responsible for completing their missed school work.
- Any school work that is made up as a result of a suspension will follow the LPCS late homework policy.
- The parent and student are required to have a conference with the Dean of Students or Principal before the student is re-admitted to school.

4. **Expulsions** – An expulsion may occur when a total of three separate suspensions have accumulated, or as deemed appropriate by LPCS administration as dictated by the Littleton Prep Code of Conduct or the Colorado State law.

Student Property and Materials

Littleton Prep recommends that all items of student property, including clothing, be clearly marked with the student’s name. Items that are lost or misplaced will be returned to the student when found, if they are marked with the student’s name. Items found that do not have a student’s name on them will be taken to the school’s lost and found. Items left unclaimed will periodically be donated to charity. Lunchboxes that are left in the school building over extended school breaks will be disposed of for sanitary reasons.

Personal Electronics Guidelines

For the purpose of these guidelines we are referring to the following allowable devices that can and will be used for educational purposes:

- Laptops
- Netbooks
- Tablets (i.e.: iPad, Kindle, Nook)
- Smart Phones (please note that smart phones are allowable for educational and organizational purposes, but the “phone” functionality may NOT be utilized during school hours)
- iPod Touch

Please note that LPCS utilizes the LPS wireless guest network that employs public school filtering.

Student Responsibilities:

- Students in grades 4th-8th may use the above listed devices in supervised classrooms if the individual teacher of the class so allows. The devices may not be used in the lunchroom, on the playground, in the gym, in the bathrooms or in the hallways.
- The student who possesses the device shall be solely responsible for its care.
- The student who possesses the device must know how to use the device.
- Student misuse of devices may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student’s parent/legal guardian.

Staff Rights and Responsibilities:

- LPCS shall not be responsible for the theft, loss, damage, or technical support of/for personal electronic devices brought to school by a student.
- LPCS staff may confiscate devices when such devices are being used in violation of these guidelines and/or internal school procedure. Upon confiscation, the staff member will hand deliver the device to the front office where it will remain until the parent/ guardian will pick it up.

LPCS Student Code of Conduct Cross References:

JIC, Student Conduct
JICDA, JICDE-R Student Code of Conduct
JBB, Sexual Harassment of Students
JIH, Student Interrogations and Searches
JK, Student Discipline and sub codes
JKD/JKE, Suspension and Expulsion of Students and sub codes

Prohibited items: The possession and/or use of tobacco, drugs, alcohol and weapons, as well as other specific items, are expressly prohibited by LPCS policies. Please see the LPCS Code of Conduct and Discipline Policies in the appendix for further information.

Additionally, there are other specific items that are prohibited at Littleton Prep. The following items are prohibited:

- Cameras, portable radios, walkman-type radios, laser pens, televisions, remote controlled vehicles, CD players, hand-held video games or game cartridges, audio and video cassettes, and CDs
- Roller skates, rollerblades, scooters and skateboards
- Trading cards
- Expensive clothing or jewelry.

If the items listed above are found at school without express written permission from a staff member, they may be confiscated by staff, marked with the student's name and taken to the office where parents may pick them up after school. Additionally, Littleton Prep students are prohibited from buying, selling or trading any items with, from, or to other students on school grounds or during school hours.