



LITTLE RAVEN
T H U N D E R B O L T S

Little Raven Elementary
Family Handbook

Dear Little Raven Families,

This handbook has been designed to provide you with helpful information about Little Raven Elementary School. It will help to answer questions that you might have regarding the everyday operation of our school, our procedures, and our policies. Should the answer to your question not be in this handbook, please give our office a call and we will do our best to help you.

Sincerely,

The Staff of Little Raven Elementary School

Office/Support Staff Phone Numbers

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Littleton Public Schools Vision Statement

Exceptional community, extraordinary learning, expanded opportunity, and success for all students.

Littleton Public Schools Mission Statement

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

Little Raven Elementary Mission

At Little Raven, together, we promise to create and develop positive relationships where children, families, and staff are safe, and cared for. We intentionally celebrate our diverse roots with passion and dedication. We are committed to continuous social-emotional and academic growth for all our students, providing high quality, rigorous instruction that serves each unique and evolving student.

At Little Raven, we promise

- To provide a welcoming and safe environment
- To educate our students with high-quality instruction
- To care and foster strong relationships
- To be inclusive
- To collaborate with each other, our students, and our community

Spirit Colors and Mascot

School Colors: Red, Navy, Orange, Yellow

School Mascot: Thunderbolts



PBIS at Little Raven

Charge Up Thunderbolts!

Our school-wide PBIS program aims to provide clear and consistent expectations for students across all settings within our school. We expect students, teachers, parents and community members to charge up and follow our Thunderbolt expectations.



Be a responsible decision maker

Own my actions and words

Lead with kindness

Take other perspectives

Specific Expectations for Little Raven Elementary can be found on the [Little Raven website](https://littletonpublicschools.net/schools/littleraven): <https://littletonpublicschools.net/schools/littleraven>

General Information:

School Day Schedule (Monday/Tuesday/Thursday/Friday)

___ 7:35 ___ Dropoff for students eating breakfast at school

___ 7:35 ___ Soft Start (students enter the front doors & go to their classrooms)

___ 7:45 ___ First Bell rings

___ 7:50 ___ Start of school (attendance taken)

___ 2:45 ___ Dismissal

PLC School Day Schedule (Every Wednesday)

___ 8:35 ___ Dropoff for students eating breakfast at school

___ 8:35 ___ Soft Start (students enter the front doors & go to their classrooms)

___ 8:45 ___ First Bell rings

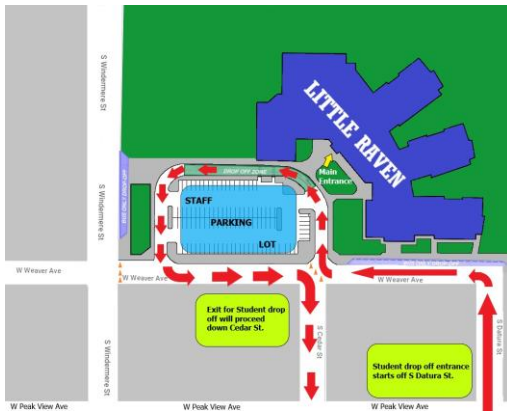
___ 8:50 ___ Start of school (attendance taken)

___ 2:45 ___ Dismissal

Student Drop Off in the Morning

- The playground will be closed before school, and no morning supervision will be provided.
- Beginning at 7:35 am, students will enter the building through the front entrance or cafeteria doors. Cafeteria doors will close and lock at 7:45 am and the front doors will lock and close at 7:50. Any student arriving after 7:50 am will enter through the front of the building and will need to be escorted to the front doors by a parent or guardian. A staff member will meet you and hand your child a tardy slip to walk to class.
- Parents dropping off their students by car will be asked to use the car loop located in the front of the building. This is a drop off lane only, we ask that parents stay in their vehicle and students exit from the passenger side only. The right lane is a drop off lane and the left lane is for through traffic only. Thank you for helping us keep the flow of traffic moving while ensuring our students are safely dropped off.

- Please be aware that Weaver will be closed during pick up and drop off. You will not be able to enter the car loop via Windermere to Weaver St.
- Thank you for not using the parking lot or bus loop as drop off areas.
- Students should not be dropped off before 7:35 am
- Little Raven Parent Pick Up & Drop Off



- **Morning Arrival:** ALL students will enter through the front door and proceed to their classrooms.

Student Pick-up in the Afternoon (2:45)

- **Car Pick-Up:** Students being picked up through the car pick up loop will be dismissed and they will exit the building through the cafeteria door.
 - Parents will be asked to stay in their vehicle while they wait for their student to be released to them. As space is available, parents will be directed to move to a pick up spot in the right lane. Students will be called to their vehicle by the Student's Last Name which will be written on a card and posted on your front car visor. The right lane in the car loop is for pick up while the left lane is for moving traffic. Thank you for partnering with us as we work together to keep our students safe.
 - Thank you for not using the parking lot or bus loop as drop off areas.
- **Walkers or Parent Pick Up:** Grades K-5 will dismiss through the front doors and walkers will head home. Parent pick-up will meet in front of the school.
- The playground will be closed after school, and no supervision will be provided. SACC will be utilizing the playground until 6:00 pm and we need to ensure that all students are accounted for by an adult.
- Any student dismissal plan changes must be communicated to the front office by 2:15 pm.

Policies and Procedures:

Attendance/Absences/Tardies

Attendance is something we take very seriously at Little Raven Elementary. Your child is expected to be at school on time each scheduled school day. Doctor and other appointments should be scheduled outside of the school day whenever possible. If this is not possible, we ask that you schedule appointments at times that are least intrusive to the school day. After eight absences, parents will be required to bring in a doctor's note in order for an absence to be excused.

Please refer to the LPS Student Code of Conduct book regarding parent responsibility for compulsory school attendance.

Absences: Parents should call the 24 hour attendance line at 303 734 5640 to report the absence of their child. The absence should be phoned in prior to 7:30 am on the day of the absence. Parents should leave the following information: Student name, Parent's name, date(s), and reason for absence.

- If the child will be absent for a planned period of time, call prior to the first day of the absence, specifying the exact dates of the absence and the date the student will return to school.
- Parents will be contacted for any student who is absent and for whom the school has not received a parent call. It is extremely important that emergency contact information be up-to-date in Infinite Campus with home and cell numbers.
- If your child has a communicable illness, please notify the office. Parents will be notified when students have been exposed to a communicable illness in the classroom if it is deemed necessary.
- Make-up work may be provided to students who are absent due to illness. Contact your child's teacher to make arrangements for make-up work due to illness.
- Make-up work will not be provided in advance for families taking vacations during the school year.

Attendance/Tardies: It is important that children arrive on time for school. A "tardy" child not only disrupts the class when arriving late, but he/she misses an important part of the academic learning time. When it is unavoidable and a child is tardy, please come into the office and sign students in. The office will make sure that they get counted for lunch as well as remove them from the "absence" list. The student will receive a late arrival tardy slip to let their teacher know they have checked into the office.

Dismissal plan changes: Please call the office before 2:15 pm with any dismissal plan changes to give us time to notify your student.

Vacations: If you are unable to schedule your vacations during school breaks, please notify the office for attendance purposes. Also, inform your child's teacher of extended vacation plans. Extended vacations will be unexcused absences.

Accidents

If a significant accident/injury occurs, the school office personnel will make every attempt to contact the student's parents. If the parents are unavailable, the authorized emergency contact person will be notified. It is imperative that the office has at least one emergency contact person listed. It is very important that you keep your child's emergency information up to date in Infinite Campus.

Animals on Campus

Animals may be on the school premises only in connection with an organized school activity, approved by the principal or if they are service animals. Students and parents may not bring animals onto the school premises, unless authorized by the principal. The policy is based on the unpredictability of an animal's behavior with regard to student safety. Thank you in advance for your cooperation with this policy.

Bikes/Scooters/Skateboard Rules

Neighborhood children may ride bicycles, scooters, skateboards, and roller blades to school. However, it is a parent's responsibility to make sure their children are wearing the appropriate safety gear (helmets, pads, etc.). Safety rules must be observed at all times. Once on school property, bikes, scooters, and skateboards should be carried or pushed; they may not be ridden on campus. Roller blades should be taken off immediately upon arriving on school grounds. All bikes should be stored in the bike racks and locked during the day. All scooters and skateboards should be stored and locked in the racks by the Main Entrance as well. Bikes, scooters, skateboard, and roller blades should be clearly marked with the student's first and last name. Little Raven and Littleton Public Schools will not be responsible for any lost, stolen, or damaged bikes, scooters, skateboards, or roller blades.

Birthday Treats

Providing food items for your child's birthday celebration is not allowed at school. If you plan to hand out party invitations at school then every child in the class must receive one.

Buses

The privilege of riding in a school vehicle is contingent upon a student's good behavior

and observance of the student code of conduct and established regulations for student conduct both at designated school vehicle stops and onboard school vehicles.

The operator of a school vehicle shall be responsible for the safety of the students in the vehicle, both during the ride and while students are entering or leaving the vehicle. Students shall be required to conform to all rules concerning discipline, safety and behavior while riding in the school vehicle. It is the vehicle operator's duty to notify the director of transportation and the principal of the school involved if any student persists in violating the established rules of conduct.

After due warning has been given to the student and to the student's parents/guardians, the principal may withhold from the student the privilege of riding in the school vehicle. Violation of district policies and regulations while in a school vehicle may also result in the student's suspension or expulsion from school, in accordance with Board policy concerning student suspensions, expulsions and other disciplinary interventions.

The following items are not permitted on school buses: baseball bats, hockey sticks, tennis rackets or similar sports equipment, glass objects, explosives, firearms, knives, lighters, matches, live animals or insects, or skateboards. Small science classroom projects may be transported in sealed plastic containers.

The phone number to the LPS Transportation Services Center is (303) 347-4775.

Cell Phones and Watches

While we appreciate the importance of communication between a parent and child and the assurance a cell phone provides, especially to students walking to/from school, **cell phones should be regarded as emergency phones.** If a child brings a cell phone to school, please understand that they bring it at their own risk for potential damage, loss or theft. Also, **the cell phone and/or watch is to be kept in their backpack at all times only for use off school property.** Students have the ability to use school phones if the need arises, (and cell phones are not to be the means by which a student contacts a parent or others during the school day.) This policy also applies to school buses which are also considered school property during the transportation of students. **Use of a cell phone to take pictures on school property is forbidden.**

Thank you for helping us enforce this policy so that our students are better able to focus their attention fully on learning and learning opportunities while at Little Raven Elementary.

Classroom Celebrations

Classrooms may choose to have small festivities to celebrate achievement of class

goals. These could be movie days, pajama day, stuffie day etc. Specific date and time are determined each year pending calendar parameters. More information will be coming about guidelines for these celebrations.

Communication

There are numerous ways to stay connected to Little Raven Elementary:

School website: <https://littletonpublicschools.net/schools/littleraven>

Contains all vital information about teacher contacts, lunch menu, curriculum, policies and procedures, etc.

Monthly Newsletter: The Little Raven newsletter will be emailed to families.

Staff Directory: Staff contact information can be found on the school website under [Staff Directory](#). Most teachers prefer email as the primary mode of non-emergency communication. Keep in mind that teachers are not always able to check emails during the school day.

Social Media: Little Raven has a [Facebook](#) and [Instagram](#) page.

Delayed Start

In the event of inclement weather, school may be on a delayed schedule, beginning 60 minutes later than usual (8:50 am/ 9:50 am on Wednesday). Buses also run their routes on a 60 minute delayed schedule. A district communication (email) will be sent to all families. Additionally, announcements will be made on major radio and television stations when a "Delayed Start" is in place. You may also refer to the district web page at www.littletonpublicschools.net. Please do not call the school office for information about weather-related schedule changes.

Dress Code

Please make sure your child dresses appropriately for Colorado weather. Student grooming and apparel must adhere to LPS standards of decency, must not pose a threat to public or personal safety or health, and must not be disruptive of or distracting to the learning environment, classroom activity or student behavior. The following are prohibited:

- Tank tops with large armholes, crop tops that show midriff and halter tops.
- Short shorts (above fingertip length).
- Hats unless there is a hat spirit day
- Baggy/Saggy clothes that are more than 1 size bigger than the child's regular size
- T-shirts or other apparel depicting alcohol, drug, tobacco use or advertisement, or apparel displaying gang symbols, or using defamatory or vulgar, offensive or obscene language

Please refer to the [LPS Student Code of Conduct](#) for further guidelines.

Emergency Closure Procedures

In the case of an emergency or severe weather, LPS will send out a communication to families. You can also sign up to receive texts via your Parent Portal. The district website and local television stations will also share this news.

Fees

\$20 per student. Fees will be paid via infinite campus during the annual family check-in.

Field Trips

Grade levels may plan a trip off site to support and enhance the curriculum. Signed parent permission is required in advance for these excursions. If parents are selected to attend the field trip, Volunteer Screening through the District will need to take place prior to the day of the event. [Volunteer Registration](#)

Lost and Found

All misplaced items will be placed in our Lost and Found. Students may check the Lost and Found for lost items at any time other than class time. Lost and Found items will be displayed during Parent/Teacher conferences and during other evening events. Unclaimed items are given away to charity at the end each semester.

Media Center

Students will have access to a large number of books and resources in our school media center. It will also be a place for collaboration, project based learning, and other student support. Sometimes a book, chromebook charging cord, or other resource gets damaged or lost during a school year. Our media specialist will work with families to find an appropriate solution.

Medications

By law, only medication prescribed by a doctor can be administered to students at school. It must be provided to the office in its original container. Over-the-counter medications may not be administered by school personnel without a doctor's order and appropriate paperwork. Please visit the [District Health Website](#) for more information and appropriate forms. Parents may come to school to administer medication to their student as needed.

Office Hours

School office hours are:

Monday - Friday 7:15 a.m. to 3:15 p.m.

Parking

The parking lot is located on Weaver and Windermere. All persons entering the building will need to enter through the Main Entrance and show a photo ID. Please pay attention to and obey all signs in the parking lot. Observe safe driving through the lot.

Personal Belongings

Problems often arise when articles are brought to school that are disruptive to the school day. Money and other valuables should only be sent to school when there is a definite need for them. Absolutely no knives, guns, or weapons (or replicas) will be permitted. Toys and items such as electronic games, radios, trading cards, etc., are also not permitted at school.

Physical Education

If your child needs to be excused from PE participation, please put your request in writing. If your child is under doctor's care, it is recommended that a doctor's note also accompany that request.

Report Cards

Report cards are available on the Infinite Campus Parent Portal on a 12-week trimester reporting basis. See district calendar for ending dates for each trimester. You will receive communication from office staff when the report cards are posted.

SACC (School Aged Child Care)

Hours of operation are 6:30 am to 6:00 pm. SACC is open on all school calendar days and teacher in-service days. Children must be registered in the program in order to reserve days and attend. Access to the program will be to the left of the main entrance. Please see the [SACC page](#) on the Little Raven website for further information.

Safety at School

Little Raven Elementary has emergency plans for emergencies. Fire, Evacuation, Shelter in Place, and Lockdown drills are conducted regularly so that students will know what to do in an emergency.

For more information about student safety, please see the Littleton Public Schools [Safety and Emergency Planning](#) page.

School Supplies

School supply lists can be found on our website.

School Pictures

Individual student and class pictures are taken by professional school photographers each fall. A communication will be sent by the Little Raven office with specific dates

and information.

Snacks

Teachers will determine "snack time" and procedures for their classrooms. Students should bring a snack from home to eat during this time. Please make sure it is nutritious & peanut free. Please do not allow your child to bring candy, gum, or soda. Children are encouraged to have a water bottle at school to stay hydrated and healthy throughout the day.

Technology

Our goal is to use technology to enhance student learning. The internet is a fluid environment in which information available to students is constantly changing, and the District does not endorse any content or make any guarantee as to the accuracy of information or the appropriateness of any material accessible to students. The Board acknowledges that it is impossible to predict with certainty what information students might locate on the internet, but believes that the valuable information and interaction available on the internet outweigh the possibility that users may access material that is not consistent with the educational goals of the District.

Student use of the district internet is a privilege, not a right. Use of this resource demands personal responsibility and an understanding of acceptable uses of the Internet. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the district internet may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges
- Denial of future access
- Payments for damages and/or repairs
- Discipline under other applicable District policies, including suspension and expulsion
- Civil or criminal liability under other applicable laws

Student users who violate this policy will be subject to the disciplinary procedures set forth in the Student Code of Conduct and Board policy. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the District Internet system.

Board Policy JS: [Student Use of the Internet](#)

Visitors

Parents and visitors are welcome at school during the day. It is required that all visitors on campus sign in at the main office and wear a visitor's badge. Please bring your driver's license to scan each time you visit. If staff member(s) encounter someone in the building who is not an employee and is not wearing a visitor's badge, they will direct that person to the office to sign in. For the safety of our students, all doors including the main entrance doors, remain locked from the outside during school hours. Former students who wish to visit prior teachers must make arrangements with that teacher in advance and must visit outside school hours. For liability purposes, our campus is closed to older students and off-track students during the school day.

Volunteers

Volunteers are the heart of our community! If you plan to be a regular Volunteer, please register in the [LPS Connect System](#). Remember to check in at the office each time you volunteer to sign in and pick up your badge to wear while you are in the building.

Weather

Fresh air and exercise are good for our children (and adults). On very cold/and or wet days, children are kept inside during recess time. If the temperature is 20 degrees or less (wind chill factor taken into consideration), there will be shortened or inside recess. Please dress your child(ren) appropriately, as the weather in our area is unpredictable.