



## **Littleton Public Schools**

5776 So. Crocker St.

Littleton, CO 80120

# **GUEST TEACHER HANDBOOK 2018–2019**



Littleton Absentee Reporting System 720-943-5574

Guest Teacher Office Phone 303-347-3370

**Littleton Public Schools**  
**Littleton, Colorado**

**Board of Education**

Jack Reutzel ..... President  
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**Discrimination Disclaimer**

Littleton Public Schools does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, disability, nor on the basis of age against persons whose age is over forty (40), or any other applicable status protected by federal, state or local law. Inquiries concerning any of the above should be directed to the Assistant Superintendent of Human Resources, 5776 South Crocker Street, Littleton, Colorado 80120; phone 303-347-3300; or to the Office of Civil Rights, U.S. Department of Education, 1244 Speer Blvd., Ste 300, Denver, Colorado 80204, phone 303-844-5695.



Note: Littleton Public Schools is a smoke-free environment.

# Welcome

Welcome to Littleton Public Schools! We are pleased to have you be a part of our team as a guest teacher this school year.

Every guest teacher is an important member of the instructional staff. The service a guest teacher provides to the district is very necessary. Regardless of the reason for the absence of the regular teacher, the opportunities for pupils to learn cannot be sacrificed. Since instruction must continue, services of dependable, well-prepared guest teachers are essential.

The desire to guest teach indicates an interest in and a desire to promote the educational opportunity of students. Furthermore, it implies a willingness to be alert and imaginative in meeting the challenges of changing assignments from day-to-day.

An environment that gives encouragement to a guest teacher and is conducive to teaching comes from the combined efforts of the principal, teacher, and students. Consequently, the degree of success a guest teacher may experience is related directly to the preparation of all parties involved.

A successfully completed assignment will result in satisfaction for the students in doing profitable work, for the guest teacher in a job well done, and for the regular teacher in knowing that the day's objectives were attained.

## Substitute/Guest Teacher Definition

"Substitute/guest teacher" means a person who normally performs services as an employee of a school district for part or all of a regular school day, and works on one continuous assignment for a total of less than 100 regular school days. (Please note that one-half days do not count toward the total number of teaching days.)

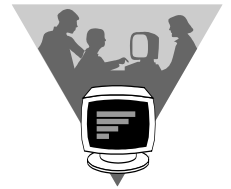
## Guest Teacher Requirements

All persons interested in guest teaching need to complete the online licensed application at [littleton-publicschools.net](http://littleton-publicschools.net). A hard copy of the Colorado Teaching Certificate or **Five-Year** Substitute Teaching Authorization, transcripts, completed online application and letters of reference should be mailed to the Human Resource Office. Only complete applications will be accepted. **You are expected to read this handbook completely and familiarize yourself with its contents.** Only under special circumstances can a substitute teacher hold a three-year or one-year authorization (permission granted by the Director of Human Resources). See the CDE website licensing link ([www.cde.state.co.us](http://www.cde.state.co.us)) for frequently asked questions (FAQs) regarding substitute teaching authorization requirements.

Taking an oath of allegiance is mandatory by law for teachers in the state of Colorado. This oath will be administered during employee orientation.

It is the responsibility of the guest teacher to maintain a valid Colorado Teaching License or Authorization. In the event your license or authorization expires, you will not be called to guest teach until verification of application for a renewed authorization or license can be verified by the Human Resources Department.

**\* \* \* PLEASE NOTE:** If you are going to substitute in the same classroom for more than four (4) weeks, then you must be **"Highly Qualified"** for the area in which you will be guest teaching. **This means you must hold a license, and either have a minimum of 24 semester hours in the subject area you would be teaching, or have passed the state test in the subject area you would be teaching.** For more information, call the Human Resources Office.



## Littleton Absence Reporting System (LARS)

The names of all Littleton Public School employees and guest teachers are maintained in a central database at the Education Services Center for absence reporting purposes. LPS uses the Littleton Absentee Reporting System (LARS) to maintain all absences reported by employees and to find guest teachers when employees have authorized their use. Using the system is quite simple if the telephone prompts are followed, without anticipating what the next prompt will be.

As a guest teacher, you can access LARS for various reasons. Some of these reasons are:

- Registering to get a Personal Identification Number (PIN/PASSWORD)
- Reviewing your PIN number if you forget it
- Changing your voice recording
- Listening to future jobs
- Changing callback numbers
- Accepting jobs
- Reviewing daily jobs schedules
- Canceling jobs
- Modifying available dates for working

The first thing you will be required to do after completing the guest teacher orientation is register with LARS and get your Personal Identification Number (PIN/PASSWORD). Only an employee or guest teacher may call in to get their PIN/PASSWORD; the system operator **cannot** do this for you. You will receive an email with your ACCESS ID/USER ID number included after orientation. The ACCESS ID/USER ID number is necessary in order to obtain your PIN/PASSWORD. To register with LARS and receive your PIN/PASSWORD number, you will need to follow the directions set forth in the attached brochure.

DATE: July, 2018

TO: All LPS Substitute Teachers

FROM: Ken Moritz  
Director of Human Resources

CC: Guy Grace, Director, Security & Emergency Planning  
Jenise Conway, Payroll/LARS Technician

SUBJECT: **Official LPS Identification Badges**

Littleton Public Schools is responsible for providing and maintaining appropriate safety and security measures throughout the District. To that end, all Substitute Teachers need to be issued an official LPS identification badge to wear while working in the district. Students and staff are accustomed to seeing the LPS identification badge for all district workers. The no-cost-to-you badge will identify you as a substitute teacher for the district. Your badge will not allow you to open any outside doors to any District buildings, unless you are a long-term substitute and the request for building access has been made directly from your building administration to Guy Grace in the Security Office.

To obtain an I.D. badge, please visit the district's Security Office, anytime between 9:00a.m.-3:00p.m., M-F. That office is located within the Property Management Offices, at the Education Services Center, 5776 South Crocker St., Littleton, CO, 80120. It takes approximately 5-10 minutes to process the badge after your photo has been taken.

If you already have an official LPS identification badge, you do not need to have another one made. All substitute teachers need to wear their I.D. badge for every assignment in every program/school in the District. If you have any questions or concerns, please let me know. Thank you.

LARS	LARS Desk
720-943-5574 24 hours/day 7 days/week	303-347-3370 7:00 a.m.–3:30 p.m. Monday–Friday

**Call-out Times**

Weekdays:                            5 a.m. to 11 a.m. or until jobs are filled  
     5 a.m. to 10 p.m. for tomorrow and in the future

Weekends and Holidays:        5 p.m. to 9:30 p.m.

**Emergency Closures**

**Media Notification of School Closures**

The school and district offices will be closed only in the case of emergency or severe weather. If the schools and district offices are closed, if the schools are starting late, or if the schools are to be dismissed early, the media will be notified.

A clearly defined procedure is used for making school closure decisions. Decisions on closures are made as early in the day as possible and the announcement is relayed to radio and television stations immediately. **If schools are closed for the day, guest teachers will not be expected to arrive at school and will not be paid for that day. The Delayed Schedule applies only to students. Teachers are expected to arrive at regular school schedule times when a Delayed Schedule is announced.**

# Arrival at School

Under normal conditions, i.e., when there is ample notice, guest teachers are expected to report to the Main Office **ONE-HALF HOUR BEFORE** the school day begins. The duties for the day will be explained by the principal or principal’s designee. If LARS has called without enough lead time and you are willing to work, accept the job with LARS, and call the school. Speak with the secretary about arriving later than scheduled. The school secretary will determine if they need a guest teacher for that time period on a job-by-job basis.

Guest teachers will be provided with plans, instructions and materials for teaching, as well as the proper procedures for nonteaching duties such as hall duty, fire and tornado drills, cafeteria regulations, and what to do when a pupil becomes ill. **Note: Guest teachers are to stay at the assigned building unless excused by the principal or other arrangements are made through the Main Office.**

Beginning/Ending Times	Beginning Bell for PLC* Days	School
8:00 a.m.-2:43 p.m.	9:00 a.m.	East, Hopkins, Moody, Peabody, Sandburg, Runyon, and Twain Elementary Schools
7:50 a.m.-2:33 p.m.	8:50 a.m.	Franklin, Highland, Lenski and Wilder Elementary Schools
7:50 a.m.-2:53 p.m.	8:50 a.m.	Centennial
7:50 a.m.-3:03 p.m.	8:50 a.m.	Field
8:54 a.m.-3:50 p.m.	9:54 a.m.	All Middle Schools
8:30 a.m.-3:31 p.m.	9:30 a.m.	All High Schools
7:40 a.m.-1:40 p.m.	8:20 a.m.	Phoenix Program
7:40 a.m.-1:40 p.m.	8:20 a.m.	Options
7:30 a.m.-3:30 p.m.	8:30 a.m.	COLS (Center for Online Studies)
7:45 a.m.-3:45 p.m.	8:45 a.m.	Littleton Academy
8:00 a.m.-3:15 p.m.	9:00 a.m.	Littleton Prep

On PLC \*(Professional Learning Community) Days, Substitute Teachers are to arrive at the times listed on LARS, please contact the building with specific questions for the PLC days.

## The Day’s Program

When guest teachers report to secondary schools, they will be given a copy of the schedule of the teacher for whom they are substituting. A time schedule for the beginning and end of each class will also be supplied. They will be informed of any special responsibilities or modifications to the regular schedule for that day.

In an elementary school, the guest teacher will be informed as to the beginning and end of the school day and informed of the time for other activities such as lunch, special classes, etc.

The guest teacher should teach the lessons planned for that day by the teacher for whom they are substituting. To help the guest teacher achieve this goal, a lesson plan for the day is usually available. If no plans exist, please see the building administrator.

Guest teachers should take advantage of any classroom organization established to handle necessary classroom procedures whether or not a lesson plan has been provided. Make use of class or group leaders, seating charts, outlines, curriculum guides, and other aids. Involve as many students as you can in conducting and summarizing the lesson and in indicating what has been accomplished. Ask the building administrator(s) for assistance as needed.

In seeking to carry out the regular teacher’s plans, guest teachers should also aim to make the day educationally productive for the pupils and professionally rewarding for themselves. **Leave a summary of the day’s accomplishments for the regular teacher.**

## Getting Acquainted

Upon arriving in the classroom, guest teachers should greet the class and introduce themselves. When meeting a class for the first time, it is good practice to write your name on the chalkboard or whiteboard to help the students remember your name throughout the period or the school day.

An attempt should be made to identify as many students by name as possible, since this encourages the cooperation of the students and lessens the feeling that they are not identified as individuals.

In learning names, guest teachers may find the following suggestions helpful:

Use the seating chart or the teacher's class register, if available.

In elementary schools, these ideas may help:

Have the students make small name cards, fold them, and stand them on the desk with the name facing the teacher.

Have the students make informal introductions of themselves, volunteering any information about themselves they care to give.

Use a few minutes for any educational game or activity that requires the use of names.

Take advantage of other opportunities throughout the day to learn and use pupils' names.

## Pupil-Teacher Relationships

Guest teachers will find it useful to follow the example of successful teachers in matters of student behavior.

Be fair, firm, and consistent.

Use the positive approach.

Praise in public; correct in private.

Do not punish the group for the behavior of a few.

Set up reasonable standards and stick to them.

Call attention to a student's good behavior rather than to his/her misbehavior.

Seek the assistance of an administrator if problems arise. Use the call button in the classroom, or if you deem it appropriate, send a student to the Main Office with a note from you.

## Before Students Leave the Classroom

Listed below are suggestions for use of those minutes at the end of a class or period:

If classroom sets of books or materials were used, have them all returned before the students leave the room.

Challenge students to recall and list on the chalkboard, whiteboard, or overhead what they have studied or learned that period or day. (This will give them an alternative response when their parents ask what they did in school, instead of the traditional answer, "Nothing...we had a sub.")

Remind students of any homework and due dates. Write these on the board.

Have students straighten and pick up the area around their desks.

## Before Leaving the Building

The guest teacher should be sure that the classroom is in an orderly condition, books have been accounted for, and supplies have been properly stored before leaving. A summary of what was accomplished during the day should be completed at this time, including any issues of importance. Let the classroom teacher know what went well and note students who were particularly helpful. The guest teacher is also expected to stop in the school office to:

Receive any instructions relative to another assignment.

Return keys and other materials.

Check out with the secretary.





### **Payroll Information**

Full day pay, three (3) hours and thirty-three (33) minutes or more, the daily rate = \$95

Starting on the 61<sup>st</sup> day of substituting in a given school year, the daily rate = \$135

One-half day pay, three (3) hours and thirty-two (32) minutes or less, the daily rate = \$56

Starting on the 61<sup>st</sup> day of substituting in a given school year, the daily rate = \$84

A bonus structure has been created at 20/40/60 day increments and substitutes who work equivalent to 20 full days will receive a \$300 bonus at the next 20 full-day increment up to a 60-day maximum. At day 61 the long term rate applies.

### **2018–2019 Long-term Same Assignment Rate**

\$95 per day for full day for the first fourteen (14) consecutive days in same assignment

\$135 per day for day fifteen (15) and beyond in same assignment

\$56 for one-half day for the first fourteen (14) consecutive days in same assignment

\$84 for one-half day for day fifteen (15) and beyond in same assignment

Two half-day assignments in the same day, whether in the same school or different schools will be paid at \$112 a day. Maximum potential daily rate = \$135

Exception—high schools, covering for another teacher during your planning period whether in the same department or not, will be considered part of that day’s assignment.

### **Double Guest Teachers**

In the event of an error and two substitute teachers show up for the same job, the guest teacher assigned to the job, is entitled to keep the job. The assigned guest teacher may relinquish the job if he/she chooses.

### **Pay Periods**

Guest teachers are paid on the twentieth (20<sup>th</sup>) day of each month for the preceding month (example: Feb. 1–28 will appear on the Mar. 20<sup>th</sup> paycheck. Mar. 1–31 will appear on the Apr. 20<sup>th</sup> paycheck). The pay period extends from the first of the month through the last day of the month. When calculating salary for days worked, do not go by the hours listed on the bottom of your check. Multiply days worked times rate of pay for that day and compare to gross payment on your check. If this figure matches your amount, you were paid correctly, if not, call the LARS Desk for more information. Paychecks will always be mailed unless you choose the automatic deposit option. With this option your paycheck will be directly deposited into your checking or savings account. To avoid errors in your account, call your bank to ensure the deposit took place before writing checks on what you think you should have gotten paid.

### **Payroll Deductions**

Effective July 1, 1991, all guest teachers are required to enroll in PERA. (Public Employees Retirement Association). The PERA payroll deduction is eight percent of gross pay.

### **Maximum Days of Work**

If a PERA retiree works four hours or less per day, he or she may work up to 720 hours per calendar year without a benefit reduction. A retiree who works more than four hours per day may work up to 110 days during the calendar year. A reduction of the retirement benefit would occur if the retiree exceeded the “working after retirement” limits. **It is the retired employee’s responsibility to monitor the number of days worked.**

## Important Policies and Regulations

**Assignments:** All work assigned for the day is to be graded unless instructions not to do so have been left by the regular teacher.

**Attendance Record:** A daily attendance form is issued from the school office. The guest teacher will be informed of the specific procedures used in a school. Attendance must be recorded accurately. A duplicate copy should be left for the regular teacher.

**Books and Materials:** A guest teacher is responsible for the proper use and care of classroom books and materials. Supplementary books and materials may also be obtained through the school office, the department head, a designated teacher, or the school library. Each school has some system for efficient service of supplementary materials and will so inform the guest teacher.

**Cancelling Assignment on Day of Assignment:** After two unexcused same day cancellations in one school year, the guest teacher will be placed on the inactive list for a period of one month. After one month you will be returned to the system. After another unexcused same day cancellation, you will be removed from the active guest teacher list for one year. After one year you may reapply as a guest teacher. Although we are aware that cancellations become necessary from time to time, they can create hardships in our schools and late cancellations usually result in unfilled positions.

**Collection of Money:** The guest teacher is responsible for all money collected and will be required to make up any shortage which may be lost or stolen. For money collected, the name of the pupil, the amount, and the purpose should be noted. **Do not leave money in a desk or cabinet! All money should be turned in at the office at the close of the school day.**

**Confidential:** As a member of the profession, the guest teacher is obligated NOT to make comments about any pupil, teacher, or administrator that will reflect discredit upon that person or upon the teaching profession. Observations made during the school day and conversation concerning teachers and/or pupils should be of a confidential nature and discussed only with the school principal. Pupil records of all kinds are confidential and must be treated as such.

**Corporal Punishment:** Corporal punishment is prohibited by Board of Education policy.

**Damage to School Property:** Damage to school property or to the teachers' or students' personal property should be reported at once to the office.

**Detention of Pupils:** Approval of the principal should be obtained in advance for the detention of pupils. Students need to move from class to class in a timely manner and they must be allowed ample time to meet after school transportation timelines.

**Dismissal of Pupils:** Pupils should be dismissed promptly in an orderly manner and in accordance with the procedure used in the school.

**Emergency Procedures:** Have the principal advise you of emergency drill procedures and be prepared to take class roll when students are out of the building.

**Leaving School:** Permission for a pupil to leave school before the regular hour of dismissal is granted only with the approval of the school office.

**No Smoking Policy:** In order to promote the general health, welfare, and well-being of staff and students, the Board of Education is committed to establishing Littleton Public Schools as a tobacco-free school district. Effective January 1, 1991, smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all district buildings. All forms of tobacco use shall be prohibited on all district property, effective August 1, 1991.

**Personal Belongings:** Personal belongings (coats, pens, notebooks, wallets, etc.) should not be left in the classroom by students. Items whose ownership is unknown should be taken to the Main Office.

**Personal Injury:** Personal injury to pupils or teachers should be reported to the office immediately.

**Pupil's Records:** An accurate record of the pupil's work is important as evidence when discussing the pupil's progress with those concerned. Even though a guest teacher will not often guest teach for the same teacher for longer than a day or two, a general report indicating what material the class covered and the performance of the class as a whole or of outstanding individuals should be left for the regular teacher.

**Personal Data Changes:** In order to ensure that we can locate you for teaching assignments and payroll purposes, change of name, address or telephone number needs to be communicated in writing and give to the Human Resources Department.

**Resignation:** If you can no longer substitute teach for the District, please send the Guest Teacher Office a written notification to remove your name from the active guest teacher list.

**Site Removal:** If the school administration at a site sends the Human Resources office a "Request Not To Return" form, the substitute office will remove the substitute teacher from the district's calling system for that site. A formal letter will be mailed to the substitute teacher, along with a copy of the "Request Not To Return" form. If three "Requests Not to Return" are received by the Substitute Office, your name may be removed from the district's guest teacher list for one year. Please see "Substitute Teacher Unsatisfactory Performance Appeal Process" on page 11.

**LPS Mission Statement**

To educate students for the future by challenging every individual to continuously learn, achieve, and act with purpose and compassion.

**LPS Vision Statement**

Littleton Public Schools – Exceptional community, extraordinary learning, expanded opportunity, and success for all students.

Littleton Public Schools maintains an environment which fully supports the Mission and Vision Statements. Please be aware that the school district has set high standards for all its employees.

The Board of Education policies governing contract teachers are also applicable to guest teachers. Violation of LPS rules and regulations may result in suspension or termination of substitute services.

In addition to Board policies, substitutes should be mindful of additional infractions which may also result in suspension and/or termination of a guest teacher:

- Reporting late or leaving early from an assignment
- Not maintaining proper classroom control
- Failure to follow lesson plans delineated by teacher(s)
- Failure to dress appropriately and professionally

Failure to follow rules/regulations/practices at a particular school



## **SUBSTITUTE TEACHER UNSATISFACTORY PERFORMANCE APPEAL PROCESS**

School administrators have the responsibility and authority to evaluate all building staff, including substitute teachers. If the performance of a substitute teacher is determined to be unsatisfactory, the principal or assistant principal may request that the substitute teacher not return to his/her school.

When a “Request Not to Return” is received by the Director of Human Resources, a formal letter will be mailed to the substitute teacher, along with a copy of the “Request Not To Return.”

The substitute may contact the principal or the assistant principal giving an explanation as to what occurred related to the specific incidents resulting in the “Request Not to Return” to the building. The administrator may rescind the “Request Not to Return.” If so, the administrator will contact the Director of Human Resources and the substitute will be informed in writing regarding the reinstatement.

If three (3) “Requests Not to Return” have been submitted to the Director of Human Resources, the substitute will be sent a written notice indicating that the guest teacher may be suspended from substituting for the Littleton Public Schools (LPS) district for a period of one (1) calendar year, pending a formal meeting with the Director of Human Resources.

### **Review Process**

- ◆ The substitute contacts the Director of Human Resources, within ten (10) days of receipt of the written notice, in order to request a meeting.
- ◆ The Director arranges the time, place, and date of the meeting.
- ◆ The meeting will be closed, except for those individuals directly involved in the incident(s).
- ◆ Building administrators have the option to be present or may give additional information to the Director of Human Resources regarding the “Requests Not to Return” to their buildings/ programs.
- ◆ The substitute may bring additional documentation related to any of the three notifications.
- ◆ Depending upon the outcome of the Review Process, the substitute will either be reinstated, or will be suspended from working in the LPS district for a period of one (1) year.
- ◆ Within ten (10) days after the meeting, the Director will respond to the substitute in writing. The decision of the Director will be final. A copy of the decision will be placed in the substitute’s personnel file.

A substitute may reapply to work in the LPS district following the one-year suspension by writing a letter to the Director of Human Resources requesting reinstatement and enclosing three (3) current (no more than two years old) letters of recommendation documenting success in teaching assignments in schools in other school districts.

# Program Descriptors

## **CHILD FIND**

The Child Find team is responsible for screening, referral, assessment, and staffing of all students birth to five years of age. Students ages 5-21 who reside within Littleton Public Schools boundaries but are not attending Littleton Public Schools are referred to their attendance area school for screening.

## **EARLY CHILDHOOD PROGRAM**

Located at The Village School, this permissive program provides language, motor, cognitive, and direct service deliveries. Most students with handicapping conditions are provided services by the building resource teams.

## **HEARING IMPAIRED**

The Elementary Total Communication Hearing Impaired Program is located at Franklin Elementary School. Many hearing impaired students not needing total communication at the elementary level are served at their home school. Secondary students who are hearing impaired are provided services at their home school.

**OT:** Occupational Therapist

## **OPTIONS MIDDLE SCHOOL**

Located at the former Whitman Elementary School campus, 6557 S. Acoma St., this program provides an alternative setting for seventh, eighth and ninth graders customized for nontraditional learners.

## **OPTIONS HIGH SCHOOL**

Alternative setting for high school students in grades 10–12, developed as a dropout prevention and retrieval program. Students earn credits toward the graduation requirements of their home high school.

## **PACE/PROGRESSION FOR ADAPTIVE AND COGNITIVE EDUCATION**

A K–12 program for students with Significant Limited Intellectual Capacity (SLIC) and other handicapping conditions with severe/profound educational needs. The elementary programs are located at Peabody, Highland, Franklin, and Runyon. Middle school programs are located at Powell, Newton and Euclid. High school programs are home based at Littleton, Arapahoe, and Heritage high schools.

## **PHOENIX PROGRAM**

The Phoenix Program is designed to serve students in grades 6–12 who have been expelled or are near expulsion from Littleton Public Schools. The program is located across the street from the Whitman campus, at 6558 So. Acoma St., Littleton, CO 80120.

## **RESOURCE PROGRAMS**

Each school has building resource (special education) programs that serves students on consult, itinerant, and direct service deliveries. Most students with handicapping conditions are provided services by the building resource teams.

## **SCIL/SELF-CONTAINED INDIVIDUALIZED LEARNING**

An elementary self-contained program for students functioning two to three years behind expected level of performance in the cognitive, affective, language, motor and academic areas.

## **TAB/TEACHING APPROPRIATE BEHAVIORS (GRADES 3–5)**

This elementary classroom is located at Moody Elementary School. The program serves students with severe/profound emotional/behavioral needs. Appropriate academic skill level and cognitive level is generally present. The goal is to mainstream students to the maximum extent possible with their nonhandicapped peers to learn appropriate behaviors.

## **TRANSITION CLASS: TRANSITION PROGRAM FOR 18- TO 21-YEAR OLD STUDENTS WITH SEVERE/PROFOUND NEEDS**

Vocational programming and community-based instruction are primary goals for each student. Transition planning from school to work is provided for each student.

**VISUALLY IMPAIRED:** All students who are visually impaired receive services at their home school.

**DIRECTIONS FROM THE EDUCATION SERVICES CENTER (5776 SOUTH CROCKER STREET) TO:**

**Elementary Schools:**

**Ames Facility**

7300 South Clermont Drive  
303-347-4400

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Colorado Blvd.  
South on Colorado Blvd. to Easter  
East on Easter to Clermont Drive  
South on Clermont Drive to 7300

**Centennial Academy of Fine Arts Education**

3306 West Berry Avenue  
303-347-4425

North to Littleton Blvd.  
West on Littleton Blvd. (Bowles west of Santa Fe)  
West on Bowles to Federal  
North on Federal to Berry (*go beyond the school and come back south on Federal*)  
West on Berry to 3306

**East Elementary School**

5933 South Fairfield Street  
303-347-4450

North to Littleton Blvd.  
East on Littleton Blvd. to Bannock  
South on Bannock to Fairfield  
East on Fairfield to 5933

**Field Elementary School**

5402 South Sherman Way  
303-347-4475

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
North on Broadway to Centennial  
East on Centennial to Sherman  
South on Sherman to Sherman Way  
Right on Sherman Way to 5402

**Franklin Elementary School**

1603 East Euclid Avenue  
303-347-4500

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Franklin  
North on Franklin to Euclid  
East on Euclid to 1603

**Highland Elementary School**

711 East Euclid Avenue  
303-347-4525

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Pennsylvania  
North on Pennsylvania to Euclid  
East on Euclid to 711

**Hopkins Elementary School**

7171 South Pennsylvania Street  
303-347-4550

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Easter Ave.  
East on Easter to Pennsylvania  
North on Pennsylvania to 7171

**Lenski Elementary School**

6350 South Fairfax Way  
303-347-4575

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Fairfax Way  
North on Fairfax Way to 6350

**Littleton Academy Charter School**

1200 West Mineral Avenue  
303-798-5252

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Mineral  
West on Mineral past the Storage Units  
Continue to Southpark  
South on Southpark to the parking lot in back of the building

**Littleton Preparatory School**

5301 S. Bannock St.  
303-734-1995

North to Littleton Blvd.  
East on Littleton Blvd to Broadway  
North on Broadway to Rafferty Gardens  
West on Rafferty Gardens to Bannock

**Ralph Moody Elementary School**

6390 South Windermere  
303-347-4600

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere to 6390

**Peabody Elementary School**

3128 East Maplewood  
303-347-4625

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to University  
North on University to Maplewood  
East on Maplewood to 3128

**Runyon Elementary School**

7455 South Elati Street  
303-347-4650

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere to Ridge Road  
East on Ridge Road to Elati  
South on Elati to 7455

**Sandburg Elementary School**

6900 South Elizabeth Street  
303-347-4675

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Elizabeth  
South on Elizabeth to 6900

**Twain Elementary School**

6901 South Franklin  
303-347-4700

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to Franklin  
South on Franklin to 6901

**Wilder Elementary School**

4300 West Ponds Circle  
303-347-4750

North to Littleton Blvd.  
West on Littleton Blvd. (Bowles west of Santa Fe)  
West on Bowles to Platte Canyon  
South on Platte Canyon to Ponds Circle  
West on Ponds Circle to 4300

**Middle Schools:****Euclid Middle School**

777 West Euclid Avenue  
303-347-7800

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere to Caley  
East on Caley to Elati  
South on Elati to Euclid  
(school is at corner of Elati & Euclid)

**Goddard Middle School**

3800 West Berry Avenue  
303-347-7850

North to Littleton Blvd.  
West on Littleton Blvd. (Bowles west of Santa Fe)  
West on Bowles to Lowell Blvd.  
North on Lowell Blvd. to Berry  
West on Berry to 3800

**Newton Middle School**

4001 East Arapahoe Road  
303-347-7900

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Arapahoe Road  
East on Arapahoe Road to 4001  
(school is at corner of Arapahoe & Colorado Blvd.)

**Powell Middle School**

8000 South Corona Way  
303-347-7950

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Mineral  
East on Mineral to Pennsylvania  
Right on Pennsylvania to Corona Way  
Left on Corona Way to 8000

**Phoenix Program (at the Whitman Facility)**

6557 South Acoma Street  
303-347-4725

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere to Caley  
East on Caley to Acoma  
South on Acoma to 6557



**High Schools:**

**Arapahoe High School**

2201 East Dry Creek Road  
303-347-6000

North to Littleton Blvd.  
East on Littleton Blvd. to Broadway  
South on Broadway to Dry Creek  
East on Dry Creek to 2201  
(school is at corner of Dry Creek & University Blvd.)

**Heritage High School**

1401 West Geddes Avenue  
303-347-7600

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere past Ridge Road to Geddes  
East on Geddes to 1401

**Littleton High School**

199 East Littleton Blvd.  
303-347-7700

North to Littleton Blvd.  
East on Littleton Blvd. to 199  
(school is 1 block east of Broadway)

**Options**

6558 South Acoma  
303-347-3580

**North to Littleton Blvd.**  
**East on Littleton Blvd. to Windermere**  
**South on Windermere to Caley**  
**East on Caley to Acoma**  
**South on Aco Phoenix Program (Grades 6–9)**

6558 South Acoma Street  
303-347-4840

North to Littleton Blvd.  
East on Littleton Blvd. to Windermere  
South on Windermere to Caley  
East on Caley to Acoma St.  
South on Acoma to 6558  
ma to 6558

**COLS (Center for On-line Studies)**

Arapahoe Community College (ACC)  
5900 So. Santa Fe Dr., Room A1430 and A1450  
Melinda Ness at 303-347347  
Karen Goodwin at 303-347-3388

North to Littleton Blvd.  
West on Littleton Blvd. to Prince  
South on Prince to Church  
West on Church to ACC

**The Village—North Building**

1907 West Powers Avenue  
303-347-6985

North to Littleton Blvd.  
Continue north on Crocker to Powers  
West on Powers to 1907







**Transportation Services Center**



5565 South Crocker Street  
303-347-4775



North to Littleton Blvd.  
Continue north on Crocker to 5565







## Littleton Public Schools 2018-2019 School Year Calendar







### KEY







- NT - New Teacher Orientation
- SS - Start of School
- TC - Teacher Contract Day
- 6 - End of 6 Weeks
- 9 - End of 9 Weeks
- 12 - End of 12 Weeks
- \* - End of Semester
- \*\* - End of Trimester
-  Holiday or Vacation
-  Nonstudent Day
-  Elem. Planning (short day)
-  Elem. Only Nonstudent Day
-  Elem./Middle Nonstudent Day
-  High School Only Nonstudent Day
- Shaded = Designated PLC Days



August 2018					September 2018				
M	T	W	T	F	M	T	W	T	F
		1	2	3	 3	4	5	6	7
6	7	8	9	10 <sup>NT</sup>	10	11	12	13	14
13	14 <sup>TC</sup>	15 <sup>TC</sup>	16 <sup>TC</sup>	17 <sup>SS</sup>	17	18	19	20	21
20	21	22	23	24	24	25	26	27	 28 <sup>6</sup>
27	28	29	30	31					








October 2018				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	 18	 19 <sup>9</sup>
22	23	24	25	26
29	30	31		



November 2018				
M	T	W	T	F
		1		2
5	6	7	8	 9 <sup>12</sup>
12	13	14	15	16
 19	 20	 21	 22	 23
26	27	28	29	30



December 2018				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21 <sup>*</sup>
 24	 25	 26	 27	 28
 31				

January 2019				
M	T	W	T	F
	 1	 2	 3	 4
 7	8	9	10	11
14	15	16	17	18
 21	22	23	24	25
28	29	30	31	

February 2019				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	 15 <sup>6</sup>
 18	19	20	21	22 <sup>**</sup>
25	26	27	28	

March 2019				
M	T	W	T	F
				1
4	5	6	 7	 8 <sup>9</sup>
11	12	13	14	15
18	19	20	21	22
 25	 26	 27	 28	 29

April 2019				
M	T	W	T	F
1	2	3	4	5 <sup>12</sup>
8	9	10	11	12
15	16	17	18	19
22	23	24	25	 26
 29	30			

May 2019				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	 24 <sup>**</sup>
 27	28 <sup>TC</sup>	29	30	31

June 2019				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

### Important Dates

Start of School	Aug. 17	New Year's Day	Jan. 1
Labor Day	Sept. 3	Martin Luther King Day	Jan. 21
Thanksgiving Vacation	Nov. 19 - 23	Presidents' Day	Feb. 18
Winter Break	Dec. 24 - Jan. 4	Spring Break	Mar. 25-29
Christmas Day	Dec. 25	End of School	May 24
		Memorial Day	May 27

### Nonstudent Days

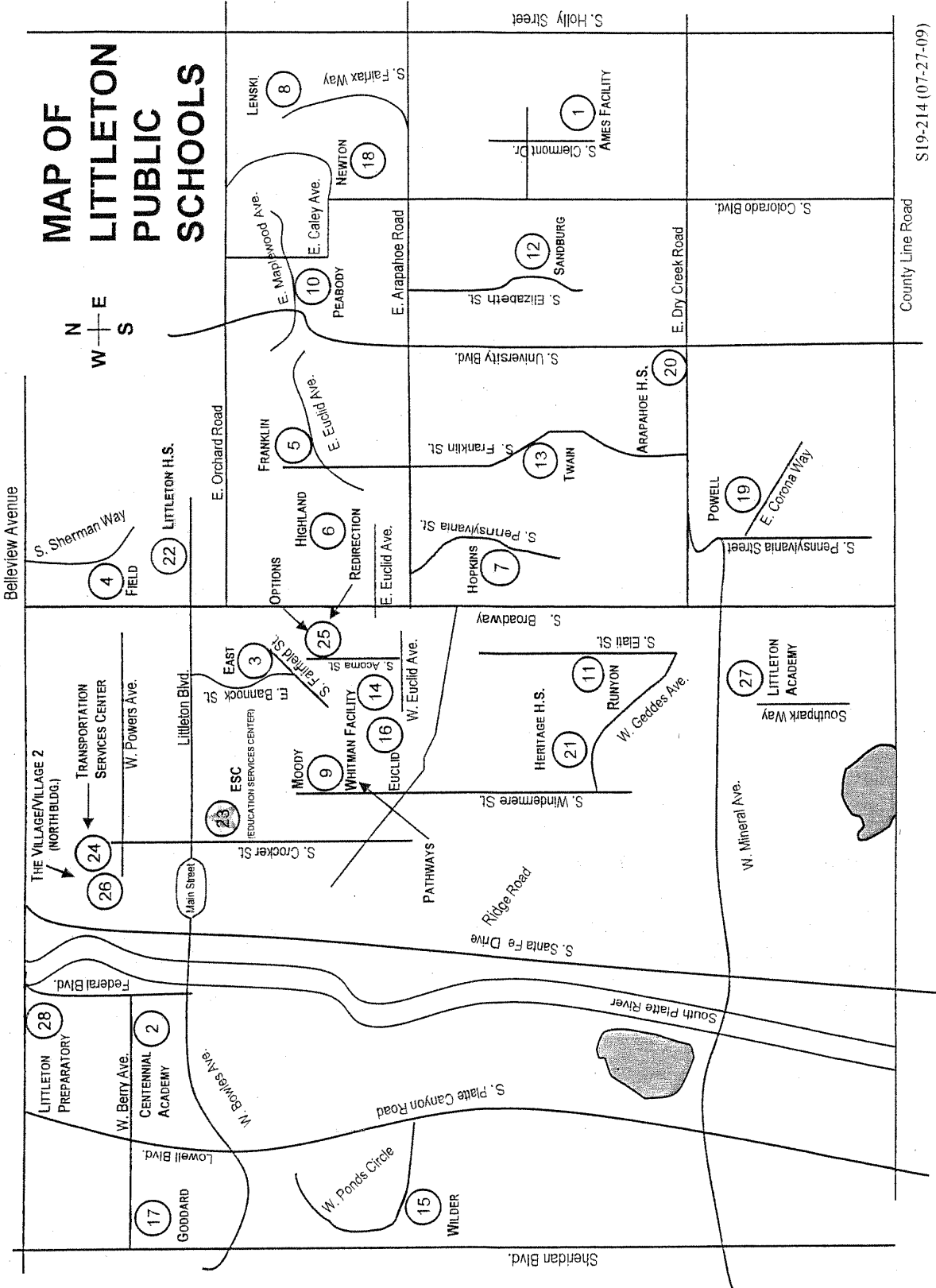
K-12 Parent/Teacher Conferences: Oct. 18-19, Mar. 7  
 Additional Elem. Parent/Teacher Conference Day: Mar. 8  
 Elem. Planning (Short Days): Sept. 28, Nov. 9, Feb. 15, April 26  
 K-12 In-Service/Staff Development Day/Work Day: Jan. 7  
 High School Non-student Day: May 24

All schools will choose 1 additional teacher contract day before the start of school.

**High School graduation date: Saturday, May 25\***

**\*High School Teacher Contract Day**

# MAP OF LITTLETON PUBLIC SCHOOLS



S19-214 (07-27-09)

County Line Road

<b>Date</b>	<b>½ or Full Day</b>	<b>School</b>	<b>Job Number</b>	<b>Teacher</b>	<b>Grade/ Subject</b>
<b>MONTH</b>	<b>Total ½ Days</b>	<b>½ day Pay</b>	<b>Total Full Days</b>	<b>Full Day Pay</b>	<b>Total Pay</b>

Date	½ or Full Day	School	Job Number	Teacher	Grade/Subject
MONTH	Total ½ Days	½ day Pay	Total Full Days	Full Day Pay	Total Pay

Date	½ or Full Day	School	Job Number	Teacher	Grade/ Subject
MONTH	Total ½ Days	½ day Pay	Total Full Days	Full Day Pay	Total Pay