

PARENT-STUDENT HANDBOOK



Policies, Procedures, Rights and Responsibilities

2016-2017



**We Time Travel
All the Possibilities, No Limits!**

**With the support of ACES,
our children's futures are full of hope.**



**We Time Travel
All the Possibilities, No Limits!**



July 2016

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. This year our District is launching a bold commitment to school program choice that will make our students' classwork more meaningful and meet the demands of a new era in schooling. Our mission continues to be 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.

Community schools have been under siege by those who want to turn education into a for-profit business and in Arizona that has meant 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 designed to reduce the debilitating effects of the typical summer slide. 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

Collier Elementary (623) 478-5900
www.coes.littletonaz.org

Estrella Vista STEM Academy (623) 478-6200
www.eves.littletonaz.org

Littleton Elementary (623) 478-5700
www.lnes.littletonaz.org

Tres Rios Service Academy (623) 478-6300
www.tres.littletonaz.org

Country Place Leadership Academy (623) 478-6100
www.cpes.littletonaz.org

Fine Arts Academy (623) 478-6400
www.faes.littletonaz.org

Quentin Elementary (623) 478-6000
www.ques.littletonaz.org

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DISTRICT OFFICE ADDRESS AND PHONE NUMBER

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

GOVERNING BOARD MEMBERS



Mrs. Amy Soucinek
President



Mr. Mike Pineda
Vice President



Mr. John Raeder, III
Member



Mrs. Kathy Reyes
Member



Mrs. Sandi Nielson
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.*

Superintendent

superintendent@littletonaz.org
(623) 478-5611

Chief Academic Officer

hr@littletonaz.org
(623) 478-5637

Director of Teaching and Learning Services

curriculum@littletonaz.org
(623) 478-5680

Chief Operations Officer

business@littletonaz.org
(623) 478-5616

Director of Exceptional Students Services

specialeducation@littletonaz.org
(623) 478-5613

Executive Director of School Leadership

schoolleadership@littletonaz.org
(623) 478-5605

Director of Nutrition Services

nutritionservices@littletonaz.org
(623) 478-5628

Executive Director of School Support

informationsystems@littletonaz.org
(623) 478-5880

Supervisor of Transportation

transportation@littletonaz.org
(623) 478-5614

Director of Operational Services

operations@littletonaz.org
(623) 478-5618

customer service

service.customer@littletonaz.org



Littleton Elementary
School District #65



@lesd65



Scan to visit our
website



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
Office Hours: 7:30 a.m. - 3:30 p.m.
School Hours: 8:00 a.m.- 3:00 p.m. (regular day)
8:00 a.m.- 12:30 p.m. (early release)

Attendance Line: (623) 478-5901
Main Line: (623) 478-5900
collierprincipal@littletonaz.org

Country Place Leadership Academy

10207 W. Country Place Blvd, Tolleson, AZ 85353
Office Hours: 7:00 a.m. - 3:00 p.m.
School Hours: 7:33 a.m.- 2:33 p.m. (regular day)
7:33 a.m.- 12:03 p.m. (early release)

Attendance Line: (623) 478-6103
Main Line: (623) 478-6100
countryplaceprincipal@littletonaz.org

Estrella Vista STEM Academy

11905 W. Cocopah Circle N., Avondale, AZ 85323
Office Hours: 8:00 a.m.- 4:00 p.m.
School Hours: 8:27 a.m.- 3:27 p.m. (regular day)
8:27 a.m.-12:57 p.m. (early release)

Attendance Line: (623) 478-6290
Main Line: (623) 478-6200
estrellavistapincipal@littletonaz.org

Family Welcome Center

1252 S. Avondale Blvd, Avondale, AZ 85323
Hours of Operation: M-F 7:30 a.m.-4:00 p.m.

Attendance Line: (623) 478-5890
Main Line: (623) 478-5800
customerservice@littletonaz.org

Fine Arts Academy

1700 S. 103rd, Avenue, Tolleson, AZ 85353
Office Hours: 8:00 a.m.- 4:00 p.m.
School Hours: 8:27 a.m.- 3:27 p.m. (regular day)
8:27 a.m.- 12:57 p.m. (early release)

Attendance Line: (623) 478-6400
Main Line: (623) 478-6401
fineartsprincipal@littletonaz.org

Littleton Elementary

1252 South Avondale Blvd, Avondale, AZ 85323
Office Hours: 7:00 a.m. - 3:00 p.m.
School Hours: 7:33 a.m.- 2:33 p.m. (regular day)
7:33 a.m.- 12:03 p.m. (early release)

Attendance Line: (623) 478-5702
Main Line: (623) 478-5700
littletonprincipal@littletonaz.org

Quentin Elementary

11050 West Whyman Avenue, Avondale, AZ 85323
Office Hours: 8:00 a.m.- 4:00 p.m.
School Hours: 8:27 a.m.- 3:27 p.m. (regular day)
8:27 a.m.- 12:57 p.m. (early release)

Attendance Line: (623) 478-6001
Main Line: (623) 478-6000
quentinprincipal@littletonaz.org

Tres Rios Service Academy

5025 South 103rd Avenue, Tolleson, AZ 85353
Office Hours: 7:30 a.m. - 3:30 p.m.
School Hours: 8:00 a.m.- 3:00 p.m. (regular day)
8:00 a.m.- 12:30 p.m. (early release)

Attendance Line: (623) 478-6301
Main Line: (623) 478-6300
tresriosprincipal@littletonaz.org

GOVERNING BOARD MEETINGS

NOTICE TO THE PUBLIC

Governing Board Meeting Dates and Location
July 2016 through June 2017
for the Littleton Elementary School District #65

The 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

2016 - 2017 Regular Meetings Dates

*Regular Meetings are held the 2nd Tuesday of each month
(except where noted) and begin at 6:00 P.M.*

July 12, 2016

August 9, 2016

September 13, 2016

*October 4, 2016

(First Tuesday Due to Fall Break)

*November 15, 2016

(Third Tuesday Due to Presidential Elections)

December 13, 2016

January 10, 2017

February 14, 2017

March 14, 2017

April 11, 2017

May 9, 2017

June 13, 2017

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





2016-17 INSTRUCTIONAL CALENDAR

Key:

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

Board Approved 12-08-2015

180 Days

JULY '16 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						

27 First Day of School
and Early Release

AUGUST '16 23

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER '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	30	

1 Staff In-Service. No School
2-5 Labor Day Recess

OCTOBER '16 16

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

6-7 PT Conferences/Early Release
10-14 Fall Break

NOVEMBER '16 16

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

11 Veteran's Day
21-25 Thanksgiving Break

DECEMBER '16 12

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

16 Early R. Before Winter Break
19-30 Winter Break

JANUARY '17 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	30	31				

2 New Year's Day Observance
13-16 Martin Luther King Recess

FEBRUARY '17 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				

17-20 President's Day Recess

MARCH '17 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	

16-17 PT Conferences/Early R.
20-24 Spring Break

APRIL '17 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						

14-17 Spring Recess

MAY '17 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			

24 Last Day of School - Early Release

JUNE '17 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 27	First Day of School - Early Release
Sep. 1	Staff In-Service - No School
Sep. 2-5	Labor Day Recess - No School
Oct. 6-7	Fall Parent/Teacher Conferences - Early Release
Oct. 10-14	Fall Break - No School
Nov. 11	Veteran's Day - No School
Nov. 21-25	Thanksgiving Break - No School
Dec. 16	Early Release before Winter Break
Dec. 19-30	Winter Break - No School
Jan. 2	New Year's Day Observance
Jan. 13-16	Civil Rights/Martin Luther King Recess - No School
Feb. 17-20	President's Day Recess - No School
March 16-17	Spring Parent/Teacher Conferences - Early Release
March 20-24	Spring Break - No School
April 14-17	Spring Recess - No School
May 24	Last Day of School - Early Release

SCHOOL AND OFFICE HOURS

School	Regular Day	Early Release	Office
Country Place Littleton	7:33 - 2:33	7:33 - 12:03	7:00 - 3:00
Collier Tres Rios	8:00 - 3:00	8:00 - 12:30	7:30 - 3:30
Estrella Vista Fine Arts Quentin	8:27 - 3:27	8:27 - 12:57	8:00 - 4:00

Quarter	Report Cards
1st July 27 - Sept. 30	Oct. 6-7
2nd Oct. 3 - Dec. 16	Jan. 5
3rd Jan. 3 - Mar. 10	Mar. 16-17
4th Mar. 13 - May 24	May 24

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.

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 their programs and initiatives in the community.

Guiding Principle VI ❖ A Highly Effective Organization

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

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

LITTLETON ESD VALUES

Leaders in Learning, Caring and Growing with Trust, Respect, Integrity, Collaboration, and Dedication.



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

- We all do what we say we are going to do.
- We all use discretion with those who confide in us.



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

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



Integrity means being truthful, keeping commitments and acting ethically.

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



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

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



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

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

ATHLETICS

Athletics Introduction

The Littleton Elementary School District believes that athletics are an essential component to the school's academic program. The athletic program offers unique opportunities outside of the classroom to promote self-discipline, improved self-image, and encourage a healthy sense of competition. We offer the following athletic programs; football, volleyball, basketball, soccer, baseball, and softball. The District is able to provide these programs because of the support of local voters and the override. An election is held every four years, and without voter approval, these programs would not be possible.

Requirements to Participate

The health and welfare of our athletes is the most important concern. Every effort will be made to ensure a healthy environment and safe training conditions for our

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, proof of insurance, have a permission slip signed by their parent or guardian, and pay their fee.

Please go to our website, 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.



ATTENDANCE PROCEDURES

Attendance Introduction

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

Absences

In the event of a necessary absence, it is the obligation of the parent 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 Leadership Academy....	(623) 478-6103
Estrella Vista STEM Academy.....	(623) 478-6290
Fine Arts Academy.....	(623) 478-6401
Littleton Elementary	(623) 478-5702
Quentin Elementary.....	(623) 478-6001
Tres Rios Service Academy.....	(623) 478-6301
District Attendance Line	(623) 478-5890

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

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

Arizona Truancy Statute

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

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

A truancy is any absence from one or more class periods without the prior knowledge and consent of the parent 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.

ATTENDANCE PROCEDURES

In order for a 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.

Attendance Legal Requirements

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

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

C.U.T.S. is a Maricopa County truancy diversion program, which brings consequences for students and parents whose children do not attend school. Students who are truant for five days or more or have excessive (19+) excused and/or unexcused absences may be cited by school administration. As part of this citation process, both the 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

Early Departure from Class/School

Early departure from school should only happen on rare occasions under exceptional circumstances. Calling students from classrooms disrupts the learning activities

teachers have planned. If a parent signs a student out to leave school early, it may be considered a half day absence, and 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.

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. Please provide written notification to the school at least two school days prior to the requested change.

Extracurricular Participation

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

Make-Up Work

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

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

CAMPUS AND STUDENT SAFETY

Campus and Student Safety Introduction

The Littleton Elementary School District believes that students have the right to a safe learning environment. The following procedures are implemented to ensure campus and student safety.

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.

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

CAMPUS AND STUDENT SAFETY

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.

Public Conduct on School Property

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

Recording on a School Bus

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

Reporting Child Abuse

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

Search and Seizure

Order, safety and security are essential to a productive learning environment. School officials have the right to search and seize property, including school property temporarily assigned to students, when there is reason to believe that some material or matter detrimental to health, safety, and welfare of the student(s) exists. Items provided by the District for storage (e.g., lockers, desks) or

personal items are provided as a convenience to the student but remain the property of the school and are subject to its control and supervision. Students have no reasonable expectancy of privacy, and lockers, desks, storage areas, etc., may be inspected at any time with or without reason, or with or without notice, by school personnel. In addition to searches conducted based upon reasonable suspicion, random, unannounced drug dog searches will be conducted on Littleton campuses throughout the school year.

Student Interviews by Department of Child Safety Specialists

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

Student Interviews by Law Enforcement Officers

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

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 unlawful activities. Surveillance cameras may be used in locations as deemed appropriate by the District but shall not be used in locations where there is a reasonable expectation of privacy.

CAMPUS AND STUDENT SAFETY

The Superintendent oversees the use and implementation of surveillance cameras in the District. The Board authorizes the Superintendent to establish and maintain guidelines and procedures for the retention, viewing, or listening of the recordings. The District notifies employees, parents, and students through handbooks, such as this one, and restricts the access of cameras and recordings to limited personnel.

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 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.

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.

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

CURRICULUM AND GRADING

Curriculum and Grading Introduction

The Littleton Elementary School District is committed to providing each student a balanced, academic core curriculum in order for students to reach their fullest potential. In this section, you will find various information including grading, and promotion/retention procedures.

Curriculum

Care is taken to select materials most valuable for classroom instruction that support 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.

Grading Policy

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

The grading scale is as follows:

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

CURRICULUM AND GRADING

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 the comment section. Parents will also receive a quarterly progress report of their students 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 IEP goals. Scores will be indicated on the special education progress report given with the report card).

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 students are not overburdened with excessive amounts of homework, the following suggested guidelines are recommended:

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

Honor Roll

An honor roll system is an additional means for encouraging goal setting by students and for providing recognition of students who have achieved those goals.

Honor rolls will be used in grades four through eight. The criteria is as follows:

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

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

Promotion / Retention

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

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

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

Measures of student achievement are defined as grades which are based on academic standards. A student successfully completes a course/subject if she/he earns a "meets or exceeds" in grades K-3 and at least a grade of "D" in grades 4-8.

If a parent or legal guardian chooses not to accept the teacher's decision to promote or retain a student, the parent or legal guardian may file an official appeal. Only the Littleton Elementary School District Board may overturn the teacher's decision.

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

CURRICULUM AND GRADING

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.

FOOD SERVICES

Food Service Introduction

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

Breakfast in the Classroom

Breakfast in the Classroom is offered at all 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.

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) 478-5627.

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. Food cannot be sold or provided during breakfast or lunch and must be approved by the campus administration.

According to the Maricopa County Department of Environmental Services, food brought into the classroom for snacks and parties must come from a commercial source and cannot be homemade. Items must be individually wrapped to avoid bare hand contact with food. If they are not individually wrapped, such as cookies

or cupcakes from a bakery, then an adult wearing disposable gloves must serve the food. If you are going to provide snacks for parties please bring them at the end of the day to avoid interruptions to instruction. 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 a sandwich, milk and a fruit or vegetable. 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 2016-2017 **are available beginning July 1st, 2016.** They will be distributed to all students at the beginning of the school year. Earlier submittal is likely to take fewer days to process, and applications can be obtained before the start of school by calling the Food Service Department at (623) 478-5627 or 5655. If your child was approved during the prior school year for free or reduced meals and you wish to continue to receive those benefits, you must reapply by August 26, 2016, 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 2016-2017 school year, lunches will cost \$2.50 each (\$0.40 reduced) and breakfasts are free to all students.



GENERAL GUIDELINES

General Guidelines Introduction

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

Accident Insurance

The District's insurance carrier only covers incidents when our staff is involved such as a collision in a District vehicle so we encourage families to get their own insurance for things like falling on the playground.

We realize 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 on-line open enrollment option available throughout the year. 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.

Child Study Team

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

Custody

In cases where custody/visitation affects the school, the school shall follow the most recent court document on file with the school. It is the responsibility of the custodial parent or parents having joint custody to provide the school with the most recent court document. Restraining orders can only be rescinded by the court.

Dress Code*

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

Uniform for boys:

- **Tops:** Solid dark green, ash gray, or burgundy shirts with lay-down collar. This may include but is not limited to: a "polo" shirt or dress shirt. No logos or labels showing on the top, unless it is the school or district logo.
- **Bottoms:** Solid navy blue or khaki pants or shorts. No logos, labels, blue jeans (denim), blue-jean shorts, sweat pants, or stretchy type material.

Uniform for girls:

- **Tops:** Solid dark green, ash gray, or burgundy top with lay-down collar. This may include, but not be limited to, a "polo" shirt or blouse. No logos or labels showing on the top, unless it is the school or district logo.
- **Bottoms:** Solid navy blue or khaki pants, shorts, skorts, skirts, or jumpers/rompers. No logos, labels, blue jeans (denim), blue-jean shorts, sweat pants, or stretchy type material. Leggings/tights (solid navy blue, khaki, black or white) may be worn under the appropriate uniform bottom. Leggings/tights cannot be worn as a uniform bottom alone.

General Requirements:

- **Outerwear** (jackets, coats, sweaters, sweatshirts, 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, ash gray, burgundy, black or white) may be worn inside the school building and in the classroom. No logos or labels showing on the outerwear, unless it is the school or district logo.
- **No sagging** of clothing is allowed. Clothing must be appropriately sized (not more than one size too small or too large). Bottoms must fit and be worn at the waist and not drag on the ground.

(*) See page 35 for photo reference

GENERAL GUIDELINES

- **Tops: Polos, shirts and blouses** must be worn tucked in at all times.
- **No short or slit shorts**, skirts, skorts or jumpers/rompers are allowed. Shorts, skorts, and jumpers/rompers must not be shorter than the middle of the thigh. No undergarments may show.
- **Belts** (if worn) must be plain black, brown, navy or white and may not be more than one (1) size larger than the waist. Belts must be worn at the waist and cannot hang below the waist. Belts and buckles must be plain with no designs or logos.
- **T-shirts or turtlenecks** worn under the polo, shirt, or blouse must be white, black, or conform to district dress code colors.
- **No headgear is permitted.** Hats and hoods may be worn outside only.
- 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, shoes with wheels, heels, and wedges are not permitted.
- The following are prohibited when disruptive to the learning environment or pose a safety risk: facial piercing, plugs, contacts, gauges, tattoos, costume or hair color, chains, spikes, or any other type of sharp jewelry. For safety reasons, earrings 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 need to purchase school

uniforms. The Welcome Center staff is available to assist families new to the District with the use of one (1) uniform set per child.

Exceptions: The Principal may approve on occasion, special days when students may wear clothing other than the school uniform. The students and parents will be notified at least a week in advance of the “spirit” or “casual” day. Special occasions will not include a weekly schedule (i.e. not every Friday). Special shirts are limited to the following:

- Adopted school name and/or logo
- Adopted district name and/or logo
- Adopted school colors (sports jerseys, etc.)
- District or school affiliated logos, mottos, or groups (such as student council, NJHS, etc.)
- Approved Kids at Hope logo
- Approved school groups, such as choir, student council, etc.

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 Elementary	8:00am-12:30pm
Country Place Leadership Academy	7:33am-12:03pm
Littleton Elementary	7:33am-12:03pm
Estrella Vista STEM Academy	8:27am-12:57pm
Fine Arts Academy	8:20am-12:57pm
Quentin Elementary	8:20am-12:57pm
Tres Rios Service Academy	8:00am-12:30pm

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

GENERAL GUIDELINES

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 disciplinary guidelines.

For a full description of responsibility and appropriate use of technology, see page 34 of this handbook. Any use of student-owned devices or access to network resources, are only allowed under the authorization of a classroom teacher and/or administrator.

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

Inappropriate use of computers, telecommunication and network resources are covered in Policy IJNDB. If a student violates this policy, his/her device may be confiscated, and the student will be subject to disciplinary consequences, including notification of law enforcement authorities. Students who bring their own devices to school are expected to keep them secured and off except when directed by staff for their use or in an emergency situation. The device shall be subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy, including non-emergency use, or the law.

Students shall be personally and solely responsible for the security of their electronic devices and for their conduct while using them. The school shall not assume responsibility or investigate the theft, loss, or damage of personal devices.

Homeless Services

The McKinney-Vento Homeless Assistance Act is a federal law that provides 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 at (623) 478-5803.

Kids at Hope

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

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

Library Permission

Parents acknowledge that the student can check out books from the Littleton Elementary School District libraries. 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 gender, creed, color, sexual orientation or disabling condition, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity.

Physical Education Participation

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

1. For three days or less because of a temporary illness if a note is sent by a parent. 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.

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

School and Student Property

Desks, school textbooks, library books, and technology are the property of the school district and remain, at all times, under the control of the district. However, students are expected to assume full responsibility for the security and safekeeping of their desks, books, physical environment, and equipment. 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.

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 Teaching and Learning Services at (623) 478-5680.

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, grandparents, 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 expected the teacher or principal be contacted at least one day in advance to arrange a date and time for the visit so as to avoid any disruption of the school schedule. When visiting a classroom, parents must realize the teacher's first responsibility is to the class as a whole, and the teacher will be unable to converse at any length with the visitor. If a conference is desired, arrangements will be made by the teacher for an appointment with the parent either before or after school hours. If an outside agency needs to conduct an observation, the parent/guardian must make this arrangement in advance with the teacher and principal. All visitors must maintain appropriate conduct and attire while on school property or at school events.

PARENT INVOLVEMENT

Parent Involvement Introduction

The Littleton Elementary School District believes that families are meaningful partners in their child's educational success. The following section provides various ways that parents/guardians can receive support and be involved in their child's educational program.

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), 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 Executive Director of School Leadership in the District Office.

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

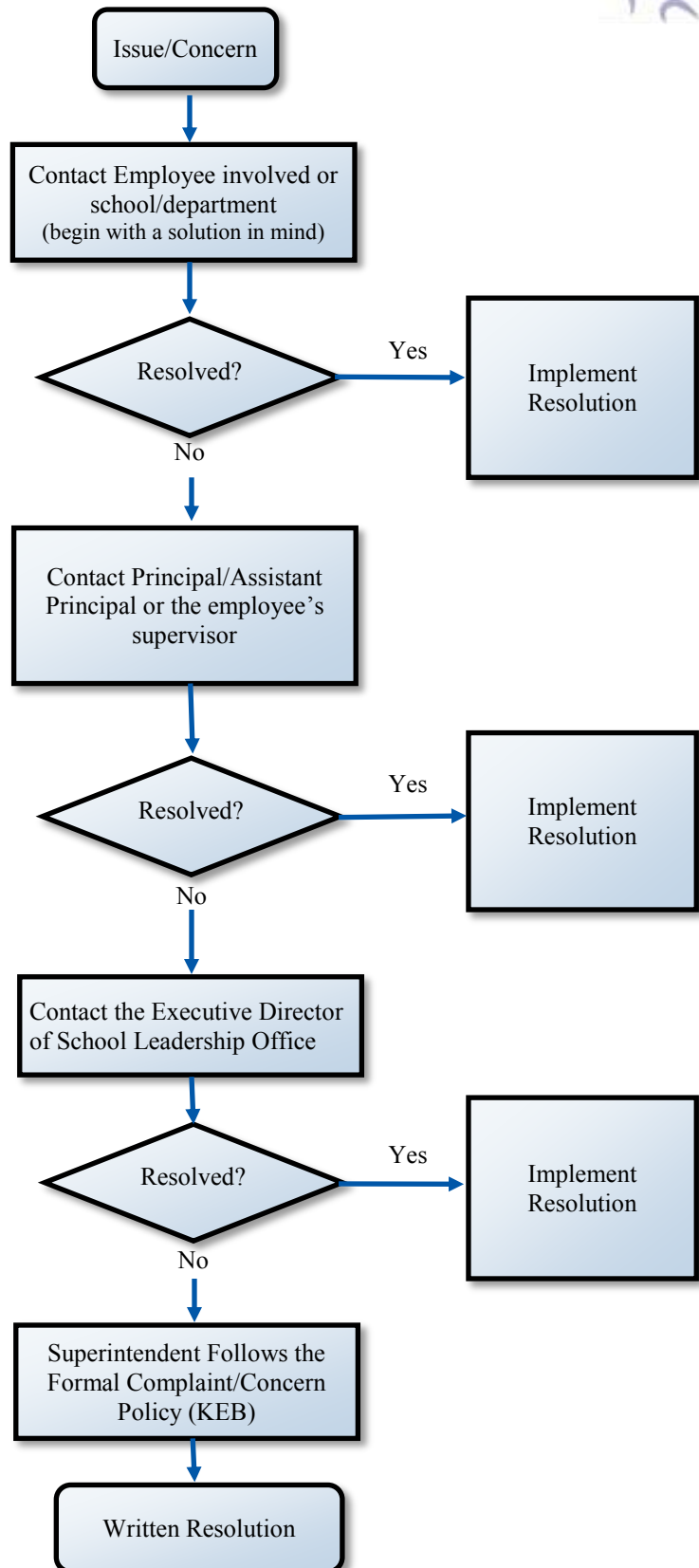
PARENT INVOLVEMENT



Parent Guide to Solving Problems



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



PARENT INVOLVEMENT

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

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

C. If the concern is related to the District:

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

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

Language Assistance Services

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

Parent 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, reviewing and improving the district's parental involvement policy, in an organized, ongoing, and timely manner.
- Annual Title I meeting to be informed of the district's participation in Title I programs and to explain the Title I requirements and the rights of parents to be involved in Title I programs.
- Information in an understandable and uniform format, including alternate formats upon request of parents with disabilities, or to the extent practicable and upon reasonable request, in a language that parents can understand. These services are free of charge.
- Information in a timely manner about Title I programs that include a method by which parents may learn about the course of study for their children and a review of learning materials, and the forms of academic assessment used to measure

children's progress, and the proficiency levels students are expected to meet.

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

- Whether the teacher has met state qualifying and licensing criteria for the grade levels and subject areas in which the teacher is teaching.
- Whether the teacher is teaching under emergency or other provisional status.
- 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.



PARENT INVOLVEMENT

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 at www.littletonaz.org under parent information, by scanning the QR code or emailing parentvue@littletonaz.org



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

The first step is to complete and return the volunteer application to your school or District Office for your convenience the volunteer application is located on the Littleton ESD Website, at the school's front office or by contacting the district parent liaison at (623) 478-5803. After the application form is submitted, a member of our staff will be in contact. To volunteer on a regularly scheduled day, week or month communicate with 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 before the event or trip.

SPECIAL EDUCATION

Special Education Introduction

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

Behavior Management

Each school implements positive, evidence based, safe, and timely plans and procedures to meet the needs of 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.

Child Find

The Littleton Elementary School District is committed to locating, identifying, and evaluating children and youth with disabilities living in our attendance area from birth through 21 years of age. Should you have concerns regarding any child in our attendance area who has trouble

walking, hearing, seeing, or learning, he/she may be eligible to receive special education services. Please contact the Littleton Elementary School District, at 623-478-5674, for further information on Child Find screenings.

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.

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

SPECIAL EDUCATION

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.

Section 504 of The Rehabilitation Act of 1973

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

When a student who is eligible under Section 504 violates the discipline code of the school, and is suspended for more than 10 days during the school year, a manifestation determination conference will be held.

For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the assistant principal at your child's school.

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

Unilateral Withdrawal To Outside Placement

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

STUDENT BEHAVIOR GUIDELINES

Student Behavior Guidelines Introduction

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

According to Arizona law (A.R.S. 15-341), the Governing Board has the authority to provide the ability for school administrators to discipline a student, when the student:

- (1) is on school grounds or at a school-sponsored event;
- (2) is traveling to and from school or a school sponsored event;
- (3) is under a suspension or expulsion from another school district or has engaged in misconduct while

attending another school district event; (4) has engaged in misconduct in another manner that is school related or affects the order or operation of any District school, or (5) has engaged in vandalism of District property after school or during summer vacation.

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

Alternate Placement

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

STUDENT BEHAVIOR GUIDELINES

Confinement

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

Due Process

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

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

Make Your Day Program

Collier, Estrella Vista STEM Academy, Fine Arts Academy, Littleton, Quentin and Tres Rios Service Academy 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. One can expect as a student and as a parent, that the staff at MYD schools will follow through with consequences that provide students with a productive and on-task learning environment. Our focus is on effective teaching and setting clear expectations for children to academically participate and behave appropriately in order to have the opportunity to learn. Your child may need your help at school if he/she makes a choice that interferes with another child's learning or safety or with the teacher's instruction. You may be required to come to school for a Step 4 conference to help your child with their decision making when they choose this

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

Passport For Success Program

Country Place Leadership Academy uses 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.

Student Behavior Matrix

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

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



STUDENT BEHAVIOR MATRIX

INFRACTION	FIRST OCCURENCE	CONTINUED OR SEVERE FIRST	INFRACTION	FIRST OCCURENCE	CONTINUED OR SEVERE
AGGRESSION			POLICY VIOLATIONS (CONT.)		
**Aggravated Assault	G – L	H – L	Disruption	A – H	C – I
*Assault	F – I	G – L	Dress Code Violation	A – C	C – G
*Endangerment	C – I	G – L	Gambling	A – H	C – I
Disorderly Conduct	A – H	C – L	Improper use of Technology	A – I	F – L
*Fighting	F – H	G – L	Inappropriate Language	A – G	C – I
Minor Aggressive Act	A – H	C – I	Negative Group Affiliation	A – H	C – I
Recklessness	A – H	C – I	Public Display of Affection	A – H	C – I
Verbal Provocation	A – H	C – I	Trespassing/Unauthorized area	A – I	C – L
ALCOHOL, TOBACCO AND OTHER DRUGS			SCHOOL THREAT		
*Alcohol Violation	H – L	I – L	**Bomb Threat	F – I	K – L
**Drug Violation	H – L	I – L	**Chemical or Biological Threat	F – I	K – L
*Tobacco Violation	E – H	H – I	**Fire Alarm Misuse	F – K	G – L
ARSON			*Other School Threat	F – I	G – L
*Arson of a structure or property	G – L	H – L	SEXUAL OFFENSES		
**Arson of an occupied structure	G – L	H – L	*Indecent Exposure/Public Sexual	A – I	C – L
ATTENDANCE POLICY VIOLATIONS			*Sexual Harassment	B – I	F – L
Leaving School Grounds	C – H	C – K	Pornography	C – I	C – L
Tardy	A – C	C – G	THEFT		
Truancy (in school)	C – H	C – K	**Burglary or Breaking and entering	F – L	G – L
Truancy (out of school)	C – G	C – K	*Extortion	F – L	G – L
Unexcused Absence	May referred to C.U.T.S program		**Robbery	F – L	H – L
HARASSMENT, THREAT AND INTIMIDATION			Theft	A – I	C – L
*Bullying	A – H	C – L	VANDALISM OR CRIMINAL DAMAGE		
*Harassment (nonsexual)	A – H	C – L	Graffiti or Tagging	C – I	F – L
*Hazing	A – H	C – L	*Vandalism of personal property	A – H	F – L
*Threat or Intimidation	A – H	C – L	*Vandalism of school property	A – H	F – L
LYING, CHEATING, FORGERY OR PLAGIARISM			WEAPONS AND DANGEROUS ITEMS		
Cheating	A – F	C – H	*Dangerous items	A – I	F – L
Forgery	C – G	C – H	**Firearm	J – L	K – L
Lying	A – F	C – H	**Other Weapons	C – I	G – L
Plagiarism	A – F	C – H	Simulated Firearm	A – H	C – I
POLICY VIOLATIONS			OTHER SERIOUS CRIMES		
Bus Misconduct	Please see page 33		**Armed Robbery	L	L
Combustible	C – I	D – L	**Homicide	L	L
Contraband	A – G	C – I	**Kidnapping	L	L
Defiance, Disrespect Towards Authority, and Non Compliance	A – H	C – I	**Sexual Abuse/Sexual Conduct with a Minor/Child	L	L
			**Sexual Assault (Rape)	L	L

*Required to be reported to AZ Department of Education

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

STUDENT BEHAVIOR MATRIX-CONSEQUENCES

- A. Informal talk by a school official (teacher, counselor or administrator) who will attempt to reach an agreement with the student as to acceptable behavior. (Make Your Day Program: Adjust Points).
- B. Formal conference between the student and one or more school officials. A record is kept of the student's commitment to corrective behavior. (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. (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 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 suspension (11 days or more) means that the school principal may recommend to the Superintendent an extension of a suspension beyond the maximum 10 days. The Superintendent or designee, after careful consideration of the facts of the case, may extend the suspension until a Governing Board appointed hearing officer conducts a hearing. As with any suspension, due process must be followed. Students must remain off campus for the duration of the suspension.
- L. Expulsion is the permanent removal from all Littleton Schools.

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

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

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

Suspension and Expulsion of Students with Disability

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

STUDENT BEHAVIOR– DEFINITIONS OF INFRACTIONS

INFRACTION	DEFINITION
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.
Aggravated Assault**	Assault causing serious physical injury or by use of a weapon or dangerous instrument. (<i>Ref. A .R.S. 13-1204</i>)
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.
Armed Robbery**	A person commits armed robbery if in the course of committing robbery, such person or accomplice: 1. Is armed with a deadly weapon or a simulated deadly weapon; 2. Uses or threatens to use deadly weapon or dangerous instrument or a simulated deadly weapon.
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>)
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 & A.R.S. 13-1701</i>)
Assault of a School Employee**	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.
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>)
Bomb Threat**	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
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.
Burglary or Breaking and Entering**	Entering or remaining unlawfully in or on school property. (<i>Ref. A.R.S. 13-1506, A.R.S.13-1507, & A.R.S. 13-1508</i>)
Bus Misconduct	Not following District bus rules and regulations.
Cheating	The use of unauthorized assistance or giving of unauthorized assistance or materials in the completion of an academic assignment.
Chemical or Biological Threat**	Threatening to cause harm using dangerous chemicals or biological agents.
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.
Contraband	Items are prohibited that are used inappropriately to disrupt the learning environment. School administration has the final determination.
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>)
Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.

STUDENT BEHAVIOR– DEFINITIONS OF INFRACTIONS

INFRACTION	DEFINITION
Disorderly Conduct	Any activity that disturbs the school community. (Ref. A.R.S.13-2904)
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.
Dress Code Violation	Failure to adhere to the dress code.
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 (Ref. A.R.S. 13-3415). “Drug paraphernalia” means all equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling or otherwise introducing into the human body a drug in violation of this chapter (Ref. A.R.S. 13-3415 F. 1.)
Endangerment*	Any act that recklessly endangers another person with substantial risk of imminent injury. (Ref. A .R.S.13-1201)
Extortion*	Knowingly obtaining or seeking to obtain property or services by means of a threat. (Ref. A.R.S. 13-1804)
Fighting*	Mutual participation in an incident involving physical violence, where there is no major injury; verbal confrontation alone does not constitute fighting.
Fire Alarm Misuse**	Intentionally ringing fire alarm when there is no fire.
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. (Ref. A .R.S. 13-3101). A.R.S. 13-3111)
Forgery	Falsely and fraudulently making or altering a document.
Gambling	To bet or play games of chance for a sum of money or something of value.
Graffiti or Tagging	Writing on walls, drawings or words that are scratched, painted, or sprayed on walls or other surfaces in public places.
Harassment (nonsexual)*	Repeatedly irritates or torments another person. This may include: <ul style="list-style-type: none"> • 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. • Follows another person in or about a public place for no legitimate purpose. (Ref. A .R.S. 13-2921)
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"> • 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. • The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm or personal degradation. (Ref. A .R.S. 15-2301)
Homicide**	Includes first degree murder, second degree murder, manslaughter or negligent homicide. Intentionally or recklessly causing the death of another person.

STUDENT BEHAVIOR– DEFINITIONS OF INFRACTIONS

INFRACTION	DEFINITION
Inappropriate Language	Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way.
Indecent Exposure or Public Sexual Indecency*	Commits indecent exposure as defined by A .R.S. 13-1402 and A.R.S. 13-1403
Kidnapping**	A person commits kidnapping by knowingly restraining another person with the intent to: 1. Hold the victim for ransom, as a shield or hostage; or 2. Hold the victim for involuntary servitude; or 3. Inflict death, physical injury or a sexual offense on the victim; or 4. Place the victim or a third person in reasonable apprehension of imminent physical injury to the victim or such third person.
Leaving School Grounds without permission	Leaving school grounds during regular school hours without permission of the principal or principal designee.
Lying	To make an untrue statement with intent to deceive or to create a false or misleading impression.
Minor Aggressive Act	Student engages in non-serious but inappropriate physical contact or low level hostile behaviors.
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)
Other School Threat*	The incident cannot be coded in one of the above categories but did involve a school threat.
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.
Plagiarism	To steal and pass off the ideas or words of another as one's own.
Pornography	Possession, accessing, or creating sexually explicit depiction of persons, in words or images.
Public Display of Affection	Holding hands, kissing, sexual touching, or other displays of affection.
Recklessness	Unintentional or careless behavior that may pose a safety or health risk for others.
Robbery**	Using force or threatening to use force to commit a theft or while attempting to commit a crime. (Ref. A.R.S. 13-1902 & A.R.S. 13-1904)
School Threat (Threat of destruction or harm) or Interference with or Disruption of an Educational Institution	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).
Sexual abuse/sexual conduct with a minor/child molestation**	A person commits sexual abuse by intentionally or knowingly engaging in sexual contact with any person fifteen or more years of age without consent of that person with any person who is under fifteen years of age if the sexual contact involves only female breast. A person commits sexual conduct with a minor by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person who is under eighteen years of age. A person commits molestation of a child by intentionally or knowingly engaging in or causing a person to engage in sexual contact, except sexual contact with the female breast with a child under fifteen years of age.
Sexual Assault (Rape)**	A person commits sexual assault by intentionally or knowingly engaging in sexual intercourse or oral sexual contact with any person without consent of such person.

STUDENT BEHAVIOR– DEFINITIONS OF INFRACTIONS

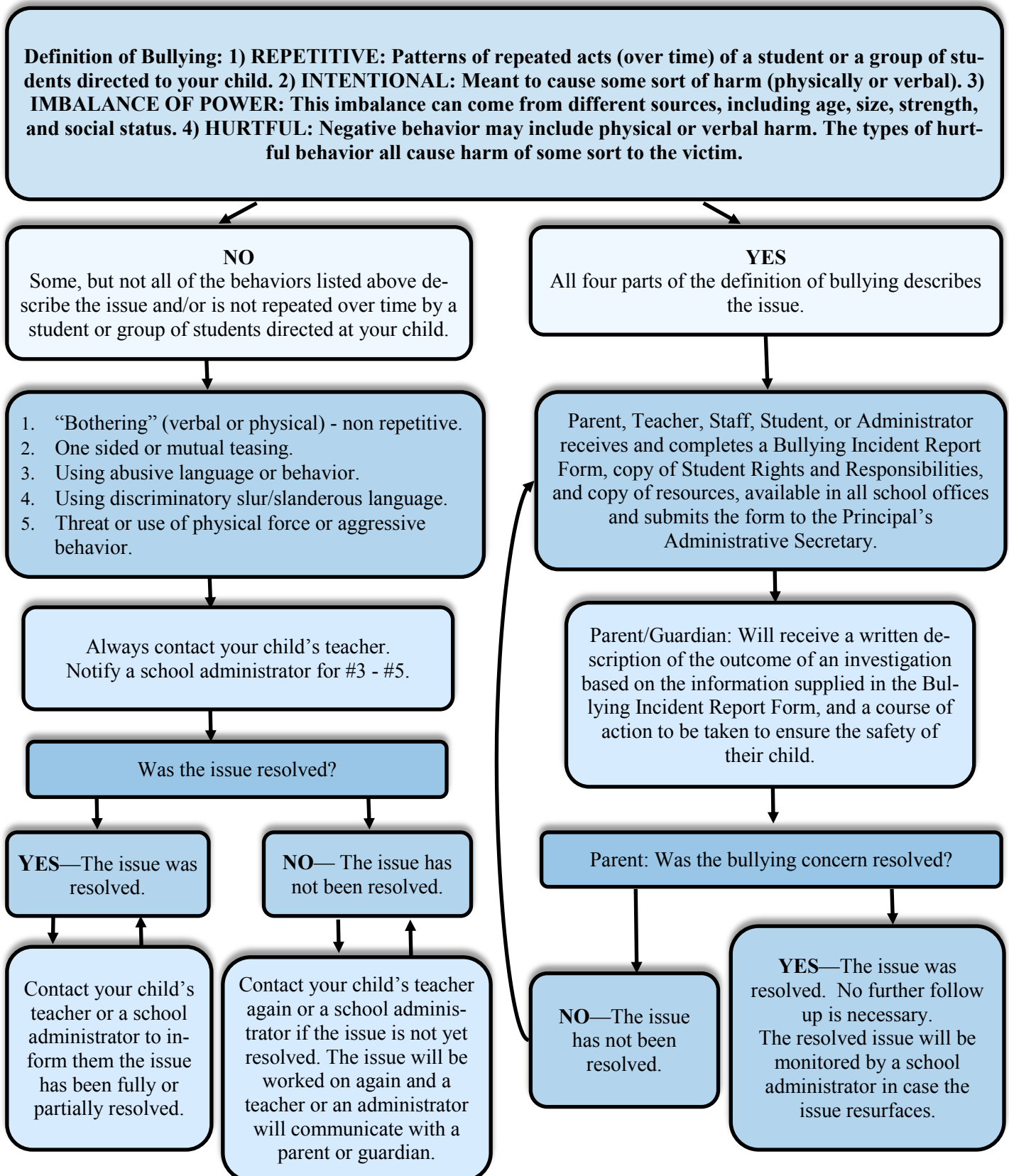
INFRACTION	DEFINITION
Sexual Harassment*	Unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. (Ref. Title IX of the Education Amendments of 1972)
Simulated Firearm	Any simulated 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.
Tardy	Arriving at school or class after the scheduled start time.
Technology	Inappropriate use of electronic devices as defined in the District's Electronic Information Services User Agreement. (Ref. Policy IJNDB)
Theft	Taking or attempting to take money or property belonging to another person or the school. (Ref. A .R. S. 13-105.11 & A.R.S. 13-1802)
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. (Ref. A .R.S.13-1202)
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. (Paraphrased from: A .R.S. 36-798.03 & A.R.S. 13-3622)
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. A .R.S. 13-1503)
Truancy (out of school) Truancy (in school)	Being absent from school or individual classes without the knowledge of the parents or without permission from the school (Ref. A.R.S. 15-802 & A.R.S. 15-803) Being absent from class and disrupting the educational process.
Unexcused Absence	When a student is not in attendance for an entire day without prior notification from a parent or guardian.
Vandalism of personal property*	Willful destruction or defacement of personal property.
Vandalism of school property*	Willful destruction or defacement of school property.
Verbal Provocation	Use of language or gestures that may incite another person or other people to fight.
*Required to be reported to AZ Department of Education **Required to be reported to local law enforcement and ADE	



With the support of ACES, our children are full of hope!

STUDENT BULLYING, HARASSMENT, AND INTIMIDATION

PROCEDURES FOR REPORTING



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

STUDENT ENROLLMENT

Student Enrollment Records Introduction

We are excited to welcome families into the Littleton Elementary School District. We are dedicated to providing our students with a quality education that is both challenging and exciting, and we will work to meet your child's individual needs. In this section you will find general information about our enrollment requirements, along with our new registration information as a result of the new School Choice program available across the district.

Admission of Students

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

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

Kindergarten:

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

Child Custody

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.

Family Welcome Center

The Family Welcome Center has been designated to assist Littleton families. We are here to help whether you are transitioning to a new community or are already here and looking for some support. Our resources include processing registrations for all schools, on-going trainings and connections to a variety of social and family services. Our facilities also provide access to technology and space for small group meetings. For more information, please call (623) 478-5800 or visit 1252 S. Avondale Blvd. (on the Littleton Elementary campus).

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.

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.

Non-Resident Students

The District may admit children who do not reside in the District based upon the Governing Board determination of excess capacity at each school site. Open enrollment information is available from the District Office. An attendance area variance may be requested from the school principal. A pupil who enters a school shall present to the principal of the school a properly executed withdrawal form if such pupil previously attended another school in the state (A.R.S. 15-827).

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.

STUDENT ENROLLMENT

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.

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.

Understanding School Choice

Once enrolled in the Littleton District, students have choices when registering for schools. Effective for the 2016-17 school year, the District has a single attendance area which allows for families to request programs which may or may not be the neighborhood school and families may also choose to send siblings to different schools based on the interest of each student. The requests are filled based on capacity and wait lists are used so that students may transfer into their program of choice as seats become available. Our schools and their programs are listed below:

- **Collier Elementary School** – Home of the Coyotes. Also home to the District's Behavior Support Program for special needs students. Collier offers a

comprehensive education designed for the whole child. Our highly qualified staff gives each student individual attention through a balanced program of academics, arts, and athletics. We welcome you to our family, every family has a story. We welcome you to be part of our Collier family.

- **Country Place Leadership Academy** – Home of the Mustangs. Country Place is committed to making our GREAT school even better! We are a Leader in Me School with a focus on Student Leadership. Our goal is to help our students prepare to be leaders in high school, college and beyond! We believe that a well-rounded education, rich in leadership, academics, character development, fine arts, sports, technology, discipline, and extracurricular activities is key. We will enhance our program through the teaching of the *7 Habits of Highly Effective People*. The *7 Habits*, developed by Dr. Stephen Covey, are one of the highest quality leadership trainings available worldwide. The *7 Habits* are a powerful tool to help each of our students lead a productive and happy life.
- **Estrella Vista STEM Academy** – Home of the Hawks. Estrella Vista believes in preparing our students for the realities of the 21st Century. Together, we develop innovative problem-solvers who are responsible citizens of a global society. We believe in developing open and honest communication through ongoing problem-solving collaboration. We promote a positive team environment conducive to the highest level of science, technology, engineering, and mathematical (STEM) learning. In addition, we build business partnerships to ensure our students connect to experts in their surrounding community.
- **Fine Arts Academy** – Home of the Falcons. The Fine Arts Academy integrates all areas of Fine Arts throughout the school day. Students have an opportunity to explore all areas of the fine arts such as music, instruments, theater and art. Students will participate in creative movement during their physical education time and technology integration is an integral part in the classroom at our Academy. We are a school environment filled with learning and creativity!
- **Littleton Elementary School** – Home of the Firebirds. Also home to the District's Preschool, Cross Categorical, and Social Communication Programs. Littleton has preschool through 8th grade comprehensive education. Littleton is steeped in rich

STUDENT ENROLLMENT

educational history being the landmark school in the Cashion – Avondale area since 1912. Our students are immersed in music, physical education, art, and technology, but we don't stop there. Our mission is to support the whole child academically, socially, and emotionally. Our campus is staffed with highly qualified Treasure Hunters who continually search for all the hidden talents, skills, and intelligence that exist in each and every one of our students. We educate all children to become self-directed, academically successful, happy, social, and ready to achieve their personal best.

- **Quentin Elementary School** – Home of the Sharks. Also home to the District's Severe/Profound and Functional Academics programs. At Quentin we focus on collaboration and a belief in respectful interactions with students, families, and colleagues. We are committed school-wide to integration of technology in our classrooms. Quentin has top performing sports teams, practices *Make your Day* program which supports student citizenship, and embraces the Kids at Hope philosophy. We have a very supportive PTA and school committees that

build community involvement through meaningful activities that are rooted in educational experiences, sprinkled with fun! Quentin supports high expectations and is a great place for staff, students, and families to be as they develop to be leaders in learning, caring and growing.

- **Tres Rios Service Learning Academy** – Home of the Pumas. The Tres Rios Service Learning Academy focusses on teaching that combines classroom instruction with meaningful community service. This form of learning emphasizes critical thinking and personal reflection while encouraging a heightened sense of community, civic engagement, and personal responsibility. Our students learn how to be active community members and understand how we are all dependent one another.

Variances

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

STUDENT HEALTH

Student Health Introduction

The Littleton Elementary School District is committed to providing a learning environment that promotes and protect children's health and well-being. Included in this section is student health procedures and information.

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 staff will contact the parents/guardians, depending on the condition of the student. The health office staff may request physician clearance before the student is allowed to return to school.

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.

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).

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

STUDENT HEALTH

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.

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.

If your student is absent from school due to chronic illness, it is expected that he/she 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.)

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 nurse 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 practical 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 authorizing 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.

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 the students can be picked up promptly. It is the parent's responsibility to make arrangements to pick up an ill or injured child as promptly as possible. We suggest you have someone listed on your emergency card 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 also must be free of diarrhea and vomiting for 24 hours before returning to school.

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.

Medical Insurance

Parents are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the District.

STUDENT HEALTH

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 nurse/health aide at times may need to examine an entire classroom if he/she feels a need to check for pediculosis. The 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 nurse/health aide. Your child also should be examined by an appropriate medical professional if he/she complains of any auditory or visual problems.

STUDENT TRANSPORTATION

Transportation Introduction

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

Bus Conduct Expectations

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

- A. 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; and
- 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; and

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:
 - 1st 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.
 - 2nd referral:** Parent will be contacted, and the student may lose bus-riding privileges up to three days.
 - 3rd referral:** Parent will be contacted, and the student may lose bus-riding privileges up to five days.
 - 4th 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

STUDENT TRANSPORTATION

expectations for bus behavior. The administration may review video tapes from buses at any time.

General Information

Students will be expected to walk a reasonable distance to the school in which they are registered. Students who are

transported may be required to walk a reasonable distance to establish collection points. Please have your child ready at their bus stop 7 minutes before their scheduled pick up. All kindergarten students must have an adult present at their bus stop when being dropped off.

TECHNOLOGY

Technology Introduction

The Littleton Elementary School District believes that technology has the potential to be a limitless classroom extension and an effective communication and organizational tool. We provide the necessary resources and training to ensure that our users can successfully utilize technology to enhance their educational opportunities, career goals, and personal lives. Below includes procedures for technology use in our district.

Computer, Telecommunications and Network Resources

The following guidelines and policies apply to:

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

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

Guidelines for Acceptable Use

1. Use the educational information services (EIS) to support personal educational objectives consistent with the educational goals and objectives of the District;
2. Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material;
3. Abide by all copyright and trademark laws and regulations;
4. Not reveal home addresses, personal phone numbers, or personally identifiable data including log-in information, unless authorized to do so by designated school authorities;
5. Understand electronic mail or direct electronic communication is not private and may be read and monitored by school-employed persons;
6. Not use the network in any way that would disrupt the use of the network by others;

7. Not use the EIS for commercial purposes;
8. Follow the District's code of conduct;
9. Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security; and
10. Understand inappropriate use may result in cancellation of permission to use the EIS and appropriate disciplinary action up to and including expulsion for students.

Privileges and Responsibilities

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

Cracked Screen	\$100
Water Damage	\$100-250
Broken Keyboard	\$50
Lost Power Cord	\$50
Full Replacement	\$299-499

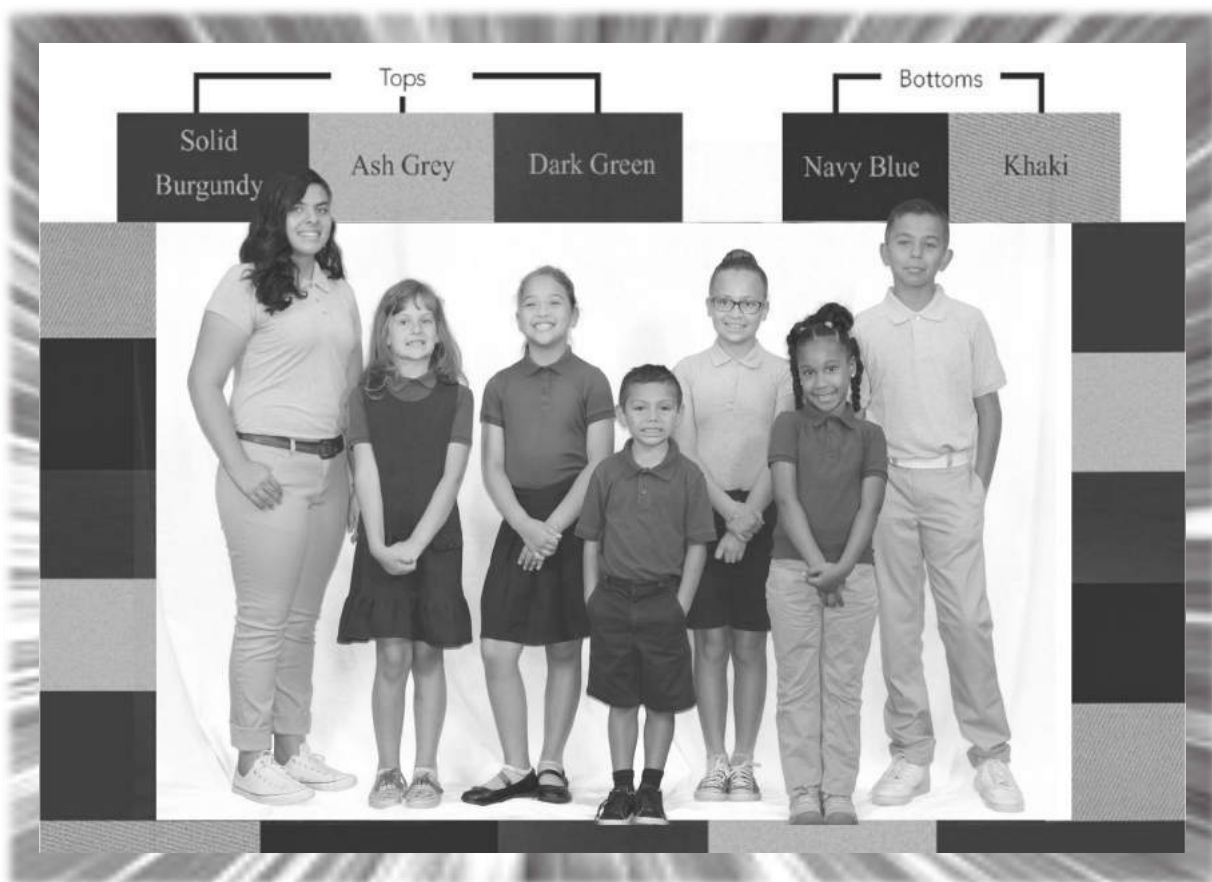
*Other damage will be assessed on a case by case basis.

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.

STUDENT UNIFORM COLORS



Note: For more information on our Dress Code, please see page 13 of the Parent Student Handbook. A color picture is available on the front cover. To access the electronic version, please visit www.littletonaz.org or scan the QR code to the left. Click on the *Parent Information* link.

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:
 - a. Safety demonstrations, including the maintenance of order and discipline in the common areas of a school or on pupil transportation vehicles.
 - b. A purpose related to a legitimate academic or extracurricular activity.
 - c. A purpose related to regular classroom instruction.
 - d. Security or surveillance of buildings or grounds.
 - e. 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.
- The right to know that photographs are taken and videos are recorded in buses, classroom and school events.

LEARNING COMPACT



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

Parent/Guardian Responsibilities

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

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

Student Responsibilities

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

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

Teacher Responsibilities

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

- As a Treasure Hunter, hold high expectation for all students, believing that all students can learn and progress.
- Strive to meet the individual needs of all students in my class.
- Make the classroom and myself accessible to parents/guardians.
- Communicate to students and parents/guardians expectations for homework, class work, and behavior
- Encourage students to do their best.
- Provide activities and assignments that will reinforce and assess learning objectives.
- Maintain positive communication through report cards, school agendas, digital gradebook marks, phone calls, and emails with my student's parents/guardians as needed.

Principal Responsibilities

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

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



Parent-Student Handbook Acknowledgement Receipt

Our signature below indicates the following:

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

**THIS DUPLICATE COPY IS INCLUDED IN THE
HANDBOOK FOR YOUR REFERENCE DURING THE
SCHOOL YEAR. PLEASE RETURN THE SIGNED COPY TO
YOUR CHILDS SCHOOL.**

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



Parent-Student Handbook Acknowledgement Receipt

Student Name (please print) _____ Grade Level _____

Homeroom Teacher Name _____ School _____

Our signature below indicates the following:

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

_____ Parent/Guardian Name (please print)

_____ Parent/Guardian Signature

_____ Student Signature

_____ Date

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



Clave: ☐ Día de asistencia ☐ Asueto (no hay asistencia)

☐ Primer y último día de asistencia
☐ Salida temprana para los alumnos
☐ Juntas de padres y maestros

CALENDARIO ESCOLAR 2016-17

Aprobado por la Mesa Directiva 12-08-2015

180 DÍAS

JULIO '16						
						31
						24
						25
						26
						27
						28
						29
						30
						31

27 Primer día de asistencia
y salida temprana

AGOSTO '16						
						28
						29
						30
						31
						2
						3
						4
						5
						6

28

SEPTIEMBRE '16						
						25
						26
						27
						28
						29
						30
						1
						2
						3

1 Capacitación del personal
2-5 Receso del día del trabajo

OCTUBRE '16						
						30
						31
						2
						3
						4
						5
						6
						7
						8

6-7 Juntas de otoño/salida temp.
10-14 Vacaciones de otoño

NOVIEMBRE '16						
						27
						28
						29
						30
						1
						2
						3
						4
						5

11 Día de los veteranos

DICIEMBRE '16						
						25
						26
						27
						28
						29
						30
						31
						1
						2

16 Salida temprana
19-30 Vacaciones de invierno

ENERO '17						
						29
						30
						31
						2
						3
						4
						5
						6
						7

2 Día Primero
13-16 Natalicio de M.L. King

FEBRERO '17						
						26
						27
						28
						1
						2
						3
						4
						5
						6

17-20 Día de los presidentes

MARZO '17						
						26
						27
						28
						29
						30
						31
						1
						2
						3

16-17 Juntas y salida temprana
20-24 Vacaciones de primavera

ABRIL '17						
						30
						23
						24
						25
						26
						27
						28
						29
						1

14-17 Receso de primavera

MAYO '17						
						28
						29
						30
						31
						2
						3
						4
						5
						6

24 Último día de asistencia
y salida temprana

JUNIO '17						
						25
						26
						27
						28
						29
						30
						1
						2
						3

18

DÍAS ESPECIALES

Julio 27 Primer día de asistencia: salida temprana
Sep. 1 Capacitación del personal. No hay asistencia
Sep. 2-5 Día del trabajo. No hay asistencia
Oct. 6-7 Juntas de otoño para padres. Salida temprana
Oct. 10-14 Vacaciones de otoño. No hay asistencia
Nov. 11 Día de los veteranos. No hay asistencia
Nov. 21-25 Día de acción de gracias. No hay asistencia
Dic. 16 Salida temprana antes de las vacaciones de invierno
Dic. 19-30 Vacaciones de invierno. No hay asistencia
Enero 2 Festajeo del Primero del Año
Enero 13-16 Natalicio de Martín Luther King. No hay asistencia
Feb. 17-20 Día de los presidentes. No hay asistencia
Marzo 16-17 Juntas de primavera para padres. Salida temprana
Marzo 20-24 Vacaciones de primavera. No hay asistencia
Abril 14-17 Receso de primavera. No hay asistencia
Mayo 24 Último día de asistencia. Salida temprana

HORARIO DE ASISTENCIA Y OFICINA

Escuela			
Country Place	7:33 - 2:33	7:00 - 3:00	Oficina
Littleton	7:33 - 12:03	7:30 - 3:30	
Collier	8:00 - 3:00	7:30 - 3:30	
Tres Rios	8:00 - 12:30	8:00 - 4:00	
Estrella Vista	8:27 - 3:27	8:27 - 12:57	
Bellas Artes	8:27 - 3:27	8:00 - 4:00	
Quentin	8:27 - 3:27	8:00 - 4:00	

Período		Boletas
1º	Julio 27 - Sep. 30	
2º	Oct. 3 - Dic. 16	
3º	Enero. 3 - Marzo 10	
4º	Marzo 13 - Mayo 24	Mayo 24