

LITTLETON ELEMENTARY SCHOOL DISTRICT #65

POLICIES, PROCEDURES, RIGHTS & RESPONSIBILITIES

2026-27 PARENT STUDENT HANDBOOK



LEADERS IN LEARNING, CARING AND GROWING





July 2026

Dear Littleton Elementary School District Families,

Welcome to the 2026–2027 school year in the Littleton Elementary School District. Whether your family is returning or joining us for the first time, we are glad you are here. Your partnership matters. When families and schools work together, students feel supported, stay engaged, and thrive.

As Superintendent of the Littleton Elementary School District, I am proud to serve this incredible community. I'm grateful for the opportunity to lead alongside our dedicated staff and to learn from our students and families. I look forward to being present in our schools and in the community as we listen, collaborate, and keep student success at the center of every decision.

Inside this handbook, you'll find the information that helps our schools run smoothly. It includes guidelines, procedures, and shared expectations that promote safety, consistency, and a positive learning environment for every student. We view it as a commitment to clear communication with our community: what you can expect from us, and how we can work together to support your child. Please take a few minutes to review it and talk through the key sections with your student; it's a resource you can return to throughout the year.

Our theme this year remains Building Tomorrow Together. That idea shows up in the small moments, welcoming students each morning, communicating clearly with families, and working as one team across our schools. It also guides our bigger work this year as we initiate the implementation of our district strategic plan. This plan will help students, staff, families, and community members share a clear understanding of where we are headed and the steps we will take to get there. When we move forward together, we build the foundation for each child's bright future.

Thank you for choosing Littleton ESD and for the many ways you support our schools. I'm excited for the year ahead and confident that, together, we will make it a year of meaningful learning, strong relationships, and shared accomplishments.

Respectfully,

A handwritten signature in blue ink, appearing to read "Dr. Louis Laffitte Jr.", with a stylized, flowing script.

Dr. Louis Laffitte Jr.,
Superintendent
Littleton Elementary School District

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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



Curtis Nielson
President



Markus Cenicerros
Vice President



Rachel Barnett
Member



Amy Soucinek
Member



Linda Stallard
Member

NOTICE TO THE PUBLIC

GOVERNING BOARD MEETING DATES AND LOCATION FOR THE LITTLETON ELEMENTARY SCHOOL DISTRICT #65 FROM JULY 2026 THROUGH JUNE 2027

Regular Meetings are held on the 2nd Tuesday of each month at 6:00 P.M. at the Underdown Learning Center – Auditorium, 1600 S. 107th Avenue, Avondale, AZ 85323

Meetings may be viewed live on the District YouTube Channel.

REGULAR MEETINGS	SPECIAL MEETINGS
° July 14, 2026	
° August 11, 2026	
° September 8, 2026	
° October 13, 2026	° October 27, 2026
° November 10, 2026	
° December 8, 2026	
° January 12, 2027	° January 26, 2027
° February 9, 2027	° February 23, 2027 (if needed)
° March 9, 2027	
° April 13, 2027	° April 27, 2027 (Board Retreat)
° May 11, 2027	
° June 8, 2027	

Board meeting postings will be at the Underdown Learning Center for public viewing 24 hours in advance of each meeting. Electronic Agendas are available 48 hours in advance at our website at

www.littletonaz.org



Littleton Elementary
School District #65



@littleton_esd_65



@lesd65



Scan to visit our
website

GUIDING PRINCIPLES AND GOALS

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

Guiding Principle I - Every Student a Learner

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

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

Guiding Principle II - Safe and Orderly Environment

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

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

Guiding Principle III - Families as Partners

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

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

Guiding Principle IV - Competent, Dedicated and Caring Staff

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

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

Guiding Principle V - A Meaningfully Involved Community

Community partners are involved in the educational process.

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

Guiding Principle VI - A Highly Effective Organization

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

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



Littleton Elementary School District #65

Littleton Elementary School District No. 65

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

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

Main Line: (623) 478-5600

service.customer@littletonaz.org

Collier Business Academy

350 South 118th Ave. Avondale, AZ 85323

Office Hours: 8:15 a.m. - 4:15 p.m. (regular day)
8:15 a.m. - 1:55 p.m. (early release)

School Hours: 8:45 a.m. - 3:45 p.m. (regular day)
8:45 a.m. - 1:25 p.m. (early release)

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

Country Place Leadership Academy

10207 West Country Place Blvd, Tolleson, AZ 85353

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)
7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)
7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-6101 / Main Line: (623) 478-6100
countryplaceprincipal@littletonaz.org

Estrella Vista STEM Academy

11905 West Cocopah Circle N., Avondale, AZ 85323

Office Hours: 8:15 a.m. - 4:15 p.m. (regular day)
8:15 a.m. - 1:55 p.m. (early release)

School Hours: 8:45 a.m. - 3:45 p.m. (regular day)
8:45 a.m. - 1:25 p.m. (early release)

Attendance Line: (623) 478-6201 / Main Line: (623) 478-6200
estrellavistapincipal@littletonaz.org

Family Welcome Center

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

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

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

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

Freeman Fine Arts Academy

1700 South 103rd, Avenue, Tolleson, AZ 85353

Office Hours: 8:15 a.m. - 4:15 p.m. (regular day)
8:15 a.m. - 1:55 p.m. (early release)

School Hours: 8:45 a.m. - 3:45 p.m. (regular day)
8:45 a.m. - 1:25 p.m. (early release)

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

Lakin Prep Academy

12050 W Broadway Rd., Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)
7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)
7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-6501 / Main Line: (623) 478-6500
lakinprepprincipal@littletonaz.org

Littleton Elementary STEM Academy

1252 South Avondale Blvd, Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)
7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)
7:30 a.m. - 12:10 p.m. (early release)

Attendance Line: (623) 478-5701 / Main Line: (623) 478-5700
littletonprincipal@littletonaz.org

LESD Preschool

1252 South Avondale Blvd, Avondale, AZ 85323

Office Hours: 7:00 a.m. - 3:00 p.m. (regular day)
7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)
7:30 a.m. - 12:10 a.m. (early release)

Attendance Line: (623) 478-6601 / Main Line: (623) 478-6600
littletonprincipal@littletonaz.org

Quentin STEM Academy

11050 West Whyman Avenue, Avondale, AZ 85323

Office Hours: 8:15 a.m. - 4:15 p.m. (regular day)
8:15 a.m. - 1:55 p.m. (early release)

School Hours: 8:45 a.m. - 3:45 p.m. (regular day)
8:45 a.m. - 1:25 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: 7:00 a.m. - 3:00 p.m. (regular day)
7:00 a.m. - 12:40 p.m. (early release)

School Hours: 7:30 a.m. - 2:30 p.m. (regular day)
7:30 a.m. - 12:10 p.m. (early release)

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

Anonymous Tip Line



If you wish to submit an anonymous tip
[Please use our confidential form](#) or visit
www.littletonaz.org/anonymous-tip-line

IMPORTANT: Before submitting your tip, please identify the appropriate location of the concern. Your tip will still be anonymous, but we do need to know what location you are referring to so we can take action. – Thank you.



Instructional Calendar 2026-27

Key	School Day Staff In Service Recess/Holiday - no school Early Release First day of school Last day of school
-----	---

JULY '26 3

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

29 First Day for Students
29-31 Early Release

AUGUST '26 21

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

SEPTEMBER '27 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			

3 Staff In-Service
4-7 Labor Day Recess
30 Parent Conferences

OCTOBER '26 17

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

1-2 Parent Conferences
5-9 Fall Break

NOVEMBER '26 15

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

11 Veteran's Day
23-27 Thanksgiving Break

DECEMBER '26 14

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

16-18 Parent Conferences
21-31 Winter Break

JANUARY '27 17

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

1 Winter Break
4 Staff In-Service
15-18 Martin Luther King Day

FEBRUARY '27 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						

12-18 President's Day Recess

MARCH '27 17

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

10-12 Parent Conferences
15-19 Spring Break
29 Spring Recess
State Testing varies by school

APRIL '27 20

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

23-26 Testing Recess
State Testing varies by school

MAY '27 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					

27 Last Day for Students / Early Release
28 Last Day for Teachers

JUNE '27 0

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

SPECIAL DAYS	
July 29	First Day of School - Early Release
Sep. 3	Staff in Service - No School
Sep. 4-7	Labor Day Recess
Sep. 30	Fall Parent/Teacher Conferences - Early Release
Oct 1-3	Fall Parent/Teacher Conferences - Early Release
Oct 5-9	Fall Break - No School
Nov. 11	Veteran's Day - No School
Nov 23-27	Thanksgiving Break - No School
Dec 16-18	Winter Parent/Teacher Conferences - Early Release
Dec. 21-31	Winter Break - No School
Jan. 1	Winter Break - No School
Jan. 4	Staff In-Service - No School
Jan. 15-18	MLK Holiday - No School
Feb. 12-15	President's Day Recess - No School
Mar. 10-12	Spring Parent/Teacher Conferences - Early Release
Mar. 15-19	Spring Break - No School
April 23-26	Testing Recess - No School
May 24	Promotion Day
May 27	Last Day of School - Early Release

SCHOOL AND OFFICE HOURS			
School	Regular Day (RD)	Early Release (ER)	Office
Country Place Lakin Prep Littleton Tres Rios	7:30 - 2:30	7:30 - 12:10	7:00 - 3:00 RD 7:00 - 12:40 ER
Collier Estrella Vista Fine Arts Quentin	8:45 - 3:45	8:45 - 1:25	8:15 - 4:15 RD 8:15 - 1:55 ER

Quarter	Report Cards
1st July 29 - Sep. 25	Oct. 9
2nd Sep. 28 - Dec. 11	Dec. 18
3rd Dec. 14 - Mar. 5	Mar. 12
4th Mar. 8 - May 27	May 27

ATHLETICS

Athletics Introduction

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

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

Requirements to Participate

The health and welfare of our athletes is the highest priority. Every effort will be made to ensure a healthy environment and safe training conditions for our athletes. Before an athlete may participate in any aspect of the athletic program, he/she must submit a signed parent consent form, proof of insurance, and a physician-signed physical examination dated within the past 12 months through www.aktiviate.com. Please refer to page 12 for more information on accident insurance. Upon being selected as a member of a team, athletes must complete all required forms, submit the pay to participate fee and adhere to the rules and regulations of the athletic program outlined in the [District Athletic Handbook](#).

Please visit our website, www.littletonaz.org or scan the QR code for additional information about our athletic program.



ATTENDANCE PROCEDURES

Attendance Introduction

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

Absences

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

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

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

Parents are expected to 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.

Should the parent/guardian fail to call in an absence, it will be unexcused until parent/guardian confirmation is received. The school will call within 2 hours of the start of the school day if the parent/guardian fails to call or provide prior written notice of a student absence.

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

Arizona 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
- Students who are truant for five days or more or have excessive (19+) excused and/or unexcused absences may be cited by the school administration

ATTENDANCE PROCEDURES

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

In order for a chronic illness status to override the excessive absence rule the parent/guardians are reminded to reference the chronic illness when reporting absences.

Attendance Legal Requirements

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

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

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

If a parent receives a citation and is convicted, the offense is a Class 3 misdemeanor. Consequences may include a fine of up to \$500 per child, mandatory parenting classes, and up to 30 days in jail. If a student receives a citation, a Diversion citation appointment will be scheduled. Possible Diversion consequences may include, but are not limited to, an essay, workbook completion, life skills classes, and/or unpaid community service hours.

Early Departure from Class/School

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

Parents/guardians must check out students through the office prior to leaving school during school hours. Any person picking up the student must be listed on the emergency contact and show a valid picture I.D. or have written approval from a parent/guardian. Written notification is required for any changes to a student's dismissal plan, including requests for a student to ride a bus to a different stop. Any dismissal changes must be clearly communicated in writing well in advance of dismissal time.

Extracurricular Participation

Students may not participate in after school activities 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 safety and security of our students is our highest priority. The following procedures are implemented to ensure campus and student safety. School leaders have the responsibility of setting rules and procedures to maintain a safe and orderly environment. It is important that families adhere to the safety procedures and follow principal expectations to minimize disruptions to the operations of the school.

Bicycles/Skateboards/Scooters/Hoverboards/E-Bikes/E-Scooters

Students must walk their bikes or wheeled device while on school property and secure them in the school's designated area. These items are not to be transported on the bus or used on school property. The use of school property after hours for skateboarding, rollerblading, bicycling and any other unsanctioned activity is prohibited.

Cell Phones Policy

When a student brings cell phones, wearable technology, or other electronic devices to school, all devices must be turned off and kept out of sight during the school day.

CAMPUS AND STUDENT SAFETY

Cell Phones Policy (Continued)

In accordance with Arizona House Bill 2484 (A.R.S. § 15-120.05), all public and charter schools are now required to limit student use of cell phones and personal electronic devices during the school day. Exceptions are permitted only in cases of emergencies, medical needs, or when a teacher authorizes its use for academic purposes. All schools must restrict access to social media platforms on school internet networks unless they are being used for educational reasons. To support compliance with this law please talk to your student about these requirements.

Crisis/Emergency Preparedness/Threat Assessments

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

Our schools have a comprehensive emergency evacuation and reunification plan in place to ensure the safety and care of every student. If it becomes necessary to move students offsite, families will be promptly notified through our official communication systems with clear instructions on where and how to reunite with their child. Staff are trained to follow detailed procedures that prioritize student safety, accurate record-keeping, and an organized, secure reunification process for all families.

Every threat of violence to others or self will be taken seriously. In general, a threat situation will be deemed to exist when, a student has been determined by admission or by reliable informant(s)/evidence to have communicated a death threat against self or others, a threat of mass violence, a threat involving weapons or explosive devices, a threat against school property, or exhibited behaviors that suggest a substantial risk of lethal violence, with or without direct communication of a threat. Parents need to discuss with their children the ramifications of making any type of threat. Every infraction that impacts the safety and health of students will be dealt with to maintain a secure learning environment for students. We fully intend to assign consequences to those students who engage in behaviors that disrupt the learning and safety of others. This includes making false reports or deliberately disrupting the learning environment with rumors or fabricated information. When situations warrant, police will be contacted and criminal charges may be filed. School and District administration may utilize the Threat Assessment Process to evaluate threats made toward others or to self.

A comprehensive communication plan is included with our emergency preparedness plans. In the event of an emergency, parents and guardians will receive updates through phone calls, text messages, emails, and social media. To ensure you receive important information, please make sure your contact details—such as phone numbers, email addresses, health information, and emergency contact authorizations—are always up to date. During an emergency, we ask families to keep phone lines and parking lots clear. Trust that school officials will provide accurate information as soon as it is safe to do so. We also encourage families to talk with their children about the seriousness of both real and perceived threats. All members of the Littleton community are urged to speak up if they see or hear something concerning. Additionally, students should avoid spreading rumors or misinformation, as this can create unnecessary confusion and potentially endanger others. For more details, please visit our website www.littletonaz.org/safety-and-security and stay informed about district emergency protocols and safety information throughout the year.

Entrance and Dismissal Procedures

For the safety of our students only enrolled students and staff will be allowed to enter and exit the designated gates when opened in the morning and afternoon for entering and exiting the school campus. Parents/Guardians will drop off children at the designated drop-off locations following the school's procedures. Gates will be staffed by school staff members both in the morning and the afternoon. To support student safety, kindly refrain from picking up your students in the last 30 minutes of the school day. If there is going to be a change in your child's dismissal plan, please make sure the change is clearly communicated in writing well before dismissal time.

Heat Index

As Heat Advisories are issued from the National Weather Service, a notification process is used to alert staff so that appropriate modifications to student activities are implemented.

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

Surveillance cameras are used on district-owned buses and are used for administrative review. Recordings are only available to authorized District officials (the Superintendent, the Superintendent's designee, principal, or the District's transportation coordinator) and will be provided to and be retained by the District pursuant to federal and state law covered in Policy ECAA and Regulation ECAA-R.

IN AN EMERGENCY TAKE ACTION

HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallway and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual

SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

TEACHERS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Do business as usual
Take attendance

LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend

EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults

SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Safety Strategy

Tornado

Evacuate to shelter area

Hazard

Seal the room

Earthquake

Duck, cover and hold

Hurricane

Get to high ground

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CAMPUS AND STUDENT SAFETY

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. Places provided by the District for storage for 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; 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. Parents/guardians will be notified when a student's personal property has been searched.

Student Interviews by Department of Child Safety Specialists

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

Student Interviews by Law Enforcement Officers

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

Surveillance / Cameras

Recordings are only available to authorized District officials for administrative review. Security through surveillance/cameras, application, confidentiality, custody and maintenance and retention of video/audio recordings are covered in Policy ECAA and Regulation ECAA-R.

During an active emergency situation, the District has the ability to share live video feeds with local police departments or first responders. Surveillance cameras may be used in all areas under the supervision of the District, including school buildings, buses, grounds, and other authorized areas of the District to ensure the health, welfare, and safety of all students, employees, and visitors, and to safeguard District facilities, vehicles, and equipment, as well as deterrence and prevention of unlawful activities. Vaping detectors have been installed in school restrooms as an additional measure to promote safety and compliance with school rules.

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

CURRICULUM AND GRADING

Curriculum and Grading Introduction

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

Curriculum

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

CURRICULUM AND GRADING

Grading Policy

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

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

Homework

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

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

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

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

Honor Roll

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

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

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

Promotion / Retention

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

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

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

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

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

Textbooks

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

The grading scale is as follows

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

EXCEPTIONAL STUDENT SERVICES

Exceptional Student Services Introduction

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

Child Find

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

Does my child:

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

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

Destruction of Education Records

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

English Learners

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

Gifted

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

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

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

Preschool

The Littleton Elementary School District is in search of students who are peer models and students who qualify for special education services and are at least 3 years of age, by September 1 to attend our preschool program. We offer blended classrooms of students with and without disabilities. For more information on if your child may qualify for a scholarship or self-pay for our preschool, call the LESD Preschool office at 623-478-6600.

Section 504 of the Rehabilitation Act of 1973

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

EXCEPTIONAL STUDENT SERVICES

Special Education

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

Unilateral Placement

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

FOOD SERVICES

Food Service Introduction

The Littleton Elementary School District believes that good nutrition is vital to student learning. We offer nutritionally balanced meals daily and serve students with care and respect. This section includes information of the meals we offer and food service procedures. If your child requires special dietary accommodations, please use the form provided on the Food Services web page.

Breakfast in the Classroom

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

Food & Beverages on Campus

The District has established a Local Wellness Policy which conforms to the Arizona Nutrition Standards established under A.R.S. 15-242. This policy restricts the kinds of food and beverages available to students during the normal school day. No food from food delivery service will be accepted. Food from outside purchase may not be shared. For more information on this policy, you can contact the Food Service Department at (623) 478-5628.

Food in Classrooms

The Littleton School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Parents, guardians, and teachers must follow USDA Smart Snacks guidelines and Arizona nutritional standards when planning classroom events. Food cannot be sold or provided during breakfast or lunch and must be approved by the campus administration. Students may bring personal lunches from home; however, any food sold or served by the school must meet the new requirements. Homemade items may not be shared for classroom parties. Any non-wrapped food must be served using utensils or gloves. (See food restrictions on page 12). Schools may also designate specific peanut- and nut-free zones.

Food Services

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

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

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

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

If your child was approved during the prior school year for free or reduced meals, and you wish to continue to receive those benefits, you must reapply to avoid interruption of benefits during National School Lunch Program. After this date your child will return to full pay. All complete applications will be processed within a 10-day period; incomplete applications are returned for more information. Lunches will cost \$2.70 each (\$0.40 reduced) and breakfasts are free to all students.

FOOD SERVICES

Food Restrictions

In accordance with Arizona HB 2164 (Arizona Healthy Schools Act), beginning in the 2026–2027 school year, schools participating in federally funded meal programs may not serve, sell, or allow third-party vendors to sell ultra-processed foods on campus during the normal school day. This restriction does not apply to food brought from home by parents or guardians, nor does it apply to school-sponsored events held outside the normal school day. Parents may not bring these items to share with other students for birthdays, holidays, or any other events during normal school hours. The list below shows common items that may not meet the requirements of ARS 15-242.01

Potassium Bromate	Propylparaben	Titanium Dioxide	Brominated Vegetable Oil	Yellow Dyes 5 & 6	Blue Dyes 1 & 2	Green Dye 3	Red Dye 3	Red Dye 40
Commercial breads, rolls, hamburger buns	Packaged baked goods (tortillas, cookies, cinnamon rolls)	Frostings, icings, white glazes, ice cream, yogurt	Citrus-flavored sodas	Gummies, fruit snacks, gelatin desserts	Colored candies, ice pops, yogurts, ice creams, frostings	Candies, dessert gels, drinks	Candied cherries	Candies, cake mixes, frosting
Pizza crusts	Packed snacks and trail mixes	Candies, chewing gum, confections	Select sports drinks	Bright colored cereals, chips, crackers	Blue colored cereals, baked goods	Ice cream, baked goods	Candy canes, gelatins, strawberry flavored dessert	Soft drinks, sport drinks
Some crackers & pastries	Packaged dry sausage	Powdered mixes, soups, snack bars	Select energy drinks and citrus punches	Soft drinks, energy drinks, sauces, salad dressing	Select sodas, energy drinks, and sports drinks	Canned vegetables, salad dressing	Cake mixes, fruit snacks	Yogurt, cereal, red sauces

GENERAL GUIDELINES

General Guidelines Introduction

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

Accident Insurance

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

Boys and Girls Club and Champions

Littleton ESD has partnered with the Boys & Girls Club of Metro Phoenix to offer programs conveniently located on the Underdown campus. Through this partnership, students are transported between the Club and the schools. For more information, contact the Club located at 1642 S. 107th Avenue, Avondale or call 623-936-9020. Champions may also provide support to our families on other campuses based on demand. For information, contact Champions at 623-203-2843 or 623-201-0840.

Custody

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

Dress Code

Littleton Elementary School District encourages students to take pride in their attire and believes that appropriate dress contributes to a positive school community. The District recognizes that it is primarily the responsibility of students and their parents/guardians to ensure that attire, hairstyles, and jewelry do not interfere with the learning, safety and well being of others.

General Requirements

Students must wear:

- Clothing that covers appropriate body parts with non-see-through material.
- Clothing that covers undergarments.
- Clothing that is appropriately sized.
- Shoes with a closed toe and back.
- School ID.

Prohibited items

- Clothing or accessories that display vulgar, lewd, obscene, offensive messages or images, weapons, violence, alcohol/drugs, or references an affiliation that affects the safety and well-being of others.
- Clothing or accessories that disrupt or interferes with the learning environment.
- Head coverings are not allowed indoors (except for headwear for health, safety, medical or religious purposes).
- Pajamas, durags, bandanas.

GENERAL GUIDELINES

Dress Code(continued)

Any exceptions are at the discretion of school leaders. Students not dressed in accordance with the dress code may be subject to disciplinary actions as described in discipline matrix.

The district wide school dress code 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 dress code which includes the proper display of the student ID that must be visible and displayed at all times. Students may not alter their ID by adding stickers or accessories. It is the students' and parents' responsibility to ensure compliance with the dress code.

Students not dressed in accordance with the district dress code may be offered use of uniform for the day, or their parents/guardians will be contacted to bring the proper attire. Students who repeatedly fail to dress in accordance with this dress code may be subject to disciplinary actions. Under extraordinary circumstances, the school will work with families to locate assistance for the student to be furnished with standard school clothing.

Spirit Wear

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

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



Early Release Days

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

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

Collier Business Academy	8:45am - 1:25pm	Country Place Leadership Academy	7:30am - 12:10pm
Estrella Vista STEM Academy	8:45am - 1:25pm	Fine Arts Academy	8:45am - 1:25pm
Lakin Prep Academy	7:30am - 12:10pm	Littleton Elementary STEM Academy	7:30am - 12:10pm
Quentin STEM Academy	8:45am - 1:25pm	Tres Rios Service Academy	7:30am - 12:10pm

GENERAL GUIDELINES

Electronic Devices - Acceptable Use

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

For a full description of responsibility and appropriate use of technology, see page 31 of this handbook. When a student brings cell phones, wearable technology, or other electronic devices to school, all devices must be turned off and kept out of sight during the school day, unless prior approval from a school administrator or teacher has been issued, or for emergency purposes. Any use of student-owned devices or access to the network resources are only allowed by authorized school personnel.

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

Students who bring their own devices to school are expected to keep them secured and off. This means parents and students are expected to communicate through the front office.

Student devices 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.

In accordance with Arizona House Bill 2484, all public and charter schools are now required to limit student use of cell phones and personal electronic devices during the school day. Exceptions are permitted only in cases of emergencies, medical needs, or when a teacher authorizes its use for academic purposes. All schools must restrict access to social media platforms on school internet networks unless they are being used for educational reasons.

To support compliance with this law and promote a focused, distraction-free learning environment, students must store their personal electronic devices (including phones, headphones, earbuds, etc.) in their backpack or personal bag. Please talk to your student about these requirements.

Homeless Services

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

Kids At Hope

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

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

Library Permission

Parents acknowledge that the student can check out books from the Littleton Elementary School District libraries. Each students' ID badge must be worn and visible at all times and it is required to check out library materials. Students are to do their best to take care of the books and return them promptly after use. If the library books are damaged, lost, or not returned, parents/guardians will be asked to pay for cost of the books. Students in 6th – 8th grade will have the opportunity to check out books from the Young Adult Section. If you do not want your student to check out these books, please submit a written request to the front office.

Non-Discrimination

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

Physical Education Participation

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

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

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

GENERAL GUIDELINES

Problem Solving Team

The Littleton Elementary School District has a multi-tiered system of support in place for students. If your child is having difficulty in school please check with his/her teacher to inquire if the child study process has been started. Once the process has started, you will be contacted to be part of a team that will determine the supports needed for the student to be successful.

School and Student Property

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

Student Directory Information/Media

The District designates certain information contained in a student record as directory information that can be released with prior written consent. Directory information includes the following: student's name; address; phone number; electronic mail address; date and place of birth; dates of attendance; enrollment status; participation in officially recognized activities and sports; class designation (grade); the student's extracurricular participation; the student's achievements, awards or honors; the student's photograph; the school or school district the student attended before enrollment in this district. Pursuant to FERPA (the Family Education Rights and Privacy Act), and H.R. 1-559, Sec. 9528, the District may permit access to or the release of directory information to the public unless the parents or guardians give written notice to the District that such information should not be made public without prior written consent. If this notification is not received, the District will assume that the information may be released.

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 IDs

Student ID will be issued to each student and must be worn and visible at all times. Students may not alter their ID by adding stickers or accessories. Students are expected to have their student ID each day as a part of the school dress code. IDs will be necessary to receive school meals, ride a bus, and to check out library materials and technology. Failure to have a student ID may result in disciplinary action. 1st through 8th grade students will receive one student ID at the start of the school year. Students will also be given one lanyard at the start of the school year and may choose their own lanyard as a replacement, provided it is school appropriate and breakaway style. Kindergarten students receive two badges, one to be used to and from school and a second one that is kept with their teacher at school. A \$6.00 fee will be assessed for each student ID replacement.

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.

Title I Services

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

Visitors to Schools

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

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

If an outside agency needs to conduct an observation, the parent/guardian must make this arrangement in advance with the teacher and principal. All visitors must maintain appropriate conduct and attire while on school property or at school events. Failing to maintain appropriate conduct could result in a no-trespass notice limiting your access to school grounds and programs.

PARENT INVOLVEMENT

Parent Involvement Introduction

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

Communication

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

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

Concerns & Complaints

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

Procedure for Addressing a Concern

A. If the concern is related to the classroom:

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

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

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

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

C. If the concern is related to the District:

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

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

Language Assistance Services

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

Parent and Family Engagement Policy

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

- Opportunity for planning, reviewing and improving the district's parental involvement policy, in an organized, ongoing, and timely manner.
- Annual Title I meeting to be informed of the district's participation in Title I programs and to explain the Title I requirements and the rights of parents to be involved in Title I programs.
- Information in an understandable and uniform format, including alternate formats upon request of parents with disabilities, or to the extent practicable and upon reasonable request, in a language that parents can understand. These services are free of charge.
- Information in a timely manner about Title I programs that include a method by which parents may learn about the course of study for their children and a review of learning materials, and the forms of academic assessment used to measure children's progress, and the proficiency levels students are expected to meet.
- Regular meetings to formulate suggestions and to participate, as appropriate, in decisions about the education of their children, including attendance, homework, and discipline.
- An individual student report about the performance of their child on the state assessment in at least math, language arts (writing) and reading.
- A timely notice when their child has been assigned or has been taught for four (4) or more consecutive weeks by a teacher who does not meet appropriately certified requirements.
- Resumes of all current and former instructional personnel available for inspection by parents or guardians of pupils enrolled, maintained at the district office.

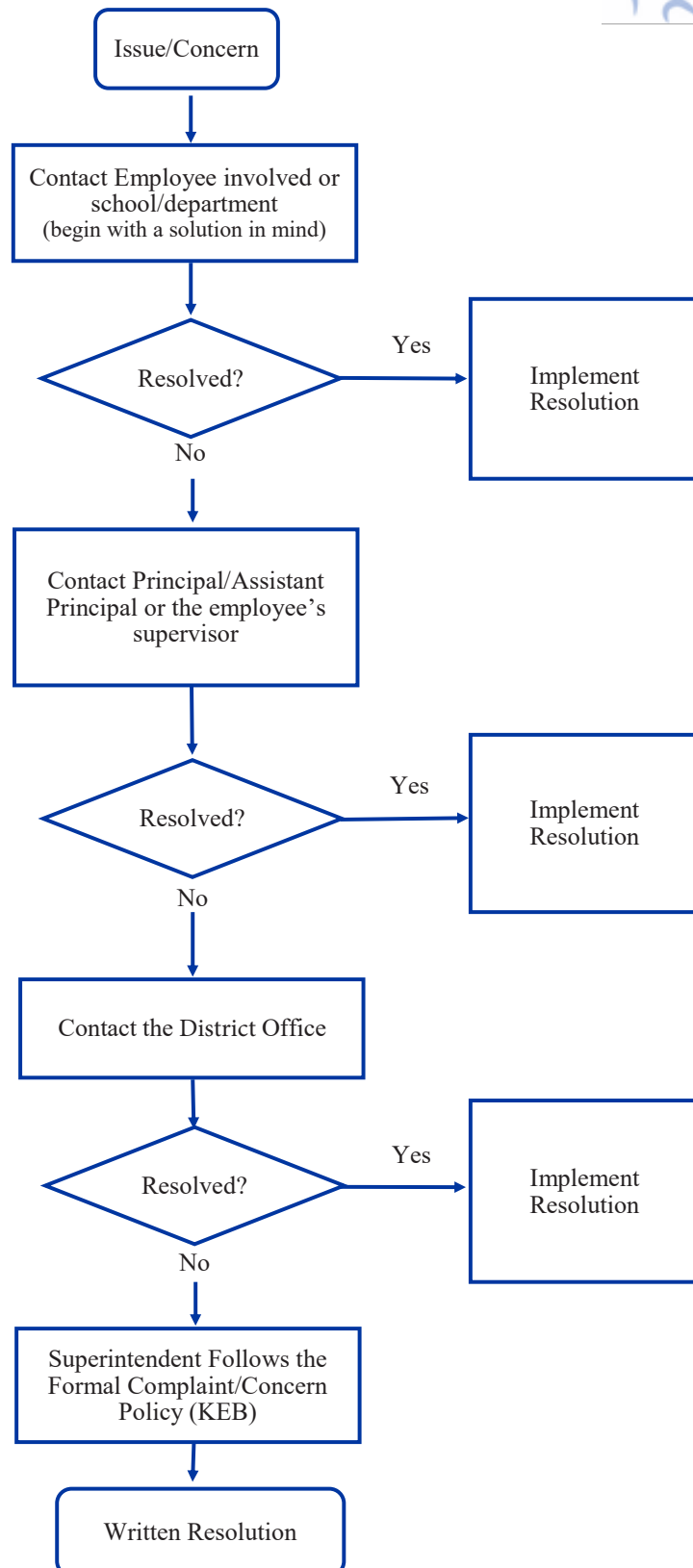
PARENT INVOLVEMENT



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

Parents' Right To Know

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

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

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

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

ParentVUE

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



Volunteers

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

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

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

A chaperone is a volunteer who is over the age of 21 who has the responsibility of supervising students during an activity or an off-campus field trip. All chaperones must return a volunteer application before the event or trip. It may take up to 2 weeks for a non-custodial parent to be approved as a chaperone. Custodial parents are asked to have a volunteer application on file at least 7 days prior to an event. Parents/guardians are encouraged to complete a [one-time application](#) which will stay on file as long as the student is enrolled.

STUDENT BEHAVIOR GUIDELINES

Student Behavior Guidelines Introduction

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

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

For additional resources regarding student conduct and safety visit our website at <https://www.littletonaz.org/student-and-family-services>

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

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

STUDENT BEHAVIOR GUIDELINES

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, online or outside placement.

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.

Title IX

Title IX of the Federal Education Amendments Act protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. The District does not discriminate on the basis of sex and is required by Title IX not to discriminate in such manner. The District adheres to all conditions established by Title IX by recognizing the right of every student who attends school in the District and every employee who works in the District to do so without the fear of sexual harassment.

All Title IX complaints should be reported directly to the Title IX Coordinator in the Office of School Support.

Make Your Day Program

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

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

MYD values conflict resolution and offers time for students to make honest decisions and communicate with their peers. Opportunities are provided throughout the day for students to reflect and goal set MYD allows all students to make mistakes without cumulative, punitive action. Students understand by choosing their actions it will result in consequences. Mistakes are an opportunity to learn. In the event of a step 4 conference, parents and staff are expected to respond quickly to support students' success.

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

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

Positive Behavior Interventions and Support Program

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

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

At its heart, PBIS is about building strong relationships and supporting the whole child. The multi-tiered framework supports ALL students with the goal of meeting everyone's academic, social, emotional, and behavioral success. For more information regarding our PBIS Program please visit <https://cpes.littletonaz.org/PBIS> to access the progressive discipline approach for PBIS at Country Place.

STUDENT BEHAVIOR GUIDELINES

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 – G	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 – G	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 – G	C – I	Public Display of Affection	A – G	C – I
Verbal Provocation	A – G	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 Secual	A – I	C – L
ATTENDANCE POLICY VIOLATIONS			*Sexual Harassment	B – I	F – L
Leaving School Grounds	C – G	C – K	Pornography	C – I	C – L
Tardy	A – C	C – G	THEFT		
Truancy (in school)	C – G	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 – G	Simulated Firearm	A – H	C – I
POLICY VIOLATIONS			OTHER SERIOUS CRIMES		
Bus Misconduct	Please see page 32		**Armed Robbery	L	L
Combustible	C – I	D – L	**Homicide	L	L
Contraband	A – G	C – I	**Kidnapping	L	L
Definace, Disrespect Towards Authority and Non-	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

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

STUDENT BEHAVIOR MATRIX CONSEQUENCES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Suspension and Expulsion of Students with Disability

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

Alternative to Suspension (H-K)

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

STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
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. (Ref. A.R.S. 13-1204)
Aggression, Other	Defined by school district policy
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. (Ref. A.R.S. 13-1703)
Arson of an occupied structure**	Knowingly and unlawfully damaging an occupied structure by knowingly causing a fire or explosion. (Ref. A.R.S. 13-1704 & A.R.S. 13-1701)
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. (Ref. A.R.S. 13-1203)
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. (Ref. A.R.S. 13-1506, A.R.S.13-1507, & A.R.S.13-1508)
Burglary (First Degree)	ARS §13-1508. Burglary in the first degree; classification A. A person commits burglary in the first degree if such person or an accomplice violates the provisions of either section 13-1506 or 13-1507 and knowingly possesses explosives, a deadly weapon or a dangerous instrument in the course of committing any theft or any felony.
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. This includes the unauthorized use of generative artificial intelligence (ai).
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.
Computer	Defined by school district policy
Contraband	Items are prohibited that are used inappropriately to disrupt the learning environment. School administration has the final determination.

STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
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) (Ref. A.R.S. 13-105.12)
Defiance, Disrespect Towards Authority, and Non-Compliance	Student engages in refusal to follow directions, talks back, or delivers socially rude interactions.
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. Students verbally, in writing and/or electronically engages in the promotion of propaganda, misinformation, fake news and adverse comments.
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 12-1201)
Extortion*	Knowingly obtaining or seeking to obtain property or services by means of a threat. (Ref. A.R.S 12-1804)
Fighting*	Mutual participation in an incident involving physical violence, where there is no major injury; verbal confrontation alone does not constitute fighting.
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. This includes the unauthorized use of generative artificial intelligence (ai).
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: • 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)
Harassment, Sexual with Contact*	Sexual harassment that includes unwanted physical contact of non-sexual body parts (Includes areas not covered in A.R.S.)

STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
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: • 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.
Inappropriate Language	Student uses inappropriate language or gestures, including swearing, name-calling, or other disrespectful verbal or nonverbal communication.
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 or designated location without permission 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. This includes the unauthorized use of generative artificial intelligence (ai).
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)
Network Infraction	Defined by school district policy.
Other Attendance Violation	Defined by school district policy. Users can add other violations specific to their policies. For example, this line might be used to record truancy at the level that is required for county court referral.
Other Technology	Defined by school district policy.
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.
Petty Theft	Arizona law does not differentiate between petty and grand theft but school administrators may want to consider thefts under \$100 as petty
Plagiarism	To steal and pass off the ideas or words of another as one's own. This includes the unauthorized use of generative artificial intelligence (ai)
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).

STUDENT BEHAVIOR - DEFINITIONS OF VIOLATIONS

VIOLATION	DEFINITION
School Threat - Bomb**	Threatening to cause harm using a bomb, dynamite, explosive, or arson-causing device.
School Threat - Chemical or Biological**	Threatening to cause harm using dangerous chemicals or biological agents.
School Threat - Fire Alarm Misuse**	Intentionally ringing fire alarm when there is no fire.
School Threat - Other**	The incident cannot be coded in one of the above categories but did involve a school threat.
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 en-gaging 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.
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)
Telecommunication Device	Defined by school district policy.
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.

STUDENT BULLYING / HARASSMENT / INTIMIDATION

PROCEDURES FOR REPORTING

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

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

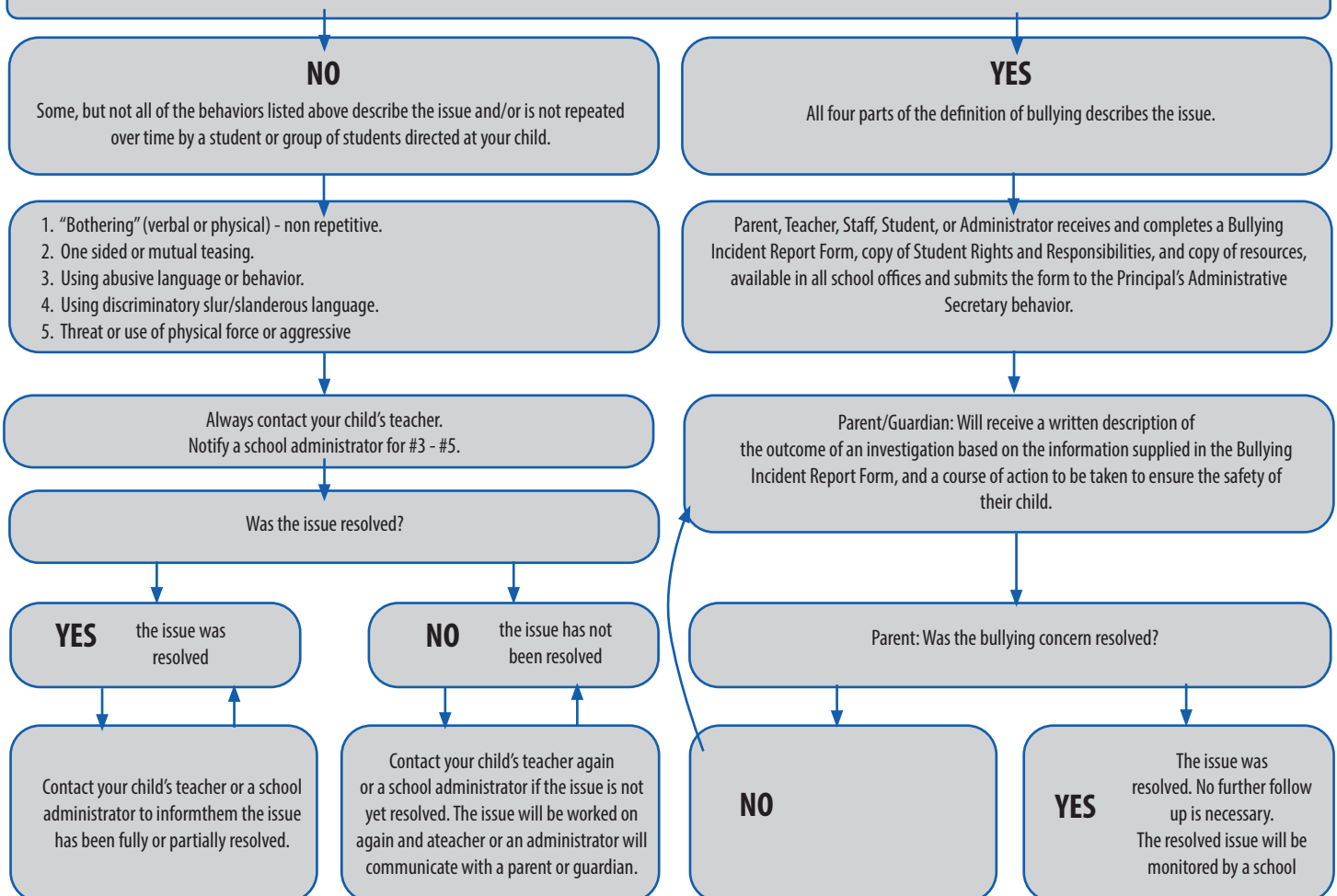
Bullying of a student or group of students can be manifested through written, verbal, physical, or emotional means and may occur in a variety of forms including, but not limited to:

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

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

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

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



STUDENT ENROLLMENT

Student Enrollment Records Introduction

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

Admission of Students

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

- Current immunization record
- Birth certificate
- Proof of residency
- Withdrawal slip & last report card from last school attended (if applicable)
- 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)
- All students must be fully potty trained before starting kindergarten
- Plus all requirements of new students listed above

Child Custody

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

Contact Information

Parents are expected to notify the school immediately when there are any changes in contact information. This includes a change of address, phone number, emergency contacts and emergency contact telephone numbers. Even if you have an unlisted phone number, the school MUST be able to call in case of an emergency. Phone numbers and emergency contacts can be updated through ParentVue. A change of address requires new proof of address documentation, contact your school office when your address changes. Moved out of District? Please complete an Open Enrollment application. If capacity allows, your student may remain enrolled.

Family Welcome Center

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

FERPA

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

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

Immunization Requirements

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

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

Non-Resident Students

The District may admit children who do not reside in the District through open enrollment.

STUDENT ENROLLMENT

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

Open Enrollment

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

School Choice

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

Collier Business Academy for Financial Literacy

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

Country Place Leadership Academy

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

Estrella Vista STEM Academy for Engineering

As an innovative school, Estrella Vista engineers use systematic processes, mathematical tools, and scientific knowledge to develop, model, analyze and improve solutions to problems. We focus on engineering by creating hands on learning experiences for all students to engage in engineering process and iterations. Our focus is for our students to collaborate, communicate, create, and think critically to solve real-world problems. Partnerships with WEST-MEC, and Phoenix Raceway provide engagement in project-based learning, field trip to experience engineering in the real world and community partnerships. At Estrella Vista, we are committed to educating the whole child and providing experiences to support future college and career success.

Freeman Fine Arts Academy

Freeman Fine Arts Academy is a dynamic learning community dedicated to inspiring excellence in both academics and the performing arts. We honor each student's individuality while maintaining high academic standards, creating a respectful and nurturing environment where every learner is seen, supported, and challenged. Through arts-integrated opportunities, we empower students to explore their creativity, build confidence, and develop critical thinking skills. At Freeman, creative minds don't just learn—they thrive, preparing students to succeed both on stage and in life.

Lakin Prep Academy

We are proud to welcome you to our school community, where every child is seen, valued, and supported to grow as a bilingual, biliterate, and globally minded learner. At Lakin Prep, we believe that all students deserve access to high-quality, engaging education that nurtures their unique strengths and honors their cultural identities. We are proud to announce our Spanish-English Dual Language Immersion (DLI) program is expanding each year. Whether your child is a native speaker of Spanish, English, or both, our DLI model provides a rich, immersive experience that promotes academic achievement, language development, and cross-cultural competence.

Littleton STEM Academy for Computer Science

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

STUDENT ENROLLMENT

Quentin STEM Academy for Health Sciences

At Quentin STEM Academy, our vision is to “empower students for future success” by integrating health sciences into every student’s educational experience. Through problem-based learning, students engage in real-world medical and health-related challenges that build critical thinking and solution-oriented skills, while our health science courses deepen their understanding of the human body. Students benefit from access to our STEM Lab and hands-on experiences, including dissections across all grade levels, to enhance learning. We are proud to partner with WESTMEC and LP Directions to support both staff and students in earning CPR and First Aid certification, reinforcing real-world readiness and safety. Students also have opportunities to develop leadership skills through our HOSA chapter, STUCCO, NJHS, and other clubs. Quentin STEM Academy is committed to providing motivated students with a strong foundation and meaningful opportunities to prepare for future careers in the health, medical, and biological sciences.

Tres Rios Service Academy

At Tres Rios, we offer dynamic and engaging learning experiences that cultivate global-minded thinkers who are inspired to use their unique skills and talents to make a positive difference in their communities. As part of our commitment to providing a well-rounded education, we are proud to offer a Dual Language Program that enhances language proficiency and cultural awareness, preparing students to thrive in a diverse world. Throughout the year, students participate in a variety of hands-on learning opportunities that introduce them to careers in public service. To strengthen real-world connections and deepen students’ understanding of service, Tres Rios partners with a range of local organizations, including the Maricopa County Sheriff’s Office, Phoenix Fire Department, Arizona State University, Luke Air Force Base, and other public service agencies. At Tres Rios, our Pumas are empowered to lead, advocate, and serve.

STUDENT HEALTH

Student Health Introduction

The Littleton Elementary School District is committed to providing a learning environment that promotes and protect children’s health and well-being. Included in this section is student health procedures and information. To maintain healthy students, we encourage them to practice washing hands, sanitizing and wearing a mask when appropriate. Follow the link to [Healthy Habits https://www.littletonaz.org/wp-content/uploads/sites/42/2023/07/Healthy-Habits.pdf](https://www.littletonaz.org/wp-content/uploads/sites/42/2023/07/Healthy-Habits.pdf).

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, including but not limited to skin rashes, inflamed eyes, fever, or vomiting, will be referred to the health office. The health office staff will contact the parents/guardians, depending on the condition of the student. The health office staff may request physician clearance before the student is allowed to return to school.
- A doctor’s note is required to update the action plan, which must be reviewed and revised annually.

Allergies

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

Chronic Illness

Students with existing chronic illness conditions should obtain a chronic illness form from the health office. When a new chronic condition is medically diagnosed, please notify the health office to obtain the chronic illness request form. The chronic illness request form must be completed by an authorized health professional and returned to the health office within 30 days of receipt. If your student is absent from school due to chronic illness, it is expected that they would not be able to attend or participate in extracurricular activities and/or athletics on the date of the absence. (A.R.S. § 15-346 provides for adjunct accommodations for students with chronic health problems.) The Parent/Guardian is required to communicate the absences in relation to the student’s chronic illness. Chronic illness documentation must be renewed each school year if it still applies.

Head Lice, Bed Bugs, Scabies and Other Parasites

Head lice, bed bugs, scabies, and other parasites are easily transmitted from person to person and are not related to personal hygiene. Anyone can become infested. For this reason, students who are found to have live lice, bed bugs, scabies, or other parasites will not be permitted to return to school until appropriate treatment has been completed and no live parasites are present. Once treatment is completed, health office staff will evaluate the student to ensure they are cleared to return to the classroom.

To help prevent the spread of infestations, parents/guardians are encouraged to notify the school health office at the first sign of lice or other parasites. When deemed necessary, health office staff may examine an individual student and/or an entire classroom to check for pediculosis (head lice). Parents/guardians will be notified only if their child is found to have pediculosis/lice.

Students with pediculosis/lice shall be excluded from school until treatment with a pediculicide has been administered. Upon completion of first treatment, the health office staff will evaluate the student to make sure they can return to the classroom. Parents are encouraged to thoroughly remove nits (eggs) to help prevent reinfestation; however, students are not required to be nit-free in order to return to school.

STUDENT HEALTH

Communicable Diseases

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

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

Dispensing Medication

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

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

Self Carrying Medications

Any and all medications, including prescription and over-the-counter medications, must have the required documentation on file with the health office. Medications brought to school without proper authorization and documentation will be confiscated and returned only to a parent/guardian, in accordance with district procedures.

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

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

Health Office

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

Illness

To protect the health of all students and support your child's recovery, please keep your student home when he or she is ill. Students may not attend school if they have a contagious or infectious disease, as defined by the Arizona Department of Health, and may return only with clearance from a physician or the school health office. If a student is injured and requires assistive devices such as crutches, a sling, or a brace, a doctor's note outlining the required care must be provided. The note must outline any activity restrictions, and the expected duration of use for the assistive device. The school does not loan assistive devices. Physician clearance is also required for students returning to school following hospitalization or a surgical procedure.

Students who exhibit symptoms of illness, including fever, vomiting, or diarrhea, while at school will be referred to the health office for evaluation. If the school health office staff determines that a student is ill, the parent/guardian will be contacted and the student will be sent home. Students who are sent home due to illness will not be permitted to ride the school bus.

Students with a fever, vomiting, or diarrhea may return to school only after being symptom-free for at least 24 hours without the use of fever-reducing or other symptom-relieving medication. The determination of illness and clearance to return to school may be made by the school nurse or health office staff, as appropriate. To protect the health and safety of all students and staff, parents/guardians are encouraged to keep students home at the first sign of illness.

STUDENT HEALTH

Immunization Requirements

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

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

Medical Insurance

Parents/guardians are strongly encouraged to purchase student accident insurance. Accidents to students are not covered by the District. The District does not carry insurance for students' medical or dental costs if they are injured during school activities. Parents/guardians are responsible for their children's insurance. In an emergency, the school may call paramedics who may decide that an ambulance should be called. These services are paid for by the parent/guardian. Proof of medical insurance is mandatory for all athletic participation. Refer to page 12 for information on accident insurance.

Vision and Hearing Screening

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

STUDENT TECHNOLOGY

Technology Introduction

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

Artificial Intelligence (AI)

As innovative leaders in technology, our district is committed to supporting the responsible use of artificial intelligence (AI) to enhance student learning. The use of AI is closely monitored by teachers to ensure it aligns with our educational goals and standards. Students are taught through digital citizenship lessons about the ethical and responsible use of AI, which includes maintaining academic integrity. The use of AI falls under our Acceptable Use Policy, ensuring that all technology is used in a manner that is safe, respectful, and conducive to learning.

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

STUDENT TECHNOLOGY

Cyber Safety

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

Littleton Device Protection Plan (DPP)

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

Missing Asset Tag	\$5
Broken Keyboard	\$70
Lost Power Cord	\$40
Broken Casing	\$40
Cracked Screen	\$150
Liquid Damage	\$70-\$300
Full Replacement	\$300
Motherboard	\$100
Protective Laptop Case	\$25

Privileges and Responsibilities

The use of District computer, telecommunication, and network 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.

**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 IDs

Students are expected to have their student ID each day as part of the school dress code. IDs will be necessary to ride a bus, receive school meals, and to check out library materials and technology. If a student chooses not to have their ID, they may not be able to check out their technology. Each student will receive one ID at the start of the school year that must be worn and visible at all times. Students may not alter their ID by adding stickers or accessories. A \$6.00 fee will be assessed for each replacement.

STUDENT TRANSPORTATION

Transportation Introduction

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

Bus Conduct Expectations

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

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

STUDENT TRANSPORTATION

Consequences

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

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

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

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

General Information

Students, who live within a reasonable distance to the school in which they are registered, are expected to walk. Students who are eligible for transportation will be expected to meet at established collection points. Riders are expected to be at the bus stop seven minutes before the scheduled pickup time. Bus riders are to wait for the bus to come to a complete stop and for the doors to open before approaching to board the bus. Students are to remain seated while the bus is moving only getting up at the designated drop off. All kindergarten students must have an adult present in order to get off the bus at the end of each ride.

Register to Ride

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

Student IDs

Student IDs will be issued to each student that must be worn and visible at all times. Students may not alter their ID by adding stickers or accessories. Students are expected to have their ID each day as a part of the school dress code. IDs will be necessary to ride a bus (including field trips and after school activities), receive school meals, and to check out library materials and technology. If a student chooses not to have their ID, they may lose the privilege to ride the bus. Each student will receive one ID at the start of the school year. A \$6.00 fee will be assessed for each replacement. Replacements can be purchased using [MySchoolBucks](#).

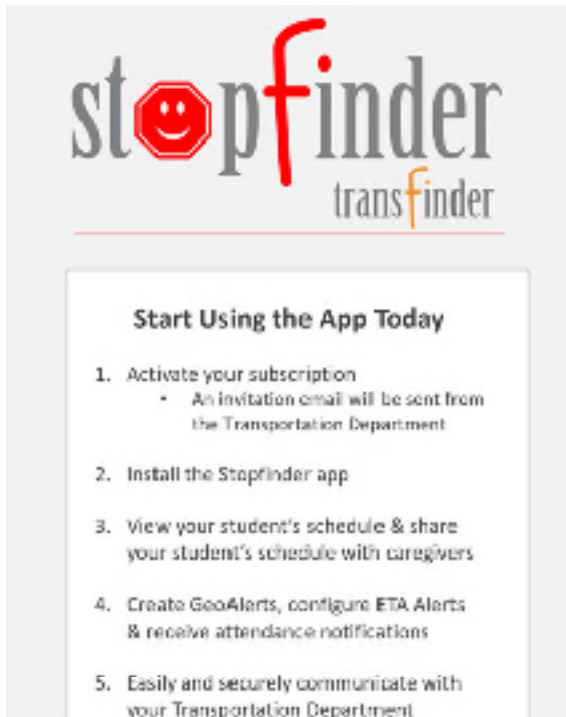
STUDENT TRANSPORTATION

Stop Finder App

We're excited to share that all parents will receive an email invitation to download the STOP FINDER app. This app is designed to keep you informed with real-time updates and provide a direct line of communication with our Transportation Department

STOP FINDER

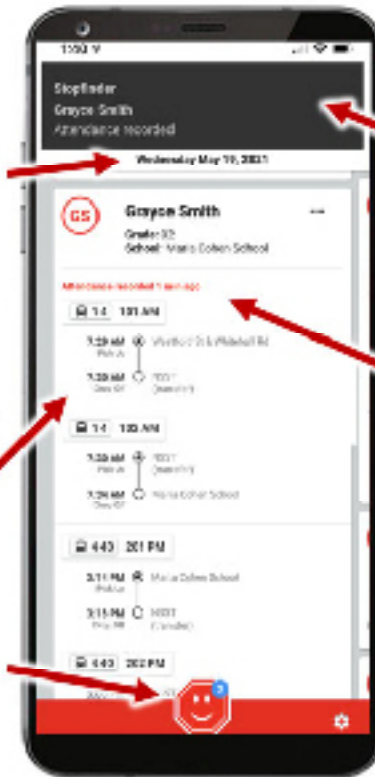
You'll receive important notifications such as updates regarding substitute drivers, late bus arrivals and you'll be able to send and receive direct messages with our team. We encourage you to download the app as soon as you receive the invitation email to make the most of these convenient features.



See each student's schedule for any day of the year

Vehicle, Trip and Stop information, including transfer trips and alternate site stops

Access announcements, forms, and messages



Receive real-time notifications for attendance, ETA, and GeoAlerts

View previous notifications for attendance and GeoAlerts on each student's card

PARENTS BILL OF RIGHTS

Parental Rights

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

Access to Student Records

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

Surveys

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

LEARNING COMPACT



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

Parent/Guardian Responsibilities

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

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

Student Responsibilities

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

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

Teacher Responsibilities

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

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

Principal Responsibilities

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

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



Parent-Student Handbook Acknowledgement Receipt

Student Name (please print) _____ Grade Level _____

Homeroom Teacher Name _____ School _____

Our signature below indicates the following:

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

_____ Parent/Guardian Name (please print)

_____ Parent/Guardian Signature

_____ Student Signature

_____ Date

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

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