Parent/Student Handbook
2019-2020

1200 West Mineral
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Littleton, CO 80120
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303-798-5252
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www.littletonacademy.net

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LITTLETON ACADEMY

1200 West Mineral Avenue
Littleton, Colorado 80120
www.littletonacademy.net

PHONE: (303) 798-5252 **FAX: (303) 798-0298**

Dear Littleton Academy Community,

Welcome to Littleton Academy! We are glad that you have chosen a Core Knowledge education for your child(ren). It is our belief that all students can and should learn about the events, documents, and discoveries that have shaped our tradition and led us to where we are today. A basic premise of Core Knowledge education is that we have much to learn from our ancestors, especially those who made history. Studying the culture-shaping events, texts, theories, works of art, and biographies of those that came before us, slowly creates a background in front of which our students begin to understand the events of today. Every student should become culturally literate regardless of race, gender, and socio-economic status.

In addition, or rather, as a condition of becoming culturally literate, we believe that our students ought to be good human beings. Intelligence and learning by themselves do not develop goodness. Therefore, our students ought to be honest, respectful, and full of integrity and perseverance; they ought to cooperate with others, be responsible, and display citizenship and courage in their daily lives. Character is an important part of education. It is only fitting, therefore, that the mission of our school is to provide each child with a content rich, academically rigorous education using a well-defined, sequential curriculum in a safe, orderly, and caring environment. We know that growing the minds and characters of our students is neither an easy task nor is it guaranteed to succeed.

As a school, we realize that we do not know everything and we benefit from hearing about your experience in the home; please do not hesitate to contact us. What we do know from our years of experience, however, is that a Littleton Academy education ends up being fun for those who stay with it. Our students delight in being challenged, they rise to the tasks we give them, and they astound themselves, their parents, and us with their expressiveness, their learning, and, more often than not, with a maturity that is beyond their peers. The years between kindergarten and eighth grade at Littleton Academy are full of the wonders of young students growing intellectually, socially, and morally to become men and women who become productive citizens. It is our promise to you that we will do what we can to help our students establish good habits of the mind and heart as they grow up amidst a myriad of challenges and influences. It is our ambition to offer time-tested, meaningful challenges and thus influence our students according to the ideals of Littleton Academy's founding principles. It is our hope that our students will delight you with the knowledge and the character traits that Littleton Academy's Core Knowledge education promotes.

With best wishes for a good school year,

Kristin Trezise, Principal

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Welcome to the new school year!

We hope you had an enjoyable summer and you are ready for another year of learning.

We hope to see all parents at our monthly meetings in the school library at 6:00 p.m. Please refer to the online school calendar for meeting dates. 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,

Alia Al-Tayyib
Brian Borer
Bonnie Bowles
Shannon Hosterman
Lindsay Houseal
Erin Pillar
Emily Walters

Your Littleton Academy Governing Board

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 Iowa Tests of Basic Skills and CogAT (in grades 1 and 2) and state mandated testing and CogAT in grades 3-8, 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.

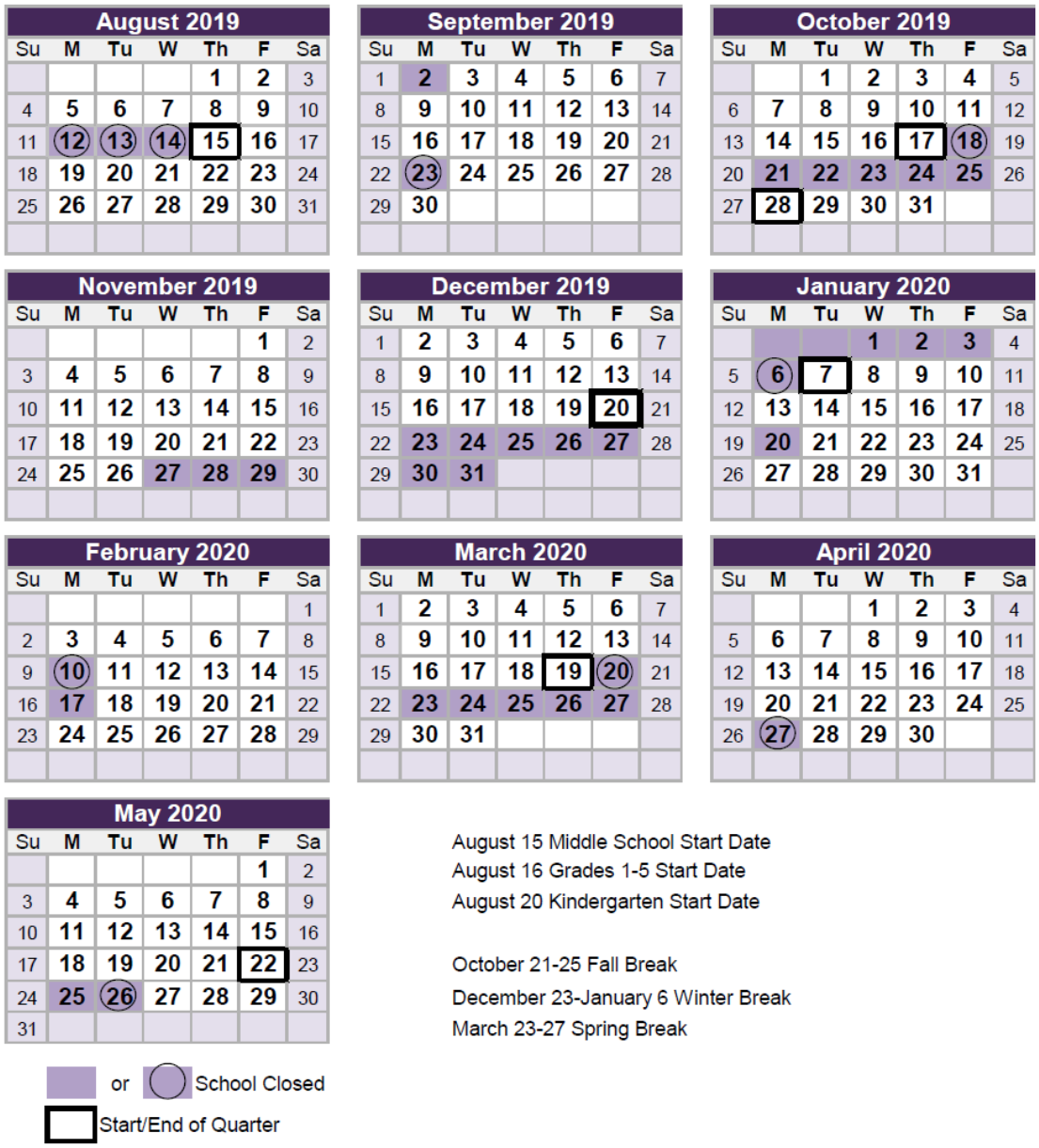
Included in the curriculum at all levels is a study of history and geography, American heritage and world cultures. Students will also have a thorough grounding in the physical and life sciences and understand the applications of the scientific method.

Spanish (1-8) Art (K-8), music (K-8), physical education (K-8), and technology (K-5)

Projects: 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 project is an assignment for which the amount of in-class work required exceeds one daily class period or the amount of out-of-class work required exceeds one homework assignment.

Littleton Academy

2019-2020 School Year



August 2019

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September 2019

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December 2019

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January 2020

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February 2020

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March 2020

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April 2020

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May 2020

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31						

or School Closed

Start/End of Quarter

August 15 Middle School Start Date
August 16 Grades 1-5 Start Date
August 20 Kindergarten Start Date

October 21-25 Fall Break
December 23-January 6 Winter Break
March 23-27 Spring Break

Please use the Littleton Academy website littletonacademy.net for all calendars, events, committee and board information (Governing Board, LAAC, LASA), teacher contact information and webpages, etc.

Operations and Policies

Hours of Student Attendance All Grades 8:10-3:20

Tardy:

- Roll is called promptly at 8:10 A.M. Students are expected to be in their seats and ready for class at that time.
- A tardy is considered excused if the student is at an appointment and the parent informs the office of the appointment.
- 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.

Attendance:

- 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.

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. 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 Illness:

- In case of illness during school hours, 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.
- 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.**

Unexcused Absences:

- **School days missed for vacation are unexcused. Please plan vacations during days off from school.**
- Teachers will not give assignments in advance for absences due to vacation.

Late Work:

Work is considered to be on time if it is turned in <u>when collected</u> by the teacher, during the class period in which it is due. Work that is <u>turned in after the teacher collects the work</u> during class is considered to be <u>late</u>.

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.
- 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 10% reduction of the earned grade each day late.

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 8:10.**
  All students will be dismissed at 3:20.

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.
  - 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.

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.

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
- 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:

- 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.
- If a student has a change in his/her normal dismissal procedure, the parent/guardian must send written permission to the office.
- The dismissal bell rings at 3:20. Early pick-up of students, when necessary, must be **completed before 2:45 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.
- Messages to students are communicated in the carpool document that is projected in the homeroom at dismissal.

Before and After School Student Supervision:

- 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.
- Parents whose children are picked up late will be assessed a child-care fee of $15.00 per child for the first 15 minutes. 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.**
- Unsupervised students may not stay with siblings who are attending before- or after-school activities.

Lunch:

- 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 cannot accept checks or cash for hot lunch.**
- 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.

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. Littleton Academy reserves the right to close independent of LPS. Families will receive a message through Infinite Campus messenger phone and email.

DELAYED START:

All grade levels at Littleton Academy will follow the Littleton Public Schools ELEMENTARY weather delays. Littleton Academy reserves the right to delay start independent of LPS. Families will receive a message through Infinite Campus messenger phone and email.

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

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

EARLY SCHOOL DISMISSAL:

All grade levels at Littleton Academy will follow the Littleton Public Schools ELEMENTARY early dismissal. Littleton Academy reserves the right to dismiss early independent of LPS. Families will receive a message through Infinite Campus messenger phone and email.

- Please remember that children may be released only to those people whose names are on the dismissal form, the emergency contacts in the Infinite Campus Portal, or who have written permission from the parent/guardian.
- All after-school activities will be cancelled.

In case of emergency or severe weather conditions:

Follow local media or visit littletonpublicschools.net or call the school.

Personal Electronic Devices:

Parent Permission Form for Student Personal Electronic Device is available at registration and on the website and must be completed electronically for a student to have a personal electronic device at school.

Highlights of this Agreement:

- Students and parents concur that electronic devices, such as a smart phone, must remain secured in the student's homeroom and be turned off during school hours, any exceptions being well documented and understood.

- An accessory, like a watch or fitness tracking device, that can transmit information (pictures, messages, etc.) may be worn but cannot be used as a personal electronic device during school hours. 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.

- Image capture and/or transmission of images are strictly forbidden. All parties are aware that any violation of personal electronic device use agreement will result in the confiscation of device and an infraction. I further understand that I bring my personal electronic device at my own risk, and the school assumes no responsibility or liability to its condition or use.

- Access to and usage of social media during school hours is strongly discouraged under any circumstances, but especially on personal devices.

- Students and parents are asked to recognize that in this era the challenges, management time expended by teachers and school administration, student angst, and outright headaches associated by all parties with these devices are significant. The preservation of the learning environment is paramount.

Lockers:

- Locks will be provided by Littleton Academy.
- Lockers are the property of the school and may be inspected at any time by school officials without notification or permission.

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 Guidelines:

All games should be played with concern for others. All equipment is to be used properly.

- 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.

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. At the beginning of the year, students inspect the books they have been assigned and note any damage. At the end of the year, the books assigned will be re-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.
- Students are required to cover their books with grocery bag brown paper. *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.

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.

Sports and Clubs:

- 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

Grade Reporting:

Report cards are available for parents at the end of each quarter through Infinite Campus.

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. The quarterly grade report will be available in the reports tab by the first Thursday of the new quarter. 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.

Report card grades must be final according to the Staff calendar on the Staff Portal.

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%

Middle School GPA Calculation:

LA MS GPA is calculated by the LA grading scale and the class weight.

LA Class Weight:

English = 4.0

Math = 4.0

Science = 4.0

Social Studies = 4.0

Spanish = 4.0

Physical Education = 1.0

Music/Art = 2.0

Middle School Honor Roll:

Highest Honors – 3.74 and up, Weighted Term GPA as shown on Report Card
Honors – 3.66-3.73, Weighted Term GPA as shown on Report Card

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 not to be encouraged as an intervention to support students with learning differences of any kind.
- The principal will make the final decision with input from the teachers and parents.
- If a student in grade 5-8 has not demonstrated proficiency in three of four of the Core subject areas (math, English, science, and social studies), that student will not be promoted to the next grade level at the end of the school year.
- In grades 5-8, 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.

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 this is not possible to administer medications at home, fill out the **Parent/Guardian Authorization to Administer Medication at School** form that can be found on the website. 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 without a self-carry contract with the Littleton Public School's nurse. This includes any inhalers, cold medicine, cough drops, or pain medication (e.g. Tylenol, ibuprofen, etc.)**

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.

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 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. 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 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

Dress of Choice Days are given as a reward for those students in grades K through 5who have not received an infraction during the previous calendar month; or those students in grades 6 through 8 who have not received an Dress Code infraction during the previous week.

- 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 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 an Infraction (this will result in disciplinary points for students in grades 6-8) and parents will be called to bring proper uniform clothing. Students at all grade levels who receive a Dress Code Infraction will be denied the next Dress of Choice Day and parents will be called to bring proper clothing.

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 <u>All Students</u>

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
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 <u>All Students</u>

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-</u>8 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. Snowboots or rainboots cannot be worn in the classroom.	**Same standards as shoes.**
Outerwear full zip hoodie—Oxford grey microfleece jacket--navy microfleece vest--navy	Embroidered LA logo from Dennis Uniform only is permitted	

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.

Uniform Standard matches style & color of Dennis Uniform & must fit properly	**Uniform will have or will be**	**Uniform will not 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 Grades K-5 White, navy, hunter green, red, black Grades 6-8 White, Navy, hunter green, burgundy, black Grades 7-8 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

COMMUNICATION

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

School to Parent Communication:

- The primary source of information about the school is the website: www.littletonacademy.net.
- Each **Thursday** Littleton Academy will email a school newsletter. Please keep email address updated in Infinite Campus.
- 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**. Students in grade 6-8 may have communication from the school sent home through their homeroom on Thursdays.

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.

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:

- Please refer to the Governing Board webpage for Board member contacts and additional information.
- 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.

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.

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. Please refer to the LASA webpage for Board member contacts and additional information.

Littleton Academy Accountability Committee (LAAC):

In a series of legislation, the Colorado Department of Education mandated the formation of School Accountability Committees. Please refer to the LAAC webpage for Board member contacts and additional information.

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.

General Behavior 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. Specific policies around drug-free schools, gang activity, and use of tobacco products can be found in the LPS Student Code of Conduct. http://littletonpublicschools.net/sites/default/files/2016-17%20Student%20Code%20of%20Conduct.pdf

    - **Bully or threatening behaviors of any kind will not be tolerated.**
    - Positive reinforcements and negative consequences are employed to hold students accountable for their 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.**
- **Administration reserves the right to add or take away dress of choice days or special event days including end of year activities.**

Substitute Teachers and Field Trips:

Behavioral expectations are greater with substitutes and on field trips; therefore infraction points/discipline consequences may be doubled as determined by teachers and/or administration.

Work Habit Notifications for Grades 1-8:

- The Work Habit Notifications slip or Infinite Campus message is a tool for teachers to notify parents that a student is not prepared for class.
- 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 is available and this study hall is designed to give the student the opportunity to complete missed work in a supervised environment.

Infractions Grades K-5:

Violations of the Student Code of Conduct may warrant a minor or severe infraction depending on the severity/frequency of the violation.
Infractions result in a phone call home from the teacher or administration on the day of the infraction.

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.
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:

A student may be denied admission for the next school year based on behavior including receipt of 3 separate suspensions, 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.

Littleton Academy strives to recognize students who consistently follow the Student Code of Conduct and may do so through classroom rewards, commendations, dress of choice days and the Core Virtue Spotlight. Additionally middle school students receive a dress of choice day weekly as a reward for no infractions during that week.

Infractions - Grades 6-8

Infraction points are issued when middle school students violate the Student Code of Conduct.. Infraction slips must be signed by the parent or guardian and returned the next school day to complete the communication circle intended by the document. Infraction points are tracked through the office of the Vice Principal. Minor infraction points can be reduced through good behavior and/or service to the school.

In-School Suspension:

In middle school an 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.

Out-of-School Suspension:

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

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:

A student may be denied admission for the next school year based on behavior including when 45 gross points have been accumulated, when dictated by Colorado Law, or when Littleton Academy deems event(s) worthy of denial.

Expulsion:

An expulsion occurs with an accumulation of 45 net points, 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.

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/1JmpUSIqFDWMeLJ_rakzZUK2yGWpGEVQqEO22bzTC9d8/viewform

***Board Level Conflict Resolution Form:

https://docs.google.com/a/lps.k12.co.us/forms/d/1w02yvXXQRWGWDVVX_CbTS7Y5xYWdZRCgcBvmzhMsyUw/viewform

Guidelines for Technology at Littleton Academy

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

Student technology 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 technology accounts just like you would read and assess other work that your student completes for school.

Please reference the LPS Student Code of Conduct for appropriate use of the internet:

http://littletonpublicschools.net/sites/default/files/2016-17%20Student%20Code%20of%20Conduct.pdf