

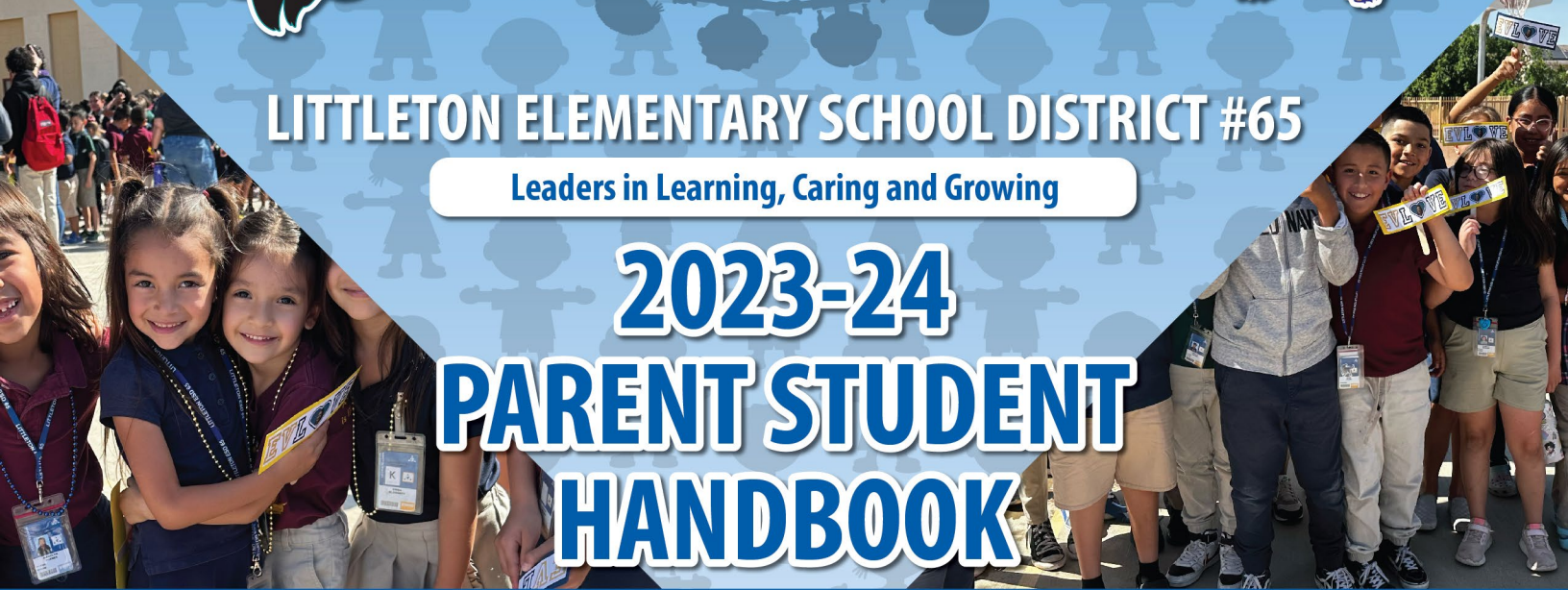


# BETTER TOGETHER

LITTLETON ELEMENTARY SCHOOL DISTRICT #65

Leaders in Learning, Caring and Growing

## 2023-24 PARENT STUDENT HANDBOOK



POLICIES, PROCEDURES, RIGHTS & RESPONSIBILITIES





July 2023

Dear Families:

So much has changed from the fall-out of the pandemic and schooling in America is the most challenging that it has ever been. Last year felt like starting over so we're building on that foundation with continued improvement – getting it right more of the time. This year we are phasing in the opening of Lakin Prep. One thing has become crystal clear from the success our schools have had in making learning communities work: *we are better when we work together.*

Littleton ESD has been a '*Kids At Hope*' school district for more than a decade. The hope your children have for their futures depends upon the caring adults in their homes, their schools, and their community. Our staff has made extraordinary efforts to serve our community – that is what you can expect from your community schools. Our enrollment is growing, families are choosing the school best for them, and people are returning from other flashy educational options that made big promises during the pandemic and turned out to be too hard to keep.

We expect that you will find the people who work in Littleton ESD helpful and friendly, and our campuses well-kept, orderly, and safe. Our instructional systems are designed to have a significant positive impact on academic achievement. Our instructional calendar is designed to reduce the debilitating effects of the typical summer slide and make time for you to do things as a family throughout the year. The positive effects of this unique District accumulate in student performance when families make a commitment to stay in the Littleton ESD system.

Some schooling options serve only certain children, but we are committed to the whole community, and students learn what it means to be part of a community. Our students are prepared for productive lives because we partner with universities, colleges, WestMEC and other business partners to create opportunities for students unlike any other schools. These partnerships create extraordinary field-based learning experiences for Littleton learners to make schoolwork relevant.

This year we will recommit to the expectations, systems, routines, and procedures that have served us well. Just like we ask students to develop through iteration, your measure of success in parenting will be in your child's growth. Arizona's lower state funding levels makes attracting teachers to our state challenging, so we have reached out across the globe to find the best teachers possible. We will need your support to retain the most caring and knowledgeable people in our schools – the quality of the relationships between our staff and our community drives our success.

**"BETTER TOGETHER"** is our theme for this year, and our mission continues to be to create high quality, comprehensive, and success-oriented learning and leading opportunities for everyone in our schools. This handbook contains important information that answers the questions commonly asked about our campuses and programs. You will find even greater resources for families on our website at <http://www.littletonaz.org>. Some information is required to be provided to parents and that is why we are asking for a receipt.

We know that you have many choices when it comes to the education of your child and are pleased that you are placing your confidence in us. We look forward to your support and involvement.

Sincerely,

A handwritten signature in black ink, appearing to read "Dr. Freeman".

Dr. Roger Freeman  
Superintendent

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# DISTRICT OFFICE ADDRESS AND PHONE NUMBER

Littleton Elementary School District #65  
P.O. Box 280, Cashion, AZ 85329  
1600 South 107th Avenue  
Avondale, AZ 85323  
(623) 478 - 5600  
[www.littletonaz.org](http://www.littletonaz.org)

## GOVERNING BOARD MEMBERS



Mrs. Kathy Reyes  
President



Mrs. Amy Soucinek  
Vice President



Mrs. Sara Contreras  
Member



Mrs. Rachel Barnett  
Member



Mr. Markus Cenicerros  
Member

## DISTRICT ADMINISTRATORS

*Staff at the District Office are always happy to assist parents and community members.  
Please use these email addresses and phone numbers to contact the following staff members.*

Customer Service	(623) 478-5600	<a href="mailto:service.customer@littletonaz.org">service.customer@littletonaz.org</a>
Chief Academic Officer	(623) 478-5661	<a href="mailto:academics@littletonaz.org">academics@littletonaz.org</a>
Chief Operations Officer	(623) 478-5616	<a href="mailto:business@littletonaz.org">business@littletonaz.org</a>
Executive Director of School Leadership	(623) 478-5605	<a href="mailto:schoolleadership@littletonaz.org">schoolleadership@littletonaz.org</a>
Executive Director of School Support	(623) 478-5880	<a href="mailto:schoolsupport@littletonaz.org">schoolsupport@littletonaz.org</a>
Director of Curriculum and Instruction	(623) 478-5680	<a href="mailto:curriculum@littletonaz.org">curriculum@littletonaz.org</a>
Director of Exceptional Student Services	(623) 478-5613	<a href="mailto:specialeducation@littletonaz.org">specialeducation@littletonaz.org</a>
Director of Federal Grants and Assessment	(623) 478-5676	<a href="mailto:federalprograms@littletonaz.org">federalprograms@littletonaz.org</a>
Director of Finance	(623) 478-5634	<a href="mailto:finance@littletonaz.org">finance@littletonaz.org</a>
Director of Recruitment and Retention	(623) 478-5637	<a href="mailto:hr@littletonaz.org">hr@littletonaz.org</a>
Director of Instructional and Technology Integration	(623) 478-5870	<a href="mailto:informationsystems@littletonaz.org">informationsystems@littletonaz.org</a>
Director of Nutrition Services	(623) 478-5628	<a href="mailto:nutritionservices@littletonaz.org">nutritionservices@littletonaz.org</a>
Director of Operational Services	(623) 478-5618	<a href="mailto:operations@littletonaz.org">operations@littletonaz.org</a>
Governing Board Secretary	(623) 478-5611	<a href="mailto:boardsecretary@littletonaz.org">boardsecretary@littletonaz.org</a>
Superintendent	(623) 478-5611	<a href="mailto:superintendent@littletonaz.org">superintendent@littletonaz.org</a>
Transportation Coordinator	(623) 478-5614	<a href="mailto:transportation@littletonaz.org">transportation@littletonaz.org</a>



Littleton Elementary  
School District #65



@littleton\_esd\_65



@lesd65



Scan to visit our  
website



# Littleton Elementary School District #65

## Littleton Elementary School District No. 65

Mailing Address: P.O. Box 280, Cashion, AZ 85329 / Physical Address: 1600 South 107th Avenue, Avondale, AZ 85323

Office Hours: 7:30 a.m. - 4:00 p.m. (regular day) / 7:30 a.m. - 2:00 p.m. (early release)

Main Line: (623) 478-5600

[service.customer@littletonaz.org](mailto:service.customer@littletonaz.org)

### Collier Business Academy

350 South 118th Ave. Avondale, AZ 85323

Office Hours: 8:00 a.m. - 4:00 p.m. (regular day)

8:00 a.m. - 1:40 p.m. (early release)

School Hours: 8:25 a.m. - 3:25 p.m. (regular day)

8:25 a.m. - 1:05 p.m. (early release)

Attendance Line: (623) 478-5901 / Main Line: (623) 478-5900

[collierprincipal@littletonaz.org](mailto:collierprincipal@littletonaz.org)

### Country Place Leadership Academy

10207 West Country Place Blvd, Tolleson, AZ 85353

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)

7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-6101 / Main Line: (623) 478-6100

[countryplaceprincipal@littletonaz.org](mailto:countryplaceprincipal@littletonaz.org)

### Estrella Vista STEM Academy

11905 West Cocopah Circle N., Avondale, AZ 85323

Office Hours: 8:00 a.m. - 4:00 p.m. (regular day)

8:00 a.m. - 1:35 p.m. (early release)

School Hours: 8:25 a.m. - 3:25 p.m. (regular day)

8:25 a.m. - 1:05 p.m. (early release)

Attendance Line: (623) 478-6201 / Main Line: (623) 478-6200

[estrellavistapincipal@littletonaz.org](mailto:estrellavistapincipal@littletonaz.org)

### Family Welcome Center

Mailing Address: P.O. Box 280, Cashion, AZ 85329

Physical Address: 1642 South 107th Avenue  
Avondale, AZ 85323

Office Hours: 7:30 a.m. - 4:00 p.m. (regular day)

7:30 a.m. - 2:00 p.m. (early release)

Attendance Line: (623) 478-5890 / Main Line: (623) 478-5800

[Registrar@littletonaz.org](mailto:Registrar@littletonaz.org)

### Fine Arts Academy

1700 South 103rd, Avenue, Tolleson, AZ 85353

Office Hours: 8:00 a.m. - 4:00 p.m. (regular day)

8:00 a.m. - 1:40 p.m. (early release)

School Hours: 8:25 a.m. - 3:25 p.m. (regular day)

8:25 a.m. - 1:05 p.m. (early release)

Attendance Line: (623) 478-6501 / Main Line: (623) 478-6500

[fineartsprincipal@littletonaz.org](mailto:fineartsprincipal@littletonaz.org)

### Lakin Prep Academy

12050 W Broadway Rd., Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)

7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-6401 / Main Line: (623) 478-6400

[lakinprepprincipal@littletonaz.org](mailto:lakinprepprincipal@littletonaz.org)

### LESD Online Academy

350 South 118th Avenue, Avondale, AZ 85323

Office Hours: 7:30 a.m. - 12:30 p.m.

School Hours: 7:30 a.m. - 12:30 p.m.

\*additional hours for asynchronous learning

Attendance Line: (623) 478-6601 / Main Line: (623) 478-6600

[onlineprincipal@littletonaz.org](mailto:onlineprincipal@littletonaz.org)

### Littleton Elementary STEM Academy

1252 South Avondale Blvd, Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)

7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-5701 / Main Line: (623) 478-5700

[littletonprincipal@littletonaz.org](mailto:littletonprincipal@littletonaz.org)

### Pre-K Flames - Littleton Elementary STEM Academy

1252 South Avondale Blvd, Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:45 a.m. - 1:45 p.m. (regular day)

7:45 a.m. - 11:15 a.m. (early release)

Attendance Line: (623) 478-5701 / Main Line: (623) 478-5700

[littletonprincipal@littletonaz.org](mailto:littletonprincipal@littletonaz.org)

### Pre-K Sparks - Littleton Elementary STEM Academy

1252 South Avondale Blvd, Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: (AM) 7:30 a.m. - 10:30 a.m. (early) 7:30 a.m. - 9:00 a.m.

(PM) 11:30 a.m. - 2:30 p.m. (early) 10:30 a.m. - 12:00 p.m.

Attendance Line: (623) 478-5701 / Main Line: (623) 478-5700

[littletonprincipal@littletonaz.org](mailto:littletonprincipal@littletonaz.org)

### Quentin STEM Academy

11050 West Whyman Avenue, Avondale, AZ 85323

Office Hours: 8:00 a.m. - 4:00 p.m. (regular day)

8:00 a.m. - 1:40 p.m. (early release)

School Hours: 8:25 a.m. - 3:25 p.m. (regular day)

8:25 a.m. - 1:05 p.m. (early release)

Attendance Line: (623) 478-6001 / Main Line: (623) 478-6000

[quentinprincipal@littletonaz.org](mailto:quentinprincipal@littletonaz.org)

### Tres Rios Service Academy

5025 South 103rd Avenue, Tolleson, AZ 85353

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)

7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)

7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-6301 / Main Line: (623) 478-6300

[tresriosprincipal@littletonaz.org](mailto:tresriosprincipal@littletonaz.org)

# GOVERNING BOARD MEETINGS

## NOTICE TO THE PUBLIC

Governing Board Meeting Dates and Location  
for the Littleton Elementary School District #65

### 2023- 2024 Regular Meeting Dates

*Regular Meetings are held the 2<sup>nd</sup> Tuesday of each month  
(unless noted) and begin at 6:00 P.M.*

*“In-person” meetings are held at the Underdown Learning Center – Auditorium  
1600 S. 107th Avenue,  
Avondale, Arizona 85323.*

*All meetings may be viewed live on the District YouTube Channel.*

July 11, 2023

August 8, 2023

September 12, 2023

October 3, 2023 (\*)

November 14, 2023

December 12, 2023

January 9, 2024

February 13, 2024

March 19, 2024 (\*\*)

April 9, 2024

May 14, 2024

June 11, 2024

*(\*) First Tuesday due to Fall /Spring Breaks*

*(\*\*) Third Tuesday due to Spring Break*

### 2023- 2024 Special Meeting Dates

August 22, 2023

October 24, 2023

January 23, 2024

April 23, 2024

*(if needed)*

**The Littleton Elementary School District is a *Kids At Hope* district  
which means we are committed to the belief, principles and practices  
that support the success of all children — No Exceptions!**







# 2023-24 INSTRUCTIONAL CALENDAR

Key:

<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div>	School Day	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; background-color: #f0f0f0;"></div>	First/Last Day of School
<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; background-color: #d3d3d3;"></div>	Recess/Holiday (No School)	<div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block; background-color: #d3d3d3; border-style: dashed;"></div>	Early Release for Students

Board Approved 22.02.08

180 Days

## JULY '23 4

S	M	T	W	T	F	S
						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					

26 First Day of School/  
Early Release

## AUGUST '23 23

S	M	T	W	T	F	S
		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 '23 18

S	M	T	W	T	F	S
					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

1-4 Labor Day Recess  
13 Staff In-Service

## OCTOBER '23 17

S	M	T	W	T	F	S
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				

5-6 Parent Conferences  
9-13 Fall Break

## NOVEMBER '23 16

S	M	T	W	T	F	S
			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		

10 Veteran's Day Holiday  
20-24 Thanksgiving Break

## DECEMBER '23 15

S	M	T	W	T	F	S
					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						

20-21 Parent Conferences  
22-29 Winter Break

## JANUARY '24 16

S	M	T	W	T	F	S
	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			

1-5 Winter Break  
12 Staff In-Service  
15 MLK Holiday

## FEBRUARY '24 19

S	M	T	W	T	F	S
				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		

16-19 President's Day Recess

## MARCH '24 15

S	M	T	W	T	F	S
					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						

7-8 Parent Conferences  
11-15 Spring Break  
29 Cesar Chavez Day  
State Testing varies by school

## APRIL '24 21

S	M	T	W	T	F	S
	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				

1 Spring Recess  
State Testing varies by school

## MAY '24 16

S	M	T	W	T	F	S
			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	

22 Last Day for Students/  
Early Release

## JUNE '24 0

S	M	T	W	T	F	S
						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						

### SPECIAL DAYS

July 26	First Day of School-Early Release
Sept. 1-4	Labor Day Recess - No School
Sept. 13	Staff In-Service - No School
Oct. 5-6	Fall Parent/Teacher Conferences - Early Release
Oct. 9-13	Fall Break - No School
Nov. 10	Veteran's Day - No School
Nov. 20-24	Thanksgiving Break - No School
Dec. 22	Early Release before Winter Break
Dec. 25-29	Winter Break - No School
Jan. 1-5	Winter Break - No School
Jan. 12	Staff In-Service - No School
Jan. 15	MLK Holiday - No School
Feb. 16-19	President's Day Recess - No School
Mar. 7-8	Spring Parent/Teacher Conferences - Early Release
Mar. 11-15	Spring Break- No School
Mar. 29	Cesar Chavez Day
April 1	Spring Recess - No School
May 22	Last Day of School - Early Release

### SCHOOL AND OFFICE HOURS

School	Regular Day (RD)	Early Release (ER)	Office
Country Place Lakin Prep Littleton Tres Rios	7:30 - 2:30	7:30 - 12:10	7:00 - 3:00 RD 7:00 - 12:40 ER
Collier Estrella Vista Fine Arts Quentin	8:25 - 3:25	8:25 - 1:05	8:00 - 4:00 RD 8:00 - 1:40 ER

Quarter	Report Cards
1st July 26 - Sep. 29	Oct. 5
2nd Oct. 2 - Dec. 15	Dec. 20
3rd Dec 18 - Mar. 1	Mar. 7
4th Mar. 4 - May 22	May 22

# GUIDING PRINCIPLES AND GOALS

**The mission of the Littleton Elementary School District is to create high quality, comprehensive, and success-oriented learning and leading opportunities for everyone in our schools through these principles.**

## **Guiding Principle I - Every Student a Learner**

*Students reach their fullest academic potential through a balanced, academic core curriculum.*

- A. The district ensures a rigorous, viable, and consistent curriculum that holds high expectations for all students.
- B. Instruction is differentiated to meet the needs of a diverse student population.
- C. Employees and students demonstrate technological competence to support academic progress and improved communication.

## **Guiding Principle II - Safe and Orderly Environment**

*Interactions between students, teachers, staff, parents and community partners are respectful and collaborative in a safe and orderly environment.*

- A. Schools provide a safe learning and working environment.
- B. Students demonstrate appropriate social behavior, common courtesy and good citizenship.

## **Guiding Principle III - Families as Partners**

*Families are knowledgeable about and actively involved in their child's educational program.*

- A. Families are meaningful partners in their child's educational success.
- B. Employees communicate effectively with families in a professional and courteous manner.

## **Guiding Principle IV - Competent, Dedicated and Caring Staff**

*Employees contribute to quality educational experiences in a competent, responsible and nurturing manner.*

- A. The district attracts, develops and retains a highly qualified and competent staff.
- B. Employees work in a collaborative manner to provide a quality educational experience or students.

## **Guiding Principle V - A Meaningfully Involved Community**

*Community partners are involved in the educational process.*

- A. Schools actively include community resources and groups in the educational process.
- B. District and schools actively promote their programs and initiatives in the community.

## **Guiding Principle VI - A Highly Effective Organization**

*Resources are efficiently and effectively managed in order to achieve the district's mission.*

- A. Leadership and core values are modeled and monitored at all levels of the organization.
- B. The district effectively aligns people and programs to match the needs and resources of our growing organization.
- C. People and programs are recognized for their excellence.

# LITTLETON ESD VALUES

## ***LEADERS IN LEARNING, CARING AND GROWING – with Trust, Respect, Integrity, Collaboration, and Dedication***



***Trust means being reliable, doing what is expected, keeping confidences and using information in a helpful way.***

- I do what I say I am going to do.
- I use discretion with those who confide in me.



***Respect means demonstrating regard for people, their beliefs, rights, traditions and property.***

- I speak in a professional and courteous tone.
- I listen attentively and consider the opinions of others.
- I protect, conserve, and care for resources.
- I demonstrate acceptance of individual qualities.



***Integrity means being truthful, keeping commitments and acting ethically.***

- I give feedback to others about the commitments they make.
- I accept responsibility for my words and actions.
- I communicate with honesty.



***Collaboration means staff, students and community working together toward our Vision.***

- I work cooperatively with our students, community and staff to contribute to the organization's vision.
- I actively participate in groups by being solution oriented.
- I communicate constructively to build relationships.



***Dedication means commitment to ourselves and to others for our mutual success.***

- I plan and prepare to meet professional expectations.
- I engage in learning opportunities to enhance my performance.
- I persevere through obstacles.
- I demonstrate high expectations for our students, community and staff.

# ATHLETICS

## Athletics Introduction

The Littleton Elementary School District believes that athletics are an essential component of a sound educational program. The LESD Athletic program offers unique opportunities outside of the classroom to promote self-discipline, improve self-image, and encourage a healthy sense of competition. Our program strives to embody high standards of sportsmanship while allowing our student athletes to develop leadership, cooperative and other important life skills.

The District is able to offer the athletic program because of the support of local voters and the override. Those include: flag football, volleyball, basketball, soccer, baseball, softball and virtual online sports.

## Requirements to Participate

The health and welfare of our athletes is the highest priority. Every effort will be made to ensure a healthy environment and safe training conditions for our athletes. Before an athlete may participate in any aspect of the athletic program, he/she must present a signed parent consent form and proof of insurance. Please refer to page 14 for more information on accident insurance. Upon being selected as a member of a team, athletes must complete all required forms, submit the pay to participate fee and adhere to the rules and regulations of the athletic program outlined in the [District Athletic Handbook](#).

Please visit our website, [www.littletonaz.org](http://www.littletonaz.org) or scan the QR code for additional information about our athletic program.



# ATTENDANCE PROCEDURES

## Attendance Introduction

The Littleton Elementary School District believes that students should remain out of school only when absolutely necessary. We implement the following procedures in an effort to emphasize the importance of regular school attendance, minimize the amount of interruptions to the instructional day, and decrease the absentee/tardy rate of students.

## Absences

In the event of a necessary absence, it is the obligation of the parent/guardian to notify the school before the start of the school day. If the parent/guardian fails to notify the school, the school is then obligated to notify the parent within the first two hours of schools. The first reminder comes via text message through Remind. If parents again fail to respond, a second reminder will be sent through the autodialer. Prior notification supports the safety of students and allows school personnel to work more efficiently. For your convenience, messages may be left on attendance lines 24/7. Students may not participate in after school activities or dances unless they have been in school for at least half of the school day.

Collier Business Academy..... (623) 478-5901  
Estrella Vista STEM Academy..... (623) 478-6201  
LESD Online Academy..... (623) 478-6601  
Quentin STEM Academy..... (623) 478-6001  
District Attendance Line ..... (623) 478-5890

Country Place Leadership Academy..... (623) 478-6101  
Fine Arts Academy..... (623) 478-6401  
Lakin Prep Academy..... (623) 478-6501  
Littleton Elementary STEM Academy..... (623) 478-5701  
Tres Rios Service Academy..... (623) 478-6301

Should the parent/guardian fail to call in an absence, it will be unexcused until we hear from the parent/guardian via phone call or note. The school will call within 2 hours of the start of the school day if the parent/guardian fails to call or provide prior written notice of a student absence.

Regular promptness is a vital part in your child's school experience and attainment of academic excellence. It is imperative that all students arrive to school on time each day in order to maximize their learning opportunities while minimizing the disruption in the learning environment of the classroom. Each child, based upon their grade level, is required to be in school for a certain number of instructional minutes per day. When your child is tardy these missed instructional minutes can add up to ½ day or full day absences.

Always keep contact information current. For your convenience, the ParentVue Portal has a student information button so you can monitor contact information on file. Use your login credentials to submit updates by clicking on Edit Information making it easier for you to stay connected with your school.

## Arizona Truancy Statute

School attendance is not only a good habit; it is required by Arizona State Law. A child between the ages of six (6) and sixteen (16) failing to attend school during the hours school is in session is truant unless excused pursuant to ARS 15-802, 15-803 or 15-901. Excessive absenteeism or missing greater than 10% of school days whether excused or not is also truancy.

- Students from ages 6 to 16 shall attend school.
- Parent or person with custody of the student is responsible for ensuring that the student attends school.
- Consequences of a Class 3 misdemeanor apply if a parent or person of custody does not send a child to school.

A truancy is any absence from one or more class periods without the prior knowledge and consent of the parent/guardian and is in violation of state law and district procedure. Unexcused absences for at least five (5) school days within a school year constitute habitual truancy. Habitual truancy, excused or unexcused, may lead to discipline of the child and/or referral of the parent/guardian to a truancy court.



# ATTENDANCE PROCEDURES

In order for a chronic illness status to override the excessive absence rule the parent/guardian must report the absences according to the regular attendance reporting procedures. This status allows teachers and the student to work out a manageable method for completing work. A student requesting chronic illness status will be considered only after nine (9) absences and complete medical documentation is received.

## Attendance Legal Requirements

Arizona Compulsory Attendance Law: Students must be in school until they reach the age of 16 or successfully complete the 10th grade (Ref. A.R.S. 15-802). They must be in school every day for the full day school is in session.

## Court Unified Truancy Suppression (C.U.T.S.)

C.U.T.S. is a Maricopa County truancy diversion program, which brings consequences for students and parents/guardians whose children do not attend school. Students who are truant for five days or more or have excessive (19+) excused and/or unexcused absences may be cited by school administration. As part of this citation process, both the parents/guardians and the student will be required to attend a hearing with a probation officer from the Juvenile Court Center. The hearing may be held at a district designated location. The student and/or the parent/guardian will be assessed one or more of the consequences listed:

- Assessment Fee of \$50
- Mandatory education session for students
- Mandatory education session for parents/guardians
- Community service hours for students

## Early Departure from Class/School

Early departure from school should only happen on rare occasions under exceptional circumstances. Calling students from classrooms disrupts learning and continually leaving early results in missed opportunities for students. Trying to avoid the end of day traffic is not a reason to pull students out of class. Please note that depending on departure time as compared to state requirements, a student leaving early is subject to absences that could lead to the truancy process. Parents are respectfully asked to avoid pulling students within 30 minutes of dismissal time. Not distracting staff during this busy time promotes the safety at the end of the day.

Parents/guardians must check out students through the office prior to leaving school during school hours. Any person picking up the student must be listed on the emergency card and show a valid picture I.D. or have written approval from a parent/guardian. Written notification must be provided for requested changes in the way a student goes home or to request permission for a student to ride a bus home to a different stop. Please provide written notification to the school at least two school days prior to the requested change.

## Extracurricular Participation

Students may not participate in after school activities or dances unless they have been in school for at least half of the school day.

## Make-Up Work

It is the student's responsibility to request and complete all missed work upon return from any absence. It is the responsibility of the student to learn the material and the responsibility of the teacher to make the assignments available to the student.

Credit may be lost for work missed during a truancy. Credit may be given for tests and major assignments missed during a suspension that are made up by the student. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete the assignment for full credit.

## LESD ONLINE ATTENDANCE PROCEDURES

### Absences

In the event of a necessary absence, it is the obligation of the parent/guardian to notify the school before the start of the school day. If the parent/guardian fails to call or does not send prior written notice communicating a student absence, Remind messages are sent and phone calls made within 2 hours of the start of the school day. Prior notification supports safety and efficiency. Each campus has a dedicated attendance line for reporting absences. Messages may be left on attendance lines 24/7. Students may not participate in after school activities or dances unless they have been in school for at least half of the school day.

LESD Online Academy..... (623) 478-6601  
District Attendance Line ..... (623) 478-5890

Should the parent/guardian fail to call in an absence, it will be unexcused until we hear from the parent/guardian via phone call or note. The school will call within 2 hours of the start of the school day if the parent/guardian fails to call or provide prior written notice of a student absence.

Regular promptness is a vital part in your child's school experience and attainment of academic excellence. It is imperative that all students arrive to school on time each day in order to maximize their learning opportunities while minimizing the disruption in the learning environment of the classroom. Each child, based upon their grade level, is required to be in school for a certain number of instructional minutes per day. When your child is tardy these missed instructional minutes can add up to ½ day or full day absences.

### **Arizona Online Instruction Time Requirements**

To be considered a full-time student enrolled in an Arizona Online Instruction school (AOI) students must log the following minimum number of instructional hours required pursuant to ARS 15-808.

Grades 4-8 students, 890 hours  
Grades 1-3 students, 712 hours  
Kindergarten students, 356 hours

This means it will be necessary to work independently beyond the bell and submit, on average, 5 hours a week. Students/families are expected to log time each day and submit once a week. Students who fail to submit weekly time, can be removed from LESD Online Academy. Always keep contact information current. For your convenience, the ParentVue Portal has a student information button so you can monitor contact information on file. Use your login credentials to submit updates by clicking on Edit Information making it easier for you to stay connected with your school.

### **Make-Up Work/Time**

It is the student's responsibility to request and complete all missed work upon return from any absence. It is the responsibility of the student to learn the material and the responsibility of the teacher to make the assignments available to the student. Online Academy students are also required to make up the time missed due to an absence.

Credit may be given for tests and major assignments missed during a suspension that are made up by the student. Students returning from an excused absence will have an amount of time equivalent to the number of days absent to complete the assignment for full credit.

## **CAMPUS AND STUDENT SAFETY**

### **Campus and Student Safety Introduction**

The Littleton Elementary School District believes that safety and security of our students is our highest priority. The following procedures are implemented to ensure campus and student safety.

### **Bicycles/Skateboards/Scooters/Hoverboards**

Students must walk their bicycles while on school property and secure them in the school's designated bike rack area. Skateboards, scooters and hoverboards are not to be transported on the bus or used on school property. The use of school property after hours for skateboarding, rollerblading, bicycling and any other unsanctioned activity is prohibited.

### **Crisis/Emergency Preparedness/Threat Assessments**

The safety and security of our students is our highest priority. For this reason, each school has an emergency/crisis plan to respond to unforeseen events. The purpose of these plans is to facilitate and organize student, staff and community responses during emergencies and/or evacuations. These plans include protocols in response to HOLD, SECURE, EVACUATE, SHELTER and threat assessments. Plans are reviewed annually by the District Safety Committee in conjunction with local police and fire authorities. Students and staff follow a practice schedule.

There is a comprehensive communication plan attached to these emergency preparedness plans. Parents/guardians can expect communication via phone, text, email and social media. It is important that contact information including phone numbers, email, specialized health conditions and authorization for emergency contacts are up to date so that emergency information can be received. Parents/guardians are asked to keep phone lines and parking lots clear and to trust that in the event of a crisis school officials will communicate as soon as safely possible. Families are also encouraged to discuss the seriousness of real or perceived threats and all members of the Littleton community are expected to say something if they see something. For additional information, please see our website and familiarize yourself with district emergency planning protocols and safety information throughout the year.

### **Entrance and Dismissal Procedures**

For the safety of our students only enrolled students and staff will be allowed to enter and exit the designated gates when opened in the morning and afternoon for entering and exiting the school campus. Parents/Guardians will drop off children at the designated drop-off locations following the school's procedures. Gates will be staffed by school staff members both in the morning and the afternoon.

### **Public Conduct on School Property**

No person shall engage in conduct that may cause interference with or disruption of an educational institution (A.R.S. 13-2911). At any time this occurs, administration may order a person to leave the premises, and local law enforcement may be called if deemed necessary.

# CAMPUS AND STUDENT SAFETY

## **Recording on a School Bus**

Recordings requested by an authorized District official (the Superintendent, the Superintendent's designee, principal, or the District's transportation coordinator) will be provided to and be retained by the District only pursuant to federal and state law.

## **Reporting Child Abuse**

Arizona Revised Statute 13-3620 requires any school employee who reasonably believes a minor is or has been the victim of physical injury, abuse, child abuse a reportable offense, or neglect that appears to have been inflicted on the minor by other than accidental means shall report the information to the Department of Child Safety and local law enforcement agencies. Individuals required to report suspected abuse are protected by state law from civil or criminal liability. Each school has an identified school coordinator to help process suspected cases. For more information, contact your school office.

## **Search and Seizure**

Order, safety and security are essential to a productive learning environment. School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., lockers, desks) or personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel. In addition to searches conducted based upon reasonable suspicion, random, unannounced drug dog searches will be conducted on Littleton campuses throughout the school year.

## **Student Interviews by Department of Child Safety Specialists**

Interviews by Department of Child Safety specialists who are investigating abuse/neglect may be conducted at district schools. The parent/guardian of a student who is the subject of an investigation, or a sibling of the subject, need not be given notice of such interviews. School officials may be present at the interview only if it is necessary to the investigation.

## **Student Interviews by Law Enforcement Officers**

It is the Policy of the Board to cooperate with law enforcement agencies. In cases where students are interviewed for criminal investigations by law enforcement officers, the building administrator shall make reasonable efforts to notify the student's parent/guardian of the interview, unless the law enforcement officer deems that notification would interfere with a criminal investigation. If the law enforcement officer refuses to allow notification prior to the student interview a school official will be present during the interview. If a school representative is not allowed to be present during the interview, then the officer will be required to take custody of the student. If a student is arrested or taken into temporary custody on district property during the school day, the school no longer has jurisdiction over the student. The building administrator or officer will make reasonable efforts to notify the parent/guardian when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

## **Surveillance / Cameras**

Security through surveillance/cameras, application, confidentiality, custody and maintenance and retention of video/audio recordings are covered in Policy ECAA and Regulation ECAA-R

During an active emergency situation, the District has the ability to share live video feeds with local police departments or first responders. Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District to ensure the health, welfare, and safety of all students, employees, and visitors, and to safeguard District facilities, vehicles, and equipment, as well as deterrence and prevention of unlawful activities. Surveillance cameras may be used in locations as deemed appropriate by the District administration, but shall not be used in locations where there is a reasonable expectation of privacy.

# CURRICULUM AND GRADING

## **Curriculum and Grading Introduction**

The Littleton Elementary School District is committed to providing each student a balanced, academic corecurriculum in order for students to reach their fullest potential. As part of the balanced curriculum provided by the District, all students participate in special area classes during the school day. Special area classes offered include: art, music, physical education, and technology. To enhance the general music classes, band and chorus are offered at selected schools. These extension opportunities provide students the ability to explore the areas of instrumental and vocal music. In addition to these common special area classes a school may offer a supplementary special area class based on the school's focus area. In this section, you will find various information including grading, and promotion/retention procedures.

## **Curriculum**

Care is taken to select materials most valuable for classroom instruction that support Academic Standards. If parents/guardians have questions regarding the material being covered in class, they should first schedule a conference with their child's teacher. If concerns are not resolved, then the parent/guardian should contact the site principal.

# CURRICULUM AND GRADING

## Grading Policy

The Littleton School District Grading Policy IKA has developed a student grading system. The system is based on academic progress, attendance, quarterly assessment of standards, and tardiness. The District has a uniform system of grading, based upon the Arizona Academic Standards.

Grade reports for special education students will be determined based on student ability and individual progress. Special education students are expected to participate in all grade level assessments of standards with accommodations aligned to the student's Individualized Education Program (IEP). Parents/guardians will also receive a quarterly progress report of their students IEP goals.

## Homework

The Littleton Elementary School District believes that homework can be a valuable learning activity. Below are some of the benefits homework provides:

- Skill reinforcement
- The development of self-discipline, responsibility and wise use of time
- The opportunity for parents/guardians to become involved in and aware of what their children are learning.

Homework assignments should take into consideration individual differences of students, such as health, ability, conditions at home, and educational resources at home. So students are not overburdened with excessive amounts of homework, the following suggested guidelines are recommended:

- K - 3 Twenty minutes, four (4) days a week
- 4 - 6 Forty-five minutes, four (4) days a week
- 7 - 8 Sixty minutes, four (4) days a week

## Honor Roll

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals. Honor rolls will be used in grades four through eight. The criteria is as follows:

- Students earning Principal's List must have A's in every subject.
- Students earning Honor Roll must have minimum grades of B's in the subjects of Language Arts, Mathematics, Science and Social Studies and must not have D's or F's in any subject area.

Each campus will promote public recognition of students who have attained honor roll status. Students in grades kindergarten through 3rd grade who earn an 'exceeds' in all core subjects by quarter will be recognized by earning the distinction of being a member of the "Principal's List." Students in grades kindergarten through 3rd grade who earn a "meets" in all core subjects by quarter will be recognized by earning the distinction of being a member of the "Honor Roll."

## Promotion / Retention

Each child considered for retention will be given individual consideration, and the decision regarding retention will be made only after careful review of all data related to the student's growth and development. In accordance with state law (A.R.S. 15-701), teachers make the decision for promotion or retention of students.

Decisions for kindergarten through eighth-grade students should be based on the following criteria:

- A student's academic achievement
- Teacher/Principal recommendation
- Standardized and alternative assessment results
- Any other information considered pertinent to the recommendation.

Measures of student achievement are defined as grades which are based on academic standards. A student successfully completes a course/subject if she/he earns a "meets or exceeds" in grades K-3 and at least a grade of "D" in grades 4-8. If a parent or legal guardian chooses not to accept the teacher's decision to promote or retain a student, the parent or legal guardian may file an official appeal. Only the Littleton Elementary School District Board may overturn the teacher's decision.

Beginning in 2013-14, 3rd grade students not passing the state reading assessment may not be promoted to 4th grade (A.R.S. 15-701). In 2010, the Legislature passed House Bill 2732, also known as Move on When Reading, which requires all students in third grade to be reading proficiently before being promoted to 4th grade. Specifically, this law states a student may not be promoted from third grade if the student obtains a score on the reading portion of the state assessment that demonstrates he/she is reading far below the third grade level.

## Textbooks

Textbooks and other instructional materials will be supplied to students free of charge. Students are responsible for all textbook/materials in their possession. Parents/guardians and students are financially responsible for any lost, damaged, or stolen materials/items while in their possession.

The grading scale is as follows

	K-3RD	4TH-8TH
90-100%	Exceeds the Standard	A
80-89%	Meets the Standard	B
70-79%		C
60-69%	Approaches the Standard	D
1-59%	Falls Far Below the Standard	F



# EXCEPTIONAL STUDENT SERVICES

## Exceptional Student Services Introduction

The Littleton Elementary School District is committed to providing an education that appropriately meets the needs of each student. For some students, supportive educational assistance is needed through special education programs and services. This section includes information regarding the exceptional students programs we offer and various special education procedures.

## Child Find

Child Find is a component of the Individuals with Disabilities Education Act (IDEA) that requires districts to locate, identify, and evaluate all children with disabilities, aged 2.9 through 21, who are in need of special education services. Parents/guardians of preschool aged students, age 2.9-5 years, can answer the following questions to assist in determining if their child may have special needs.

Does my child:

- Have trouble seeing people and objects?
- Have trouble hearing voices and other sounds, or remain unusually quiet for long periods of time?
- Have difficulty talking and pronouncing words properly?
- Move about with difficulty when crawling, walking, or running?
- Learns slowly and have difficulty understanding?
- Have trouble playing with other children or getting along with adults?
- Have other special health problems?

If you answered “yes” to one or more of these questions, call the Exceptional Student Services office at 623-478- 5682 and ask for more information about Child Find.

## Destruction of Education Records

The district destroys all psychological and special education records on students five years after those students have been removed from special education, have been withdrawn from the district or have promoted to high school.

## English Learners

The identification of EL students includes review of enrollment documents, assessment, and placement in the appropriate English Language Development (ELD) program. Identified EL students who are placed in ELD programs, receive instruction based on the Arizona English Language Proficiency (ELP) Standards. EL student services also include an annual reassessment. The yearly reassessment identifies the progress EL students are making in the area of English language development. This is completed through administration of the AZELLA yearly reassessment. EL student services also include two year monitoring of Fluent English Proficient (FEP) students who have recently exited an ELD program. Classroom performance as well as results of District and state assessments are monitored to ensure students continue to make Satisfactory academic progress.

## Gifted

According to the state of Arizona, a gifted student is one who, “due to superior intellect or advanced learning ability, or both, is not afforded an opportunity for otherwise attainable progress and development in regular classroom instruction and who needs appropriate gifted education services, to achieve at levels commensurate with the child’s intellect and ability.”

Exploring Potential is Littleton Elementary School District’s program for kindergarten through eighth grade gifted learners. Gifted students in Exploring Potential receive pull-out and/or push-in services to enhance their learning. The curriculum consists of interdisciplinary, concept-based units that incorporate problem-based learning, higher-order thinking skills, and creativity. The social and emotional needs of gifted students are addressed through discussion groups facilitated by the instructors on such topics as stress management, perfectionism, anxiety, and what it means to be gifted.

Students scoring at the 97th percentile or higher on the Cognitive Abilities Test are identified as gifted in Littleton Elementary School District. Gifted testing is conducted several times each school year. Any student referred by a parent/guardian or teacher is eligible to be tested, as long as they have not been tested within the past year. The records of new students identified in other districts will be carefully reviewed to determine eligibility. A copy of the referral form can be found on the district website. To refer your child, simply complete the form and return it to your child’s teacher. You may also contact Curriculum and Instruction for further information about Littleton’s Exploring Potential program at 623-478- 5680.

## Preschool

The Littleton Elementary School District is in search of students who are peer models and students who qualify for special education services and are 3-5 years of age, by September 1 to attend our preschool program. We offer blended classrooms of students with and without disabilities. For more information on if your child may qualify for a scholarship or self-pay for our preschool, call the Exceptional Student Services office at 623-478-5682.

## Section 504 of the Rehabilitation Act of 1973

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District works to help identify, refer, evaluate and, if eligible, provide a free, appropriate public education to disabled students. The purpose of Section 504 is to assure that disabled students who are not receiving special educational services have the same educational opportunities and benefits as non-disabled students. An eligible student under Section 504 is a student who has a physical or mental impairment that substantially limits a major life activity.

# EXCEPTIONAL STUDENT SERVICES

## Special Education

Federal and state law requires school districts, charter schools and other public education agencies to provide a free, appropriate public education to eligible children with disabilities. This free, appropriate public education refers to special education and related services, described in an Individualized Education Program and provided to the child in the least restrictive environment. Children with disabilities and their parents/guardians are guaranteed certain educational rights, known as procedural safeguards, from birth through age 22. The law and its implementing regulations also provide methods to help assure your input is considered. If you want a copy of the procedural safeguards, please call the Exceptional Student Services office at (623) 478-5613.

## Unilateral Placement

If the guardian disagrees with the IEP team and considers enrolling the student in a private special education school, then a written notice 10 business days before enrolling the child must be provided to school officials. The notice shall include a statement you are rejecting the placement offered by the district, what your concerns are about the offered placement, and your intent to enroll your child in a private school.

# FOOD SERVICES

## Food Service Introduction

The Littleton Elementary School District believes that good nutrition is vital to student learning. We offer nutritionally balanced meals daily and serve students with care and respect. This section includes information of the meals we offer and food service procedures.

## Breakfast in the Classroom

Breakfast in the Classroom is offered at all our schools. All students receive a healthy, nutritious breakfast during the first few minutes of class while the teacher is taking attendance, collecting homework, and listening to announcements.

## Food & Beverages on Campus

The District has established a Local Wellness Policy which conforms to the Arizona Nutrition Standards established under A.R.S. 15-242. This policy restricts the kinds of food and beverages available to students during the normal school day. No food from food delivery service companies will be accepted through the front office. For more information on this policy, you can contact the Food Service Department at (623) 478-5628.

## Food in Classrooms

The Littleton School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Parents/guardians and teachers are encouraged to follow the USDA Nutritional Standards when planning classroom events. Food cannot be sold or provided during breakfast or lunch and must be approved by the campus administration.

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items must be individually wrapped to avoid bare hand contact with food. If they are not individually wrapped, such as cookies or cupcakes from a bakery, then an adult wearing disposable gloves must serve the food. If you are going to provide snacks for parties please bring them at the end of the day to avoid interruptions to instruction. Only water is allowed in the classroom. No gum or any other outside type of drinks will be consumed in the classroom.

Knowledge Nourishment is a time designated to allow students to enjoy a healthy snack to help refuel their minds and bodies. This means that students can bring a snack, purchase a smart snack from the cafeteria or choose something from the sharing table to enjoy at a designated time. Students can also bring packaged food back to the classroom from their lunch to enjoy during Knowledge Nourishment.

## Food Services

The Littleton Elementary School District schools participate in the National School Lunch and breakfast programs. Meal accounts or cash may be used daily to purchase lunch. You can set up an online meal account for prepayment with your student's ID number and schoolname. You can access the online meal account system through our district's web page under [Departments/Food Services](#). Prepayment is encouraged, as lunch service lines go more quickly with a meal account rather than cash transactions. We have a no charge policy, and notices may be sent home when an account is near zero balance. Students without lunch money are offered an alternative meal consisting of a cheese sandwich, milk and a fruit or vegetable. Guardians of students who repeatedly access alternative meals will be required to meet with school administration.

All school cafeterias have expanded menu options for all students and offer Smart Snacks that can be purchased in addition to their school lunch. We have a district wide rule in which students are only allowed to purchase one food snack and one drink snack at a time and they are encouraged to have lunch first, before they may purchase a snack. Parents or Guardians may block a student's lunch account from purchasing Smart Snacks by contacting your school's cafeteria manager and requesting a snack restriction on your student's account.

Applications for free or reduced-price meals available beginning July 1st, 2023 and can be accessed through our district's web page under [Departments/Food Services](#).

# FOOD SERVICES

They will be distributed to all students at the beginning of the school year. Earlier submittal is likely to take fewer days to process, and applications can be obtained before the start of school by calling the Food Service Department at (623) 478-5627 or 5655.

If your child was approved during the prior school year for free or reduced meals, and you wish to continue to receive those benefits, you must reapply to avoid interruption of benefits during National School Lunch Program. After this date your child will return to full pay. All complete applications will be processed within a 10-day period; incomplete applications are returned for more information. For the 2023-2024 school year, lunches will cost \$2.50 each (\$0.40 reduced) and breakfasts are free to all students.

## License to Learn

License to Learn ID badges will be issued to each student. Students are expected to have their License to Learn ID each day as a part of the school uniform. Licenses will be necessary to receive school meals, ride a bus, and to check out library materials and technology. If a student chooses not to have their ID, it may result in discipline consequences. Each student will receive one License to Learn ID at the start of the school year. A \$5.00 fee will be assessed for each replacement.

# GENERAL GUIDELINES

## General Guidelines Introduction

The Littleton Elementary School District has established procedures to ensure the effectiveness and efficiency of daily operations at all Littleton Schools. This section consists of various information including student dress code, Kids At Hope philosophy, and school visitors.

## Accident Insurance

The District's insurance carrier only covers incidents when our staff is involved such as a collision in a District vehicle so we encourage families to get their own insurance for things like falling on the playground or participating in the athletic program. We realize there are many student accident insurance providers serving the market, and families should choose coverage with whom ever they are most comfortable. K&K Insurance Group is recommended for student accident insurance. They have an on-line open enrollment option available throughout the year. For more information about K&K student accident insurance program, including rates, applications, and claims, please visit [www.studentinsurance-kk.com](http://www.studentinsurance-kk.com).

## Alternate Placement

Students may be referred to an alternative education program when their behaviors fall outside the mainstream of traditional schooling or it is determined to be in the best interest of student success. This could include but not be limited to: on-campus reassignment, online or outside placement.

## Boys and Girls Club

Littleton ESD has partnered with the Boys & Girls Club of Metro Phoenix to offer programs conveniently located on the Underdown campus. Through this partnership, students are transported between the Club and the schools. For more information, contact the Club located at 1642 S. 107th Avenue, Avondale or call 623-936-9020.

## Problem Solving Team

The Littleton Elementary School District has a multi-tiered system of support in place for students who are experiencing difficulty in school. If your child is having difficulty in school please check with his/her teacher to inquire if the child study process has been started. Once the process has been started, you will be contacted to be part of a team that will review the implemented interventions, work samples, test scores, report card grades, attendance, and other information that can help the team determine supports the student needs to be successful.

## Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court document on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court document. Please note that the status of legal documents can only be changed by the courts.

## Dress Code

The district wide school-uniform policies are intended to help students focus on learning and to help make school campus safe, orderly, and more secure. All students in kindergarten through eighth grade who attend the District schools are required to dress in the proper standard school uniforms which includes the proper display of the license to learn badge. It is the students' and parents' responsibility to ensure compliance with the dress code.

Uniforms help students focus on learning. They set the tone for the proper work attitude in the classroom, reducing potential behavior problems and improving performance. Uniforms will help make the campus safer and more secure by eliminating the wearing of inappropriate clothing. Moreover, outsiders or non-students can be easily recognized on campus. Attractive student uniforms promote school spirit, good self image, and school unity. Just as an athletic team's uniforms promote unity and spirit, so can school uniforms.

\*Pre-K Flames Preschool is required to adhere to the dress code guidelines

# GENERAL GUIDELINES

## Uniforms:

- **Tops:** Solid navy blue, dark green, ash gray, or burgundy shirts with lay-down collar. This may include but is not limited to a "polo" shirt, dress shirt or blouse. No distinguishable logos or labels showing on the top, unless it is the school or district logo. No sagging of clothing is allowed. Tops must be appropriately sized (not more than one size too small or too large). Shirts must be tucked in. If a t-shirt or turtleneck is worn under the top, it must be black, white, or conform to the dress code top color. Tops must be free from rips or tears.
- **Bottoms:** Solid navy blue or khaki pants, shorts, skorts, skirts, or jumpers/rompers. No distinguishable logos, labels, blue jeans (denim), blue-jean shorts, sweatpants, stretchy type material, see-through or revealing type material. Tights (solid navy blue, khaki, black or white) may be worn under the appropriate uniform bottom. Leggings or jeggings worn as a uniform bottom must have pockets and a waistband and not be too revealing. No sagging of clothing is allowed. Bottoms must be appropriately sized (not more than one size too small or too large). Bottoms must fit and be worn at the waist and not drag on the ground. Bottoms must not be shorter than the middle of the thigh or finger-tip length when hands are placed at side. No undergarments may show. Bottoms must be free from rips or tears.

## General Requirements:

- All Kindergarten through eighth grade students are required to wear the district issued Littleton License to Learn badge, as part of their uniform each day. Sixth through eighth grade students are allowed to wear a lanyard of their choice (must follow dress code requirements) and their License to Learn badge, as part of their uniform each day.
- **Outerwear** (jackets, coats, sweaters, sweatshirts, raincoats) are designed to be worn outside as weather dictates over the uniform top. Outerwear must be removed in the school or classroom. Sweaters and sweatshirts that conform to district dress code colors (solid dark green, ash gray, burgundy, navy blue, black or white) may be worn inside the school building and in the classroom. No distinguishable logos or labels showing on the outerwear, unless it is the school or district logo. Each school will be offering, for purchase, a Principal approved outerwear sweatshirt with a school specific design.
- **Belts** (if worn) must be plain black, brown, navy or white and may not be more than one (1) size larger than the waist. Belts must be worn at the waist and cannot hang below the waist. Belts and buckles must be plain with no designs or logos.
- **Hats and hoods** may be worn outside only. Hair accessories that do not disturb or interfere with learning are allowed. Bandanas and durags are not allowed. The following are prohibited when disruptive to the learning environment or pose a safety risk: facial piercing, plugs, contacts, gauges, tattoos, costume or hair color, chains, spikes, or any other type of sharp jewelry. For safety reasons, earrings must not be larger than the size of a dime.
- For safety reasons, students must **wear closed-toed shoes**. A shoe cannot be worn as a slide and must have a secure strap around the back of the foot. Students are to wear appropriate shoes for physical education classes such as tennis shoes. Slippers, shoes with wheels, heels, slides without a strap around the back of the foot, and wedges are not permitted.

## LESD Online Dress Code

The online dress code practice is intended to help students focus on learning and to help make school safe, orderly, and more secure. All students in kindergarten through eighth grade who attend the District online school are required to dress in the proper clothing. It is the students' and parents' responsibility to ensure compliance with the dress code.

- **Tops:** Tops should have sleeves. Tops must be appropriately sized (not more than one size too small or too large). Tops must be tucked in. Tops must be free from rips or tears.
- **Bottoms:** No see-through or revealing type material. No sagging of clothing is allowed. Bottoms must be appropriately sized (not more than one size too small or too large). Bottoms must fit and be worn at the waist and not drag on the ground. Bottoms must not be shorter than the middle of the thigh or finger-tip length when hands are placed at the side. No undergarments may show. Bottoms must be free from rips or tears.

## General Requirements:

- Hats, hoods, sunglasses, costumes, props and/or toys may not be worn during virtual learning. Hair accessories that do not disturb or interfere with learning are allowed. Bandanas and durags are not allowed.
- If online students attend brick and mortar school for scheduled activities; students must wear closed-toed shoes. A shoe cannot be worn as a slide and must have a secure strap around the back of the foot. Slippers, shoes with wheels, heels, slides without a strap around the back of the foot, and wedges are not permitted. The following are prohibited when disruptive to the learning environment or pose a safety risk: facial piercing, plugs, contacts, gauges, tattoos, costume or hair color, chains, spikes, or any other type of sharp jewelry. For safety reasons, earrings must not be larger than the size of a dime.

Any clothing that displays vulgar, lewd, obscene, offensive messages or images, weapons, drugs, violence, alcohol, or references an affiliation that affects the safety and well-being of students and staff, or ethically offensive words or pictures are strictly prohibited.



# GENERAL GUIDELINES

Students not dressed in accordance with the district dress code may be offered use of uniform for the day, or their parents/guardians will be contacted to bring the proper uniform. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions as set forth in the District Policy Manual. Under extraordinary circumstances, the school will work with families to locate assistance for the student to be furnished with standard school clothing. New students who enter District schools will need to purchase school uniforms. The Welcome Center staff is available to assist families new to the District with the use of one (1) uniform set per child.

The Principal may approve casual dress or spirit days where students wear clothing other than the school uniform. The students and parents will be notified at least a week in advance of the "spirit" or "casual" day.

**Exceptions for casual dress (Last Wednesday of every month):** The above dress code applies to casual dress. Students must still have clothes that are the appropriate size, free from rips and tears, yoga pants/jeggings/tights cannot be worn as a bottom and no short bottoms. An untucked t-shirt (no tank tops/shoulders must be covered) on the top and jean, jean shorts, or sport shorts can be worn on the bottom for casual dress.

Outerwear doesn't have to be dress code top color to be worn inside. Any clothing that displays vulgar, lewd, obscene, offensive messages or images, weapons, drugs, violence, alcohol, or references an affiliation that affects the safety and well-being of students and staff, or ethically offensive words or pictures are strictly prohibited.

**Spirit days** occur every Friday. Special shirts are limited to the following:

- Adopted school name and/or logo
- Adopted district name and/or logo
- Adopted school colors (sports jerseys, etc.)
- District or school affiliated logos, mottos, or groups (such as student council, NJHS, etc.)
- Approved Kids At Hope logo
- Approved school groups, such as choir, student council, etc.
- Special events approved by the principal

## Spirit Wear

Each School has a selection of spirit gear available. To view the options, scan your school's QR code. Principal's discretion on dress code is final and unappealable.

Your School PTA Organization is ready to get you dressed in your favorite school's Spirit Wear. Scan the code below to head to your school's PTA and order some Swag today!



# STUDENT UNIFORM COLORS

## TOP COLORS

SHIRTS ALL SOLID COLORS NO LOGOS



Ash Grey



Dark Green



Navy Blue



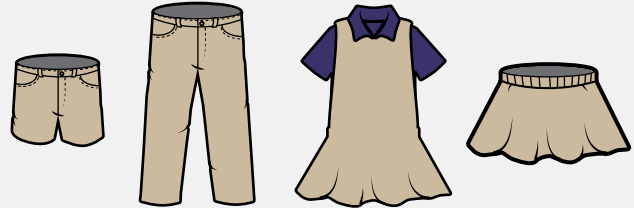
Solid Burgandy

## BOTTOM COLORS

BOTTOMS ARE FREE OF TEARS AND NO PATTERNS



Navy Blue

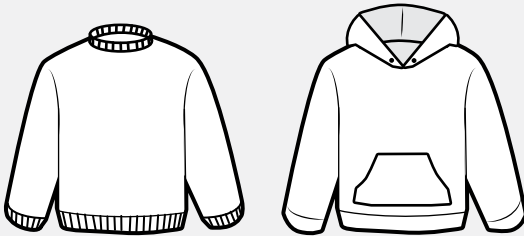


Khaki

## SWEATERS AND SWEATSHIRTS

ONLY SOLID COLORS / NO LOGOS  
NO WEARING OF HOODS INSIDE

### SAME COLORS AS ABOVE TOP COLORS PLUS



White



Black

***ANY OUTERWEAR THAT DOES NOT MEET THE ABOVE REQUIREMENTS CAN ONLY BE WORN OUTSIDE OF THE SCHOOL BUILDINGS AND NOT IN THE CLASSROOMS.***

**Any school approved / purchased clothing may also be worn on the designated days that the school has informed students.**

# GENERAL GUIDELINES

## Early Release Days

A key strategy toward achieving higher academic performance among Littleton students is a professional development program for teachers. Our program is based on the belief that staff must be current on best practices and be provided specific skills and information in a timely, applicable manner. Early Release Days provide professional development sessions, whereby teachers have the opportunity to learn additional instructional strategies, return to the classroom to apply what they have learned, and then receive additional training and feedback at the next training session within a relatively short period of time.

Early release days occur every Wednesday of the school year. Early Release schedules are as follows:

Collier Business Academy 8:25am - 1:05pm  
Country Place Leadership Academy 7:30am - 12:10pm  
Estrella Vista STEM Academy 8:25am - 1:05pm  
Fine Arts Academy 8:25am - 1:05pm  
LESD Online Academy 7:30am - 12:30pm  
Lakin Prep Academy 7:30am - 12:10pm  
Littleton Elementary STEM Academy 7:30am - 12:10pm  
Pre-K Flames 7:30am - 11:00am   Pre-K Sparks 7:45am - 9:00am  
Quentin STEM Academy 8:25am - 1:05pm  
Tres Rios Service Academy 7:30am - 12:10pm

## Electronic Devices - Acceptable Use

Electronic devices are used throughout the District to communicate and access information. Our goal in providing this service is to promote instruction and learning. Access to the school network and the Internet is a privilege, not a right. Authorized use of network access and information resources must be consistent with then educational purposes for which these resources have been provided and should not disrupt the learning environment. The Littleton School District shall not be liable for misuse and reserves the right to monitor any and all activity. Students assume full responsibility for any costs, liabilities or damages arising from any misuse and will be held accountable according to the disciplinary guidelines.

For a full description of responsibility and appropriate use of technology, see page 37 of this handbook. Any use of student-owned devices or access to network resources, are only allowed under the authorization of a classroom teacher and/or administrator. Students may possess electronic devices such as a cell phone, smart phone, smart watch, or iPad at school or a school-sponsored event. However, all devices must be turned off and kept out of sight during the school day, unless prior approval from a school administrator or teacher has been issued, or for emergency purposes. Any use of student-owned devices or access to the network resources are only allowed by authorized school personnel.

Inappropriate use of computers, telecommunication and network resources are covered in Policy IJNDB. If a student violates this policy, his/her device may be confiscated, and the student will be subject to disciplinary consequences, including notification of law enforcement.

Students who bring their own devices to school are expected to keep them secured and off except when directed by staff for their use or in an emergency situation. The device shall be subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy, including non-emergency use, or the law. Students shall be personally and solely responsible for the security of their electronic devices and for their conduct while using them. The school shall not assume responsibility or investigate the theft, loss, or damage of personal devices.

## Homeless Services

The McKinney-Vento Homeless Assistance Act is a federal law that provides resources for those in a position of homelessness. If students qualify, they are eligible for free lunches and educational services. For information or assistance, contact your school's nurse or the District Homeless Liaison at (623) 478-5803.

## Kids At Hope

Guided by the theme that every adult is a treasure hunter and every child is a time traveler, Kids At Hope is an award-winning philosophy that believes every child is capable of success; no exceptions.

Littleton Elementary School District subscribes to the fact that every child is afforded the belief, guidance and encouragement that creates a sense of hope and optimism, supported by a course of action needed to experience success at life's four major destinations: home and family, education and career, community and service, and hobbies and recreation.

## Library Permission

Parents acknowledge that the student can check out books from the Littleton Elementary School District libraries. Each students' License to Learn ID badge is required to check out library materials. Each student may receive a new License to Learn ID at the start of the school year. A \$5.00 fee will be assessed for each replacement license.

Students are to do their best to take care of the books and return them promptly after use. If the library books are damaged, lost, or not returned, parents/guardians will be asked to pay for cost of the books. Students in 6th – 8th grade will have the opportunity to check out books from the Young Adult Section. If you do not want your student to check out these books, please submit a written request to the front office.

# GENERAL GUIDELINES

## **Non-Discrimination**

No person connected with the Littleton Elementary School District, whether a student, employee or volunteer shall, on the basis of gender, creed, color, sexual orientation or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

## **Physical Education Participation**

P.E. classes are part of the regular curriculum. Students are expected to attend P.E. classes with the proper shoes. A student may be excused from participating if:

1. For three days or less because of a temporary illness if a note is sent by a parent/guardian. The note should explain the nature of the illness. Students restricted from P.E. may not participate in after school sports or recess.
2. For long-term illness or physical impairment longer than three days, the parent/guardian is required to obtain a written excuse from the student's physician. The excuse must state the health issue and length of time to be excused. Student may not participate in after school sports or recess.

Students who are restricted from participating in P.E. must present their written excuse to the school's nurse. The nurse will issue a physical activity restriction notice, to be given to the classroom teacher and/or the P.E. teacher. If the duration is not stated on the notice, the student will be excused from only one P.E. class.

## **School and Student Property**

Desks, school textbooks, library books, and technology are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, physical environment, and equipment. Students will not be allowed to bring sports/athletic equipment from home for recess or structured play times. The school will provide equipment for students to utilize when at recess and structured play times. This does not include participation in intramural athletics. Inspections of desks, backpacks, or book bags or the like may be conducted by school authorities at any time without a search warrant or student consent. Parents/guardians will be financially responsible for lost or damaged property. If a student owes fees and/or hasn't returned district property, they may not be able to participate in any promotional activities including the promotion ceremony.

## **Title I Services**

The Schoolwide Title I Program at each school site provides supplemental services and materials for students. The services may include reading intervention during the school day as well as before or after school tutoring. Not every service is provided at each campus; each school provides different services to meet the academic needs of its students. For information on what programs are offered at your child's school contact the Principal. For general information about Title I programs and services contact the Federal Programs Department at (623) 478-5676.

## **Visitors to Schools**

There are measures in place to ensure campuses are safe and secure. Therefore, all procedures must be adhered to by all visitors. All visitors to any school must report to the school office upon arrival to obtain a visitor badge. No person may enter onto school premises, including visits or audits to a classroom or other school activity, without approval by the principal. All visitors must leave the school through the school office.

Parents, grandparents, and/or other family members are encouraged to visit their child's school. For those who wish to visit a classroom during the school day, it is expected the teacher or principal be contacted at least one day in advance to arrange a date and time for the visit so as to avoid any disruption of the school schedule. When visiting a classroom, parents/guardians must realize the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent/guardian either before or after school hours.

If an outside agency needs to conduct an observation, the parent/guardian must make this arrangement in advance with the teacher and principal. All visitors must maintain appropriate conduct and attire while on school property or at school events.



# PARENT INVOLVEMENT

## Parent Involvement Introduction

The Littleton Elementary School District believes that families are meaningful partners in their child's educational success. The following section provides various ways that parents/guardians can receive support and be involved in their child's educational program. The Littleton Education Foundation also provides opportunities for parents and community members to be involved to help support school projects. See LEF's website if interested at [www.littletonfoundation.org](http://www.littletonfoundation.org).

## Communication

Parent-staff communication plays an important role to support student success. Littleton ESD offers many modes of communication including newsletters, conferences, marquees, websites, social media, Remind and phone calls. Sometimes the tools are used from an automated system to quickly notify a large group and sometimes they are used to keep parents/guardians informed individually.

Littleton ESD works to promote two-way communication and, of course, these tools are used support our safety efforts. Please make sure the schools has updated contact information at all times. Please follow your school and district on social media and interact as you see the amazing things happening in our classrooms. If you are interested in joining the committee that works on communications, please contact [service.customer@littletonaz.org](mailto:service.customer@littletonaz.org).

## Concerns & Complaints

Trust in staff members and support for their actions should be such that employees are freed from unnecessary, spiteful, or negative criticisms and concerns. In spite of this, suggestions may be forthcoming from the community. Concerns are best resolved at the lowest levels starting with school teachers and/or school administrator and when necessary, can proceed through the other administrative levels. If a member of the community has a complaint, the following procedures are intended to assist in its resolution (Policy KEB):

### Procedure for Addressing a Concern

#### A. If the concern is related to the classroom:

1. You should contact the classroom teacher first.
2. If such concern is not satisfactorily addressed by the classroom teacher, you should contact the Principal of the school.
3. If the Principal of the school does not satisfactorily resolve your concern, you should contact the Executive Director of School Leadership in the District Office.

If you need assistance deciding whom to call or need more information, please contact your school Principal.

#### B. If the concern is related to a school, you should:

1. Contact the Principal of the school.
2. If the Principal of the school does not satisfactorily address your concern, you should contact the Executive Director of School Leadership in the District Office.

#### C. If the concern is related to the District:

Contact the District Office and you will be directed to the appropriate member of the central office Administrative staff.

1. If the matter relates to students, and it is appropriate, talk with the student's teacher. If the matter remains unresolved, talk with a school administrator.
2. If resolution of a problem cannot be accomplished at school administration level, either party may refer the matter to the superintendent for review.

## Language Assistance Services

Parents/guardians who have difficulty understanding English may request language assistance services for information that is available to the public so that they can participate meaningfully in meetings and conferences and make informed decisions regarding their children's education. These language assistance services are available free of charge. Please contact your child's school office to request these services in advance.

## Parent and Family Engagement Policy

The Littleton Elementary School District supports and encourages parent involvement and is committed to bringing quality programs to the children of the district. As such, the District offers the following for parents/guardians:

- Opportunity for planning, reviewing and improving the district's parental involvement policy, in an organized, ongoing, and timely manner.
- Annual Title I meeting to be informed of the district's participation in Title I programs and to explain the Title I requirements and the rights of parents to be involved in Title I programs.
- Information in an understandable and uniform format, including alternate formats upon request of parents with disabilities, or to the extent practicable and upon reasonable request, in a language that parents can understand. These services are free of charge.
- Information in a timely manner about Title I programs that include a method by which parents may learn about the course of study for their children and a review of learning materials, and the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their children, including attendance, homework, and discipline.

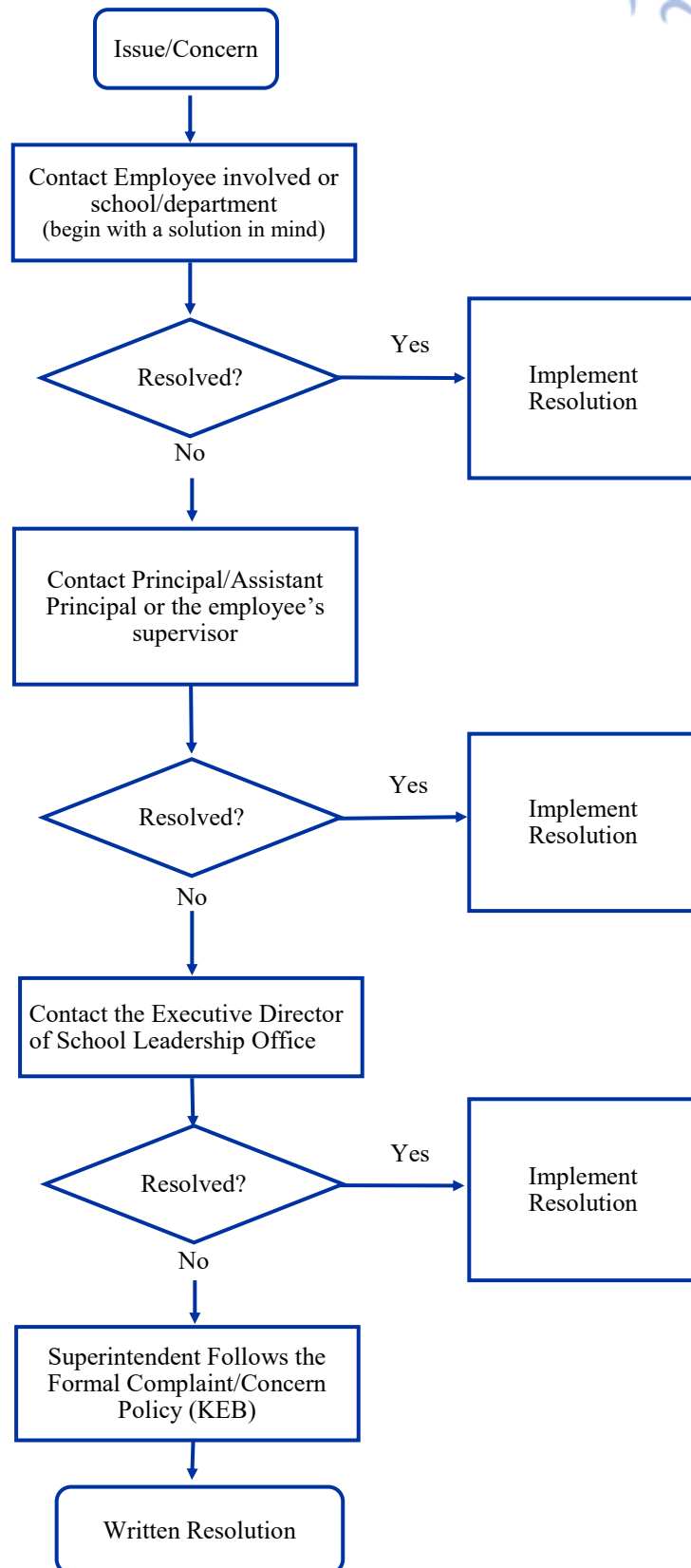
# PARENT INVOLVEMENT



## Parent Guide to Solving Problems



Littleton ESD values and supports resolving issues at the lowest level possible, beginning with a solution in mind and maintaining respect throughout the process. This is intended to help guide parents and staff through an efficient informal process outlined in Policy KEB. At any point when not making progress towards a resolution, parents may switch to the formal process.



# PARENT INVOLVEMENT

- An individual student report about the performance of their child on the state assessment in at least math, language arts (writing) and reading.
- A timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet Appropriately Certified Requirements.
- Resumes of all current and former instructional personnel available for inspection by parents or guardians of pupils enrolled, maintained at the district office.

## Parents' Right To Know

Under federal "Every Student Succeeds Act" provisions, all school districts are required to notify parents of children who attend a Title I school that they have the right to request and receive timely information on the professional qualifications of their children's classroom teachers. Specifically, districts must provide the following information:

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

## Parent-Teacher Associations and Parent-Teacher Student Association (PTA and PTSA)

The overall purpose of parent organizations is to engage and empower families and communities to advocate for all children. Contact your child's school to obtain details about meeting times and activities scheduled throughout the year.

## ParentVUE

Parents/guardians are responsible for logging in ParentVue throughout the year. It is an expectation that along with monitoring assignments, grades and attendance, parents are able to use ParentVue to acknowledge the handbook and select an academy during School Choice. Parents of bus riders are expected to make the request to be routed on a bus through the Register to Ride program which is accessed through ParentVue as well. It is also an expectation that home addresses are reaffirmed annually and that contact information is monitored for accuracy.. Updates to phone numbers, email addresses, emergency contacts and over the counter medications can be done through our online ParentVUE portal. This resource continues to be expanded for your convenience. Once an account has been activated, internet connection, including mobile devices. For additional assistance you can email [parentvue@littletonaz.org](mailto:parentvue@littletonaz.org). You parents/guardians can gain access from any can use the QR code to go directly to ParentVue.



## Volunteers

Volunteers make many valuable contributions to the students and educational programs of the District. All volunteers work under the supervision of the professional staff. Parents/guardians are encouraged to volunteer their time to assist with various school and district events and committees.

Volunteers can help in a variety of ways: in classrooms, in the teacher workroom, through the PTA, in the school office, at athletic events, during book fairs, in the library or lunch room and even from home. To ensure the safety of our students, we have an application process in place for our volunteers.

The first step is to complete and return the volunteer application. The volunteer application is located on the Littleton ESD Website, at the school's front office or by contacting the district parent liaison at (623) 478-5803. After the application form is submitted, a member of our staff will be in contact.

A chaperone is a volunteer who is over the age of 21 who has the responsibility of supervising students during an activity or an off-campus field trip. All chaperones must return a volunteer application before the event or trip. It may take up to 12 weeks for a non-custodial parent to be approved as a chaperone. Custodial parents are asked to have a volunteer application on file at least 7 days prior to an event. Parents are encouraged to complete a [one-time application](#) which will stay on file as long as the student is enrolled.

# STUDENT BEHAVIOR GUIDELINES

## Student Behavior Guidelines Introduction

The Littleton Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, the Governing Board accepts the responsibility for identifying those behaviors, which, if allowed to exist without restrictions and appropriate disciplinary action, would interfere with student learning and the orderly conduct of our schools. Furthermore, the Governing Board charges the staff with the responsibility for enforcing the rules of conduct, establishing consistency in their enforcement and maintaining an appropriate learning and behavioral environment. Disruptive, vulgar or threatening language toward staff or students will not be tolerated and members of our school community displaying these behaviors may have their access to campus denied.

According to Arizona law (A.R.S. 15-341), the Governing Board has the authority to provide the ability for school administrators to discipline a student, when the student: (1) is on school grounds or at a school-sponsored event; (2) is traveling to and from school or a school sponsored event; (3) is under a suspension or expulsion from another school district or has engaged in misconduct while attending another school district event; (4) has engaged in misconduct in another manner that is school related or affects the order or operation of any District school, or (5) has engaged in vandalism of District property after school or during summer vacation.

# STUDENT BEHAVIOR GUIDELINES

In accordance to Arizona law (A.R.S. 15-843), Policy JK, Regulation JK-R and Exhibit JK-ED, the school district will follow procedures for student discipline, suspension, expulsion and physical restraint.

According to Arizona law (A.R.S. 15-2301), the Governing Board has adopted the Hazing prevention policy JICFA. For additional information on these laws, please visit our Policy Manual at <https://azsba.org/policybridge/>.

The District reserves the right to hold students accountable for behavior that did not occur on District property or behavior that occurred in other school districts, including situations where the student was not at the time a student in the Littleton Elementary School District. In the case of suspension the District in its sole discretion can schedule a meeting to determine if the student will be allowed to enter a District school, or if the District will honor the discipline imposed while the student attended another school district.

## **Alternate Placement**

Students may be referred to an alternative education program when their behaviors fall outside the mainstream of traditional schooling. This could include but not limited to: on campus reassignment or outside placement.

## **Confinement**

Confinement, unlike isolation, is when students are left alone in an enclosed space. A student may be confined if a principal or teacher determines that the student poses imminent physical harm to self or others.

## **Due Process**

Students involved in the disciplinary process can expect the following basic rights:

1. Notice of the charges, nature of the evidence supporting the charges and the consequences if the charges are proven true;
2. A fair hearing, including the right to respond to the charges; and
3. A fair and impartial decision.

## **Make Your Day Program**

Collier, Estrella Vista STEM Academy, Fine Arts Academy, Lakin Prep Academy, Littleton Elementary STEM Academy, Quentin STEM Academy and Tres Rios Service Academy use the Make Your Day (MYD) program. This is a cooperative citizenship program that holds students to high expectations by a single rule: No one has the right to interfere with the learning, safety, and well-being of others.

Students are to do what is expected of them and do it the best they can. This is achieved by helping them develop an intrinsic center of control for both behavior and academic participation by allowing them to take responsibility for their current actions in order to make more successful decisions in the future. This process allows students to develop the critical thinking skills necessary to be successful both in and out of the classroom.

MYD values conflict resolution and offers time for students to make honest decisions and communicate with their peers. Opportunities are provided throughout the day for students to reflect and goal set. MYD allows all students to make mistakes without cumulative, punitive action. Students understand by choosing their actions it will result in consequences. Mistakes are an opportunity to learn.

The components of MYD carry over to life-long skills that will make for a successful and productive adult. The foundation of MYD is that ALL students are capable of success and that making appropriate choices at school will generate student success.

For more information regarding our MYD Citizenship Program please visit our website at: <http://www.littletonaz.org> in the Parent Information Quick Link.

## **Positive Behavior Interventions and Support Program**

Country Place Leadership Academy uses the PBIS (Positive Behavior Interventions and Supports) Program. PBIS is an organized, data-driven system of interventions, strategies, and supports that positively impact school-wide and individual behavior planning. PBIS is a framework that seeks to set up clear, consistent expectations so that each student knows exactly what is expected of them in every situation in school.

PBIS is a Multi-Tiered System of Supports (MTSS), with layers of interventions to support students. Tier 1 involves teaching these expected behaviors to ALL students and acknowledging students who act accordingly. It also reteaches and reinforces appropriate behavior to students who are not following expectations. Tier 2 interventions are put in place for students who are not successful with Tier 1 interventions alone. Tier 2 interventions are geared toward the 5-15% of students who repeatedly struggle to reach the behavior expectations, while Tier 3 puts in place another layer of extensive strategies and supports for the 5% of students who have not responded to earlier interventions.

At its heart, PBIS is about building strong relationships and supporting the whole child. The multi-tiered framework supports ALL students with the goal of meeting everyone's academic, social, emotional, and behavioral success. For more information regarding our PBIS Program please visit the [Country Place website](#). Please visit this [link](#) to access the progressive discipline approach for PBIS at Country Place.



# STUDENT BEHAVIOR GUIDELINES

## LESD Online Discipline

Schoolwide Expectation:

*"No one has the right to interfere with the learning or well-being of others"*

\*It is a privilege to attend the LESD Online Academy. Conduct interfering with the learning or well-being of others may result in removal from the virtual classroom environment and/or the LESD Online Academy.

LESD Online Behavior Process/Consequences:

1. Teacher will state expectation.
2. Teacher will provide the student an opportunity to correct behavior/violation of expectation.
3. Teacher will restate expectation privately.
4. Teacher will contact parent/guardian to inform them of the expectation and violation.
5. If repeated violation of expectation, then teacher will schedule a video conference with student and parent to review the expectation, ensure understanding, and establish expectation will be followed in the future.
6. Further violation of expectation, following the video conference, will result in the teacher notifying the parent/guardian and administrator.
7. Administrator will schedule an in-person meeting on the Collier campus (exceptions may be allowed for video conference).

LESD Online Automatic/immediate removal from virtual classroom environment:

1. Inappropriate language (profanity) or gestures
2. Inappropriate content (access to/share of)
3. Inappropriate use of technology (including creation of/access to Google classrooms not created by/shared by the classroom teacher)
4. Threat or harassment of any kind

## Student Behavior Matrix

The following pages include our student discipline matrix along with definitions of infractions. Multiple offenses in a combination of categories may result in long-term suspension or expulsion. There are certain items that may be subject to expulsion on the first offense.

A student committing any act of misconduct not listed on the following charts will nevertheless be subject to the discretionary authority of the school administrator or Superintendent's designee.



# STUDENT BEHAVIOR MATRIX

VIOLATION	FIRST OCCURENCE	CONTINUED OR SEVERE FIRST	VIOLATION	FIRST OCCURENCE	CONTINUED OR SEVERE
AGGRESSION			SCHOOL POLICIES - OTHER VIOLATIONS OF (CONT.)		
**Aggravated Assault	G – L	H – L	Dress Code Violation	A – C	C – G
*Assault	F – I	G – L	Gambling	A – H	C – I
*Endangerment	C – I	G – L	Inappropriate Language	A – G	C – I
Disorderly Conduct	A – G	C – L	Negative Group Affiliation	A – H	C – I
*Fighting	F – H	G – L	Other Violation of School Policy	A – G	C – I
Minor Aggressive Act	A – H	C – I	Public Display of Affection	A – G	C – I
Other Aggression	A – H	C – I	SCHOOL THREAT		
Recklessness	A – G	C – I	**Bomb Threat	F – I	K – L
Verbal Provocation	A – G	C – I	**Chemical or Biological Threat	F – I	K – L
ALCOHOL, TOBACCO AND OTHER DRUGS			**Fire Alarm Misuse	F – K	G – L
*Alcohol Violation	H – L	I – L	*Other School Threat	F – I	G – L
**Drug Violation	H – L	I – L	SEXUAL OFFENSES		
*Tobacco Violation	E – H	H – I	*Indecent Exposure/Public Sexual	A – I	C – L
ARSON			*Harassment, Sexual	B – I	F – L
*Arson of a structure or property	G – L	H – L	*Harassment, Sexual with Contact	B – I	F – L
**Arson of an occupied structure	G – L	H – L	Pornography	C – I	C – L
ATTENDANCE POLICY VIOLATIONS			**Sexual Abuse or Sexual Conduct with a Minor or Child Molestation	L	L
Leaving School Grounds	C – G	C – K	**Sexual Assault (Rape)	L	L
Other Attendance Violation	A – C	C – G	TECHNOLOGY, IMPROPER USE OF		
Tardy	A – C	C – G	Computer	A – I	F – L
Truancy	C – G	C – K	Network Infraction	A – I	F – L
Unexcused Absence	May be referred to C.U.T.S program		Other technology	A – I	F – L
HARASSMENT, THREAT AND INTIMIDATION			Telecommunication Device	A – I	F – L
*Bullying	A – H	C – L	THEFT		
*Harassment (nonsexual)	A – H	C – L	**Armed Robbery	L	L
*Hazing	A – H	C – L	**Burglary (First Degree)	F – L	G – L
*Threat or Intimidation	A – H	C – L	**Burglary or Breaking and entering	F – L	G – L
**HOMICIDE			*Extortion	F – L	G– L
**Homicide	L	L	Petty Theft	A – I	C – L
**KIDNAPPING			**Robbery	F – L	H – L
**Kidnapping	L	L	Theft	A – I	C – L
LYING, CHEATING, FORGERY OR PLAGIARISM			TRESPASSING		
Cheating	A – F	C – H	Trespassing/Unauthorized area	A – I	C – L
Forgery	C – G	C – H	VANDALISM OR CRIMINAL DAMAGE		
Lying	A – F	C – H	Graffiti or Tagging	C – I	F – L
Plagiarism	A – F	C – G	*Vandalism of personal property	A – H	F – L
SCHOOL POLICIES - OTHER VIOLATIONS OF			*Vandalism of school property	A – H	F – L
Bus Misconduct	Please see page 37		WEAPONS AND DANGEROUS ITEMS		
Combustible	C – I	D – L	*Dangerous items	A – I	F – L
Contraband	A – G	C – I	**Firearm	J – L	K – L
Defiance, Disrespect Towards Authority, and Non Compli-	A – H	C – I	**Other Weapons	C – I	G – L
Disruption	A – G	C – I	Simulated Firearm	A – H	C – I

\*Required to be reported to AZ Department of Education

\*\*Required to be reported to local law enforcement and ADE

# STUDENT BEHAVIOR MATRIX CONSEQUENCES

**A.** Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior. (Make Your Day Program: Adjust Points).

**B.** Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior.

**C.** Parental involvement by telephone, letter or personal conference.

**D.** Temporary removal from class means the student is not to attend one or more classes for a specified period of time. During this period of removal the student may be assigned appropriate on-campus duties or alternative classes. (In the Make Your Day Program a student will wait in a buddy classroom for a parent or guardian to arrive for a Step Four Conference).

**E.** Out-of-Class detention means the student is detained before school, during lunch period or after school for a specific purpose. (The Make Your Day Program does not utilize detention).

**F.** Appropriate individualized assignment and/or loss of privilege means the school official devises an assignment to fit the offense and/or the school official removes from the student one or more privileges usually associated with the offense.

**G.** Alternate Placement (1-5 days) means the student is removed from class(es) but is kept on campus under the supervision of a staff member. The student is usually given an appropriate assignment during this time period. Saturday or another day of detention may be employed as an alternative. (In the Make Your Day Program a Step Four is a conference between the student, teacher and parent).

**H.** Short term out-of-school suspension (1-5 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension. Upon return from suspension, a re-entry conference between the student, parent and administration will occur. (In the Make Your Day Program a Step Five is temporary removal from the school and is followed by a re-entry conference between the student, parent and administration).

**I.** Short-term, out-of-school suspension (6-10 days) means the student, following due process, is suspended from school and placed under the supervision/responsibility of the parent. Students must remain off campus for the duration of the suspension. Upon return from suspension, a re-entry conference between the student, parent and administration will occur.

**J.** Summary suspension means the student may be immediately removed from campus due to a clear and present danger to any or all concerned. Students must remain off campus for the duration of the suspension or are subject to charges of Trespassing by local authorities.

**K.** Long-term, out-of-school suspension (11 days or more) means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum 10 days. The Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until a Governing Board appointed hearing officer conducts a hearing. As with any suspension, due process must be followed. Students must remain off campus for the duration of the suspension.

**L.** Expulsion is the permanent removal from all Arizona schools done by Governing Board action. Only Governing Board may reinstate and expel students.

**NOTE:** Action taken by the school authority will fall between the minimum and maximum category identified on the Student Behavior Matrix. Discipline alternatives may be utilized at the discretion of the school authority.

## **Appeal of a Short Term Suspension (10 days or less)**

The principal or designee has the authority to impose a short term (10 days or less) suspension, following appropriate due process. There are no procedures provided by Governing Board policy or Arizona law to appeal short term suspensions. They are not appealable.

## **Suspension and Expulsion of Students with Disability**

Students with a 504 plan or receiving special education services will be expected to abide by the rules of conduct established for all students. When misconduct occurs, procedures for such suspensions and expulsions shall meet the requirements and regulations of I.D.E.A. and state statutes.

## **Alternative to Suspension (H-K)**

Families are able to enter into an alternative placement for suspended students at the discretion of the Superintendent. Such services are provided away from the home school on limited basis with certain conditions.



# STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
<b>Aggression</b>	Policy JK-RA states: Reasonableness of use of physical force in self-defense, defense of others, and defense of property will be considered as a mitigating factor in determining penalties for misconduct. The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from a school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.
<b>Aggravated Assault**</b>	Assault causing serious physical injury or by use of a weapon or dangerous instrument. (Ref. A.R.S. 13-1204)
<b>Aggression, Other</b>	Defined by school district policy
<b>Alcohol Violation*</b>	The manufacture, sale, purchase, transportation, possession or use of intoxicating alcoholic beverages or substances represented as alcohol; this includes being intoxicated at school, school-sponsored events and on school-sponsored transportation.
<b>Armed Robbery**</b>	A person commits armed robbery if in the course of committing robbery, such person or accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; 2. Uses or threatens to use deadly weapon or dangerous instrument or a simulated deadly weapon.
<b>Arson of a structure or property</b>	Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion. (Ref. A.R.S. 13-1703)
<b>Arson of an occupied structure**</b>	Knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. (Ref. A.R.S. 13-1704 & A.R.S. 13-1701)
<b>Assault of a School Employee*</b>	Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person.
<b>Assault*</b>	Intentionally, knowingly or recklessly causing any physical injury to another person; or intentionally placing another person in reasonable apprehension of imminent physical injury; or knowingly touching another person with the intent to injure, insult or provoke such person. (Ref. A.R.S. 13-1203)
<b>Bullying*</b>	Bullying is repeated acts over time that involve a real or perceived imbalance of power with the more powerful child or group attacking those who are less powerful. Bullying can be physical in form (e.g., pushing, hitting, kicking, spitting, stealing); verbal (e.g., making threats, taunting, teasing, name-calling); or psychological (e.g., social exclusion, spreading rumors, manipulating social relationships). Infractions are considered more serious when related to race, religion or sexual orientation. See Board Policy JICK for a comprehensive review of student violence/harassment/ intimidation and bullying.
<b>Burglary or Breaking and Entering**</b>	Entering or remaining unlawfully in or on school property. (Ref. A.R.S. 13-1506, A.R.S.13-1507, & A.R.S.13-1508)
<b>Burglary (First Degree)</b>	ARS §13-1508. Burglary in the first degree; classification A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.
<b>Bus Misconduct</b>	Not following District bus rules and regulations.
<b>Cheating</b>	The use of unauthorized assistance or giving of unauthorized assistance or materials in the completion of an academic assignment.
<b>Combustible</b>	Student is in possession of substance or object that is readily capable of causing bodily harm or property damage, i.e., matches, lighters, firecrackers, gasoline, and lighter fluid.
<b>Computer</b>	Defined by school district policy
<b>Contraband</b>	Items are prohibited that are used inappropriately to disrupt the learning environment. School administration has the final determination.

# STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
<b>Dangerous Items*</b>	Anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury. (e.g. air soft gun, B.B. gun, knife with blade length less than 2.5 inches, laser pointer, letter opener, mace, paintball gun, pellet gun, razor blade or box cutter simulated knife, Taser or stun gun, tear gas, or any other dangerous item) (Ref. A.R.S. 13-105.11)
<b>Defiance, Disrespect Towards Authority, and Non-Compliance</b>	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.
<b>Disorderly Conduct</b>	Any activity that disturbs the school community. (Ref. A.R.S. 13-2904)
<b>Disruption</b>	Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; or sustained out-of-seat behavior.
<b>Dress Code Violation</b>	Failure to adhere to the dress code.
<b>Drug Violation**</b>	The unlawful use, cultivation, manufacture, distribution, sale, purchase, possession, transportation or importation of any controlled drug or narcotic substance or equipment and devices used for preparing or taking drugs or narcotics. Includes being under the influence of drugs at school, school-sponsored events and on school-sponsored transportation. Category includes over-the-counter medications, inhalants, prescription drugs, illicit drugs, substances represented as illicit drugs, and drug paraphernalia. This category does not include tobacco or alcohol. "Drug" means any narcotic drug, dangerous drug, marijuana or peyote (Ref. A.R.S. 13-3415). "Drug paraphernalia" means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (Ref. A.R.S. 13-3415 F. 1.)
<b>Endangerment*</b>	Any act that recklessly endangers another person with substantial risk of imminent injury. (Ref. A.R.S. 12-1201)
<b>Extortion*</b>	Knowingly obtaining or seeking to obtain property or services by means of a threat. (Ref. A.R.S. 12-1804)
<b>Fighting*</b>	Mutual participation in an incident involving physical violence, where there is no major injury; verbal confrontation alone does not constitute fighting.
<b>Firearm**</b>	Any loaded or unloaded handgun, pistol, revolver, rifle, shotgun or other weapon that will expel, is designed to expel or may readily be converted to expel a projectile by the action of an explosive. Firearm does not include a firearm in permanently inoperable condition. (Ref. A.R.S. 13-3101). A.R.S. 13-3111)
<b>Forgery</b>	Falsely and fraudulently making or altering a document
<b>Gambling</b>	To bet or play games of chance for a sum of money or something of value
<b>Graffiti or Tagging</b>	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.
<b>Harassment (nonsexual)</b>	Repeatedly irritates or torments another person. This may include: <ul style="list-style-type: none"> <li>• Anonymously or otherwise communicates or causes a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses.</li> <li>• Follows another person in or about a public place for no legitimate purpose. (Ref. A.R.S. 13-2921)</li> </ul>
<b>Harassment, Sexual with Contact*</b>	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.) (This is technically sexual harassment but some people wanted to track it separately.)



# STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
<b>Hazing*</b>	Any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student, and in which both of the following apply: <ul style="list-style-type: none"> <li>• The act was committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with an educational institution.</li> <li>• The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (Ref. A.R.S. 15-2301)</li> </ul>
<b>Homicide**</b>	Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person.
<b>Inappropriate Language</b>	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
<b>Indecent Exposure or Public Sexual Indecency*</b>	Commits indecent exposure as defined by A.R.S. 13-1402 and A.R.S. 13-1403
<b>Kidnapping*</b>	A person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
<b>Leaving School Grounds without permission</b>	Leaving school grounds during regular school hours without permission of the principal or principal designee.
<b>Lying</b>	To make an untrue statement with intent to deceive or to create a false or misleading impression.
<b>Minor Aggressive Act</b>	Student engages in non-serious but inappropriate physical contact or low level hostile behaviors.
<b>Negative Group Affiliation</b>	Affiliation with a group of three (3) or more people who: interact together to the exclusion of others; claim a territory or area; have a name; have rivals/enemies; and exhibit antisocial behavior. Affiliation includes the use of hand signals, graffiti, or the presence of any apparel, jewelry, accessory, or manner symbol, or any other attribute that indicates or implies membership. (Ref. Policy JICF and JICF-R)
<b>Network Infraction</b>	Defined by school district policy.
<b>Other Attendance Violation</b>	Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.
<b>Other Technology</b>	Defined by school district policy.
<b>Other Weapons**</b>	Any item used to cause bodily injury to, threaten, or intimidate another person including but not limited to brass knuckles, billy club, knife with blade length at least 2.5 inches, and nunchakus.
<b>Petty Theft</b>	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty
<b>Plagiarism</b>	To steal and pass off the ideas or words of another as one's own.
<b>Pornography</b>	Possession, accessing, or creating sexually explicit depiction of persons, in words or images.
<b>Public Display of Affection</b>	Holding hands, kissing, sexual touching, or other displays of affection
<b>Recklessness</b>	Unintentional or careless behavior that may pose a safety or health risk for others.
<b>Robbery**</b>	Using force or threatening to use force to commit a theft or while attempting to commit a crime. (Ref. A.R.S. 13-1902 & A.R.S. 13-1904)
<b>School Threat** (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution</b>	Any threat (verbal, written, or electronic) by a person to use substances or devices for the purpose of exploding, burning, causing damage to a school building or school property, or to harm students or staff. Interference with or disruption of an educational institution is intentionally, knowingly, or recklessly interfering with or disrupting the normal operations of an educational institution. (Ref. A.R.S. 13-2911).

# STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
<b>School Threat - Bomb**</b>	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
<b>School Threat - Chemical or Biological**</b>	Threatening to cause harm using dangerous chemicals or biological agents.
<b>School Threat - Fire Alarm Misuse**</b>	Intentionally ringing fire alarm when there is no fire.
<b>School Threat - Other**</b>	The incident cannot be coded in one of the above categories but did involve a school threat.
<b>Sexual abuse/sexual conduct with a minor/child molestation**</b>	A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person with any person who is under fifteen years of age if the sexual contact involves only female breast. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast with a child under fifteen years of age.
<b>Sexual Assault (Rape)**</b>	A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.
<b>Sexual Harassment*</b>	Unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Ref. Title IX of the Education Amendments of 1972)
<b>Simulated Firearm</b>	Any simulated firearm made of plastic, wood, metal or any other material which is a replica, facsimile, or toy version of a firearm or any object such as a stick or finger concealed under clothing and is being portrayed as a firearm.
<b>Tardy</b>	Arriving at school or class after the scheduled start time
<b>Technology</b>	Inappropriate use of electronic devices as defined in the District's Electronic Information Services User Agreement. (Ref. Policy IJNDB)
<b>Telecommunication Device</b>	Defined by school district policy.
<b>Theft</b>	Taking or attempting to take money or property belonging to another person or the school. (Ref. A .R.S. 13-105.11 & A.R.S. 13-1802)
<b>Threat or Intimidation*</b>	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property. (Ref. A .R.S.13-1202)
<b>Tobacco Violation*</b>	The possession, use, distribution or sale of tobacco products, or simulated tobacco products, on school grounds, at school-sponsored events and on school-sponsored transportation. (Paraphrased from: A .R.S. 36-798.03 & A.R.S. 13-3622)
<b>Trespassing</b>	To enter or remain on a public school campus or school board facility without authorization or invitation and with no lawful purpose for entry. This includes students under suspension or expulsion and unauthorized persons who enter or remain on a campus or school board facility after being directed to leave. (Ref. A .R.S. 13-1503)
<b>Truancy (out of school) Truancy (in school)</b>	Being absent from school or individual classes without the knowledge of the parents or without permission from the school (Ref. A.R.S. 15-802 & A.R.S. 15-803) Being absent from class and disrupting the educational process.
<b>Unexcused Absence</b>	When a student is not in attendance for an entire day without prior notification from a parent or guardian.
<b>Vandalism of personal property*</b>	Willful destruction or defacement of personal property.
<b>Vandalism of school property*</b>	Willful destruction or defacement of school property
<b>Verbal Provocation</b>	Use of language or gestures that may incite another person or other people to fight.

\*Required to be reported to AZ Department of Education

\*\*Required to be reported to local law enforcement and ADE

# STUDENT BULLYING / HARASSMENT / INTIMIDATION

## PROCEDURES FOR REPORTING

**Bullying Definition:** Bullying may occur when a student or group of students engages in any form of behavior that includes such acts as intimidation and/or harassment that:

- A. has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm or damage to property,
- B. is sufficiently severe, persistent or pervasive that the action, behavior, or threat creates an intimidating, threatening, or abusive environment in the form of physical or emotional harm,
- C. occurs when there is a real or perceived imbalance of power or strength, or
- D. may constitute a violation of law.

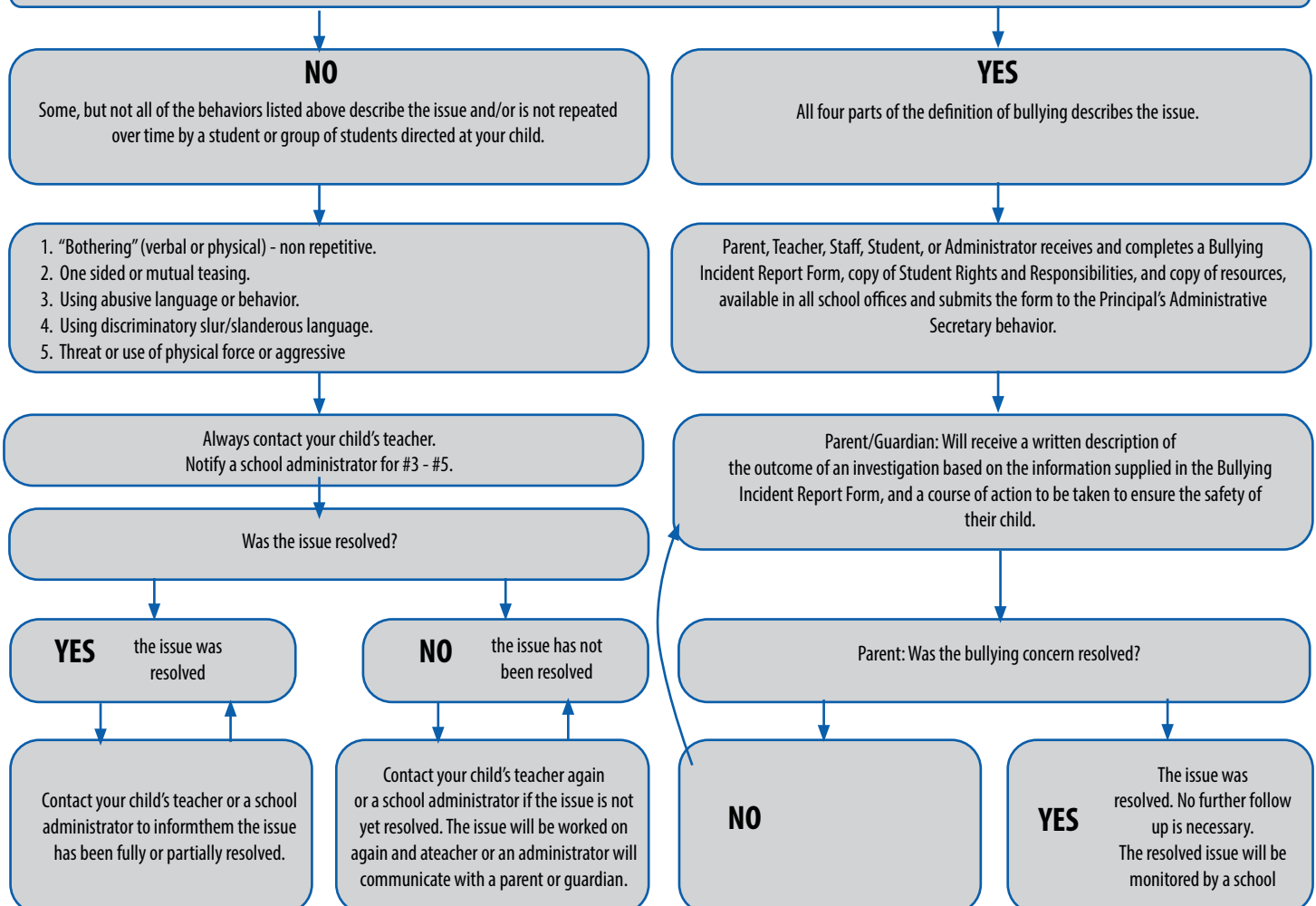
Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

- A. verbal, written/printed or graphic exposure to derogatory comments, extortion, exploitation, name calling, or rumor spreading either directly through another person or group or through cyberbullying,
- B. exposure to social exclusion or ostracism,
- C. physical contact including but not limited to pushing, hitting, kicking, shoving, or spitting, and
- D. damage to or theft of personal property.

**Cyberbullying Definition:** Cyberbullying is, but not limited to, any act of bullying committed by use of electronic technology or electronic communication devices, including telephonic devices, social networking and other Internet communications, on school computers, networks, forums and mailing lists, or other District-owned property, and by means of an individual's personal electronic media and equipment.

**Harassment Definition:** Harassment is intentional behavior by a student or group of students that is disturbing or threatening to another student or group of students. Intentional behaviors that characterize harassment include, but are not limited to, stalking, hazing, social exclusion, name calling, unwanted physical contact and unwelcome verbal or written comments, photographs and graphics. Harassment may be related, but not limited to, race, religious orientation, sexual orientation, cultural background, economic status, size or personal appearance. Harassing behaviors can be direct or indirect and by use of social media.

**Intimidation Definition:** Intimidation is intentional behavior by a student or group of students that places another student or group of students in fear of harm of person or property. Intimidation can be manifested emotionally or physically, either directly or indirectly, and by use of social media.



**\*Appeals of the school principal's decision should be made to the Executive Director of School Leadership**

# STUDENT ENROLLMENT

## Student Enrollment Records Introduction

Littleton ESD welcomes families into the District, even many that reside outside of our boundaries. We are dedicated to providing our students with a quality education that is both challenging and exciting, with special consideration for individual needs. We proudly welcome hundred of students from outside of our boundaries and back from the charters each year. In this section you will find information about our enrollment requirements and the registration process including an explanation of School Choice which sets us apart from other Districts.

## Admission of Students

The parent, guardian, or surrogate of each new enrollee in the District, except homeless pupils as defined in A.R.S.15-824, will be asked to produce the following:

- Current immunization record
- Birth certificate
- Proof of residency
- Withdrawal slip & last report card from last school attended (if applicable)
- Emergency medical referral sheet
- Any court document(s), if applicable

## Kindergarten:

- A child shall be eligible for admission to kindergarten if he/she will be five (5) years of age before September 1st of the current school year (A.R.S. 15-821B)
- Plus all requirements of new students listed above

## Child Custody

Please notify the school each year of any parenting plans that limit the rights of one parent in matters such as custody, visitation, educational or medical decision making. Notification of limitations must be made by providing court documents to be placed on file in the school office. The school must give equal rights to both parents on the birth certificate unless a court order states otherwise. We thank you for your cooperation and understanding as we work together to support your children.

## Contact Information

Parents are expected to notify the school immediately when there are any changes in contact information. This includes a change of address, phone number, emergency contacts and emergency contact telephone numbers. Even if you have an unlisted phone number, the school MUST be able to call in case of an emergency. Phone numbers and emergency contacts can be updated through ParentVue. A change of address requires new proof of address documentation, so contact your school office when your address changes. Moved out of District? No worries, complete a variance application and stay.

## Family Welcome Center

The Family Welcome Center has been designated to assist Littleton families. We are here to help whether you are transitioning to a new community or are already here and looking for some support. Our resources include processing registrations for all schools, on-going trainings and connections to a variety of social and family services. Our facilities also provide access to technology and space for small group meetings. For more information, please call (623) 478-5800 or visit 1642 S. 107th Ave, Avondale AZ, 85323.

## FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for a parent's right to inspect, review and seek correction of a child's educational records. If you wish to review your child's record, you may contact the school principal to set up a convenient time for such a review. If your child is enrolled in a Special Education program, you should contact the Exceptional Student Services office to arrange such a review.

The district will comply with your request as soon as possible. If, when reviewing the records, you feel that the information on your child is inaccurate, misleading or otherwise in violation of the privacy rights of your child, you may request the deletion or modification of the records or enter into the records your own statements of clarification or explanation. Student records may be released to authorized district personnel with a signed and dated records request from the parent/guardian.

## Immunization Requirements

The Arizona Revised Statutes A.R.S. 15-871 through 15-874 and Arizona Administrative Codes (A.A.C.) Communicable Disease Rules R9-6-701 through 706 and Child Care Facilities R9-5-305 require that:

1. A school or child care center shall forbid the attendance of any pupil not meeting the requirements for immunization or exemption from immunization and shall suspend such pupil in accordance with A.R.S. 15-872 or A.A.C. R9-5-305 (Policy JLCB, JLCB-R) except that a homeless student shall not be suspended from attending until the 5th calendar day after enrollment.
2. Students with exemptions from immunizations are subject to exclusion from school at the request of the Health Department in the event of the outbreak of a vaccine preventable disease. The exclusion will continue until the Health Department determines the risk of contagion is over.

## Non-Resident Students

The District may admit children who do not reside in the District through open enrollment or through an attendance area variance.

# STUDENT ENROLLMENT

Throughout the year, the enrollment office may consider variance applications for students from outside the school boundaries. Upon acceptance, students enrolled on variances are expected to meet eligibility requirements. Variances may be revoked if a student fails to meet eligibility requirements, including, but not limited to, attendance, discipline or program capacity.

## Open Enrollment

The Littleton Elementary School District has an open enrollment policy consistent with Arizona state law (A.R.S. 15-816.01). This policy can be found on the District and school websites and is available upon request. On an annual basis, the Governing Board sets capacity based on projected enrollment numbers and students will be accepted throughout the school year as capacity allows. Pupils who are denied access will be placed on a wait list. Parents/guardians may pick up enrollment applications at the Welcome Center, school offices or can download it from any of our websites.

## Student Directory Information

The District designates certain information contained in a student record as directory information that can be released without prior written consent. Students in LESD are sometimes photographed, videotaped, or interviewed for use by district sources and/or outside media. Comments, photos or videos may be used for, but not limited to, newspapers, newsletters, marketing materials, websites and social media. If you do not wish any of the above listed information to be released about your child/children, please submit written notification to the school office. If such notification is not received, it is assumed that your permission is given to use directory information as described above.

## Student Records

Parents have the right to inspect and review all educational records, and all other rights guaranteed by the Family Educational Rights and Privacy Act.

## School Choice

Once enrolled in the Littleton District, students have choices when registering for schools. The District has a single attendance area which allows for families to request programs which may or may not be the neighborhood school and families may choose to send siblings to different schools based on the interest of each student. The requests are filled based on capacity and wait lists are used so that students may transfer into their program of choice as seats become available. Any student completing a semester on a long-term suspension or alternative placement loses their continuous status and must reapply for a school choice. Students not meeting behavior or attendance expectations are subject to school transfers. Our schools and their programs are listed below:

### Collier Business Academy for Financial Literacy

Collier aspires to prepare students for the real world by showing them how to generate wealth and effectively manage it. We also focus on how to create jobs that will make their communities more robust and how to apply entrepreneurial thinking to the workplace. Your child will explore jobs such as financial planning and business administration. Our partnerships with Junior Achievement, local businesses and high schools, BizTown, and Finance Park allow us to enrich and facilitate meaningful learning experiences. The Collier Business Academy for Financial Literacy empowers students to make informed, intelligent decisions about their future and foster financial literacy that will be highly useful in the business world.

### Country Place Leadership Academy

We are a proud Leader in Me school inspiring and empowering student leaders in grades K–8. Our vision is "Inspiring Leaders to Exceed, Achieve, and Dream (iLead)." At Country Place, we believe all students are leaders; everyone has genius, and change starts with each one of us. Your child will be empowered to lead their own learning. Our staff educates the whole child through leadership lessons, the Seven Habits of Highly Effective People/Teens/Happy Kids, leadership roles, and leadership projects. We partner with Franklin Covey, local businesses, and local, state, and federal leaders to grow future Presidents, Governors, Mayors, Judges, Legislators, and leaders. Every student has leadership roles in their classroom and throughout the school.

### Estrella Vista STEM Academy for Engineering

As an innovative school, Estrella Vista engineers use systematic processes, mathematical tools, and scientific knowledge to develop, model, analyze and improve solutions to problems. We focus on engineering by using Design-Thinking (DT). Our vision is for our students to collaborate, communicate, create, and think critically to solve real-world problems. Our staff incorporates engineering lessons like designing water filtration systems and planning buildings of the future. Partnerships with WEST-MEC, NAU, and ISM Raceway provide engagement in project-based learning and community partnerships. At Estrella Vista, we are committed to educating the whole child and providing experiences to support future college and career success.

### Fine Arts Academy

Here in the Fine Arts Studio, we believe all children are capable of success—no exceptions! At Fine Arts Academy, we value learning about the Arts and through the Arts. Your child will have many opportunities to display their creativity through music by joining our world-class choir or band programs. Our academy also provides acting opportunities throughout the year with plays and musicals. For kids who enjoy physical movement, our dance and PE programs provide opportunities for creative movement. The arts don't end there. As students engage in the arts in their classrooms as well. We partner with the West Valley Arts Council, Sounds Academy, and West Maricopa Education Center (West-MEC), to provide students with high-quality, career-oriented educational experiences in and through the Arts.

### Lakin Prep Academy

Introducing the Lakin Prep Academy opening July 2023. This academy offers an accelerated and individualized program with a focus on rigorous inquiry-based learning. This program fosters critical thinking and a healthy appetite for learning and excellence through comprehensive core and enrichment programs. At Lakin Prep, we engage and motivate students as knowledgeable, reflective, and caring individuals who embrace inter-cultural awareness. This campus will include a focus on holistic approaches, international-mindedness, diversity, and global themes. Lakin Prep Academy is geared towards students that are prepared to be challenged for higher ed. This school is our first to develop into an accredited International Baccalaureate (IB) elementary school.



# STUDENT ENROLLMENT

## **Littleton STEM Academy for Computer Science**

At Littleton STEM Academy, we strive to make data-driven decisions to empower a diverse, compassionate community. Your child will engage in project-based learning opportunities that focus on computer-based real-world challenges. Some of these are solved by collaborating with our community partners, including Verizon, West-MEC, Girls Who Code, TechSmart, and ASU, who we work with on a grant to incorporate coding in our computer science classes. We have STEM family nights that give students the opportunity to engage in computer coding activities and a maker space where all students have the chance to develop robotics skills. Come and join us at Littleton STEM, where you will be exposed to careers in computer programming, robotics, and coding. Go Firebirds!

## **Quentin STEM Academy for Health Sciences**

At Quentin STEM Academy, our vision is to “empower students for future success” by infusing the health sciences into your child’s educational experience. Our staff provides problem-based learning, which gives our students the opportunity to explore unique medical and health-based problems to develop solutions. Our health science course provides your child with a deeper understanding of the human body. Any of our students also have access to a STEM Lab and dissections at all grade levels. We are fortunate to have partnerships with educational and health science industry organizations like WESTMEC, the MET Professional Academy, the American Red Cross, and The University of Arizona’s MESA program. Quentin STEM Academy offers highly motivated students comprehensive preparation for future careers in the health, medical, and biological sciences.

## **Tres Rios Service Academy**

At Tres Rios, we provide dynamic learning experiences designed to develop worldly thinkers with a passion to use their skills and intelligences to positively impact their communities. By engaging in many learning activities throughout the year, your child will discover many service career directions that may interest them in pursuing their career dreams. In order to provide a real-world connection to their learning and expand their understanding of service Tres Rios has developed partnerships with many local entities. A few of the organizations we partner with are the Maricopa County Sheriff’s Office, Phoenix Fire Department, Arizona State University, Luke Air Force Base, and numerous other public service agencies. Our Pumas are empowered to lead, advocate, and serve.

## **LESD Online Academy**

For students experiencing success online, our LESD Online Academy offers a digital learning environment for students to learn at home. Online best practices will be evident in the program’s instructional strategies through a variety of means. The presence of the instructor in the classroom setting, as well as the availability of the instructor through online modalities such as Google Meets and Teams meetings, and email communication, will ensure instructors are fully engaged and committed to the success of online students. In our online academy, students receive live virtual instruction from a certified teacher so that there is a balance between direct instruction and independent learning, which requires a commitment from families. LESD Online’s blended model ensures the program reinforces the district’s mission to work in collaboration with families to enrich the life of the whole child.

# STUDENT HEALTH

## **Student Health Introduction**

The Littleton Elementary School District is committed to providing a learning environment that promotes and protect children’s health and well-being. Included in this section is student health procedures and information. To maintain healthy students, we encourage them to practice washing hands, sanitizing and wearing a mask when appropriate. Here is a link to Healthy Habits.

## **Administrative Procedures**

- Any student excluded from school under health regulation must receive clearance from the health office staff before being readmitted to class.
- All diagnoses and suspected communicable diseases considered to be reportable under appropriate Arizona Department of Health Services rules and regulations and A.R.S. 36-621, are to be reported to the Maricopa County Health Department.
- Any student exhibiting symptoms of illness such as skin rashes, inflamed eyes, fever, vomiting, and the like, will be referred to the health office. The health office staff will contact the parents/guardians, depending on the condition of the student. The health office staff may request physician clearance before the student is allowed to return to school.
- The health office staff will request a physician clearance after a student has been hospitalized or has had a surgical procedure.

## **Allergies**

If your student has allergies (bee stings, food, plant, etc.), asthma, a medical alert or related medical information of which the school should be aware of, please bring this information to the health office staff.

## **Chronic Illness**

Students with existing chronic illness conditions should obtain a chronic illness form from the health office. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic illness request form. The chronic illness request form must be completed by an authorized health professional and returned to the health office. If your student is absent from school due to chronic illness, it is expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence. (A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems.) If your student is absent from school due to chronic illness, it is expected that he/she would not attend or participate in extracurricular activities and/or athletics on the date of the absence. (A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems.)

## **Head Lice, Bed Bugs, Scabies and Other Parasites**

Head lice, bed bugs, scabies and other parasites are easily transmitted from one person to another. It has nothing to do with personal hygiene, anyone can become infested. That is why students infested with live lice, bed bugs, scabies or other parasites will not be allowed to return to school until treatment has been received and live bugs are gone. Upon completion of treatment, the health office staff will evaluate the student to make sure they can return to the classroom. In order to take preventative measures, notify the health school staff at the first sign of infestation.

# STUDENT HEALTH

## Communicable Diseases

Any student with or recovering from a communicable disease will not be permitted in school until the period of contagion is passed or until a physician recommends a return, in accordance with applicable law; appropriate regulations of the State Department of Health Services; and policies of the county health department (Policy JLCC).

A student with a communicable disease shall be excluded from school for his/her own welfare and also to protect other students from illness. Early recognition of a communicable disease is of prime importance. In the case of a reported outbreak, the County Health Director shall make the decision for exclusion and readmission.

## Dispensing Medication

Only when it is necessary for a student to take medicine during school hours will the district staff administer medications. This includes both prescription and over-the-counter medications. The district will cooperate with the family physician and the parents/guardians if the following requirements are met:

- There must be a written order from the physician stating the name of the medicine, the dosage, and time that it is to be given. The dosage or time cannot be adjusted per parent request.
- There must be written permission from the parent/guardian to allow the appropriate staff member or the student to administer the medicine.
- The medicine, prescription or over-the-counter must be delivered to the health office staff by parent or guardian in the original unopened container/package with all warnings and directions intact.
- Parents/guardians are responsible for picking up their child's medication on the last day of school or making arrangements with the health office staff: remaining medications will be disposed.

## Self Carrying Medications

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine. The student shall notify the health office staff as soon as practical following the use of this medication. For breathing disorders, handheld inhaler devices may be carried for self-administration. In both instances the student's name must be on the prescription label on the medication container or device and annual written documentation from the student's parent/guardian or guardian is provided authorizing possession and self-administration.
- Parents/guardians are responsible for picking up their child's medication on the last day of school or making arrangements with the health office staff: remaining medications will be disposed.

The District reserves the right to disallow the use or administration of any medication on the school premises if the threat of abuse or misuse of the medicine may pose a risk of harm to any member(s) of the student population.

## Health Office

Each school in the District maintains a health office with a nurse or trained/supervised health aide. Students who become ill during the day must report to the health office. They are not to call from a school or cell phone to be picked up. They are not to leave the school campus without school permission. Students are not allowed to walk home if they become ill at school. The health office staff will notify parents/guardians of students who become ill at school so the students can be picked up promptly. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. We suggest you have someone listed on your emergency card who can pickup your child in case you are not available or can not leave work.

## Illness

To protect everyone's health and for your own child's comfort and recovery, please keep your student home when he/she is ill. Children are not permitted to attend school when they have a contagious or infectious disease, as specified by the Arizona Department of Health. Children who have had such a disease may return to school only after a doctor or the health office staff gives clearance to do so. Students with a fever, vomiting, or diarrhea may return to school once they are free of symptoms without the use of medications for 24 hours. If your student is injured requiring assistive devices (i.e. crutches, sling, brace, etc.) you must provide a note from the doctor explaining the needed care. The school does not loan out any of these items.

## Immunization Requirements

The Arizona Revised Statutes A.R.S. 15-871 through 15-874 and Arizona Administrative Codes (A.A.C.) Communicable Disease Rules R9-6-701 through 706 and Child Care Facilities R9-5-305 require that:

1. A school or child care center shall forbid the attendance of any pupil not meeting the requirements for immunization or exemption from immunization and shall suspend such pupil in accordance with A.R.S. 15-872 or A.A.C. R9-5-305 (Policy JLCB, JLCB-R) except that a homeless student shall not be suspended from attending until the 5th calendar day after enrollment.
2. Students with exemptions from immunizations are subject to exclusion from school at the request of the Health Department in the event of the outbreak of a vaccine preventable disease. The exclusion will continue until the Health Department determines the risk of contagion is over.

## Medical Insurance

Parents/guardians are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the District. The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents/guardians are responsible for their children's insurance. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent/guardian. Proof of medical insurance is mandatory for all athletic participation. [Refer to page 14 for information on accident insurance.](#)

# STUDENT HEALTH

## Pediculosis (Lice Infestation)

The health office staff at times may need to examine an individual students and/or entire classroom if he/she feels a need to check for pediculosis/lice. The parent/guardian will only be notified if the child has pediculosis/lice. Students with pediculosis/lice shall be excluded from school until treated with a pediculocide. Parents are encouraged to thoroughly remove the nits (eggs) to prevent reinfestation but students do not need to be nit free to return to school.

## Vision and Hearing Screening

Hearing screenings are given to selected groups of students per mandate under the guidelines of the Arizona Department of Health Hearing Conservation Program. Vision screenings are conducted each year with selected groups of students per Arizona guidelines. These screenings should not take the place of recommended medical screenings. If your child should fail the school screening, a referral will be sent to you which should be filled out by a medical professional and returned to the health office staff. Your child also should be examined by an appropriate medical professional if he/she complains of any auditory or visual problems.

# STUDENT TECHNOLOGY

## Technology Introduction

Littleton is proud to have a One-to-One laptop program that is devoted to developing and innovative and studentcentered learning environment. Throughout the District, the One-to-One program means students have a device and can expand their learning outside of the school. Students, along with their parents, are responsible for both the care and appropriate use of the technology. This program is about working through curriculum, learning life skills and becoming good citizens in a digital world. Continue reading to see expectations and procedures for technology use in the Littleton Elementary School District.

## Computer, Telecommunications and Network Resources

The following guidelines and policies apply to:

1. Students who use computers belonging to the Littleton Elementary School District; and
2. Students who access network resources available through the District.

The District has taken precautions to restrict access to controversial materials. However, end users are expected to use the resources to support the educational goals of the District.

## Guidelines for Acceptable Use

1. Use the educational information services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the District;
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
3. Abide by all copyright and trademark laws and regulations;
4. Not reveal home addresses, personal phone numbers, or personally identifiable data including log-in information, unless authorized to do so by designated school authorities;
5. Understand electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons;
6. Not use the network in any way that would disrupt the use of the network by others;
7. Not use the EIS for commercial purposes;
8. Follow the District's code of conduct;
9. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security; and
10. Understand inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

## License to Learn

License to Learn ID badges will be issued to each student. Students are expected to have their License to Learn ID each day as part of the school uniform. Licenses will be necessary to ride a bus, receive school meals, and to check out library materials and technology. If a student chooses not to have their ID, they may not be able to check out their technology. Each student will receive one License to Learn ID at the start of the school year. A \$5.00 fee will be assessed for each replacement.

## Privileges and Responsibilities

The use of District computer, telecommunication, and network resources is a privilege, not a right, and may be revoked at any time. Violations of this privilege may result in disciplinary action under the guidelines and through the authority of the Governing Board and its policies and fees may be assessed in the event of lost or damaged equipment.

Missing Asset Tag	\$5
Broken Keyboard	\$70
Lost Power Cord	\$40
Broken Case	\$40
Cracked Screen	\$150
Liquid Damage	\$150
Full Replacement	\$300
Motherboard	\$100

\* other damage will be assessed on a case by case basis

# STUDENT TECHNOLOGY

## Services

The District reserves the right to monitor the use of district computers, telecommunications and network resources. In particular, electronic mail or direct electronic communication is not private and may be read and monitored by school personnel. Should it become necessary, files may be deleted. The District is not responsible for any service interruptions, changes, or consequences resulting from system use, even if these arise from circumstances under the control of the district. The District may make rules, as needed, for the operation of the system.

## Littleton Device Protection Plan (DPP)

Littleton offers an accidental device protection plan for \$29. The DPP covers accidental damage and theft up to \$300 for the academic school year. Coverage includes mechanical malfunction, port failure, won't power on, battery failure, cracked screens, liquid spill and immersion, power surge by lightening, accidental damage, wifi failure, display failure, hard drive failure, theft, robbery and burglary (require police reports), fire, flood/ natural disaster and vandalism. The plan does not cover intentional damage or lost devices or chargers. To submit a claim, students or parents request the homeroom teacher to submit an IT Ticket and the IT Department will assess damages, repair and return device to student. LESD Online students can contact the Student Technology Help line at (623)478-5808 to submit claims. Device Protection plans can be purchased through [MySchoolBucks.com](https://www.myschoolbucks.com)

## Cyber Safety

All students using district devices are filtered and monitored for appropriate use and safety through our content filter. In addition to ensuring students are safe viewing web pages, the content filter detects words typed by students in their web browser, chats, or assignments. Administration receives alerts for students who use language that indicates potential self-harm, violence and bullying. These incidents are investigated and could potentially result in a threat assessment and/or parental involvement.

# STUDENT TRANSPORTATION

## Transportation Introduction

The Littleton Elementary School District will transport all students who reside in the district and who live outside the established walking boundaries. The following procedures for transportation expectations are implemented to ensure safety for all students.

## Bus Conduct Expectations

Bus Misconduct" includes (1) failure to abide by the Code of Conduct while being transported in a vehicle owned or operated by the District, (2) riding on a bus without permission, or (3) failure to observe any of the following specific rules while riding in a vehicle owned or operated by the district

- A. Students must have their License to Learn ID badge;
- B. Obey drivers' instructions;
- C. Remain seated in assigned seats;
- D. Keep hands, feet, and objects to yourself;
- E. Talk quietly and respectfully;
- F. Only water may be consumed on the bus;
- G. Follow all school rules on the bus and at bus stops;
- H. Store all school-owned electronic devices in backpacks;
- I. Due to privacy laws, no pictures or videos will be allowed while on the bus. Earbuds may be used on student electronic devices (music/games); and
- J. When instruments or equipment related to musical or athletic events are transported on a school bus, such instruments or equipment:
  1. Shall be transported in a bag or carrying case of sufficient weight to restrain the equipment in the event of an accident;
  2. Shall not occupy seating space if needed for a passenger;
  3. Shall not be placed in the school bus driver's compartment or step well;
  4. Shall be placed under the passenger's control at all times or secured in the school bus; and
  5. Shall not block an aisle or emergency exit of school bus at any time.

## Consequences

Bus expectations are posted on all school buses. Student safety is our number one priority. Students who create a disruption put the driver and other student at risk of potential harm and could create unnecessary disruption.

Any violation of specific expectations listed above may result in one or more of the following actions:

- First offense: Move student seat, revisit expectations, contact Guardian.
- Second offense: Give conduct bus referral to student – 1-day suspension, contact Guardian.
- Third offense: Give conduct bus referral to student – 3-day suspension, contact Guardian.
- Fourth offense: Give conduct bus referral to student – 5-day suspension, contact Guardian.
- Fifth offense: Give conduct bus referral to student, removal from bus for remainder of school year, contact Guardian.

Any other violation of the Code of Conduct that occurs while the student is on a bus will be treated in the same manner as if the violation had occurred in a classroom or on campus. A serious infraction may result in an immediate bus suspension and/or school-based consequences on a first offense. Recordings requested by an authorized district official (the Superintendent, or the Superintendent's designee, Principal, or the District's transportation coordinator) will be provided to and be retained by the district only pursuant to federal and state law. ECAA-R. Please review the District's Policy, Exhibit EEAE –EA on bus safety rules at <https://azsba.org/policybridge/>.

# STUDENT TRANSPORTATION

## General Information

Students will be expected to walk a reasonable distance to the school in which they are registered. Students who are transported may be required to walk a reasonable distance to establish collection points. Please have your child ready at their bus stop seven minutes before their scheduled pick up. All kindergarten students must have an adult present at their bus stop when being dropped off. Bus riders will be expected to wait for the bus to come to a complete stop and doors open before walking up to the bus. If a yellow line is part of the school's bus procedure, for students safety, they are expected to wait on the other side of the yellow line.

## Register to Ride

In an effort to control bus capacity and work efficiently, all eligible students must request transportation each year. Requests are made through the [ParentVue portal](#). Students will be routed as requests are received. If the family fails to make the request, the student will not be assigned to a bus. Students living in established walking boundaries are not eligible to ride the bus. Transportation routes are assigned based on the home address on file. Contact your school to update your address (and any contact information) when changes occur. The transportation of students is an essential part of the education system and the transportation department is committed to safety, security and on-time performance.

## License to Learn

License to Learn ID badges will be issued to each student. Students are expected to have their License to Learn ID each day as a part of the school uniform. Licenses will be necessary to ride a bus (including field trips), receive school meals, and to check out library materials and technology. If a student chooses not to have their ID, they may lose the privilege to ride the bus. Each student will receive one License to Learn ID at the start of the school year. A \$5.00 fee will be assessed for each replacement.



# PARENTS BILL OF RIGHTS

## Parental Rights

- The Littleton School District values Parents as Partners and the parental rights (A.R.S 15-102, A.R.S 15- 117, and A.R.S 15-143). Among the rights are the right to direct the education of the minor child, access to review records relating the minor child, direct the upbringing, moral or religious training and to make medical decisions. For the latest ruling on the Parents Bill of Rights, please reference the Arizona Department of Education Parental Rights Handbook.

## Access to Student Records

- In accordance with the rights secured, this handbook informs parents that they shall have access to all written and electronic records for their child. Records include, but are not limited to, attendance records, test scores, grades, disciplinary records, and health and immunization information. Parents have the right to challenge a school if they feel these rights are violated. For additional information on Parents Rights to Access Student Records, please reference the Arizona Department of Education Parental Rights Handbook.

## Surveys

- The Littleton School District sometimes uses student surveys to gather data to aid in making decisions. In accordance with (ARS 15-102, ARS 15-117, and ARS 15-143), the District will share surveys and receive prior consent if any student surveys solicit personal information. If surveys are used that require consent, parents can expect to see the surveys, along with a consent form, at least seven days prior to administering the survey. The new requirements also modify the list of exams and surveys that are exempt from parental consent requirements. For additional information on student surveys, please reference the Arizona Department of Education Parental Rights Handbook.



# LEARNING COMPACT



Littleton Elementary School District believes in high standards for its students and staff and that effective schools are a result of families, school staff and district staff working together for each child's success in school. A commitment by everyone involved will ensure the best possible climate for a good education for all children. A Learning Compact is an agreement among groups toward that goal. This agreement is a promise that students, school and district staff, and parents/guardians will work together toward student success.

## **Parent/Guardian Responsibilities**

I want my child to achieve; therefore, I will do the following:

- See that my child gets adequate food and sleep.
- See that my child arrives at school everyday on time, in uniform, and remains for the entire day.
- Reinforce school, classroom and transportation rules.
- Set aside a specific time and place for homework and review it nightly, along with other school information.
- Maintain positive communication through school agendas, phone calls, and emails child's teacher as needed.
- Attend parent/teacher conferences as scheduled.
- Parents will seek assistance from school staff when concerns arise with student's academic/social performance.
- Be an ACE.

## **Student Responsibilities**

It is important that I work to the best of my ability, therefore, I will strive to do the following:

- Arrive at school everyday on time, in uniform, and remain for the entire day.
- Show responsible behavior by following school, classroom, and transportation rules.
- As a Kid at Hope, I believe I am talented, smart, and capable of success.
- Respect myself, my school, and other people.
- Complete all class and homework assignments to the best of my ability.
- Share my classroom work, student agenda, and school information with my parents/guardians nightly.
- Follow through with my commitments to extra-curricular activities.

## **Teacher Responsibilities**

It is important that students achieve; therefore, I will strive to do the following:

- As a Treasure Hunter, hold high expectation for all students, believing that all students can learn and progress, NO EXCEPTIONS.
- Strive to meet the individual needs of all students in my class.
- Make the classroom and myself accessible to parents/guardians.
- Communicate to students and parents/guardians expectations for homework, class work, and behavior
- Encourage students to do their best.
- Provide activities and assignments that will reinforce and assess learning objectives.
- Maintain positive communication through report cards, school agendas, digital gradebook marks, phone calls, and emails with my student's parents/guardians as needed.
- Be an ACE.

## **Principal Responsibilities**

I support this compact; therefore, I will strive to do the following:

- Be accessible and responsive to parents/guardians.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parent/guardian, student and staff.
- Hold regular information/discussion meetings for all parents/guardians with translations as needed.
- Ensure teachers provide homework assignments that will reinforce classroom instruction.
- Be an ACE.



## Parent-Student Handbook Acknowledgement Receipt

Student Name (please print) \_\_\_\_\_ Grade Level \_\_\_\_\_

Homeroom Teacher Name \_\_\_\_\_ School \_\_\_\_\_

### **Our signature below indicates the following:**

1. I affirm that I am a resident of the State of Arizona;
2. I affirm that I have my current address on file with the school.
3. I will support and follow the behavioral expectations outlined in the Parent-Student Handbook as well as attend parent conferences as needed;
4. I will support the agreement outlined in the school/home compact;
5. I understand and will follow the student dress code policy;
6. I understand that internet access is provided to support educational goals and will use these resources appropriately;
7. I understand that I am responsible for loss or damage to all District resources including, but not limited to, library books and technology devices;
8. I understand that students may be photographed, videotaped or interviewed for promotional purposes and content may be published;
9. I have received a copy of the Littleton Elementary School District's Parent-Student Handbook for the current year and have taken the time to review and discuss with my child the policies and procedures;
10. I understand that it is not the responsibility of the District to pay any medical/dental expenses for my child;
11. I understand that the Governing Board may amend any provision of this handbook as needed during the school year.

\_\_\_\_\_ Parent/Guardian Name (please print)

\_\_\_\_\_ Parent/Guardian Signature

\_\_\_\_\_ Student Signature

\_\_\_\_\_ Date

**IF YOU DID NOT SIGN THE READ RECEIPT THROUGH PARENTVUE,  
SIGN AND RETURN TO YOUR CHILD'S TEACHER.**

If you feel that you/your child needs an exception, please call to schedule an appointment with the principal.



Welcome to Littleton ESD Online Academy!

Our online program offers a blended model of whole group, small group, and independent learning opportunities. We are proud to have live teachers for all of our instruction that are trained in the best practices of online learning. The Online Academy provides a learning experience that is differentiated for students seeking a more flexible pathway than traditional methods of learning.

Success in this academy requires families to be committed to supporting student learning by assuring exemplary attendance, providing a robust internet connection, and working together with the teachers. The following guidelines will help prepare you for success:

- 1: Consistent attendance to online classes is required of all Online Academy students. It is the obligation of the parent/guardian to notify the school before the start of the school day if there is a necessary absence. Students will be removed from the Online Academy after 10 consecutive absences.
- 2: To be considered a full-time student enrolled in an Arizona Online Instruction school (AOI), students must log a minimum number of instructional hours in their Time Tracker. Students/families are expected to log time each day and submit once a week. Students who fail to submit weekly time will be removed from the Online Academy.
- 3: The Littleton Elementary School District places high priority on providing each student with the opportunity to learn within a safe and stimulating environment. For this reason, progressive discipline will continue to apply for any behavior infractions.
- 4: The use of Littleton Elementary School District laptop and network resources is a privilege and may be revoked at any time. Misuse of district technology will result in removal from the online academy.

We look forward to working with you and your student for a successful school year in our Littleton ESD Online Academy.

Sincerely,

Sue Garrison  
Executive Director of School Support

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Parent/Guardian Signature

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Date