

# **Littleton Academy**

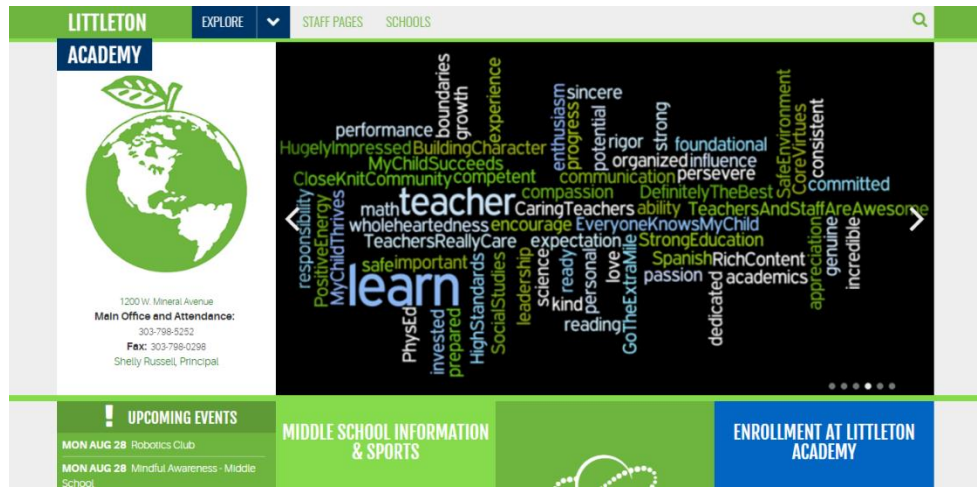
**All School Communication**

**We have 4 ways that we communicate through the entire school.**

1. The Littleton Academy Website
2. The Weekly Newsletter
3. Email through Infinite Campus Messenger
4. The Infinite Campus Portal



# 1. The Littleton Academy Website

To find the Littleton Academy website go to [www.littletonacademy.net](http://www.littletonacademy.net)



The easiest way to Navigate is to click On the explore button

Access, place your bookmarks here on the bookmarks bar. Import bookmarks from...

EXPLORE  STAFF PAGES SCHOOLS 

**ABOUT ACADEMY**  
 WELCOME  
 CONTACT US  
 STAFF ALPHABETICAL LIST  
 FOUNDING PRINCIPLES & BACKGROUND  
 CORE KNOWLEDGE  
 FAQs  
 FINANCIAL TRANSPARENCY  
 EMPLOYMENT OPPORTUNITIES  
 ALUMNI PROJECT  
 SCHOOL SAFETY





**PARENT ORGANIZATIONS**  
 GOVERNING BOARD  
 LAAC  
 LASA

**STAFF PAGES**  
 STAFF ROSTER  
 ADMINISTRATION  
 KINDERGARTEN  
 1ST GRADE  
 2ND GRADE  
 3RD GRADE  
 4TH GRADE  
 5TH GRADE  
 ENGLISH  
 SPANISH  
 SCIENCE  
 SOCIAL STUDIES  
 MATH  
 SPECIALS  
 SPECIAL EDUCATION

**MIDDLE SCHOOL**  
 MS INFORMATION  
 ATHLETICS  
 STEM

**INFORMATION**  
 CALENDARS  
 GATOR BITES  
 GREENHOUSE / GARDEN  
 HANDBOOK & FORMS  
 HOT LUNCH  
 INFINITE CAMPUS FAMILY PORTAL  
 KED  
 SACC  
 WEATHER DELAY & CLOSURES

**PROSPECTIVE FAMILIES**  
 ENROLLMENT  
 PRESENTATION DAYS  
 UNIFORMS & DRESS CODE

From the explore button you can find everything you need for all school information. Please remember anything in blue is a link that can be clicked.

# CALENDARS

School Year Calendars: [2017-2018](#)

Event times and dates are subject to change.

## Academy Web Calendar

Today ◀ ▶ August 2017 ▼ Print Week Month Agenda ▼

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	31 Office Closed	Aug 1 9am Office Hours	2 9am Office Hours	3 9am Office Hours	4 9am Office Hours	5
6 9am Office Hours	7 9am Office Hours	8 9am Office Hours	9 9am Office Hours 9am Math Placement	10 9am Office Hours	11 9am Office Hours	12
13 9am Office Hours	14 9am Office Hours	15 9am Office Hours	16 9am Office Hours	17 Middle School Start	18 Grades 1-5 Start	19

For example, you can click here to open the printable calendar.

If you click on the calendar times, they will expand and give more details than are visible on the calendar.



Our website is mobile device friendly. The menu button will take you to “explore”

## 2. The weekly newsletter

The Gator Bites Newsletter is emailed home every week on Thursday. It is always available on the website as well. Included in the newsletter are articles from our principal, flyers from outside companies, volunteer opportunities and much ,much more. **Please read it from cover to cover every week to stay up to date!**

August 24, 2017

[Littleton Academy  
Events Calendar](#)

### Important Dates

**Thursday, August 31**  
**Back to School Night**  
**5:00-8:30PM**

**Friday, September 1**  
DOC

**Monday, September 5**  
Labor Day  
No School

**Tuesday, September 5**  
Spirit Shirts

**Wednesday, September 13**  
LASA Mtg  
6:00-8:00PM

# Gator Bites



Littleton Academy

## Back to School Night Kick off

### One Book, One LA

This year Littleton Academy has partnered with the Tattered Cover Book Store to present the first ever One Book, One LA. The program is modeled after after Chicago's successful "One Book, One Chicago" project. The idea encourages people of all ages to read one book and participate in thought-provoking discussions and activities derived from the chosen book.

Credit for the original idea is given to Nancy Pearl, a Seattle librarian. "It's based on the idea of communitu. Mu idea was that people would come together who



Littleton Academy has these books ready for you to buy—please come to Back to School Night with cash or check to purchase your copy.

Here is the inventory we have here at LA:

(400) copies of

### 3. Email through Infinite Campus Messenger

Littleton Academy tries to communicate as much as possible through our newsletter but we often send a stand alone email. Email goes to ALL parents and guardians. Littleton Academy uses the email on file in the Infinite Campus student information system that you entered with registration or “annual family check-in”. If your email address changes, you can always go to your Infinite Campus Portal Account and update your email. All email will have “Littleton Academy” in the subject line

**Family**

- Messages **2** >
- Discussions >
- Household Information >
- Family Members >
- Calendar >

**User Account**

- Account Settings >
- Contact Preferences** >
- Access Log >
- Notification Settings >

Annual Family Check in  
School Menus  
Littleton Public Schools  
Littleton Academy

**Message Center**

Email Address:

Secondary Email

Instructions:

For each type of message  
You may select to  
To change or add

Please check the

- If Text (SMS, (SMS) message
- To opt out or
- For support

Household Phone

Cell Phone (720

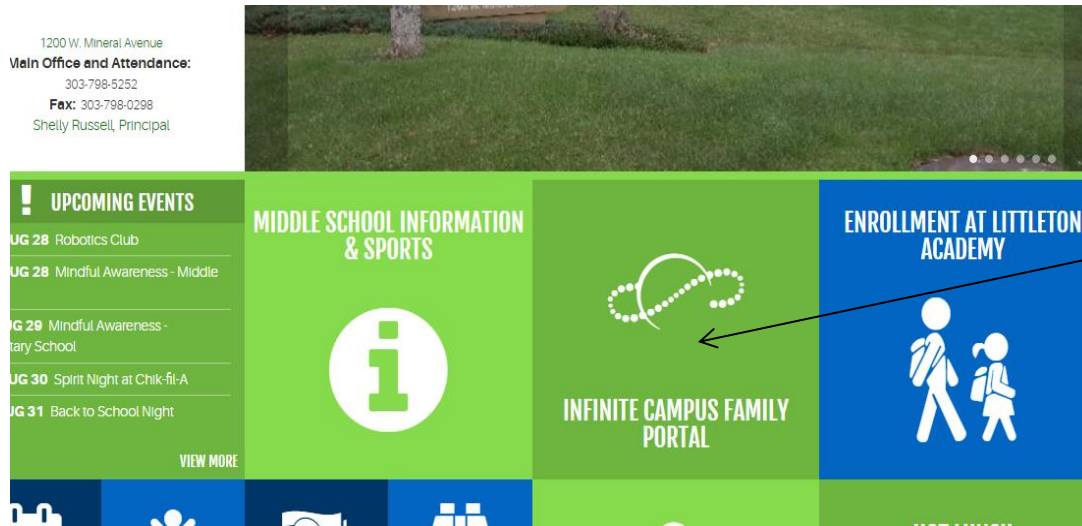
You can update your email under contact preferences

You can update your phone numbers and address under Family Members and Household information

**If you do not know your access to the Infinite Campus Portal, contact Mrs. Childers in the office.**

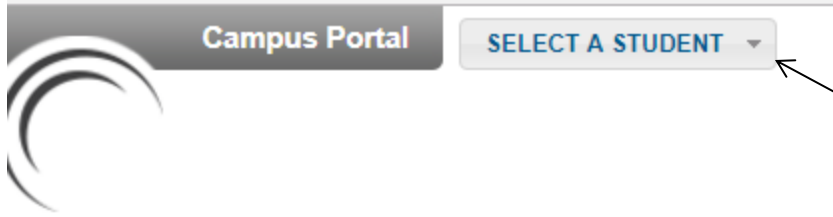


## 4. The Infinite Campus Family Portal

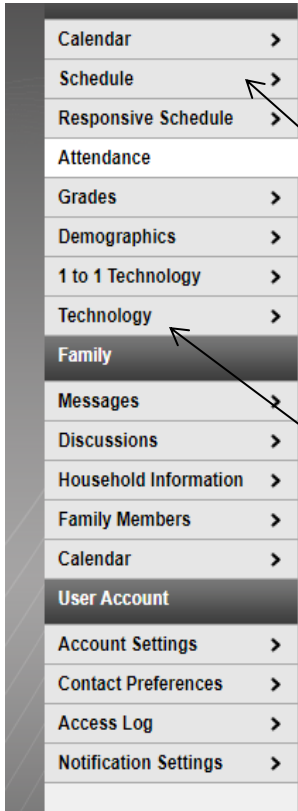


Your access to the Infinite Campus Family Portal is right on the front of the webpage.

All of your family demographic information is stored here. As mentioned earlier, you can change your email, your phone number and emergency contacts on the portal. This is also where you will find your student's schedule, grades and attendance.



If you have more than one student, there is a drop down so you can choose the student that you wish to view.



From here, you can look at your student's schedule. In the Technology tab, you have access to your student's google username and password for school.

**Course Schedule**

= Click on Class Name for Current Assignments and Score:  
 = Click on Teacher Name for Email

	Term 1 (08/17/17-10/19/17)
Period 1	9143.Q1-1 Saxon Math Course 2-6th Grade Sperry, Tanya 6th Pd 1 Rm: 251
Period 2	9200.Q1-2 Science- 6th Grade McEntire, Kathryn Pd 2 Rm: 151
Period 3	9501.Q1-1 G/T English- 6th Grade (M, W, F) Ambroggio, Millicent S Rm: 152
	9703.Q1-2 Physical Education (T) Graeber, Jim - 6McE
Period 4/5	9501.Q1-1 G/T English- 6th Grade Ambroggio, Millicent S Rm: 152
	9705-1 Lunch lunch
Period 6	9601.Q1-2 Spanish (M, W, F) Koda, Grace-6B Rm: 253
	9701.Q1-4 Art (T, R) Greer, Melissa A 6B Rm: 119

From the schedule, you can click on the tab to show the grade book or the envelope to email the teacher.

- >
- Calendar >
- Schedule >
- Responsive Schedule >
- Attendance
- Grades >
- Demographics >
- 1 to 1 Technology >
- Technology >
- Family
- Messages >
- Discussions >
- Household Information >
- Family Members >
- Calendar >
- User Account
- Account Settings >

## Attendance

August 2017							September 2017							October 2017						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

Dates that are highlighted can be clicked to view daily period details. ■ Excused ■ Unexcused ■ Exempt ■ Unknown

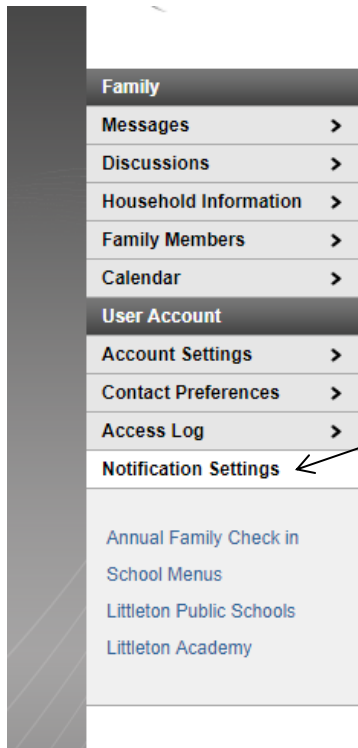
Course
Period
Day
Term

Attendance Summary by Day

When you look at attendance, the best place to look is under “day” attendance. “day” attendance gives you an overview of all of the days or partial days your student has been absent.

Course	1	2	3	4
9501.Q1-1 G/T English- 6th Grade - Ambroggio, Millicent S				
9703.Q1-2 Physical Education - Graeber, Jim - 6MCE	100.00% A+			
9101.Q1-1 Saxon Math Course 2-6th Grade - Sperry, Tanya 6th Pd 1				
9200.Q1-2 Science- 6th Grade - McEntire, Kathryn Pd 2	96.55% A			
9300.Q1-2 Social Studies- 6th Grade - McVeigh, Margaret A-6B				
9601.Q1-2 Spanish - Koda, Grace-6B				
9702.Q1-2 Technology - Griffin, Holly H 6MCE				

Grades will give you an overview of you student's grades. To see the current grade in the class. If the grade is in yellow, it is an in progress grade and will change as new grades are entered. If it is in green, it is the final grade for the quarter. If you click on the book icon, you will see the grade book detail.



### Notification Settings

Check each notification that you want to receive. Unchecking the box will stop the notification. A notification is deleted after 30 days.

Parents - Settings will apply to all students in the household and affect only your notifications. Students make their own settings to affect their own notifications.

Students - Your settings will apply to your notifications only.

**Assignment Scores** (Notifies you when an assignment is scored)

All Assignment Scores

**Attendance** (Notifies you when there is an absence or tardy)

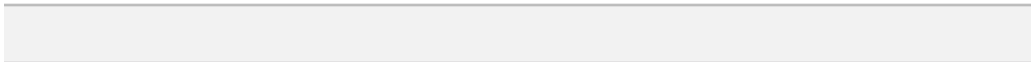
**Grade Changes** (Notifies you when a grade is changed)

All Grades

**Responsive Schedule** (Notifies a student of a future responsive course)

Save

You can set notifications here.



When your notifications are set, you will see a message here on the right hand side of the page

**Infinite Campus also has a mobile app. Please log into your computer and click on the link to get the district id and instructions to set up your app.**

Thank you for your support of Littleton Academy and our teachers!

If you ever have a problem with communication, please call the office so we can help.