

Littleton Elementary School District #65

# PARENT-STUDENT HANDBOOK

Policies, Procedures, Rights and Responsibilities



# 2015-2016

Leaders in Learning, Caring and Growing



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Littleton Elementary School District #65



July 2015

Dear Families:

It is my pleasure to welcome you and your child to a new school year in the Littleton Elementary School District. 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. Our mission is to create high quality, comprehensive, and success-oriented learning and leading opportunities for everyone in our schools.

We have a caring and knowledgeable staff dedicated to fulfilling the guiding principles of our growing district. Our instructional systems are designed to have a significant positive impact on academic achievement because our team focuses on offering each student the highest quality educational experience possible. We expect that you will find the people who work in Littleton ESD helpful and friendly, and our campuses well-kept and orderly.

All around America traditional community based public education has been under siege by politicians who want to turn schools into for profit franchises. In Arizona that means reduced spending authority for district schools. It also means that Arizona teachers work under extraordinarily challenging conditions for compensation that does not recognize the true worth of their work. We are committed to having a quality teacher in front of every child because it is critical for high student achievement.

We have also adopted a new instructional calendar to improve the overall quality of instruction and your child's skills and knowledge necessary to thrive in the twenty-first century. Our calendar is also designed to reduce the debilitating effects of the typical three month summer break. That is why it is important for our families to make a commitment to stay in the Littleton ESD system – so these positive effects can accumulate in student performance.

This handbook contains important information that will answer many questions you may have about campuses and programs. You will also find some information that we are required to provide to parents each year and that is why we ask for you to sign-off on its receipt. We include all of this information to ensure that all parents have equal access to materials necessary for effective communication and partnership in the educational decisions involving your child. You will find even more great resources for families on our website at <http://www.littletonaz.org>.

The last section of the handbook outlines our expectations for student behavior. We place a high priority on providing each student with the opportunity to demonstrate appropriate social behavior, common courtesy and good citizenship. We can best achieve this when all of our students know, understand and follow these expectations. Thank you again for the opportunity to educate your child. We look forward to your involvement in our district.

Sincerely,

Dr. Roger Freeman  
Superintendent

Littleton Elementary School District #65 • PO Box 280 • Cashion, Arizona 85329 • (623) 478-5600 Reception • (623) 478-5625 Facsimile  
Underdown Learning Center and Administrative Offices • 1600 South 107th Avenue, Avondale, Arizona 85323

[www.littletonaz.org](http://www.littletonaz.org)

Collier Elementary  
(623) 478-5900  
[www.coes.littletonaz.org](http://www.coes.littletonaz.org)

Country Place Elementary  
(623) 478-6100  
[www.cpes.littletonaz.org](http://www.cpes.littletonaz.org)

Estrella Vista Elementary  
(623) 478-6200  
[www.eves.littletonaz.org](http://www.eves.littletonaz.org)

Littleton Elementary  
(623) 478-5700  
[www.lnes.littletonaz.org](http://www.lnes.littletonaz.org)

Quentin Elementary  
(623) 478-6000  
[www.ques.littletonaz.org](http://www.ques.littletonaz.org)

Tres Rios Elementary  
(623) 478-6300  
[www.tres.littletonaz.org](http://www.tres.littletonaz.org)

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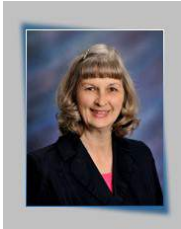
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**Littleton Elementary School District No. 65**  
**P.O. Box 280, Cashion, AZ 85329**  
**1600 South 107th Avenue, Avondale, AZ 85323**  
**(623) 478 - 5600**

## **Governing Board Members**



Mrs. Sandi Nielson  
President



Mr. Mike Pineda  
Vice President



Mrs. Kathy Reyes  
Member



Mrs. Amy Soucinek  
Member



Mr. John Raeder, III  
Member

## **District Administrators**

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

*We also have a customer service email listed on our website at [www.littletonaz.org](http://www.littletonaz.org)*



@lesd65



Littleton Elementary School District #65

### **Superintendent**

superintendent@littletonaz.org  
(623) 478-5611

### **Chief of School Leadership**

schoolleadership@littletonaz.org  
(623) 478-5605

### **Chief of Staff and Accountability**

hr@littletonaz.org  
(623) 478-5637

### **Chief of Finance and Operations**

business@littletonaz.org  
(623) 478-5616

### **Director of Teaching and Learning Services**

curriculum@littletonaz.org  
(623) 478-5680

### **Director of Operational Services**

operations@littletonaz.org  
(623) 478-5618

### **Director of Exceptional Learners Services**

specialeducation@littletonaz.org  
(623) 478-5613

### **Director of Nutrition Services**

nutritionservices@littletonaz.org  
(623) 478-5628

### **Chief of Administration**

informationsystems@littletonaz.org  
(623) 478-5880

### **Supervisor of Transportation**

transportation@littletonaz.org  
(623) 478-5614

### **Director of Grants and Family Services**

familyservices@littletonaz.org  
(623) 478-5606



**Littleton Elementary School District No. 65**  
**P.O. Box 280, Cashion, AZ 85329**  
**1600 South 107th Avenue, Avondale, AZ 85323**  
**(623) 478-5600**

### **Collier Elementary**

350 South 118th Ave. Avondale, AZ 85323  
collierprincipal@littletonaz.org  
(623) 478-5900 Attendance line (623) 478-5901  
School Hours: 7:45 a.m.-2:45 p.m. (regular day) / 7:45 a.m.-12:15 p.m. (early release)  
Office Hours: 7:15 a.m. - 3:15 p.m.

### **Country Place Elementary**

10207 W. Country Place Blvd, Tolleson, AZ 85353  
countryplaceprincipal@littletonaz.org  
(623) 478-6100 Attendance line (623) 478-6103  
School Hours: 7:45 a.m.-2:45 p.m. (regular day) / 7:45 a.m.-12:15 p.m. (early release)  
Office Hours: 7:15 a.m.-3:15 p.m.

### **Estrella Vista Elementary**

11905 W. Cocopah Circle N., Avondale, AZ 85323  
estrellavistaprincipal@littletonaz.org  
(623) 478-6200 Attendance line (623) 478-6290  
School Hours: 8:20 a.m.-3:20 p.m. (regular day) / 8:20 a.m.-12:50 p.m. (early release)  
Office Hours: 7:45a.m.-3:45 p.m.

### **Littleton Elementary**

1252 South Avondale Boulevard, Avondale, AZ 85323  
littletonprincipal@littletonaz.org  
(623) 478-5700 Attendance line (623) 478-5702  
School Hours: 7:45 a.m.-2:45 p.m. (regular day) / 7:45 a.m.-12:15 p.m. (early release)  
Office Hours: 7:15 a.m.-3:15 p.m.

### **Quentin Elementary**

11050 West Whyman Avenue, Avondale, AZ 85323  
quentinprincipal@littletonaz.org  
(623) 478-6000 Attendance line (623) 478-6001  
School Hours: 8:20 a.m.-3:20 p.m. (regular day) / 8:20 a.m.-12:50 p.m. (early release)  
Office Hours: 7:45 a.m.-3:45 p.m.

### **Tres Rios Elementary**

5025 South 103rd Avenue, Tolleson, AZ 85353  
tresriosprincipal@littletonaz.org  
(623) 478-6300 Attendance line (623) 478-6301  
School Hours: 8:20 a.m.-3:20 p.m. (regular day) / 8:20 a.m.-12:50 p.m. (early release)  
Office Hours: 7:45 a.m.-3:45 p.m.

### **Family Welcome Center**

1252 S. Avondale Blvd, Avondale, AZ 85323  
customerservice@littletonaz.org  
(623) 478-5800  
Hours of Operation: Monday-Friday 7:30 a.m.-4:00 p.m.



# 2015-16 INSTRUCTIONAL CALENDAR

Key: 

	School Day
	Recess/Holiday (No School)

	First/Last Day of School
	Early Release for Students

Board Approved 5-12-2015

180 Days

**JULY '15** 3

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	

29 *First Day of School and Early Release*

**AUGUST '15** 20

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					

19 *Staff In-Service. No School*

**SEPTEMBER '15** 20

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			

4-7 *Labor Day Recess*

**OCTOBER '15** 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

8-9 *PT Conferences/Early Release*  
12-16 *Fall Break*

**NOVEMBER '15** 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					

11 *Veteran's Day*  
23-27 *Thanksgiving Break*

**DECEMBER '15** 14

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		

21-31 *Winter Break*

**JANUARY '16** 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
31						

1 *Winter Break*  
15-18 *Martin Luther King Recess*

**FEBRUARY '16** 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					

12-15 *President's Day Recess*

**MARCH '16** 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		

17-18 *PT Conferences/Early R.*  
21-28 *Spring Break*

**APRIL '16** 20

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

29 *Spring Recess*

**MAY '16** 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				

2 *Spring Recess*  
25 *Last Day of School - Early Release*

**JUNE '16** 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		

SPECIAL DAYS	
July 29	First Day of School - Early Release
Aug. 19	Staff In-Service - No School
Sep. 4-7	Labor Day Recess - No School
Oct. 8-9	Fall Parent/Teacher Conferences - Early Release
Oct. 12-16	Fall Break - No School
Nov. 11	Veteran's Day - No School
Nov. 23-27	Thanksgiving Break - No School
Dec. 21-Jan. 1	Winter Break - No School
Jan. 15-18	Civil Rights/Martin Luther King Recess - No School
Feb. 12-15	President's Day Recess - No School
March 17-18	Spring Parent/Teacher Conferences - Early Release
March 21-28	Spring Break- No School
April 29-May 2	Spring Recess - No School
May 25	Last Day of School - Early Release

SCHOOL AND OFFICE HOURS		
<b>Collier, Country Place and Littleton</b>		
<b>Regular Day</b>	<b>Early Release</b>	<b>Office</b>
7:45 - 2:45	7:45 - 12:15	7:15 - 3:15
<b>Estrella Vista, Quentin and Tres Rios</b>		
<b>Regular Day</b>	<b>Early Release</b>	<b>Office</b>
8:20 - 3:20	8:20 - 12:50	7:45 - 3:45

Quarter		Report Cards
<b>1st</b>	July 29 - Oct. 2	Oct. 8-9
<b>2nd</b>	Oct. 5 - Dec. 18	Jan. 6
<b>3rd</b>	Jan. 4 - Mar. 11	Mar. 17-18
<b>4th</b>	Mar. 14 - May 25	May 25



**NOTICE TO THE PUBLIC  
Governing Board Meeting Dates and Location  
July 2015 through June 2016  
for the Littleton Elementary School District #65**

Littleton Elementary School District office is located at the  
Underdown Learning Center - Administration Building  
1600 S. 107th Avenue  
Avondale, Arizona 85323

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

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

**2015 — 2016 Regular Meetings Dates**

July 14, 2015  
August 11, 2015  
September 8, 2015  
\*October 6, 2015  
*(First Tuesday Due to Fall Break)*  
November 10, 2015  
December 8, 2015  
January 12, 2016  
February 9, 2016  
March 8, 2016  
April 12, 2016  
May 10, 2016  
June 14, 2016

All Board meeting postings will be at the Underdown Learning Center — Administration Building for public viewing 24 hours in advance of each meeting.

**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!**





# GUIDING PRINCIPLES & 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.

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## **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 for 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 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.



Scan to visit our website

# ATTENDANCE PROCEDURES & GUIDELINES

## Absences/Attendance

Students should remain out of school only when absolutely necessary. In the event of a necessary absence, the parent is expected to notify the school by 8:00 a.m. 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.

Collier Elementary	(623) 478-5901
Country Place Elementary	(623) 478-6103
Estrella Vista Elementary	(623) 478-6290
Littleton Elementary	(623) 478-5702
Quentin Elementary	(623) 478-6001
Tres Rios Elementary	(623) 478-6301
District Attendance Line	(623) 478-5890

## Attendance Legal Requirements

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

## Attendance—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 whose children do not attend school.

### C.U.T.S. Consequences

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 parent(s) 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 will be assessed one or more of the consequences listed:

1. Assessment Fee of \$50
2. Mandatory education session for students
3. Mandatory education session for parents
4. Community service hours for students
5. Tutoring hours, book reports, essays, etc.

## Truancy

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 of school is in session is truant unless excused pursuant to ARS 15-802, 15-803 or 15-901.

## Arizona Truancy Statute

A.R.S. (15-802A)

- 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 or 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 to a truancy court.

Excessive Absences are defined by the C.U.T.S. program as a student who is absent from a class 19 school days.

## Chronic Illnesses

Students with existing chronic illness conditions should obtain chronic illness request forms from the health office at the beginning of the school year.

When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic illness request forms. The Medical Certification Report form must be completed by a licensed MD, DO or pediatrician and is returned to the health office. Once received, a meeting will be scheduled by the school to arrange homebound services.

In order for chronic illness status to override the excessive absence rule the parent 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.

If your student is absent from school due to chronic illness it would be 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.)

# ATTENDANCE PROCEDURES & GUIDELINES (Cont.)

## **Early Departure from Class/School**

Early departure from school should only happen on rare occasions under exceptional circumstances. Calling students from classrooms disrupts the activities teachers have planned which affects other students. If a parent signs a student out to leave school early it may be considered a half day absence and if it may be considered excessive using the same criteria as tardies. Check with the school office on specific times for specific grades to determine if it is an absence.

If it is necessary, parents 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 or 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. Written notification is suggested to be submitted 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.

## **Notification of Parents**

A reasonable effort will be made to notify the parent by phone when a student is absent without prior notice. Please keep current phone numbers on file with the school office.



# DRESS CODE

All students in kindergarten through eighth grade who attend the District schools are required to dress in the proper standard school uniforms. It is the student's and parents' responsibility to ensure compliance with the dress code.

## *Uniform for boys:*

- Solid dark green, solid ash gray, or solid burgundy shirts with lay-down collar. This may include but is not limited to; a "polo" shirt and dress shirt. No logos or label showing on the shirt.
- Solid navy blue or khaki shorts/slacks. Logos, labels, blue jeans (denim), blue-jean shorts, sweat pants, or stretchy type material are not allowed. Non denim pants with elastic around ankles may be worn.

## *Uniform for girls:*

- Solid dark green, solid ash gray, solid burgundy top with lay-down collar. This may include, but not be limited to, a blouse or "polo." No logos or labels showing on the top.
- Solid navy blue or khaki pants, shorts, skorts, skirts, and jumpers. Logos, labels, blue jeans (denim), blue -jean shorts, sweat pants, or stretchy type material are not allowed. Non denim pants with elastic around ankles may be worn.

## *General Requirements:*

- **Outerwear** (jackets, coats, raincoats) is designed to be worn outside as weather dictates. Outerwear must be removed in the school or classroom. Sweaters and sweatshirts that conform to district dress code colors (solid dark green, solid ash gray, solid burgundy, including black and white with no logos) may be worn inside the school building and in the classroom.
- Clothing must be appropriately sized (not more than one size too small or too large).
- No sagging of clothing is allowed. Pants must fit at the waist and not drag on the ground.
- **Shirts and blouses** must be worn tucked in at all times.
- **No short shorts**, short skirts, or short skorts with slits are allowed. No undergarments may show.
- **Belts** (if worn) must be plain black, brown, navy and white 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.
- **T-shirts or turtlenecks** worn under the polo or blouse must be white, black, or conform to district dress code colors.
- **No headgear is permitted.** Hats and hoods may be worn outside, and allowed to be worn inside only on special occasions as deemed appropriate, in advance, by a school administrator.
- Any clothing, buttons, jewelry, or other accessories that are oversized or display vulgar, lewd, obscene, plainly offensive messages or images, display images of weapons, drugs, violence, alcohol, or references to gang affiliation, or ethnically offensive words or pictures are strictly prohibited.
- For safety reasons, students must wear closed-toed shoes. Students are to wear appropriate shoes for physical education classes such as tennis shoes. Slippers and shoes with wheels are not permitted.
- If any of the items below are deemed to be a safety risk or items become disruptive to the educational environment, wearing such may lead to disciplinary actions. The following are prohibited when disrupting to the learning environment: facial piercing, plugs, contacts, gauges, tattoos, costume or hair color, chains, spikes, or any other type of sharp jewelry. For safety reasons, earrings should be no larger than the size of a nickel.

Students not dressed in accordance with the district dress code may be offered use of uniform for the day, or their parents 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 have two (2) weeks to purchase school uniforms. During this time period, the school may donate the use of one (1) uniform set per child, if available.

# DRESS CODE (Cont.)

The district wide school-uniform policies are intended to help students focus on learning and to help make the school campus safer and more secure.

Occasionally, the Principal may approve days when students may wear clothing other than the school uniform. The students and parents will be notified in the school's newsletter at least two weeks in advance of the "spirit" or "casual" day. Special occasions should not include a weekly schedule (i.e. 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

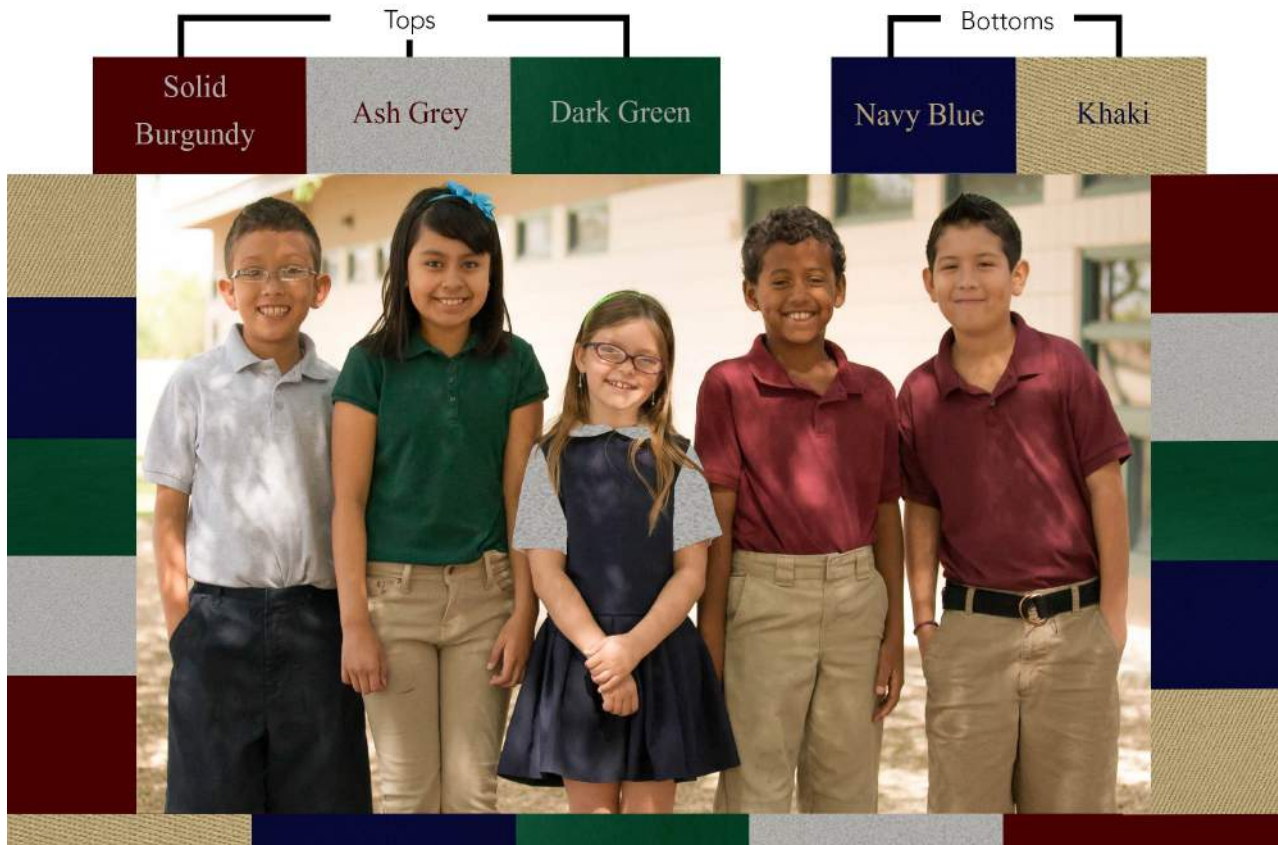
School logos may be modified for shirts (ex. Logo does not include Leaders in Learning, Caring, and Growing). Shirt colors that are permitted for special shirts include: solid dark green, solid ash grey, solid burgundy top with laydown collar.

### *Other Uniforms*

Special shirts that are given as incentives or that are for school groups, such as choir, student council, etc. may be worn at the approval of the building principal.

### **Littleton Points of Pride**

- ▲ Free full-day kindergarten
- ▲ Focus on high academic achievement
- ▲ 21st century technology in all classrooms
- ▲ Kids at Hope, art, band, music, physical education (PE) and sports programs.



# GENERAL ADMINISTRATIVE GUIDELINES

## 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.

We realize that there are many student accident insurance providers serving the market and families should choose coverage with whom ever they are most comfortable. Markel Insurance Company is recommended for student accident insurance. Markel has received an "A" rating from A.M. Best, signifying excellent financial health. They offer higher insurance limits while maintaining comparable rates with around-the-clock, school time-only, football, and extended dental program options. They have an online open enrollment option available throughout the year, so for more information about Markel's student accident insurance program, including rates, applications, and claims please visit <http://markelaz.sevencorners.com>.

## 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 be limited to: on-campus reassignment or outside placement.

## Athletics

Go to our website, [www.littletonaz.org](http://www.littletonaz.org), under the School Info Tab, for information about our athletic program, applications to participate in after school sports programs, and a copy of the Littleton Athletic Handbook.

## Bicycles/Skateboards/Scooters

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

## Breakfast in the Classroom

Breakfast in the Classroom is offered at all of 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, so no instructional time is lost.

## Communication

Parent - staff communication is essential to supporting your child's education. We offer many modes of communication, including: email, telephone (teachers may not answer during instructional time), monthly school newsletters, district newsletters, website ([www.littletonaz.org](http://www.littletonaz.org)), Facebook, Twitter, online grade book, and parent-teacher conferences.

## Concerns & Complaints (Policy KEB)

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.

### 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 Chief 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 Chief 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.



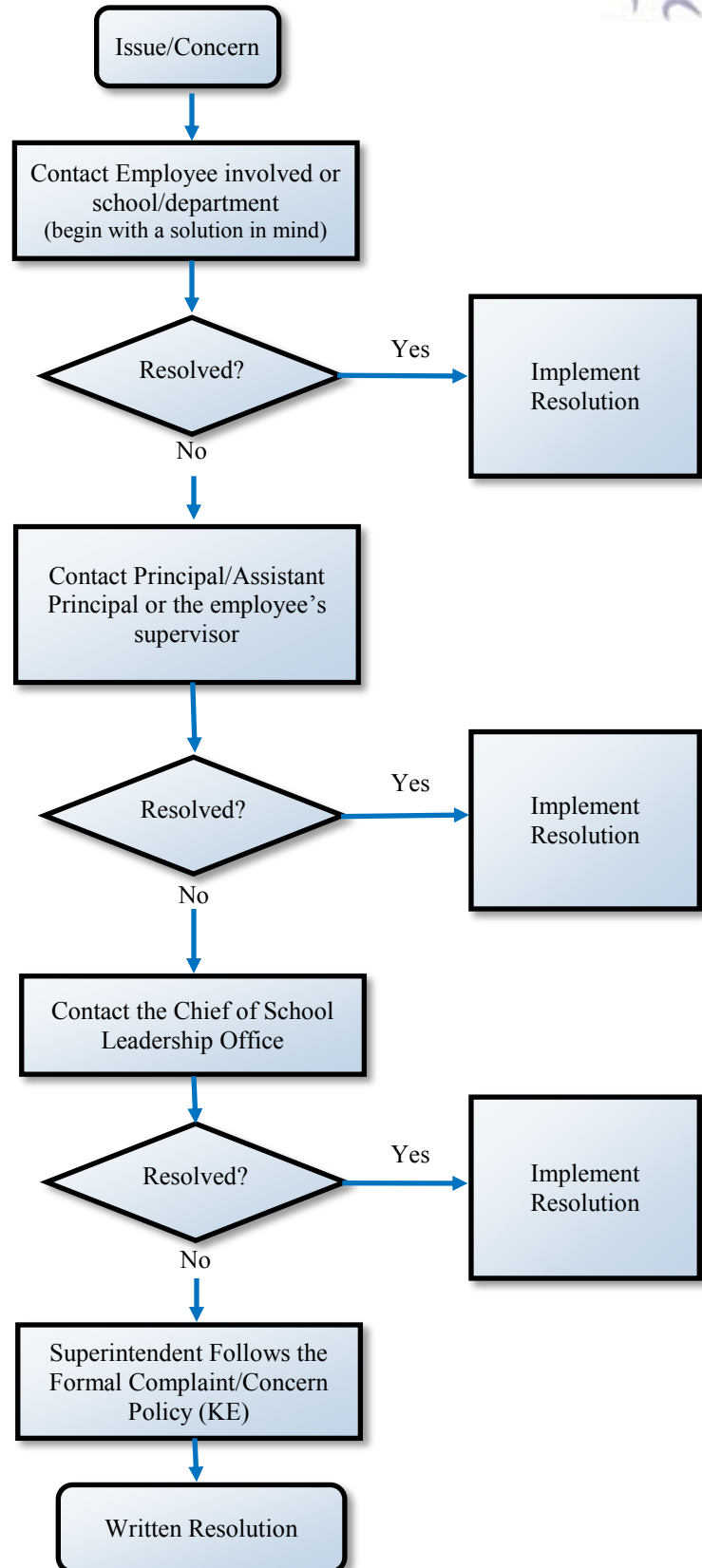
# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)



## Littleton Elementary School District #65 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 KE. At any point when not making progress towards a resolution, parents may switch to the formal process.



# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

## **Crisis / Emergency Plan / Threat Assessment Process**

While we never hope to experience an act of violence in the district, we realize they have occurred in every region across every demographic profile in the U.S. and thus, it is incumbent upon us to ensure we have a plan in place.

Each school in the Littleton Elementary School District has an emergency/crisis plan to respond to unforeseen events. The plans include responses to a variety of scenarios along with lockdown and evacuation procedures. In addition, each plan is updated by the school crisis team and followed up with training for staff members. During campus or community emergencies, schools may go into “lockdowns”.

Fire drills and lockdowns are regularly practiced. During a lockdown, instruction ceases and all doors are locked. During a “campus alert” kids are kept inside and access is limited. An automated calling system is also utilized for communication with parents in emergencies.

In addition, the district has a Threat Assessment Process to identify and resolve any real or perceived threats of violence, in order to build and maintain an environment of safe learning.

## **Curriculum**

Care is taken to select materials most valuable for classroom instruction that support Arizona’s College and Career Ready Standards. If parents 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 should contact the site principal.

## **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. Restraining orders can only be rescinded by the court.

## **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	7:45am-12:15pm
Country Place	7:45am-12:15pm
Littleton	7:45am-12:15pm
Estrella Vista	8:20am-12:50pm
Quentin	8:20am-12:50pm
Tres Rios	8:20am-12:50pm

## **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 the 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 district disciplinary guidelines.

For a full description of responsibility and appropriate use of technology, see page 25 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 cell phone, smart phone and/or iPad at school or a school-sponsored event. However, all devices must be turned off and kept out of sight during class time, unless prior approval of 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.

# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

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 authorities.

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, damage or unauthorized use.

## 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. 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 and teachers are encouraged to follow the USDA Nutritional Standards when planning classroom events.

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. Water is allowed in the classroom, gum or energy drinks are not allowed.

## 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. We have a no charge policy, and notices are sent home when an account is near zero balance. Students without lunch money are offered an alternative meal consisting of milk and a sandwich. Prepayment is encouraged, as lunch service lines go more quickly with account rather than cash transactions. If you have questions as to the number of meals left on the account, please call your school cafeteria.

Applications for free or reduced price meals for school year 2015-2016 **are available beginning July 1st, 2015.** 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) 478-5628 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 by August 28, 2015 to avoid interruption of benefits. 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 2015-2016 school year, lunches will cost \$2.45 each (\$0.40 reduced) and breakfasts are free to all students.

## Grading Policy

The Littleton School District Grading Policy IKA has developed a student grading system, comprised of recording academic progress, attendance, quarterly assessment of standards, and tardiness. The District has a uniform system of grading, based upon the Arizona State Academic Standards College and Career Ready Standards.

The grading scale is as follows:

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

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 quarterly assessments of standards with accommodations aligned to the Student's Individualized Education Program (IEP). The results should be reported on the report card in either the general average grades or the comment section. and Parents will also receive the Individual Student Report quarterly progress reports on their child's IEP goals.

All special education resource teachers will implement progress monitoring assessments and may use any district grade level ELA and Math standards assessments (Note: or alternative assessments should be aligned to

# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

IEP goals. Scores will be indicated on a special education progress report given with the report card).

## **Homeless Services**

The McKinney-Vento Homeless Assistance Act is a federal law that provides money for those in a position of homelessness. If students qualify, they are eligible for, including free lunches, before or after school tutoring, summer school, and assistance with other needs and/or services. For information or assistance, contact your school's nurse or the District Homeless Liaison in the Grants and Family Services Department at (623) 478-5803.

## **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 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 that 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."

## **Interviews - 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 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.

## **Interviews - Law Enforcement Officers**

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 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, either the officer or a representative of the district will notify the student's parent within 24 hours after the interview. A school official may be present during the interview, unless directed otherwise by the law enforcement officer. If a school representative is not allowed to be present during the interview, this fact shall be made known to the student's parent. 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 will notify the parents of the arrest or will make reasonable efforts to notify the parent when a student is arrested or when a student is taken into temporary custody and identify the law enforcement agency involved.

## ***Kids at Hope***

Guided by a 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 that 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.

# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

## Language Assistance Services

Parents 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.

## Library Permission

Parents acknowledge that the student can check out books from the Littleton Elementary School District Libraries. Students should 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 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.

## Non-Discrimination

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

## Open Enrollment

The Littleton Elementary School District has an open enrollment policy consistent with Arizona state law. On an annual basis, the Governing Board sets capacity based on projected enrollment.

Parents may pick up open enrollment applications from the Welcome Center, website or school office. In order to be considered, the application must be received by March 31 of the preceding school year.

## Variations

Throughout the year, Littleton ESD schools may consider variance applications for students from outside the school boundaries. Variations may be revoked by the building principal if policies and regulations for discipline and attendance are/have been violated.

## Parent Involvement 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:

- Opportunity for planning, review and improvement of the district's parental involvement policy, in an organized, ongoing and timely manner.
- Annual Title I meeting to inform 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 (monthly Title I Meetings, and Coffee Talks), and to participate, as appropriate, in decisions about the education of their children, including attendance, homework, and discipline.
- 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 is not highly qualified within the meaning of the term in section 200.56 of the Title I Final Regulations.
- 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 No Child Left Behind 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

## GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

other provisional status.

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- 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 can monitor assignments, grades and attendance, as well as contact information, through our online ParentVUE portal. This resource helps parents stay informed and connected by providing day-to-day insight into their child's academic experience.



Once activation information has been received, students and parents can create an account and gain access from any internet connection. Additional information can be found on the District website at [www.littletonaz.org](http://www.littletonaz.org) under the Quick Links for Parents, by link going to [https://littleton.apscc.org/login\\_pxp.aspx](https://littleton.apscc.org/login_pxp.aspx) or by scanning the QR above.

### Physical Education Program

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. 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 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.

### 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, 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
- Attendance/discipline records
- 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. Should the Board overturn the teacher's decision, the teacher is automatically released of all liability for actions done in good faith relating to the child's promotion or retention.

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 that 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.

# GENERAL ADMINISTRATIVE GUIDELINES (Cont.)

## **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 if this occurs administration may order a person to leave the premises and local law enforcement can be called if deemed necessary.

## **Reporting Child Abuse**

Arizona Revised Statute 13-3620 requires that 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.

## **School Calendar**

All Littleton schools adhere to a 180 day instructional calendar. For calendar specifics, refer to page 3.

## **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 and other property and equipment. 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 will be financially responsible for lost or damaged property.

## **Search and Seizure**

Order, safety and security are essential to a productive learning environment. When the learning environment is threatened by the presence of contraband, school administrators have the responsibility and the authority to search for and obtain the contraband from students if there is reasonable suspicion that the student possesses such contraband.

## **Child Find**

Child find is a component of the Individuals with Disabilities Education Act 2004 (IDEA '04) that requires states to locate, identify, and evaluate all children with disabilities, aged birth through 21, who are in need of early intervention or special education

services. This includes children who are highly mobile, such as migrant or homeless children, children suspected of having a disability even though they are advancing from grade to grade, private school students, and homeschool students. The Arizona initiative for child find is referred to as AZ FIND. For more information about AZ FIND, call 1-888-439-5609 or (602) 532-9960.

## **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 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 that your input is considered. If you want a copy of the procedural safeguards, please call the district's Exceptional Learners Services at (623) 478-5613.

If your child is having difficulty in school, please check with his/her teacher to determine what interventions have been implemented to help your child succeed. The teacher will be documenting those interventions and formally collecting data to use in a review process. If those interventions were unsuccessful, ask if the teacher has begun the Child Study Team process. A meeting will be scheduled with you to review those interventions and the data that has been collected.

If you wish to make a referral to our Child Study Team, contact your school principal or psychologist. You will then be contacted to be part of a team that will review the implemented interventions, work samples, test scores, report card grades, attendance, and any other information that can help the team determine if a disability is suspected. If the Child Study Team determines that a disability is suspected, the school will evaluate your child to identify and document whether your child has a disability that affects his/her learning and, if so, to determine what special education services are appropriate.

# GENERAL ADMINISTRATIVE GUIDELINES (CONT.)

The evaluation will be done only after the school has obtained parent permission. Tests and procedures selected are specifically chosen for your child. The evaluation will not include basic tests or procedures used routinely for all students within a class, grade or school. This evaluation will be conducted according to federal and state requirements and will include information you provide. Following the evaluation, the school will provide you with the results.

If your child is found to be eligible for special education services, you are required to serve as part of a team to help the school develop an Individualized Education Program and identify the special education and related services your child needs.

## **Behavior Management**

Each school implements positive, evidence based, safe, and timely plans and procedures for special needs students who exhibit behaviors that interfere with learning or who place themselves or others in danger. An objective for each plan is to provide consistency in the manner in which deviations from appropriate behaviors are addressed. Each plan is designed in accordance with current state law and district policies.

## **-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 graduated.

## **-More Information**

If you do not understand special education and what it may offer your child, you should speak with your child's teacher, school psychologist, administrator, or Director of Special Education.

## **-Notifying the District Prior to Unilateral Placement in a Private Special Education School**

If you disagree with the district and consider enrolling your child in a private special education school, you must provide the district with a written notice 10 business days before you enroll your child. The notice shall include a statement that 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.

## **-Preschool**

The Littleton Elementary School District is in search of students between the ages of 2 years and 10 ½ months through 5 years old who may have suspected delays. If you are the parent of a child or know of a child with

suspected developmental delays and the child resides within our school district boundaries, please contact the district at 623-478-5613 to schedule a free screening. Suspected delays may be evidenced in the areas of communication, cognition, behavior, as well as in physical, auditory, visual and sensory development. Free screenings and/or diagnostic evaluations are provided by the Littleton Elementary School District to help determine those children eligible for special education services. In addition, we provide role model preschool opportunities for 3 and 4 year olds on a tuition basis.

## **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.

## **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 and students are financially responsible for any lost, damaged or stolen materials/items while in their possession.

## **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 contact your school principal or the Grants and Family Services office at (623) 478-5606.

## **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.

Parents, grandparent, and/or other family members are encouraged to visit/observe their child's school. For those who wish to visit a classroom during the school day, it is preferred that the teacher and the principal be contacted in advance to arrange a day and time for such visit so as to avoid any conflicts with the school schedule. In visiting a classroom, parents must realize that the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any



# GENERAL ADMINISTRATIVE GUIDELINES /HEALTH

length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent 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.

## **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 are encouraged to volunteer their time to assist with various school and district events and committees. Volunteers can assist 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. In order 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 available at your school or District Office, on the Littleton ESD Website, 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. To volunteer on a regularly scheduled day, week or month contact the district parent liaison at (623) 478-5803.

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 prior to the activity or trip.

## **—HEALTH INFORMATION—**

Littleton Elementary School District is committed to providing environments that promote and protect children's health, well-being and ability to learn by supporting healthy eating and physical activity. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of the learning environment. The district-wide wellness matrix encourages all members of the school community to create an environment that supports lifelong healthy choices.

## **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, and the like, will be referred to the health office. The school health office 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.

## **Acquired Immune Deficiency Syndrome**

Decision regarding the type of educational setting for a child who is infected with HIV virus shall be based on the behavior, development, and physical condition of the child. A recommendation for the appropriate placement of a child shall be formulated after consultation with health officials, the physician, the appropriate school district professional staff and the parents.

## **Athletic Participation**

In the Littleton Elementary School District athletic program, the health and welfare of the athlete is the most important concern. Every effort will be made to ensure a healthy environment and safe training conditions for athletes. Before athletes may participate in any aspect of school sports they must be academically eligible, must have proof of an annual physical exam on record and must have a permission slip signed by their parent or guardian on file. Prior to participation parents and/or students may be required to attend an orientation meeting for a specific sport. See the Athletic Handbook for more information.

## **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).

## HEALTH INFORMATION (Cont.)

Parents will be requested to provide a history of communicable diseases for each student, and such records will be kept and maintained by the district. A student suffering from 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.

### Dental Services

Access Az Smiles provides dental services for students on site at all of our schools. Comprehensive treatment includes fillings, non-surgical extractions and preventative procedures like cleanings, fluoridation and sealants. For more information on Access AZ Smiles Services contact your school.

### Dispensing Medication

Only when it is necessary for a student to take medicine during school hours, will the District administer medications. The District will cooperate with the family physician and the parents 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.
- There must be written permission from the parent to allow the appropriate staff member or the student to administer the medicine.
- The medicine must be delivered to the school office by the parent or guardian in the original prescription container or, if it is **over-the-counter** medication, in the original unopened container with all warnings and directions intact.
- All medications are to be given to the school nurse/health aide or designee for administering.

### EXCEPTIONS:

- Students who have been diagnosed with anaphylaxis may carry and self-administer emergency medications including auto-injectable epinephrine. The student shall notify the school office secretary as soon as practicable following the use of this medication. For breathing disorders, handheld inhaler devices may be carried for self administration. In both instances the pupil's name must be on the prescription label on the medication container or device and annual written documentation from the pupil's parent or guardian

is provided that authorizes possession and self-administration.

- Parents 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.

### 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.

### 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 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 of students who become ill at school so that 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 that you have someone listed on your emergency card in case you are not available or can not leave work.

**Children must be fever free for 24 hours (temp below 100° without fever reducing medications) to return to school. Children must also be free of diarrhea and vomiting for 24 hours before returning to school.**

# HEALTH INFORMATION/SECURITY

## **Medical Insurance**

Parents are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the District insurance (please see page 11). The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents 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.

## **Pediculosis (Lice Infestation)**

The school nurse/health aide at times may need to examine an entire classroom if he/she feels a need to check for pediculosis. The school nurse/health aide will only notify a child's parent if the check is positive. Students with pediculosis shall be excluded from school until treatment specific for pediculosis has been initiated and the student has been cleared by the health office staff 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 school nurse/health aide. Your child should also be examined by an appropriate medical professional if he/she complains of any auditory or visual problems.

## **SECURITY**

### **Surveillance / Cameras**

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 deter and prevent 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.

The Superintendent shall be charged with the responsibility to oversee the use and implementation of surveillance cameras in the District and restrict the

access of cameras and recordings to limited personnel. The Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, and listening to, when applicable, the recordings in accordance with this policy. The District shall notify employees, parents, and students through handbooks, information guides, and/or other means of communication that surveillance may occur on school buses and on District property.

Employees or students in violation of Board policies, administrative directives, school rules, or law shall be subject to appropriate disciplinary action. Illegal activities of employees, students, or others will be referred to appropriate law enforcement authorities. Employees or students who vandalize, damage, disable, or render inoperable surveillance cameras and equipment shall be responsible for such losses, damages, and costs, and shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities. Video, and/or audio recordings may be used as evidence in any disciplinary action, administrative proceeding or criminal proceeding, and may become a part of a student's educational record or an employee's personnel file. The District shall comply with all applicable state and federal laws related to record maintenance and retention. Parents, guardians, or school personnel should be aware that the School Board maintains security camera video recordings for a limited period, so any request for administrative review under this policy must be made within five (5) school or work days of the event.

### **Application**

Video and audio recordings used as part of disciplinary investigations or other proceedings regarding students shall be considered an educational record for purposes of the Family Educational Rights and Privacy Act ("FERPA"). For cases involving law enforcement or court requirements to review a recording, the Superintendent or the Superintendent's designee will review the case and will decide the appropriateness of the request based upon federal and state law. In the event a law enforcement officer or a court requires the release of the recording regarding a student in accordance with FERPA, and whenever a copy is requested, the Superintendent or the Superintendent's designee will, to the extent permitted, release only a copy of the recording and will maintain the original recording pending the outcome of the law enforcement or court action.

### **Recording on a School Bus**

Recordings requested by an authorized District official (the Superintendent, or the Superintendent's designee, principal, or the District's transportation supervisor) will

# SECURITY/STUDENT ENROLLMENT

be provided to and be retained by the District only pursuant to federal and state law and this policy.

## Confidentiality

All recordings are considered confidential and will be viewed only on an "as needed" basis by those individuals authorized by federal and state law and this policy.

## Custody and Maintenance of Video/Audio Recordings

All recordings are the property of the District and shall be maintained in accordance with federal and state law and this policy.

## Storage and Retention of Video/Audio Recordings

After a video/audio recording on school property has been made; the Superintendent or the Superintendent's designee will retain the recording in a secure location for no more than a period of five (5) school days. The District's video recordings will be constantly reused. The request to review a video file should be made as soon as possible but in no case may it be made more than a period five (5) school days after the date of the incident. The District may use recordings in discipline/prosecution of students, staff and the public and the recordings shall be retained by the District until the final resolution of any discipline/prosecution, including the timing for appeal or a court ordered retention period (if any). Recordings not used for discipline, law enforcement or court action, will be erased and the recorded media reused at the direction of the Superintendent or the Superintendent's designee.

## —STUDENT ENROLLMENT—

### 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 services. Our facilities also provide access to technology and space for small group meetings. For more information, please call (623) 478-5800 or visit 1252 S. Avondale Blvd (on the Littleton Elementary campus).

### 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:

### Kindergarten

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

### New Students

- 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

### 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. The immunization record shall show that the child has received current, age-appropriate immunizations against the following diseases: diphtheria, tetanus, pertussis, polio, measles, mumps, rubella, Hib, varicella, hepatitis B, hepatitis A, and meningococcal.
2. Proof of up-to-date immunizations must be provided from a documented source. Disease-specific laboratory confirmation of immunity is also acceptable.

### Child Custody

In most cases, when parents are divorced, both mother and father continue to have equal rights to their children. If you have a court order that limits the rights of one parent in matters such as custody or visitation, please furnish a current copy to the office. EQUAL RIGHTS MUST BE PROVIDED to both parents unless a court-ordered stating otherwise is on file in the school office. Duplication of other school services is not required under the law.

# SECURITY/STUDENT ENROLLMENT

## Home Address

Please notify the school immediately when there is a change of address, telephone number, or change in the emergency telephone number used when unable to reach a parent. Even though you may have an unlisted telephone number, the school **MUST** have the telephone number to call in case of emergency.



## Student Directory Information

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 Director of Exceptional Learners Services 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.

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.

*Be informed and stay  
connected throughout the  
year with Constant  
Contact*



## **Computer, Telecommunications and Network Resources**

The following guidelines and policies apply to:

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

Our goal in providing network access and technological resources is to promote instruction and learning. 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 that 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.
10. Understand that inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

## **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.

## **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.

# TRANSPORTATION

Students residing within a school attendance area who live more than one mile from school, are eligible to ride a school bus to and from school. Transportation is a privilege and is not a statutory requirement; it can be revoked at any time.

Please have your child ready at their bus stop 7 minutes before their scheduled pick up.

**Note: All kindergarten students must have an adult present at their bus stop when being dropped off.**

## 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. Obey driver's instructions.
- B. Remain seated in assigned seats.
- C. Keep hands, feet, and objects to yourself.
- D. Talk quietly and respectfully.
- E. Only water may be consumed on the bus.
- F. Follow all school rules on the bus and at bus stops.
- G. 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.
  5. Shall not block an aisle or emergency exit of school bus at any time.

## Consequences

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

- A. Counsel student/contact parents.
- B. Move student to another seat.
- C. Issue bus conduct referral to the student and school administration. If the student is referred to school administration, action taken may include, but is not limited to the following:
  - 1<sup>st</sup> referral: Parent will be contacted and the student will be counseled and/or disciplined by administration as deemed appropriate which could include loss of bus privileges.
  - 2<sup>nd</sup> referral: Parent will be contacted and the student may lose bus-riding privileges up to three (3) days.
  - 3<sup>rd</sup> referral: Parent will be contacted and the student may lose bus-riding privileges up to five (5) days.
  - 4<sup>th</sup> referral: Parent will be contacted and the student may lose bus-riding privileges for up to the remainder of the school year.

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.

Note: Make Your Day Program students will adjust points based on meeting expectations for bus behavior.

***The administration may review video tapes from buses at any time.***

# DISCIPLINE GUIDELINES

Littleton School District campuses, classrooms, and offices are professional work places. Adults and children are expected to demonstrate respectful and appropriate behavior at all times. Disruptive, vulgar or threatening language toward staff or students will not be tolerated. Anyone refusing to model appropriate and acceptable behavior may have access to the school restricted.

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 individual and group learning and would interfere with the orderly conduct of our public 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.

According to Arizona law (A.R.S. 15-341), the Governing Board also has the authority to discipline students for disorderly conduct on their way to and from school. The Governing Board gives this responsibility to the local school administration. The Governing Board also gives the school administration authority to discipline students for disorderly conduct and other offenses at school sponsored activities.

## **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.
3. A fair and impartial decision.

## **Make Your Day Program**

Collier, Estrella Vista, Littleton, Quentin and Tres Rios use the Make Your Day (MYD) program. All school staff apply the MYD philosophy: No one has the right to interfere with the learning, safety, and well-being of others. It is organized to help students develop at an age appropriate level into better decision makers and to learn productive strategies for accepting responsibility for their productive and non-productive behavior. All staff verbally share their expectations with students at the beginning of each subject/class activity and at the beginning of transitions. Parents/Guardians play an integrative role by exchanging feedback on points earned and participating in Step 4 conferences.

## **Passport For Success Program**

Country Place Elementary uses to the Passport For Success program. The goal of the Passport for Success Program is to connect students, teachers, and parents through an interactive document. This communication tool allows students to earn privileges through their actions and take responsibility for their education. The passport holds both teachers and students accountable to Country Place's behavioral and academic expectations. Parents/Guardians play an interactive role through the Passport system as they are required to sign their student's passport weekly and are encouraged to celebrate success with students as well as communicate with teachers. The passport is meant to supplement other behavior management strategies, other behavior interventions, highly engaging teachers and clear procedures.

## **DISCIPLINARY ACTION CHARTS**

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.

The lists on the following charts (pages 28-33) are not all-inclusive. A student committing any act of misconduct not listed will nevertheless be subject to the discretionary authority of the school administrator or Superintendent's designee.



# DISCIPLINE GUIDELINES (Cont.)

Offense	Action Taken First Offense	Action Taken/Severe First Offense or Repeated Offenses
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE		

## Aggression

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.

Verbal Provocation	Use of language or gestures that may incite another person or other people to fight	A – H	C – I
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact or low level hostile behaviors	A – H	C – I
Disorderly Conduct	Any activity that disturbs the school community <i>(Ref. A.R.S.13-2904)</i>	A – H	C – L
Recklessness	Unintentional or careless behavior that may pose a safety or health risk for others	A – H	C – I
*Endangerment	Any act that recklessly endangers another person with substantial risk of imminent injury <i>(Ref. A.R.S.13-1201)</i>	C – I	G – L
*Fighting	Mutual participation in an incident involving physical violence, where there is no major injury; verbal confrontation alone does not constitute fighting	F – H	G – L
*Assault	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 <i>(Ref. A.R.S. 13-1203)</i>	F – I	G – L
**Aggravated Assault	Assault causing serious physical injury or by use of a weapon or dangerous instrument <i>(Ref. A.R.S. 13-1204)</i>	G – L	H – L

## Alcohol, Tobacco, and Other Drugs

*Alcohol Violation	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	H – L	I – L
**Drug Violation	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 <i>(Ref. A.R.S. 13-3415)</i> . “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 <i>(Ref. A.R.S. 13-3415 F. 1.)</i>	H – L	I – L
*Tobacco Violation	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 <i>(Paraphrased from: A.R.S. 36-798.03 &amp; A.R.S. 13-3622)</i>	E – H	H – I

## DISCIPLINE GUIDELINES (Cont.)

<b>Offense</b>		<b>Action Taken First Offense</b>	<b>Action Taken Severe First Offense or Repeated Offenses</b>
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE			
<b>Arson</b>			
*Arson of a structure or property	Knowingly and unlawfully damaging a structure or property by knowingly causing a fire or explosion ( <i>Ref. A.R.S. 13-1703</i> )	G – L	H – L
**Arson of an occupied structure	Knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion ( <i>Ref. A.R.S. 13-1704 &amp; A.R.S. 13-1701</i> )	G – L	H – L
<b>Attendance Policy Violation</b>			
Tardy	Arriving at school or class after the scheduled start time	A – C	C – G
Leaving School Grounds without permission	Leaving school grounds during regular school hours without permission of the principal or principal designee	C – H	C – K
Unexcused Absence	When a student is not in attendance for an entire day without prior notification from a parent or guardian	May be referred to C.U.T.S. program (see page 12)	
Truancy (out of school)	Being absent from school or individual classes without the knowledge of the parents or without permission from the school ( <i>Ref. A.R.S. 15-802 &amp; A.R.S. 15-803</i> )	C – G	C – K
Truancy (in school)	Being absent from class and disrupting the educational process.	C – H	C – K
<b>Lying, Cheating, Forgery or Plagiarism</b>			
Cheating	The use of unauthorized assistance or giving of unauthorized assistance or materials in the completion of an academic assignment	A – F	C – H
Forgery	Falsely and fraudulently making or altering a document	C – G	C – H
Lying	To make an untrue statement with intent to deceive or to create a false or misleading impression	A – F	C – H
Plagiarism	To steal and pass off the ideas or words of another as one's own	A – F	C – H

## DISCIPLINE GUIDELINES (Cont.)

<b>Offense</b>		<b>Action Taken First Offense</b>	<b>Action Taken Severe First Offense or Repeated Offenses</b>
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE			
<i>School Policies, Other Violations of: This category comprises misbehavior defined in district policy but not captured elsewhere</i>			
Bus Misconduct	Not following District bus rules and regulations	See Page 29	
Combustible	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	C – I	D – L
Contraband	Items are prohibited that are used inappropriately to disrupt the learning environment. School administration has the final determination .	A – G	C – I
Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions	A – H	C – I
Disruption	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	A – H	C – I
Dress Code Violation	Failure to adhere to the dress code	A – C	C – G
Gambling	To bet or play games of chance for a sum of money or something of value	A – H	C – I
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way	A – G	C – I
Negative Group Affiliation	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)	A – H	C – I
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection	A – H	C – I

# DISCIPLINE GUIDELINES (Cont.)

<b>Offense</b>		<b>Action Taken First Offense</b>	<b>Action Taken Severe First Offense or Repeated Offenses</b>
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE			
<b><i>School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution:</i></b> <i>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).</i>			
**Bomb Threat	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device	F – I	K – L
**Chemical or Biological Threat	Threatening to cause harm using dangerous chemicals or biological agents	F – I	K – L
**Fire Alarm Misuse	Intentionally ringing fire alarm when there is no fire	F – K	G – L
*Other School Threat	The incident cannot be coded in one of the above categories but did involve a school threat	F – I	G – L
<b><i>Sexual Offenses</i></b>			
Pornography	Possession, accessing, or creating sexually explicit depiction of persons, in words or images	C – I	C – L
*Indecent Exposure or Public Sexual Indecency	Commits indecent exposure as defined by <i>A.R.S. 13-1402 and A.R.S. 13-1403</i>	A – I	C – L
*Sexual Harassment	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 – I	F – L
<b><i>Technology</i></b>			
Technology	Inappropriate use of electronic devices as defined in the District's Electronic Information Services User Agreement (Ref. Policy IJNDB)	A – I	F – L
<b><i>Theft</i></b>			
Theft	Taking or attempting to take money or property belonging to another person or the school (Ref. <i>A.R.S. 13-105.11 &amp; A.R.S. 13-1802</i> )	A – I	C – L
**Burglary or Breaking and Entering	Entering or remaining unlawfully in or on school property (Ref. <i>A.R.S. 13-1506, A.R.S.13-1507, &amp; A.R.S. 13-1508</i> )	F – L	G – L
*Extortion	Knowingly obtaining or seeking to obtain property or services by means of a threat (Ref. <i>A.R.S. 13-1804</i> )	F – L	G – L
**Robbery	Using force or threatening to use force to commit a theft or while attempting to commit a crime (Ref. <i>A.R.S. 13-1902 &amp; A.R.S. 13-1904</i> )	F – L	H – L
<b><i>Trespassing</i></b>			
Trespassing	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. <i>A.R.S. 13-1503</i> )	A – I	C – L

## DISCIPLINE GUIDELINES (Cont.)

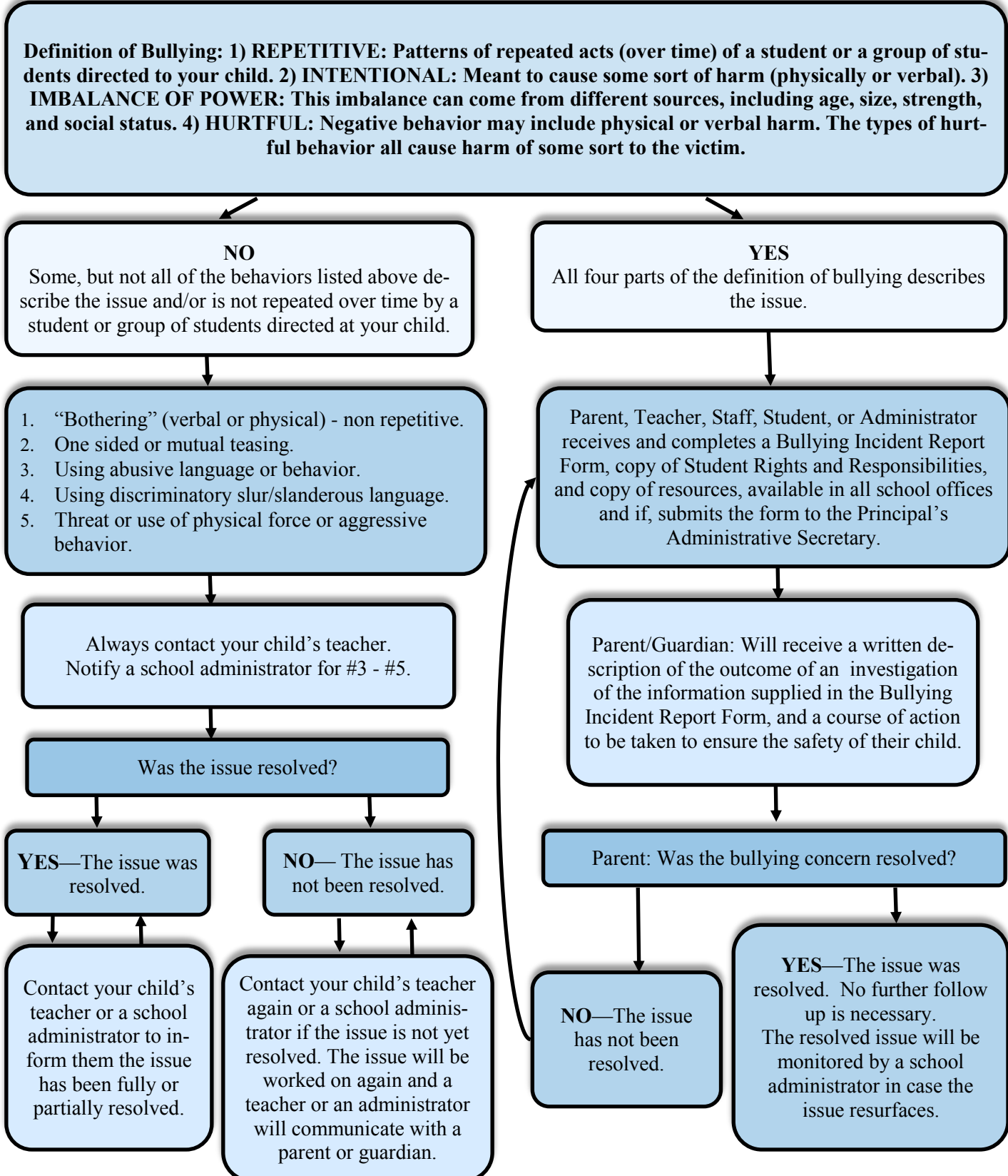
<b>Offense</b>		<b>Action Taken First Offense</b>	<b>Action Taken Severe First Offense or Repeated Offenses</b>
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE			
<b><i>Vandalism or Criminal Damage (Ref. A.R.S. 13-1602)</i></b>			
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places	C – I	F – L
*Vandalism of personal property	Willful destruction or defacement of personal property	A – H	F – L
*Vandalism of school property	Willful destruction or defacement of school property	A – H	F – L
<b><i>Weapons and Dangerous Items (Possession of)</i></b>			
**Firearm	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 ( <i>Ref. A.R.S. 13-3101</i> ). A.R.S. 13-3111)	J – L	K – L
**Other Weapons	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.	C – I	G – L
*Dangerous items	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) ( <i>Ref. A.R.S. 13-105.11</i> )	A – I	F – L
Simulated Firearm	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	A – H	C – I

# BULLYING, HARASSMENT, THREAT OR INTIMIDATION, OR HAZING: DISCIPLINE GUIDELINES—(Cont.)

<b>Offense</b>		<b>Action Taken First Offense</b>	<b>Action Taken Severe First Offense or Repeated Offenses</b>
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE			
<b><i>Harassment, Threat, and Intimidation</i></b>			
*Harassment (nonsexual)	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 (<i>Ref. A.R.S. 13-2921</i>)</li> </ul>	A – H	C – L
*Bullying	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.	A – H	C – L
*Threat or Intimidation	When a person indicates by word or conduct the intent to cause physical injury or serious damage to a person or their property ( <i>Ref. A.R.S.13-1202</i> )	A – H	C – L
*Hazing	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 (<i>Ref. A.R.S. 15-2301</i>)</li> </ul>	A – H	C – L

# GUIDELINES FOR STUDENT BULLYING, HARASSMENT, OR AND INTIMIDATION

## PROCEDURES FOR REPORTING BULLYING, INTIMIDATION, HARASSMENT OR VIOLENCE



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

# DISCIPLINE GUIDELINES (Cont.)

## Legend of Categories of Actions Taken

**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. (Make Your Day Program: contracted plan).

**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 or alternative classes. (In the Make Your Day Program a student may 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. (Students may be taken “off of points” in the Make Your Day Program).

**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; Step Five is temporary removal from the school and is followed by a Step Four Conference).

**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. (Step Five in Make Your Day).

**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.

**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 (11 or more) suspension 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 Littleton Schools.

*NOTE: Action taken by the school authority will fall between the minimum and maximum category identified on the following disciplinary action chart. 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 Disabilities**

Students placed in special education programs 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.



# PARENTS' BILL OF RIGHTS

All parental rights are reserved to a parent of a minor child without obstruction or interference from this state, any political subdivision of this state, any other governmental entity or any other institution, including, but not limited to, the following rights (ARS 1-602):

- The right to direct the education of the minor child.
- All rights of parents identified in Title 15, including the right to access and review all records relating to the minor child.
- The right to direct the upbringing of the minor child.
- The right to direct the moral or religious training of the minor child.
- The right to make health care decisions for the minor child, including rights pursuant to sections 15-873, 36-2271 and 36-2272, unless otherwise prohibited by law.
- The right to access and review all medical records of the minor child unless otherwise prohibited by law or the parent is the subject of an investigation of a crime committed against the minor child and a law enforcement official requests that the information not be released.
- The right to consent in writing before a biometric scan of the minor child is made pursuant to section 15-109.
- The right to consent in writing before any record of the minor child's blood or deoxyribonucleic acid is created, stored, or shared, except as required by section 36-694, or before any genetic testing is conducted on the minor child pursuant to section 12-2803 unless authorized pursuant to section 13-610 or a court order.
- The right to consent in writing before the state or any of its political subdivisions makes a video or voice recording of the minor child, unless the video or voice recording is made during or as part of a court proceeding, during or as part of a forensic interview in a criminal or Department of Child Safety investigation or to be used solely for any of the following:
  - Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
  - A purpose related to a legitimate academic or extracurricular activity.
  - A purpose related to regular classroom instruction.
  - Security or surveillance of buildings or grounds.
  - A photo identification card.
- The right to be notified promptly if an employee of this state, any political subdivision of this state, any other governmental entity or any other institution suspects that a criminal offense has been committed against the minor child by someone other than a parent, unless the incident has first been reported to law enforcement and notification of the parent would impede a law enforcement or Department of Child Safety investigation. This paragraph does not create any new obligation for school districts and charter schools to report misconduct between students at school, such as fighting or aggressive play, that are routinely addressed as student disciplinary matters by the school.
- The right to obtain information about a Department of Child Safety investigation involving the parent pursuant to section 8-807.
- This section does not authorize or allow a parent to engage in conduct that is unlawful or to abuse or neglect a child in violation of the laws of this state. This section does not prohibit courts, law enforcement officers or employees of a government agency responsible for a child welfare from acting in their official capacity within the scope of their authority. This section does not prohibit a court from issuing an order that is otherwise permitted by law.
- Any attempt to encourage or coerce a minor child to withhold information from the child's parent shall be grounds for discipline of an employee of this state, any political subdivision of this state or any other governmental entity, except for law enforcement personnel.
- Unless those rights have been legally waived or legally terminated, parents have inalienable rights that are more comprehensive than those listed in this section. This chapter does not prescribe all rights of parent. Unless otherwise required by law, the rights of parents of minor children shall not be limited or denied.
- For the purposes of this section, "parent" means the natural or adoptive parent or legal guardian of a minor child.

**Littleton Elementary School District #65**  
**SCHOOL/HOME LEARNING COMPACT**

The 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.

**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.
- 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:

- Hold high expectation for all students, believing that all students can learn and progress.
- 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 homework assignments that will reinforce classroom instruction.
- Maintain positive communication through school agendas, phone calls, and emails with my student's parents/guardians as needed.

**Principal Responsibilities**

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

- Provide an open door policy for parents/guardians.
- Ensure a safe and orderly learning environment.
- Reinforce the partnership between parent/guardian, student and staff.
- Hold regular information/discussion meeting for all parents/guardians. (Provide translations as needed)
- Encourage teachers to regularly provide homework assignments that will reinforce classroom instruction.



## Parent-Student Handbook Acknowledgement Receipt

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

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

Grade Level \_\_\_\_\_

**Check the following that apply to you:**

\_\_\_\_\_ 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 the policies and procedures with my child. I understand that the Governing Board may amend any provision of this handbook as needed during the school year.

\_\_\_\_\_ I affirm that I am a resident of the State of Arizona.

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

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

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

\_\_\_\_\_  
Date

**THIS DUPLICATE COPY IS INCLUDED IN THE  
HANDBOOK FOR YOUR REFERENCE DURING THE  
SCHOOL YEAR**



## Parent-Student Handbook Acknowledgement Receipt

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

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

Grade Level \_\_\_\_\_

**Check the following that apply to you:**

\_\_\_\_ 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 the policies and procedures with my child. I understand that the Governing Board may amend any provision of this handbook as needed during the school year.

\_\_\_\_ I affirm that I am a resident of the State of Arizona.

**PLEASE SIGN THIS PAGE AND  
RETURN IT TO YOUR CHILD ’ S TEACHER**

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

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

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

\_\_\_\_\_  
Date