



**Parent/Student Handbook
2022-2023**

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www.littletonacademy.net

[Non Discrimination Notice](#)

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LITTLETON ACADEMY
1200 West Mineral Avenue
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www.littletonacademy.net

PHONE: (303) 798-5252

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The 2022-2023 school year!

Welcome to a new chapter in Gator History!

While we are open with a new look and new space, we are still grounded in our founding principles. We offer a Core Knowledge based education with a rigorous curriculum that is provided in a safe and caring environment. The Core Knowledge scope and sequence is based on the premise that we have much to learn from our past. Studying the culture-shaping events, texts, scientific theories, and works of art of those who came before us, helps our students begin to understand the events of today. Every student should be culturally and scientifically literate regardless of race, gender, and socio-economic status.

We also understand that building a strong person of character is an important part of education. As such, we will continue to enhance our monthly Core Virtues program in the classroom. Our goal is to foster honest, respectful, cooperative citizens who demonstrate integrity and perseverance in their daily lives. We appreciate the joint nature of this objective between the classroom and the home and welcome your support as we strive to meet our stated mission.

Thank you for your continued efforts to learn new things with your child(ren). Parent support at home is key to learning at school. Be aware of your child's social media presence and passive screen time and do all you can to avoid those unexcused absences. Our next chapter is going to be amazing. GO GATORS!

Call us with any questions and we'll do our best to help.
Kathryn McEntire, Principal

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The Littleton Academy Governing Board is excited to welcome your family to Littleton Academy! We wanted to share some information with you so that you know what makes our school so special.

- Littleton Academy's mission 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.
- Our school was established in 1996 as the first charter school in the Littleton Public Schools District.
- Littleton Academy was initiated by parents who wanted a traditional educational approach to be used for their children's instruction and is governed by an elected board (the Governing Board) comprised of parent volunteers.
- As a charter school, we have the opportunity to operate differently, but we are responsible for all aspects of school operation.
- For our charter to be renewed and our existence to continue, we must demonstrate that our students' performance is meeting or exceeding state and district standards and that we are complying with the original Charter in all respects.
- The Governing Board is responsible for the oversight of all school operations and for maintaining the school's fiscal health.
- The school's administration (Principal and Vice Principal) and staff are responsible for daily operations and implementation of the school's mission statement.
- LAAC, the Littleton Academy Accountability Committee, is a committee of the Governing Board and is charged with measuring parent, staff, and student satisfaction and performance on an annual basis.
- Each year, the Governing Board appoints ad hoc committees to address various issues (e.g. election in the spring, curriculum review, and dress code).
- Littleton Academy's success would not be possible without substantial parental support and involvement.

The Governing Board greatly values feedback from the Littleton Academy community and we encourage you to attend our meetings to learn about what is happening at Littleton Academy and to share your thoughts. We meet the third Tuesday of every month and we hope to see you there!

Most importantly, we hope that Littleton Academy offers your family an exceptional educational experience. We are thrilled you selected Littleton Academy for your family's K-8th grade education. We look forward to many great years together!

Sincerely,
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 respect others online and not share logins, passwords, inappropriate or hateful content.
9. 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. We ask that you **actively participate in school as a parent**, as is reasonable for you, and be an active member of our community.

You have made a personal choice to enroll your child at Littleton Academy in order to provide them 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, Student Code of Conduct, 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.
- 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, athletic events, and student performances.
- H. Support Littleton Academy's Parent Association, LASA, as much as possible throughout the school year by donating to the ongoing Family Giving Campaign, supporting LA's annual fundraiser, volunteering for LASA sponsored events and logging your volunteer hours, all to directly benefit our students and teachers.
- I. Participate in volunteer opportunities within the school, making significant effort to fulfill the required 20 volunteer hours per year. If unable to fulfill the full 20 volunteer hours, commit to buying out remaining hours at \$20/hour if feasible.
- 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 Background Information and Curriculum Overview](#)

Littleton Academy

2022-2023 School Year

August 2022						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2022						
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25	26	27	28	29	30	

October 2022						
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23	24	25	26	27	28	29
30	31					

November 2022						
Su	M	Tu	W	Th	F	Sa
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20	21	22	23	24	25	26
27	28	29	30			

December 2022						
Su	M	Tu	W	Th	F	Sa
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2023						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2023						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2023						
Su	M	Tu	W	Th	F	Sa
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- August 10-17 All Staff Training
- August 18 Grades 1-8 Start Date
- August 23 Kindergarten Start Date
- October 17-21 Fall Break
- December 23-January 9 Winter Break
- March 27-31 Spring Break
- May 26 Last Day of School for All Grades

-  School Closed
-  Start of Quarter
-  End of Quarter

Please use the Littleton Academy website littletonacademy.net for all calendars, events, board and committee information, teacher contact information and webpages, etc.

Operations and Policies

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

Morning Tardy:

- Because of the disruptive nature of tardiness and the negative effect on uninterrupted learning for all other non-tardy students, penalties shall be imposed for excessive tardiness (defined as 10 or more unexcused tardies.)
- Roll is called promptly at 8:10 A.M. Students are expected to be in their seats and ready for class at that time. Parents/guardians of any student that is not in their seat at 8:10 will receive an automated call.
- Ten (10) unexcused tardies will result in an unexcused absence.
- Students arriving after 8:30 A.M. will not be included in the lunch count for the day and should bring lunch.
- A tardy is considered excused if the student is at an appointment and the parent informs the office of the appointment.

Attendance:

- Parents **must** call Littleton Academy at 303-798-5252, extension 3, 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 no reason is given, the absence will be marked unexcused.
- Littleton Academy reserves the right to issue an attendance contract for families who have reached 10 days of absence without medical documentation or who meet the definition of chronic absenteeism (10% absent for any reason).

Student Absences Due to Medical Reason:

- 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.
- In case of illness during school hours, students will be released to authorized designee only.
- 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 medical reasons, 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.**

Section 22-33-107 (3)(a)(I) of the Colorado Revised Statute defines "habitual truant" as a child who has attained the age of six years on or before August 1 of the year in question and is under the age of seventeen years and who has four unexcused absences from public school in any one month or ten unexcused absences from public school during any school

year. Absences due to suspension or expulsion of a child are considered excused absences for purposes of this subsection (3).

Chronic Absence

Students that are chronically absent, defined by LPS policy as 10% of school days excused or unexcused, will need to have an approved attendance contract with the administration in order to re-enroll for the next school year.

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.**
- No loading or unloading on any South Park district street or at any business, including Life Care Center, Primrose, BelCo, Extra Space Storage, Lumen (Century Link) is allowed.
- 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. We suggest you meet at Writer's Vista Park.

Carpool

- School personnel and parent volunteers will be directing the traffic flow on Littleton Academy property. Please be respectful and cooperative and follow their directions.
- When the carpool line is at a standstill, please do not block driveway/business entrances in our neighborhood.
- **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 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 student. Please stay in your car or next to it during p.m. pick up. Students will come to your vehicle when it is considered safe by staff. 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.*
- 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.
- Never back up during carpool.
- Do not use a phone or hands-free device, while in carpool. You will be assessed a \$25.00 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.

Student Pick up Authorization:

- 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 3:00 p.m. 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.

Before and After School Student Supervision:

- Please note there is no supervision for students who arrive before the school doors open at 7:50 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.
- 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 lunch for your child. If you choose to order hot lunch, you must have an account through *Titan School Solutions*. **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.

Lunch/Recess Times:

Grades K-4: 10:54-11:44

K-2: eat 10:54-11:15; recess 11:15-11:44

3-4: recess 10:54-11:20; eat 11:15-11:44

Grades 5-8: 11:47-12:37

5-6: eat 11:47-12:09; recess 12:09-12:37

7-8: recess 11:47-12:09; eat 12:14-12:37

School Delays and Closures

School Closures

Littleton Academy will follow all Littleton Public School District closures. Littleton Academy reserves the right to close independent of LPS. Families, with correct settings, 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, with correct settings, will receive a message through Infinite Campus messenger phone and email.

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

Early 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 Authorization Form, the emergency contacts in the Infinite Campus Portal, or who have written permission from the parent/guardian.
- All after-school activities will be canceled.

In case of emergency or severe weather conditions:

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

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.

- Access to technology is a privilege not a right.
- Students should **NEVER** share their passwords with anyone. Student will be held responsible for any action taken in their name.
- For safety reasons, all parent/student communications during the school day, should occur through the office.
- There is no expectation of privacy.
- Parents and students should understand that LPS information technology uses powerful monitoring tools looking for inappropriate cyber activity and threats to student safety, 24/7.
- Chromebooks cannot be used outside the classroom unless directed by a teacher.
- Each student is issued their own chromebook at the beginning of the school year. We ensure that each Chromebook is in working order each year. Students in grade 5-8 receive the same chromebook year to year. Cumulative damage to the device through those years is the student's responsibility.

- **Families will be expected to pay for damages to chromebooks. Here are the costs associated with most common damages:**
 - **Broken screen \$50**
 - **Broken trackpad (mouse) \$25**
 - **Computers with missing keys, broken hinges, or a broken head jack will need to be replaced completely. The cost for a new chromebook is \$252. We will prorate the cost of a full replacement based on the age of the Chromebook.**

Here is a [link to our LA Responsible Use Agreement for Chromebooks](#) that every student will sign.

Please reference the [LPS Student Code of Conduct](#) for appropriate use of the internet:

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 smartphone or smart watch, must remain secured in the student’s homeroom and be turned off during school hours, any exceptions being well documented and understood.
- 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 is not allowed during school hours.
- Students and parents are asked to recognize that in this era the challenges associated by all parties with these devices are significant. The preservation of the learning environment is paramount.

Lockers:

- Lockers are the property of the school and may be inspected at any time by school officials without notification or permission.
- Lockers are to be locked at all times. Tampering with the lock or locker of another student is prohibited and will result in an infraction.

Backpacks:

No backpacks on wheels are permitted for any students, unless specified in a health care action plan.

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.
- Absolutely no eating outside.
- 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, sand, or wood chips.
- Students must stay where staff designates.
- No pushing and pulling on anyone.
- Be a good sport and always use appropriate language - NO name-calling, put-downs, threats and/or slurs.
- Students who are displaying unsportsmanlike behavior may be asked to leave, or take a break, from certain activities.
- Find an adult immediately if there is a problem that you cannot solve or if someone is injured.

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 may be 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 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 a record of a recent physical examination. Forms are available on the website or you may submit a form from your healthcare provider.
- Students must meet the eligibility requirements listed below:
 - o Maintain a C- or better average in all academic courses.
 - o Any student who accrues 7 points will be ineligible to practice that week or to participate in that week's game.
 - o Any student who accrues 10 points 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 not printed or sent out by Littleton Academy.

Infinite Campus report cards are available for parents on the reports tab according to the calendar on the website.

The Infinite Campus Portal allows parents and students to view assignments, attendance, grades, a student's schedule, teacher comments, contact information, emergency card information, tests and assignments. Parents and students can access the Infinite Campus Portal quickly on a mobile device or a computer to stay informed. Teachers are expected to have their Infinite Campus gradebook updated regularly. All work turned in late should be posted in Infinite Campus, with the appropriate late-work penalty if applicable, within the quarter it was assigned.

Grading Scale:

The following scale is used for all grades and classes:

Grade	Percentage	Weight	Grade	Percentage	Weight
A+	99-100%	4.2	C+	80-81%	2.2
A	94-98%	4.0	C	74-79%	2.0
A-	92-93%	4.0	C-	72-73%	2.0
B+	90-91%	3.2	D+	70-71%	1.2
B	84-89%	3.0	D	65-69%	1.0
B-	82-83%	3.0	F	Below 65%	0.0

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

Late Work:

Work is considered to be “on time” if it is turned in when collected by the teacher, during the class period in which it is due. Work that is turned in after the teacher collects the work during class will be assigned late points at the teacher’s discretion.

- Work will be assessed a late penalty of 10% point reduction per day up to 5 days. After which it will remain a 0. Teachers will always have discretion when grading work.
- No student work will be accepted after the last day of school.
- **All work turned in late should be posted in Infinite Campus, with the appropriate late-work penalty if applicable, within the quarter it was assigned.**

Late Work Due to Absence or Illness:

If a child is absent, he/she will be given two days per absence (regardless of length of absence) to make up any work that has been missed. If he/she fails to make up the missed assignment(s) within that period of time, he/she will receive a 0 for the missed assignment(s) and late missed work will be penalized per the late-work policy. This applies to tests, quizzes, classroom assignments, and homework. Ultimately, the work to be made up and time to do so will be decided by the classroom teacher and cannot be more restrictive than this policy. See chart below:

Return to School Day	Due Date for Absent Work	
Monday	Thursday	Students get 2 full days to turn in make up work for full credit. The day they come back does not count as a day. **Late work policy of 10% reduction kicks in the day after due date
Tuesday	Friday	
Wednesday	Monday	
Thursday	Tuesday	
Friday	Wednesday	

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 them 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:

Littleton Academy follows all Colorado state statutes and Health Department rules regarding vaccinations required at school.

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.

Dress Code

Students' attire significantly influences the learning environment. 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. Enrollment at Littleton Academy constitutes acceptance of this code.

The dress code policy defines general dress and grooming standards applicable to every school day: regular Uniform Days, Spirit Days, and Dress of Choice 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 an administrator will be final.

- The omission of a specific guideline does not automatically permit its use.
- Items shall not be frayed, ripped, torn, or contain holes.
- Items shall fit properly.
- All items are unisex.
- Items that display vulgarity, profanity, or words or symbols promoting or showing allegiance to gangs, violence, drugs, or alcohol are prohibited.
- Families should bring any items about which they have questions to the school office before removing the tags or wearing the items.

1. Uniform Standards

- Pants, Shorts, Skirts, Skorts, and Jumpers
 - Dennis is the only provider ([Link Here](#)).
 - Grades K-8: Pants and shorts are available in khaki and navy.
 - Grades K-8: Skirts are available in Belair plaid.
 - Grades K-8: Skorts and jumpers are available in Belair plaid and navy.
 - All items will be worn at the natural waistline.
 - The length of shorts, skirts, skorts, and jumpers shall be halfway between the fingertips and the knee.
- Shirts
 - Uniform items may be purchased elsewhere but must match the style and color of the same item from approved Dennis Uniform styles ([Link Here](#)).
 - Grades K-5: Short and long sleeve polos may be navy, white, yellow, green, or red.
 - Grades 6-8: Short and long sleeve polos may be navy, white, yellow, green, or wine.
 - All shirts shall be tucked into bottoms.
 - Patterns, writing, or emblems are not permitted.
 - Optional white undershirt will not extend beyond the length of the polo sleeves.
- Cardigans/Sweaters
 - Dennis ([Link Here](#)) and Educational Outfitters ([Link Here](#)) are the only providers.
 - Grades K-5: Available in red, navy, and green.
 - Grades 6-8: Available in navy and green.
- Embroidered Littleton Academy Sweatshirts
 - Dennis ([Link Here](#)) and Educational Outfitters ([Link Here](#)) are the only providers.
 - Grades K-5: Crewneck or ¼ zip sweatshirt is available in red, navy, and green.
 - Grades 6-8: ¼ zip sweatshirt is available in navy and green and hooded sweatshirt is available in navy and maroon.
- Shoes and Boots
 - Only athletic shoes are permitted.
 - Wheelies/rollers, sparkles/glitter/sequins, light up, steel toes, and cleats are prohibited.
 - Boots may be worn during recess/outdoor activities.

- Hosiery
 - Socks or tights shall be worn.
 - Ankle length leggings may be worn under skirts, skorts, or jumpers.
 - Socks, tights, and leggings shall be plain single color: red, navy, white, green, or black.
- Belts
 - Grades 3-8: Required for pants and shorts.
 - May be navy, black, brown, or khaki.

2. Additional Standards

- Hair
 - Hair shall be a natural hair color and should not fall into the student's eyes. Hair accessories are allowed in Belair plaid, red, navy, white, or green.
- Hats and hoods shall not be worn in the building.
- Make-up and Jewelry
 - Grades 6-8: May wear lightly applied mascara, blush, and lip gloss.
 - Grades K-8: May wear one post or small (1/2") hoop earring per ear, without dangles or charms.
 - Grades K-8: A simple necklace (not large or bulky), bracelet, ring, and/or watch may be worn.
 - Other visible piercings shall not have jewelry.
 - Temporary or permanent tattoos, drawing, or writing of any kind shall not be visible.
- Littleton Academy Team Jerseys
 - May be worn on game days.
 - Jerseys without sleeves shall be worn with an appropriate T-shirt underneath.
 - Jerseys shall be worn with school uniform bottoms.

3. Spirit Shirt Days

- Spirit Shirt Days are every Friday.
- Grades K-8: May wear any Littleton Academy Spirit shirt with uniform bottoms.

4. Dress of Choice Day and Special Functions

- Dress of Choice Days are given as a reward for students on the first Friday of every month.
- The spirit of the school policy shall be followed.
- Additional guidance may be provided by administration.
- 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.
- Shorts, skirts, and dresses shall be halfway between the fingertips and the knee.
- Shirts must have sleeves.
- All parts of the stomach and back must be fully covered.
- Athletics shoes shall be worn except for Special Functions.

5. Dress Code Violations

- It is the responsibility of both parents and students to be aware of and comply with the Dress Code Policy.
- See Behavior Guidelines in the parent handbook for more information.

6. Exceptions

- Temporary exceptions to the requirements of this policy may be granted by an administrator on a case-by-case basis.
- Upon request, reasonable accommodations in the Dress Code shall be made by an administrator for students with disabilities or religious convictions which conflict with the Code.

Communication

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

School Communication:

- The primary sources of information about the school are the website (www.littletonacademy.net), Infinite Campus (graded assignments, graded exams, and relevant comments), and Google Classroom.
- 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 the folder is lost, please replace it immediately.** Students in grade 6-8 may have communication from the school sent home through their homeroom or content teachers on Thursdays.

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, found at the end of this handbook.

Governing Board/Parent Communication:

- Please refer to the Governing Board website (<https://sites.google.com/lps.k12.co.us/lagoverningboard/home>) for Board member contacts and additional information.
- All parents are invited to attend Governing Board meetings. The agendas will be sent via IC email and posted on the Governing Board webpage at least 24 hours prior to the meetings.

Parent Involvement

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, at the designated time. 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.

Littleton Academy Accountability Committee (LAAC):

In a series of legislation, the Colorado Department of Education mandated the formation of School Accountability Committees. Members of LAAC are ratified by the Governing Board, report directly to them, and are charged with measuring parent, staff, and student satisfaction and performance on an annual basis. Please refer to the LAAC website (<https://sites.google.com/view/laac1/home>) for member contacts and additional information. Members of the community are encouraged to attend meetings and volunteer for the LAAC committee.

Littleton Academy School Association (LASA):

LASA is Littleton Academy’s parent organization and exists for three purposes: to build community, coordinate volunteers, and raise funds, all to support the teachers and students at Littleton Academy. LASA is a non-profit organization for the school by which parents can support the school. Please refer to the LASA webpage for officer contacts and additional information. Please see LASA website (<https://sites.google.com/view/lasa/home>) for more 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, coordinate volunteer efforts and hours buyout.

Discipline

General Behavior Guidelines:

The Littleton Academy Discipline Policy is based on the principles of the LA Student Code of Conduct. It supports a positive learning environment for all students and fosters good citizenship through positive behavioral changes.

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 and citizenship is taught using Core Virtues (CV).

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 document and 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.

Specific policies around drug-free schools, gang activity, and use of tobacco products can be found in the [LPS Student Code of Conduct](#).

Bullying or threatening behaviors of any kind will not be tolerated. Including cyber bullying on or off LA campus. Administration reserves the right to immediately suspend the student and/or the student's technology privileges, in keeping with LPS policy as stated in the LPS Student Code of Conduct. Severe and chronic behaviors, detention, suspension and expulsion will be recorded in the Infinite Campus student record.

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 (1-5) or Infinite Campus message (1-8) is a tool for teachers to notify parents that a student is not prepared for class.
- Work Habit Notification slips signed by the parent or guardian or an email acknowledgement to the teacher by the **next school day** will complete the communication circle.
- 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.
- Multiple work habits have the potential to move to an infraction.
- Students who receive habitual work habits could face denial of enrollment at Littleton Academy for the next school year.

Dress Code Notifications for grades 1-8:

- Students in both elementary and middle school who are out of Dress Code will receive an Out of Dress Code Notice.
- **Students who receive an Out of Dress Code notice will lose their next dress of choice day (which takes place on the first Friday of every month)**
- Notices must be signed by the parent or guardian or an email acknowledgement to the teacher must be received by the **next school day** to complete the communication circle intended.
- The front office will do its best to provide students with an "in code" item of clothing or parents may be called to bring proper uniform clothing.

- Students who are habitually out of dress code can be denied enrollment at Littleton Academy the following school year.

Behavior Infractions Grades K-5:

Violations of the Student Code of Conduct may warrant an infraction and/or resolution depending on the severity/frequency of the violation.

The infraction must be signed by the parent or guardian or an email acknowledgement to the teacher must be received by the **next school day** to complete the communication circle intended. At any time the Dean of Students has discretion in all matters.

1st Infraction:

Issuing adult who wrote the infraction will contact the parent/guardians of the student. The white copy of the infraction will be sent home to be signed by guardians and returned to the issuing teacher.

2nd infraction:

Student will be sent to the Dean of Students with the infraction. The student will write a resolution regarding the behavior and the Dean of Students will contact the parent/guardians. The infraction and resolution will be sent home to be signed by parent/guardians and returned to the Dean of Students.

3rd & 4th infraction:

Same as previous infraction, as well as, parent/guardians will be contacted by the school and will need to pick up the student after carpool. Dean of Students, student and parent/guardians will discuss the infraction.

5th infraction:

Same as previous infraction, as well as, the homeroom teacher and school counselor develop a behavior plan. Behavior plans will be shared with parent/guardians, student, staff members that have contact with the student, and may be documented.

All severe infractions (fighting, biting, spitting, threatening,etc) immediately jump to the 2nd level of infraction procedures or possibly higher.

Suspension:

A suspension occurs when three Severe Infractions are accumulated, when dictated by a behavior plan, or by Colorado State law.

For a suspension, students will spend a minimum of **one school day** at home with parents. The Dean of Students or Principal will contact the parents before scheduling the suspension.

The parents and student are required to have a conference with the Dean of Students or Principal before the student is allowed to return to school. A behavior contract may be required at this time.

Denial of re-enrollment for next school year:

A student may be denied re-enrollment for the next school year based on behavior including receipt of 3 separate suspensions, when determined by a Behavior Plan, when required 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 determined by a Behavior Plan, when required by Colorado 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.

Behavior Infractions - Grades 6-8

Infraction points (0-45) are issued when middle school students violate the Student Code of Conduct. The infraction must be signed by the parent or guardian or an email acknowledgement to the teacher must be received by the next school day to complete the communication circle intended. Infraction points are tracked through the office of the Dean of Students. Minor infraction points can be reduced through good behavior and/or service to the school. Students receiving an infraction may be asked to do a resolution process on the day of the infraction. Resolution may also result in a reduction of points for middle school students. The Dean of Students reserves the right to document any behavior in the student's permanent record in Infinite Campus.

Before School Detention:

Before school detention will be mandatory upon the accumulation of 7 infraction points as determined by the Dean of Students. Timing of the detention will be arranged by the Dean of Students.

Behavior Plan :

A middle school behavior plan may be required when 15 points have accumulated. The parents and students are required to have a conference with the Dean of Students or Principal.

Out-of-School Suspension:

A suspension occurs when 30 points are accumulated or when [LPS Student Code of conduct](#) policy warrants such action.

The Dean of Students or Principal will contact the parents before scheduling the suspension. The parents and student are required to have a conference with the Dean of Students or Principal before the student is allowed to return to school. A behavior plan may be required at this time.

Denial of re-enrollment for next school year:

A student may be denied re-enrollment for the next school year based on behavior including when 45 gross points have been accumulated or when Littleton Academy deems event(s) worthy of denial.

Expulsion:

An expulsion occurs with an accumulation of 45 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 (staff member where the point of incident originated) 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 Governing Board, we ask our parent community to consider the following with regard to conflict resolution:

1. If you have an issue, please address it 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.
 - 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 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 is afforded the opportunity to understand your concern so they may address and resolve it. 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, video conferencing, 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.

Governing 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 Governing Board 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/forms/d/e/1FAIpQLScHUKUT5UVWRtwutz7GZ-Sbx_qS32dlo3-TAgEyKrcU0_8Qgg/viewform

***Board Level Conflict Resolution Form:

<https://docs.google.com/forms/d/e/1FAIpQLSc3zVgdAppuE3JvR4Wxx8s2yna6GsnohZd4u1Ia2Kbeq9nrRA/viewform>