



**Parent/Student Handbook 2023-2024**

**Kathryn McEntire, Principal  
Sarah Nelson, Vice Principal  
Jim Graeber, Dean of Students  
Dr. Lorna Beckett, Director of Operations  
1200 West Mineral Avenue  
Littleton, CO 80120  
303-798-5252  
303-798-0298 (fax)**

[www.littletonacademy.net](http://www.littletonacademy.net)

[Non Discrimination Notice](#)

## Table of Contents

<b>Welcome Letter from Principal</b> .....	<b>2</b>
<b>Welcome Letter from Governing Board</b> .....	<b>3</b>
<b>Littleton Academy Mission Statement</b> .....	<b>4</b>
<b>Littleton Academy Student Code of Conduct</b> .....	<b>5</b>
<b>Littleton Academy Parental Support Agreement</b> .....	<b>6</b>
<b>School Year Calendar</b> .....	<b>8</b>
<b>Operations and Policies</b> .....	<b>9</b>
Hours of Student Attendance.....	9
Morning Tardy.....	9
In-school Tardies (grades 6-8).....	9
Attendance.....	9
Student Absences Due to Medical Reason.....	9
Unexcused Absences.....	10
Chronic Absence.....	10
Arrival and Dismissal Procedures.....	10
Carpool.....	10
Student Pick up Authorization.....	11
Before and After School Student Supervision.....	11
Lunch.....	12
Lunch/Recess Times.....	12
School Delays and Closures.....	12
Guidelines for Technology at Littleton Academy.....	13
Personal Electronic Devices.....	14
Lockers.....	14
Backpacks.....	15
Recess Guidelines.....	15
Lost and Found.....	15
Asbestos Free School.....	15
Book Fines.....	15
Parents and other School Visitors.....	16
Animals in Schools.....	16
Health Immunizations.....	16
Medications Administered at School.....	16
Colorado Open Records Act.....	16
<b>Academics</b> .....	<b>17</b>
Grade Reporting.....	17
Grading Scale.....	17
Middle School GPA Calculation.....	17

Middle School Honor Roll.....	18
Late Work.....	18
Late Work Due to Absence or Illness.....	18
Grade Retention Policies.....	19
Artificial Intelligence Policy.....	19
Sports and Clubs Eligibility.....	20
<b>Dress Code.....</b>	<b>21</b>
Uniform Pants, Shorts, Skirts, Skorts, and Jumpers.....	21
Uniform Shirts.....	21
Cardigans/Sweaters.....	22
Sweatshirts.....	22
Shoes and Boots.....	22
Belts.....	22
Additional Standards.....	22
Spirit Shirt Days.....	23
Dress of Choice Day and Special Functions.....	23
Dress Code Violations.....	23
Dress Code Exceptions.....	23
<b>Communication and Parental Involvement.....</b>	<b>24</b>
School Communication.....	24
Parent to Staff Communication.....	24
Governing Board/Parent Communication.....	24
Governing Board Meetings.....	24
Littleton Academy Accountability Committee (LAAC).....	25
Littleton Academy School Association (LASA).....	25
<b>Discipline.....</b>	<b>26</b>
General Behavior Guidelines.....	26
Substitute Teachers and Field Trips.....	26
Work Habit Notifications for Grades 1-8.....	26
Dress Code Notifications.....	27
Behavior Infractions Grades K-5.....	27
Behavior Infractions Grades 6-8.....	28
Consequences.....	28
Conflict and Discipline Resolution.....	29

## Welcome Letter from Principal

Welcome to the 2023-2024 school year! It's always a great day to be a Gator!

We are looking forward to a joyful year. The majority of our staff is returning committed to providing a rigorous curriculum in a safe and caring environment. The Core Knowledge scope and sequence is our foundation and 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 reward 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

## Welcome Letter from Governing Board

Littleton Academy Community,

Welcome to the 2023-2024 school year. To our new families, welcome to Littleton Academy! To our returning families, we are thrilled you continue to make Littleton Academy your school of choice. This is going to be an engaging year across academics, extra-curricular, and sports programs.

The Governing Board is looking forward to reviewing the results as our new math curriculum is rolled out this year. We welcome your feedback as you start to see the impact of this new program.

This handbook contains important information about our school policies and procedures, and it is a great first place to look for answers to questions that may come to mind over the school year.

Thank you for being a Gator family!

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.
6. I will respect the privacy of other people's grades and behavior records.
7. I will respect others online and not share logins, passwords, inappropriate or hateful content.
8. I will honor the Littleton Academy cell phone/ personal electronic device policy
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.

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. Ensure that your email, and contact information are up to date in Infinite Campus so you are receiving newsletters, teacher communication, dress code and discipline notices.
- C. 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.
- D. Work diligently to have your child at school, on time, each day, unless your child is ill.
- E. 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.
- F. Ensure that your student adheres to the student dress code noted in the Parent-Student Handbook.
- G. Ensure that your student attends school during the funding count time frame and state mandated testing days.
- H. Participate actively in the school as a parent and attend all school activities that apply to your child's education.
- I. 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.
- J. 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.
- K. Abide by the Littleton Academy Conflict and Discipline Resolution Procedure and model appropriate and respectful interactions with others.
- L. Pay any fees or other financial obligations in a timely manner or work out appropriate arrangements to do so.



M. Abide by the Littleton Academy Attendance Policy understanding that regular, teacher led instruction is essential to delivering our academically rigorous curriculum. Understanding that chronic absenteeism is cause for an attendance contract and affects future enrollment.

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. Enrollment for the following school year is contingent upon adherence to the Student Code of Conduct, Attendance policy and your parental support.

## [FOUNDING PRINCIPLES OF LITTLETON ACADEMY](#)

### [Littleton Academy Background Information and Curriculum Overview](#)

# School Year Calendar

## Littleton Academy

### 2023-2024 School Year (Revised 5.1.2023)

August 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		

September 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

October 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				

November 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		

December 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

January 2024						
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 2024						
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		

March 2024						
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

April 2024						
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				

May 2024						
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 10-16 All Staff Training
- August 17 Grades 6-8 Start Date
- August 18 Grades 1-5 Start Date
- August 23 Kindergarten Start Date
- October 13-20 Fall Break
- December 25-January 8 Winter Break
- March 22-29 Spring Break
- May 24 Last Day of School for All Grades

- School Closed
- Start of Quarter
- End of Quarter

Please use the Littleton Academy website [littletonacademy.net](http://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.
- Any student arriving after all carpool adult supervision has ended must be signed in by a parent or guardian
- Students arriving after 9:00 A.M. will not be included in the lunch count for the day and are expected to bring lunch.
- A tardy is considered excused if the student is at an appointment and the parent informs the office of the appointment.

### In-school Tardies (grades 6-8)

- In school tardies happen when a student is late arriving to their next scheduled class anytime after first period. Teachers take into consideration extenuating circumstances. In school tardies create disruptions to the learning environment
- Warnings will be given to students who are tardy class to class. Habitual in-school tardies may result in a student being sent to the Dean of Students so the learning environment is not disrupted for the rest of the class. Parent(s) or guardian(s) will be contacted when this occurs. Morning detention, in-school suspension or a formal plan to be on time to class may be instituted.

### 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.
- Students will be excused for illness, doctor appointments, and bereavement.
- 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 travel or sports events are unexcused.**
- **Teachers will not give assignments in advance for absences due to travel or sports events.**
- 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 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 hanging and 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.
  - *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, this includes early pick up or lunch.
- 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 7:55 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 9:00 a.m. you must provide lunch for your child. If you choose to order extra items you must have an account through *LinQ connect*. **We cannot accept checks or cash for hot lunch.**
- If a child forgets his/her lunch, he/she will be provided an alternate lunch.

## Lunch/Recess Times

- **Grades 5-8: 10:54-11:44**
  - 5-6: eat 10:54-11:15; recess 11:15-11:44
  - 7-8: recess 10:54-11:20; eat 11:15-11:44
- **Grades K-4: 11:47-12:37**
  - K-2: eat 11:47-12:09; recess 12:09-12:37
  - 3-4: 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](http://littletonpublicschools.net)

## 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, broken head jack, or a damaged case will need to be replaced completely. The cost for a new chromebook is \$328. Based on the age of the chromebook we may prorate the cost to \$246 instead of the full fee.**

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. Students will also review the personal electronic rules during the first week of 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 or locker and be turned off during school hours, any exceptions being well documented and understood.
- Students who have their phone "on or out" (not stored in their homeroom or locker) will face the following consequences:
  - **1st offense:** phone or personal electronic device is taken from the student and must be picked up by a parent or guardian from the front office.
  - **2nd offense:** phone or personal electronic device is taken from the student and must be picked up by a parent or guardian from the front office **and** student will have to check their device into the office for the remainder of the quarter.
  - **3rd offense:** phone or personal electronic device is taken from the student and must be picked up by a parent or guardian from the front office, **and** students will have to check in their device for the remainder of the semester.
  - **4th offense: student will no longer be allowed to bring in personal electronic devices to school for the remainder of the school year.**
  - 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, loss, theft, 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

- All middle school students will be assigned a locker. Students may only use locks provided by the school and are optional.
- Lockers are the property of the school and may be inspected at any time by school officials without notification or permission.
- Tampering with the lock or locker of another student is prohibited and will result in disciplinary action.



## **Backpacks**

Middle school backpacks are not allowed in classrooms and must be stored in student lockers. Elementary backpacks will be stored in their homerooms. 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 parent volunteers must complete a background check through the Littleton Public schools security system [Background Check link here](#) All school visitors and volunteers, including parents, must enter through the front door, sign in on the clipboard in the Littleton Academy office, and wear a nametag while in the building or on school grounds.

Parents, volunteers, or visitors must be in the location indicated on the sign-in clipboard. Violation of any security protocol may result in future restrictions

## 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.

## Health Immunizations

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

## Medications Administered at School

- If it 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.

## 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 weekly. All work turned in late should be posted as at least "late" in Infinite Campus when received. The grade for the late work assignment should be posted in Infinite Campus within two weeks of receiving the assignment.

### Grading Scale

The following scale is used for all grades and classes:

<b>Grade</b>	<b>Percentage</b>	<b>Weight</b>
A+	99-100%	4.2
A	94-98%	4.0
A-	92-93%	4.0
B+	90-91%	3.2
B	84-89%	3.0
B-	82-83%	3.0
C+	80-81%	2.2
C	74-79%	2.0
C-	72-73%	2.0
D+	70-71%	1.2
D	65-69%	1.0
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  
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.
- All work turned in late should be posted as at least “late” in Infinite Campus when received. The grade for the late work assignment should be posted in Infinite Campus within two weeks of receiving the assignment.
- No student work will be accepted after the last day of school.

## 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.
Tuesday	Friday	
Wednesday	Monday	**Late work policy of 10% reduction kicks in the day after due date
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.

## **Artificial Intelligence Policy**

Artificial Intelligence (AI), particularly AI tools like ChatGPT and Google Bard, offer wonderful opportunities to support and enrich learning. Things like brainstorming sessions, dissecting complex texts, honing grammar and writing style, or increasing accessibility can provide assistance and spark creativity. But it's important to use these tools in a way that upholds the principles of academic integrity and that we remember the true purpose of the work at school is individual growth and learning.

Assignments are not merely tasks to complete; they are chances to explore and express our ideas, to learn from each other, and to grow personally and academically. We foster pride in using our individual and independent student voices for assignments at Littleton Academy.

Unattributed use of AI-generated content, over-reliance on AI for your work, or using AI to avoid reading or analysis will be considered violations of our academic integrity policy. Teachers may use other methods to verify students have genuinely learned from the assignment and have not resorted to using AI. Students should be able to discuss the topic verbally and demonstrate knowledge and understanding of all submitted work.

The inability to support/expand work through conversations or extension questions, may mean a student must relearn or provide further evidence of learning and points will be deducted for late work. If continued violations occur, teachers may send home an infraction for scholastic dishonesty and the behavior will be noted on a students' behavior record. Teachers who ascribe scholastic dishonesty to a piece of student work have the discretion on how to score the assignment based on severity and point total of assignment. A student can not expect teachers to give them points on assignments where dishonesty was involved. Points will be deducted or additional work required at teacher discretion.

### **Sports and Clubs Eligibility**

- 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:
  - Maintain a C- or better average in all academic courses.
  - Any student who receives a severe infraction will be ineligible to practice that week or to participate in that week's game.
  - Any student who receives 3 or more severe infractions 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.

## 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.
- Outerwear (including non uniform sweatshirts) must not be worn in the building.
- 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.

### Uniform Pants, Shorts, Skirts, Skorts, and Jumpers

- Dennis ([Link Here](#)) and Educational Outfitters are the only providers ([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 unaltered, at the natural waistline.

### Uniform Shirts

- Uniform items may be purchased elsewhere but must match the style and color of the same item from approved Dennis Uniform/Educational Outfitters styles and colors. See store link above.
- 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.

## 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.

## 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.
  - Nail polish must be a single color on the natural nail. Artificial nails are not permitted.
- Littleton Academy Team Jerseys
  - May be worn on game days.
  - Jerseys without sleeves shall be worn with an appropriate T-shirt underneath.



## Spirit Shirt Days

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

## 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.

## Dress Code Violations

- It is the responsibility of both parents and students to be aware of and comply with the Dress Code Policy.
- Out of Code notices will be given to students who are not in dress code.
- Students who receive an out of code notice will lose the next month's Friday dress of choice (parents / guardians will receive a reminder via email of the loss of dress of choice privilege)
- Habitual or egregious violation of the Littleton Academy dress code, **including dress of choice days**, will result in your student being sent to the office to change into code appropriate attire provided by the school, or until a parent/ guardian delivers code appropriate attire.

## Dress Code 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 and Parental Involvement

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](http://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 posted on the Governing Board webpage 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, 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 the 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. The goal is to document and hold students accountable for their behavior at all times, including 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 (in or out of school) and expulsion will be recorded in the Infinite Campus student record.**

**Bullying cannot be investigated by the school until school personnel are made aware of such acts. If a student is a victim of any form of bullying, the incident must be reported to staff or administration to be promptly and appropriately addressed.**

## Substitute Teachers and Field Trips

Behavioral expectations are greater with substitutes, guest speakers, and on field trips; therefore discipline consequences may be more severe 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 communication 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.
- Students who habitually receive work habits could face denial of enrollment at Littleton Academy for the next school year.

### **Dress Code Notifications**

- 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)**
- Habitual or egregious violation of the Littleton Academy dress code, **including dress of choice days**, could result in your student being sent to the office to change into code appropriate attire provided by the school, or until a parent/ guardian delivers code appropriate attire.

### **Behavior Infractions Grades K-5**

Violations of the Student Code of Conduct may warrant a resolution, infraction, afternoon detention, or suspension(in or out of school) depending on the severity/frequency of the violation.

Resolutions, or reflections, give the student the opportunity to fully understand the behavior and the impact it has had on others

Infractions are used to communicate and document that a student has displayed disrespectful behavior, or a lack of responsibility related to the student code of conduct.

Infraction slips will be sent home with students in grades K-5 along with an email home to parents reiterating what was written on the infraction slip. Resolutions will also be sent home with the students.

K-5 Infractions can result in an afternoon detention and meeting with parents or guardians after carpool, in-school suspension, or an out of school suspension.

Multiple infractions can indicate habitual violation of the student code of conduct and will result in denial of continued enrollment at Littleton academy for the following school year.

## **Behavior Infractions Grades 6-8**

Infractions are used to communicate and document that a student has displayed disrespectful behavior, or a lack of responsibility related to the student code of conduct.

**Infractions for grades 6-8 will be communicated via email to the parent/guardian listed as priority contact #1 in Infinite campus. The student who received the infraction will also be spoken to by a staff member and receive the infraction in their school email account.**

Teachers and staff have generally tried redirections, and warnings, but have seen the behavior continue when it comes to minor infractions. Certain behaviors will warrant an infraction without redirections or warnings.

## **Consequences**

**One severe infraction or multiple infractions may result in the following consequences.**

**Before School Detention:** Students must arrive to detention by 7am. Students who are more than 5 minutes late will be denied entry into that morning detention and will be rescheduled to another date to serve their morning detention. Students will remain in morning detention until 7:55am Morning detention interventions depend on the behavior that has occurred. Resolutions, essays, service to school, or restorative conversations are examples of what takes place during this time.

**In-school suspension:** In-school suspensions may happen at any time during the school day. For scheduled in-school suspension, students will report to the office as soon as they enter the building (they must arrive at school on the day of an in-school suspension on time). The student will stay with an adult and any other students who have an in-school suspension. Students will be expected to be quiet, respectful and do schoolwork. Classes and homework that is assigned on the day of the in-school suspension will be due when it was assigned. The late work policy will not apply for students serving in-school suspensions.

**Out of school suspension:** 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.

**Denial of re-enrollment for next school year:** Multiple infractions can indicate habitual violation of the student code of conduct and will result in denial of continued enrollment at Littleton academy for the following school year.

# 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:

1. Require that attempts for resolution be started at the lowest possible level (staff member where the point of incident originated) before being escalated.
2. Define time frames for the filing of a complaint if related to a specific incident.
3. Define time frames for a response once a complaint is filed.
4. 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.
5. 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-TAg\\_EyKrcU0\\_8Qgg/viewform](https://docs.google.com/forms/d/e/1FAIpQLScHUKUT5UVWRtwutz7GZ-Sbx_qS32dlo3-TAg_EyKrcU0_8Qgg/viewform)

\*\*\*Board Level Conflict Resolution Form:

[https://docs.google.com/forms/d/e/1FAIpQLSc3zVgdAppuE3JvR4Wxx8s2yna6GsnohZd4u1I\\_a2Kbeq9nrRA/viewform](https://docs.google.com/forms/d/e/1FAIpQLSc3zVgdAppuE3JvR4Wxx8s2yna6GsnohZd4u1I_a2Kbeq9nrRA/viewform)