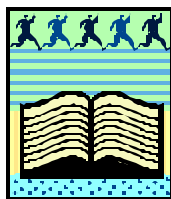


# **Littleton Academy**



## **Staff Policies and Procedures**

**2001-2002**

**Mary Ann Campbell, Principal  
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## **WELCOME!**

Welcome to Littleton Academy. We look forward to working with you as a member of our team. We appreciate you and the gifts and talents you bring to this school and are committed to helping you achieve your highest level of service for the families and students of this school.

## **INTRODUCTORY STATEMENT**

**This staff handbook applies to all employees and is intended to provide guidelines and summary information about the school's general policies, procedures, benefits, and rules of conduct.**

**It is important that you read, understand, become familiar with, and comply with the handbook. Please talk with the Principal or Vice Principal if you have any questions or need additional information.**

**It is obviously not possible to anticipate every situation that may arise in the work place or to provide information that answers every possible question. As a result, Littleton Academy reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision from time to time, with or without notice, as it deems necessary or appropriate. Littleton Academy also reserves complete discretion to interpret the provisions of the handbook and how they apply to any situation that may arise.**

**This manual merely presents guidelines and summary information regarding school policies, practices and benefits, and therefore, its contents cannot be construed or treated as an employment contract, a binding promise, or any other type of legal commitment or document.**

**If there is a conflict between the provisions of this employee handbook and those set forth in the terms of a staff member's individual written contract, the terms of the individual written contract shall prevail.**

**If there is a conflict between the provisions of this handbook and any oral statements made by any employee or agent of Littleton Academy, either before or after your receipt of this handbook, the terms of this handbook shall prevail. No employee or agent of Littleton Academy has the authority to make any contractual or legally-binding commitment to an employee, except the President of the Governing Board and the Principal of Littleton Academy, and then, only if the commitment is made in an express written contract signed by you and both of them.**

# MISSION STATEMENT AND PURPOSE

**Our mission is to provide each student with**

- . **A content-rich, academically rigorous education**
- . **Using a well-defined, sequential curriculum**
- . **In a safe, orderly, and caring environment**

## FOUNDING PRINCIPLES OF LITTLETON ACADEMY

Littleton Academy was founded based on the need for a traditional education at the elementary and middle school levels within the Littleton Public School District. The following principles characterize a "traditional" school and form the basis for the establishment and continued operation of Littleton Academy.

### **Academic Standards:**

- o Academic rigor and achievement are our top priorities.
- o High academic standards are maintained with goals for continuous improvement.
- o Students are challenged at all levels.
- o Mastery of curriculum and standardized tests, among other assessments, shall be used to measure achievement and to assist in maintaining high academic standards.

### **Curriculum:**

- o Curriculum is based on an expanded Core Knowledge scope and sequence.
- o The curriculum is sequential from grade to grade.
- o Reading and mathematics are emphasized, especially in the lower grades.
- o Reading and spelling are based on phonics.
- o Social sciences are taught from a traditional perspective.
- o Free debate is encouraged without regard to political correctness.
- o Music, art, technology, physical education, and foreign language are important parts of the school.
- o A traditional, factual presentation of American heritage is presented.

### **Instructional Methods:**

- o Frequent and substantive homework is assigned and graded.
- o Instruction is textbook-driven, with books going home in all practical subjects.
- o Time spent on non-academic subjects is minimized.
- o Ability grouping is used for math and reading.
- o Academic time on task is emphasized.
- o Correct spelling is emphasized at all grade levels; inventive spelling is not permitted.
- o Factual knowledge, memorization, and drills are important and used to achieve mastery.
- o Content and basic skills are emphasized.
- o Subjects are taught to mastery, not just exposure.
- o Corrective programs are implemented for students with gaps.

**Assessments:**

- Traditional letter grades are used at all grade levels.
- Frequent assessments are designed around the curriculum.
- There is frequent communication with parents about student performance.
- Students who do not meet minimum standards are retained in grade.
  
- Standardized tests, including the Iowa Test of Basic Skills (in grades 1-8), shall be administered annually and individual student results shall be provided to his/her parents.

**Environment:**

- Teachers are presented and supported as authority figures.
- The learning environment is structured and supervised.
- Discipline is enforced in the classroom and throughout the school.
- A dress code is enforced throughout the school.

**Operations:**

- Meaningful parent participation is truly encouraged.
- School days are longer and there are more of them.
- The number of in-service days is reduced during the school year.
- Teachers and non-teaching staff are not tenured; they are employed “at-will”.
- Parents are customers and, as such, provide input to staff evaluations.
- Fiscal responsibility and appropriate planning shall be utilized both in the school's governance and administration.

# Littleton Academy Background Information

## Why Create A Charter School?

Many Littleton Academy parents list the desire to find an alternative to neighborhood school services as the main reason why their children attend a charter school. Some parents' motivation involves the perception that our children are at risk, either by "falling through the cracks" and/or by not being challenged academically. Similarly, for some there has been considerable frustration about being heard, and responded to, by the public education system. The Charter Act enables us to take our children's education into our own hands, along with the work, risk, and responsibility of providing a quality education for them.

## Establishment of Littleton Academy

On June 3, 1993 Governor Romer signed legislation known as the Charter School Act. It was designed to enable parents, teachers, and community members to "take responsible risks and create new, innovative, and more flexible ways of educating all children within the public school system, which resulted in "expanded choices" for parents and pupils. It was under this school law that the Initiating Committee organized Littleton Academy. A detailed and specific application was submitted and approved by the Littleton Public School Board on May 9, 1996. A Charter School Contract was then negotiated between the Governing Board of the School and the Littleton Public District Board of Education. Over the summer, an office building at 1200 W. Mineral Avenue was leased and converted from a vacant insurance claims office to classrooms. On September 3, 1996, Littleton Academy Charter School opened its doors. That was the beginning of Littleton's first charter school.

## What Makes LA "Different?"

As a "Public School of Choice," we offer 450 students (and their parents) a curriculum alternative. The school's objective is to "*offer traditional education to 450 students in kindergarten through eighth grade. Basic skills are emphasized and academic expectations are high. Liberal arts course work is provided through the Core Knowledge curriculum.*" Littleton Academy has adopted the Core Knowledge Foundation's curriculum as the basis for instruction, as outlined in its published Scope and Sequence and reflected in the book series *What Your First Grader Needs to Know*, et al. Teachers strive to integrate curriculum and instruction across disciplines and develop students' problem solving and critical thinking skills. Homework assignments are used on a regular basis to reinforce classroom learning. Use of technology and organizational skills are also integrated into the curriculum. Memorization of subject material is considered a valuable tool of intellectual growth and will be expected across all subject areas, when relevant. The school strives to instill in students a sense of responsible citizenship, patriotism, and respect for the institutions in this country.

Students wear uniforms as part of a dress code, a departure from current public school practice. Class size is limited to approximately 25 students, with the average instructor/pupil ratio of 15 to 1.

**SECTION I:**  
*Employment Practices*



## **EMPLOYMENT AT-WILL**

**Employment is with the mutual consent of you and Littleton Academy. Consequently, both you and Littleton Academy have the right to terminate the employment relationship at any time, with or without explanation, justification, cause or advance notice. You have no property interest in your continued employment. This employment at-will relationship will remain in effect throughout your employment with Littleton Academy unless it is specifically modified by an express written agreement signed by you and the President of the Governing Board and the Principal of Littleton Academy.**

**This employment at-will relationship may not be modified by any oral or implied agreement.**

## **TEACHER EMPLOYMENT CONTRACTS**

Teachers employed by Littleton Academy will be required to sign a contract defining specific terms and conditions of their employment, so long as they remain employed, in the ensuing year. This contract then becomes a commitment made between Littleton Academy and the teacher. Employment at-will is incorporated in all agreements. Therefore, teachers under such written contracts have no property interest in continued employment.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Littleton Academy is committed to compliance with all applicable equal employment opportunity laws, prohibiting discrimination on the basis of race, color, religion, ancestry, national origin, sex, marital status, disability, or age. This applies to all employment practices, including hiring, promotions, training, disciplinary action, termination, and benefits.

Littleton Academy expects all employees to show respect and sensitivity toward all other employees and to demonstrate a commitment to the school's equal opportunity objectives. If you observe a violation of this policy, you should report it immediately to the Principal or President of the Governing Board.

Violation of this policy may result in disciplinary action, including possible termination of employment.

## **IMMIGRATION REFORM AND CONTROL ACT OF 1986**

Littleton Academy is committed to full compliance with the federal immigration laws and will not knowingly hire or continue to employ anyone who does not have the legal right to work in the United States. At the time of your hire, you will be required to provide documentation verifying your identity and legal authority to work in the United States.

## **EMPLOYMENT OF MINORS**

If you are not at least 18 years of age, you are required by law to provide a valid Work Permit, High School Diploma, or Certificate of Proficiency, before you will be allowed to work.

- The employment of minors is restricted by the terms and conditions of the Work Permit, as well as the provisions of state and federal law.

## **EMPLOYMENT OF RELATIVES**

Relatives of employees will receive the same consideration as any other applicant for a job opening and will not be accorded preferential treatment in employment matters. However, related employees may not be permitted to work in the same department or a direct supervisory relationship, because of employee morale, security, or other legitimate business reasons, unless pre-approved by the Principal and Governing Board of Littleton Academy. In addition, Littleton Academy may require a related employee to transfer or resign if there is a conflict of interest or management problem of supervision that cannot be resolved.

## **INTERNET ACCEPTABLE USE POLICY FOR STAFF**

Access to the Internet is available at Littleton Academy Charter School. There is a wealth of information available through the Internet that can serve to enhance and augment curriculum. Staff members are able to access information on charter schools, research and help their students better understand the vastness of information available on the Internet. To this end, LACS is providing access to staff members after each person has read, agreed to and signed the Acceptable Use Policy.

### **Specific Guidelines**

Any staff member accessing the Internet will be trained on the proper uses of the Internet. Use of the Internet is a privilege and inappropriate use will result in a cancellation of those privileges.

- Staff members must have a signed Acceptable Use Policy on file with the Principal. The form shall be signed at the beginning of the school year for use that same year.

## **WORK RULES AND PERFORMANCE STANDARDS**

Employment is with the mutual consent of you and Littleton Academy. Consequently, both you and the school have the right to terminate the employment relationship at any time, with or without explanation, justification, cause or advance notice. You have no property interest in your continued employment.

It is not possible to provide a complete list of every work rule or performance standard. As a result, the following are presented only as examples of conduct that will likely result in disciplinary action. You are responsible for understanding and following these standards and work rules. Employees who do not comply may be subject to disciplinary action, including possible termination of employment.

**Job Performance:**

Employees may be disciplined, including possible termination, for poor job performance, as determined by Littleton Academy in its exclusive discretion. Some examples of poor job performance are as follows:

- below average work quality or quantity;
- poor attitude, including rudeness, or lack of cooperation;
- excessive absenteeism, tardiness, or abuse of break and meal privileges;
- failure to follow instructions or school policies and procedures.

**Misconduct:**

Employees may also be disciplined, including possible termination, for misconduct as determined by Littleton Academy in its exclusive discretion. Some examples of misconduct are as follows:

- insubordination;
- abuse, misuse, theft, or the unauthorized possession or removal of Littleton Academy or school district property or the personal property of others.
- falsifying or making a material omission on Littleton Academy records, reports, or other documents, including payroll, personnel, and employment records;
- divulging confidential school information to unauthorized persons;
- disorderly conduct on school property or in the presence of students or their parents, including fighting or attempted bodily injury, or the use of profane, abusive, or threatening language toward others, or possession of a weapon;
- behavior that violates any law, whether or not the employee is prosecuted, which adversely affects the school's interests;
- conviction in court or a guilty or nolo contendere pleas as to any crime which may cause the employee to be regarded as unsuitable for continued employment;
- violation of the school's or school district's alcohol, drugs, and controlled substances policy;
- marking or signing the time record of another employee or knowingly allowing another employee to mark or sign your time record.

**SECTION II:**

*Employee Benefits*

## **GROUP INSURANCE PLANS**

Employees who regularly work 20 or more hours per week, in the exclusive judgment of Littleton Academy, will become eligible for participation in Littleton Academy's group medical and dental insurance plans on the first day of the month following 30 days of such employment.

Littleton Academy allows provides each full-time employee an insurance benefit allotment, in an amount set by Littleton Academy, to be used towards benefit premiums. If an eligible employee elects not to participate in the group medical and dental insurance plans, the insurance benefit allotment is not paid to the employee and reverts back to Littleton Academy.

Detailed information about the plans will be made available at the time of enrollment.

## **EDUCATIONAL ASSISTANCE AND PROFESSIONAL MEMBERSHIPS**

Where it can be demonstrated that Littleton Academy will benefit from an employee's participation in an educational program (conference/seminar) or professional organization, the related expenses may be paid by Littleton Academy. Requests for payment of expenses related to educational programs and professional organizations must be approved in advance by the Principal, provided funds are available.

## **BEREAVEMENT PAY**

Full time and part-time employees will be eligible for paid Bereavement Leave Time. Full-time employees will receive up to 3 days of pay and part-time employees will receive a pro rata amount based on their work schedule. This leave is granted to arrange and/or attend the funeral of an immediate family member. Immediate family member for the purpose of this policy is defined as the employee's grandparents, parents, step-parents, legal spouse, mother-in-law, father-in-law, brother, sister, or child.

Employees who require more than 3 days away from work may request a personal leave of absence, without pay, subject to the provisions of Littleton Academy's leave of absence policies stated in this handbook.

Bereavement pay will not be considered as hours worked for the calculation of overtime.

## **PROFESSIONAL LEAVE**

Professional leave may be granted if the program or information to be learned is deemed by the Principal to be beneficial to Littleton Academy. The Principal must approve professional leave in advance. Teachers will receive regular salaried compensation for these approved professional leave absences. These days will not be charged to the teacher's days of Personal leave.

## **PERSONAL LEAVE**

Full-time salaried employees who are employed at the start of an academic year are provided with 10 days of paid Personal leave for use in that academic year. Full-time salaried employees who start employment during an academic year are provided with paid Personal leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by Littleton Academy in its discretion. Likewise, part-time salaried employees are provided with paid Personal leave on a prorated basis, based on the number of hours they work in a regular week, as determined by Littleton Academy in its discretion. For example, a salaried employee who regularly works 20 hours per week, who starts an academic year, would be allotted 5 days of paid Personal leave.

This paid Personal leave may be used (a) for any of the four reasons when Family and Medical leave (discussed below) may be taken, or (b) for personal business. Exceptions may be granted by the Principal, with the approval of the Governing Board. In most instances, “Personal business” does not include applying for, interviewing for, or accepting an offer of employment with another. Employees who seek or accept other employment during a Personal leave of absence, without Littleton Academy’s prior written approval, will be subject to disciplinary action, including the possible termination of employment.

Personal leave pay is not accumulated from one academic year to the next. Employees will not be paid for unused Personal leave upon the termination of employment or at the end of an academic year. Personal leave will not be considered as hours worked for the calculation of overtime.

## **FAMILY AND MEDICAL LEAVE**

Each employee of Littleton Academy who is employed at the start of an academic year, whether paid on a salaried or hourly basis, whether exempt or non-exempt, and whether full-time or part-time, may take up to a total of 12 weeks of unpaid Family and Medical leave during that academic year. Employees who start employment during an academic year are provided with unpaid Family and Medical leave on a prorated basis, based on the estimated percentage of the academic year remaining, as determined by Littleton Academy in its discretion.

Family and Medical leave may be used for one or more of the following reasons: (1) the birth and care of an employee’s child; (2) placement with an employee or the employee’s spouse of a child for adoption or foster care; (3) to care for the employee’s spouse, child, or parent, if they have a serious health condition; or (4) when the employee is unable to perform the functions of his/her position because of a serious health condition. “Serious health condition” means an illness, injury, impairment or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical care facility, or that involves continuing treatment by a health care provider.

Family and Medical Leave may be taken intermittently or on a reduced leave schedule only for an employee’s serious health condition or when the employee’s leave is for the caring for the employee’s spouse, child or parent with a serious health condition, and only when the intermittent or reduced leave schedule is medically necessary. Intermittent means sporadic. For example, you may need to take a Family and Medical leave four days per month during a six-month period for a prescribed medical treatment. A reduced leave schedule is a part-time schedule. For example, you may need to work four hours a day for a certain period of time so that you can obtain physical therapy.

Please contact the Principal as soon as possible if you need a Family or Medical leave. Additional information will be provided when a leave is requested. Unless your need for leave is not foreseeable, you must provide 30 days’ advance notice of your request for leave and must obtain advance written approval from the Principal. You may be required to provide documentation to, and have periodic communications with, Littleton Academy substantiating your basis for taking a Family and Medical leave of absence.

If you are requesting Family and Medical leave because of your own serious health condition or that of your spouse, minor child or parent, you may be required to provide a written certification of a health care provider that a serious health condition exists. Second or third opinions from other health care providers at Littleton Academy's expense may be required. Recertification may also be required from time-to-time. If you are on Family and Medical leave due to your own serious health condition, you may also be required to provide Littleton Academy with written certification from your health care provider that you are able to return to work. If your leave is due to your own serious health condition, you must notify the Principal in writing, every 30 days during your leave, of your current health status and the date you intend to return to work.

During your Family and Medical leave, Littleton Academy will continue to pay the employer's share of premiums for your group medical and dental insurance plans. If you would like to continue your group medical and dental insurance plans during your leave, you must pay the employee's share of the premiums during the leave. In some instances, you will be expected to pre-pay such premiums for the anticipated duration of your leave. If the premiums are not pre-paid, you will be billed for such premiums. All amounts which are normally deducted from your paycheck for such benefits will be billed to you during any Family and Medical leave. The coverage will remain in effect for the duration of your Family and Medical leave or until such time as you are 30 days' delinquent in payment of your share of the premium cost.

Family and Medical leave is unpaid. Family and medical leave time is not accumulated from one academic year to the next. Employees will not be paid for the unused Family and Medical leave time upon the termination of employment or at the end of an academic year. Family and Medical leave time will not be considered as hours worked for the calculation of overtime.

If an eligible employee takes paid Personal leave for one of the four reasons for which Family and Medical leave may be taken, such Personal leave is charged against the employee's Family and Medical leave allotment. In other words, if a full-time salaried employee who commenced work at Littleton Academy at the start of the academic year used all 10 days of paid Personal leave for the care of a spouse's serious health condition, for example, the employee would have ten weeks of unpaid Family and Medical leave remaining.

An employee on a Family and Medical leave is subject to layoff, just like an employee who is actively working. Unless your job has been eliminated or changed while you are on leave, upon your return from Family and Medical leave, you will be restored to your original or equivalent job position with equivalent pay, benefits, and other employment terms. If you take intermittent leave or leave on a reduced leave schedule, you may be required to transfer to an available alternative position for which you are qualified and which better accommodates recurring periods of leave than does your regular position. You will not accrue additional wage or benefit entitlements during your Family and Medical leave, but will not lose any benefit that accrued prior to the start of your leave.

Any employee who falsifies the reason for taking a Family and Medical leave may be disciplined, including the possible termination of employment.

## **JURY DUTY**

A Jury Duty Leave of Absence may be given for employees who are called to serve on jury duty. The employee will be paid the difference between his/her regular pay and all moneys paid to the employee by the court, for a maximum of five working days.

Employees who are required to serve for more than five working days may take time off, without pay, for the balance of the jury duty.

Upon completion of jury duty, a Verification of Attendance Form must be presented to Littleton Academy. Employees who are excused from jury duty for the day, or are excused early, should report to work when it is practical to do so.

An employee who is called to serve on jury duty at a time that would unreasonably interfere with normal educational and business operations, may request that the required service be rescheduled for a later date that would be more convenient for Littleton Academy.

## **MILITARY**

A Military Leave of Absence is for required military service. Littleton Academy complies with applicable state and federal law concerning leaves for military service.

## **WORKER'S COMPENSATION INSURANCE**

All employees are automatically covered by Worker's Compensation Insurance at the time they are hired. Littleton Academy pays 100% of the premiums for this important coverage. The following benefits are provided to employees who sustain a work-related injury or illness:

- partial wage replacement for periods of disability
- medical care including medicine, hospital, doctor, X-rays, crutches, etc.
- rehabilitation services, if necessary

It is important that the employee report any work-related injury or illness to the Principal, as soon as it happens, regardless of how minor it may be. It is also important to get proper first aid and/or medical attention as needed with an LPS-designated physician. Medical bills from a personal physician may not be paid.

## **PUBLIC EMPLOYEES RETIREMENT ACCOUNT**

Littleton Academy participates in P.E.R.A., the Public Employees Retirement Association. All employees are entitled to this benefit. The employee contributes 8% of his/her salary and Littleton Academy contributes 10.4% of the employee's salary. More information on this plan may be requested from P.E.R.A.



**SECTION III:**

*Job Descriptions, Classifications, and Evaluations*

## EMPLOYEE CLASSIFICATIONS

Job Description	Number of Work Days in Academic Calendar	Form of Compensation
Principal	211	Salaried
Vice Principal	211	Salaried
Teacher, full-time	182	Salaried
Teacher, part-time	Varied	Varied & Salaried
Instructional Assistant	182	Hourly
Paraprofessional	182	Hourly
Administrative Assistant	211	Hourly
Records/Office Assistant	211	Hourly
Business Administrator	211	Salaried
Accountant	Varied	Varied & Hourly

- Salaried employees receive all holidays included in the Littleton Academy 2001-2002 academic calendar.
- Hourly employees are not compensated for holidays in the Littleton Academy 2001-2002 academic calendar.

## JOB DESCRIPTIONS

Employees are generally given a position description before they start to work. A position description summarizes the employee's duties and responsibilities and gives important information about the job. Please read and study the position description carefully and discuss it with the Principal or Vice Principal if there are any questions.

Littleton Academy reserves the right to revise and update position descriptions from time to time, as it deems necessary and appropriate

## TEACHER REVIEW AND PERFORMANCE EVALUATIONS

The Principal will be responsible for reviewing the classroom performance of all classroom teachers. Teachers who are (1) new to Littleton Academy, or (2) are on Littleton Academy employment probation, will have a performance discussion with the Principal following each classroom observation. Teachers who are in the above categories typically will have a classroom observation by the Principal at a minimum of six times throughout the school year.

Teachers who were employed at Littleton Academy the previous academic year and whose most recent performance ratings indicated that they met or exceeded expectations will have classroom observations as the Principal deems necessary. These teachers typically will have a performance discussion with the Principal in January and May.

The purpose of the performance evaluation is to--

- Serve as the basis for improvement of instruction.
- Enhance the implementation of programs of curriculum.
- Serve as a measurement of the professional growth and development of personnel.
- Serve as the measurement of satisfactory performance for individual personnel or serve as documentation of an unsatisfactory performance.

Teachers will be apprised at these performance discussions of areas for improvement. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. A Professional Growth Plan will be written during the January performance discussion. A teacher may be placed on a probationary status at any of the performance discussions in the exclusive discretion of the Principal. A Remediation Plan will be completed by the Principal for any teacher placed on probationary status.

The determination of teacher performance is based on the following 4 criteria:

- Parent Opinionnaire (issued in the spring of the academic year)
- Teacher Profile Form (to be submitted to the Principal from the teacher by April 1)
- Classroom observations
- Professional Attributes and Contribution Scale

Teacher performance will be given a rating of 1-4. See below for a description of those codes.

<i>Level 4</i>	Exceeds expectations in all areas
<i>Level 3</i>	Meets expectations in all areas
<i>Level 2</i>	Probationary Employment
	Meets expectations in some areas, with noted strengths
	Does not meet expectations in some areas
	Areas not meeting expectations have a delineated plan of remediation
<i>Level 1</i>	Grave area(s) of weakness
	Area(s) of strength is(are) limited
	Plan of remediation may be used
	Definitely will not be employed after end of current academic year

**Merit Pay:**

The Governing Board will determine the total amount of money allocated in the budget for merit pay for teachers. The amount of merit pay for a teacher who meets expectations (Performance Level 3) will be the baseline, which is designated below by x.

Only teachers are eligible for merit pay.

The multiplying factor for merit pay will be the following:

Level 4 Performance	1.5x
Level 3 Performance	1.0x
Level 2 Performance	.5x
Level 1 Performance	Not eligible for merit pay.

## **REMEDICATION FOR UNSATISFACTORY TEACHING PERFORMANCE**

When a teacher receives a rating of 1 in any evaluation area, remediation proceedings may be used; when a teacher receives a 2 rating in any area, remediation proceedings will be used. In those instances, the following guidelines will apply:

- A. A remediation plan will be developed collaboratively by the teacher and the principal.
- B. All areas of unsatisfactory performance shall be described in specific detail so as to be reasonably understood by the principal and the teacher.
- C. A remediation plan will include the following, all in the Principal's sole discretion:
  - 1) identification of deficiencies
  - 2) recommendations for improvement
  - 3) acceptable levels of performance
  - 4) timeline in which improvement must occur
- D. Any teacher for whom a remediation plan has been developed will be considered on a probationary status at Littleton Academy. If, at the end of the projected timeline, the teacher is not deemed to be performing effectively, the Principal has three options, in the Principal's sole discretion:
  - 1) make additional recommendations for remediation and give revised timelines
  - 2) not offer employment to the teacher for the following academic year
  - 3) dismiss the teacher immediately

## **INSTRUCTIONAL ASSISTANT REVIEW AND PERFORMANCE EVALUATIONS**

The Vice Principal will be responsible for reviewing the classroom performance of all Instructional Assistants. Instructional Assistants typically will have a classroom observation by the Vice Principal at a minimum of six times throughout the school year.

The purpose of the performance evaluation is to--

- Serve as the basis for improvement of instruction.
- Enhance the implementation of programs of curriculum.
- Serve as a measurement of the professional growth and development of personnel.
- Serve as the measurement of satisfactory performance for individual personnel and serve as documentation of an unsatisfactory performance.

Instructional Assistants will be apprised at these performance discussions of areas for improvement. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. An Instruction Assistant may be placed on a probationary status at any of the performance discussions in the exclusive discretion of the Vice Principal.

The determination of Instructional Assistant performance is based on the following 4 criteria:

- Instructional Assistant Profile Form (to be submitted to the Vice Principal from the IA by April 1)
- Classroom observations
- Designated-teacher observations
- Instructional Assistant Attributes and Contribution Scale

Instructional Assistant performance will be given a rating of 1-4. See below for a description of those codes.

Level 4	Exceeds expectations in all areas
Level 3	Meets expectations in all areas
Level 2	Probationary Employment Meets expectations in some areas, with noted strengths
Level 1	Does not meet expectations in some areas Grave area(s) of weakness Area(s) of strength is(are) limited

**Bonus Pay:**

- Instructional Assistants are eligible for a bonus at the end of an academic year.
- The Governing Board will determine in its exclusive discretion the amount of the bonus to an Instructional Assistant based upon the recommendations of the Principal and Vice Principal.

## **PARAPROFESSIONAL REVIEW AND PERFORMANCE EVALUATIONS**

The Business Administrator will be responsible for reviewing the non-classroom performance of all Paraprofessional Aides. Paraprofessional Aides typically will have an observation by the Business Administrator at a minimum of four times per year.

The purpose of the performance evaluation is to:

- Serve as the basis for improvement of instruction or non-instructional programs.
- Enhance the implementation of programs of curriculum.
- Serve as a measurement of the professional growth and development of personnel.
- Serve as the measurement of satisfactory performance for individual personnel and serve as documentation of an unsatisfactory performance.

Paraprofessional Aides will be apprised at these performance discussions of areas for improvement. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. A Paraprofessional Aide may be placed on a probationary status at any of the performance discussions in the exclusive discretion of the Principal.

The determination of Paraprofessional Aide performance is based on the following 4 criteria:

- Paraprofessional Aide Profile Form (to be submitted to the Business Administrator by the Paraprofessional Aide by April 1)
- Business Administrator observations of non-classroom duties
- Designated-teacher observations
- Paraprofessional Aide Attributes and Contribution Scale

Paraprofessional Aide performance will be given a rating of 1-4. See below for a description of these codes.

Level 4	Exceeds expectations in all areas
Level 3	Meets expectations in all areas
Level 2	Probationary Employment Meets expectations in some areas
Level 1	Does not meet expectations in some areas Grave area(s) of weakness Area(s) of strength is(are) limited Definitely will not be employed after the end of the current academic year

**Bonus Pay:**

- Paraprofessional Aides are eligible for a year-end bonus.
- The Governing Board will determine in its exclusive discretion the amount of the bonus to a Paraprofessional Aide based upon the recommendations of the Principal and Vice Principal.

## **OFFICE STAFF REVIEW AND PERFORMANCE EVALUATIONS**

The Principal will be responsible for reviewing the job performance of the Business Administrator and the Accountant. The Business Administrator will be responsible for reviewing the job performance of the Administrative Assistant and Records/Office Assistant.

Office staff who are (1) new to Littleton Academy, (2) have previously been employed at Littleton Academy but are now in a new position, or (3) are on employment probation, will have a performance discussion with his/her designated supervisor (Principal or Business Administrator) on an as-needed basis determined by the supervisor.

Office staff who were employed at Littleton Academy the previous academic year and whose most recent performance ratings indicated that they have met or exceeded expectations typically will have a performance discussion with their supervisor (Principal or Business Administrator) in December and June. The office staff employee will be apprised at these performance discussions of areas for improvement. An office staff employee may be placed on a probationary status at any of these performance discussions in the exclusive discretion of his/her supervisor (Principal or Business Administrator).

The purpose of the performance evaluation is to:

- Ensure that all assigned duties are being performed in a competent and timely manner.
- Serve as the basis for improvement of school administration.
- Serve as a measurement of the professional growth and development of personnel.
- Serve as the measurement of satisfactory performance for individual personnel or serve as documentation of an unsatisfactory performance.

**Bonus Pay:**

- Office staff members are eligible for a bonus at the end of an academic year
- The Governing Board will determine in its exclusive discretion the amount of the bonus to an office staff employee based upon the recommendations of the Principal.

**Section IV:**  
*General Personnel Policies*

## **ABSENCE AND TARDINESS**

It is important that employees work their assigned schedules as consistently as possible. Regular attendance and punctuality are two very important considerations in reaching our objectives. Excessive absenteeism and tardiness may result in disciplinary action, including termination of employment. However, Littleton Academy understands that because of illness or emergency you may be unable to come to work.

All employees, if unable to report to work for any reason, must contact the Vice Principal by 6:30 A.M. the day of the absence. It is the employee's responsibility to keep Littleton Academy informed on a daily basis during a short-term absence and to provide medical verification when asked to do so.

All teacher absences should be called into the Littleton Public School LARS reporting number, 303-347-5277. When asked for a reason for absence, if it is for Leave of Absence With Pay, press (1) illness. The extended reason code is (1) illness. When asked for a reason for absence, if it is for Principal-approved Professional Leave, press (7) professional leave. The LARS computer system will assign a job number to your request. Assignment of a job number, however, does not guarantee a substitute teacher has been assigned. Call back later and listen to LARS to get the name and number of the substitute assigned. A Staff Absence Request Form must be completed and submitted to the Vice Principal within two days after return from an unexpected absence. This form must include the LARS job number and the name of the substitute.

For planned Leave of Absence With Pay, the Staff Absence Request Form must be completed and approved by the Vice Principal in advance of the absence. On the form should be the LARS job number, as well as the name and number of the substitute.

Nonexempt employees are expected to be at their workstation ready to begin work at the beginning of their scheduled shift, and at the end of their scheduled breaks and meal period. Except in an emergency, nonexempt employees must have their supervisor's permission to leave work before they are regularly scheduled to do so.

## **ACCESS TO LITTLETON ACADEMY PROPERTY**

It is important that the Governing Board, Principal and staff have access at all times to space, storage areas, containers or any other property, as well as other records, documents, and files. As a result, Littleton Academy reserves the right to access teacher classrooms, work stations, filing cabinets, desks, and any other property on school grounds at its complete discretion, with or without advance notice or consent. Therefore, Littleton Academy employees have no expectation of privacy on school grounds.

For employees who have Littleton Academy building keys and/or security codes, those are assigned only to the employee and are not to be given to anyone else.

## **ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES**

The use, sale, transfer, possession, or being "under the influence" of alcohol, drugs, or controlled substances when on duty, on Littleton Academy property, or in school vehicles is prohibited. In addition, off duty conduct that may adversely affect the reputation or interests of the school is prohibited. "Under the influence" for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition that creates a risk to the safety and well being of the affected employee, other co-workers, the public, or school property.



Violation of this policy will result in disciplinary action, including possible termination of employment.

## **BUSINESS EXPENSE REPORTING**

Employees will be reimbursed for all approved business-related expenses, upon submission of accurate and receipted expense reports to Littleton Academy. Employees are requested to submit these reports within 30 calendar days to ensure proper accounting and prompt reimbursement.

## **CLASSROOM BUDGETS**

Classroom teachers and Teachers of Specials receive a modest classroom budget. The hope is that teachers will select curriculum supporting items but ultimately teachers determine how this money is spent. It is the responsibility of the teacher to keep records of expenditures and reimbursements. The Business Administrator keeps master records and teachers are encouraged to compare balance sheets frequently.

## **COMPUTER USAGE**

Computers are furnished in the classroom and the Teachers' Lounge for records management and for instructional purposes. Littleton Academy supplies the software needed for these programs. At no time should any software be installed that has not been approved in writing by the Principal or Principal's designee. Unapproved software may contain viruses or have code that inhibits the functioning of the computer. Software owned by Littleton Academy may not be loaded on a computer owned by an employee without the written permission of the Principal or the Principal's designee. Further, software owned or used by Littleton Academy may not be duplicated (without the written permission of the Principal or the Principal's designee) and may not be given to any third parties.

The Internet is currently available in the Teachers' Lounge and is expected to be available on Teachers' classroom computers for the 2000-2001 school year. Littleton Academy reserves the right to monitor employee computer use and Internet communications, in its sole discretion, and employees have no expectations of privacy in such matters. An employee's personal use of the Internet is permissible, so long as such use is non-disruptive, does not interfere with others' use of the Internet for curriculum purposes, does not exceed 5 minutes per day and does not involve access to or transmittal of pornographic or obscene material. Further, no one may transmit any communication or material where the material or meaning of the communication would violate any applicable law or would be offensive to any recipient. Make sure the Internet has been logged-off after usage. Please see INTERNET ACCEPTABLE USE POLICY FOR STAFF located in the Employment Practices section.

## **EMERGENCY PROCEDURES**

Please refer to pp. 38-39 of this Staff Handbook for procedures for fire, tornado, bomb, and lock-in emergencies.

## **HARASSMENT**

Littleton Academy is committed to providing a work environment that is free of unlawful discrimination. In keeping with this commitment, Littleton Academy maintains a strict policy prohibiting unlawful harassment, including sexual harassment. It is important for you to understand

that jokes, stories, cartoons, nicknames, and comments about appearance may be offensive to others and may constitute harassment.

Sexual harassment of employees by supervisors, co-workers, or vendors is prohibited. Unlawful sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when:

- submission to the conduct is made a condition of employment;
- submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee; or...
- the harassment has the purpose or effect of unreasonably interfering with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; subtle pressure or requests for sexual activities; unnecessary touching of an individual; graphic comments about an individual's body; a display in the work place of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical assault.

If you believe that you are being, or have been, harassed in any way, you have the right to take the matter to the Colorado Civil Rights Division or the U. S. Equal Employment Opportunity Commission. But we would like to investigate the matter and take appropriate corrective internal action. Therefore, please report the incident or incidents to your supervisor or the Principal or the President of the Governing Board immediately, without fear of reprisal. In determining whether the alleged conduct constitutes unlawful harassment, the totality of the circumstances, such as the nature of the conduct and the context in which the alleged behavior occurred, will be investigated and considered. If it is appropriate, corrective action will be taken.

Violation of this policy may result in disciplinary action, including possible termination of employment.

## **INFORMATION UPDATES FOR EMPLOYEES**

Posted information on bulletin boards is for the benefit of all employees. Posters that explain state and federal law, as well as updated information about Littleton Academy or pertinent LPS policy and procedures will be displayed. Each employee is responsible for checking bulletin boards on a regular basis and for reading all posted materials. Employees may not post materials on the bulletin boards without the prior permission of the Vice Principal.

## **INVENTORY/CIRCULATION**

Littleton Academy uses the Winnebago Inventory/Circulation System. Teachers are responsible to check out books and materials to students; evaluate its condition upon return, fine students for damages if necessary, and check the books or materials back in using this system. The Winnebago System is also a good way to see if a particular book or resource is in the building for use. Teachers are encouraged to check out books and materials from other classrooms, as they are available, noting this in the system.

## **LOST AND FOUND**

Employees should not bring large sums of money, jewelry, or other valuables to work. Littleton Academy will not be responsible for personal property that is lost, damaged, stolen, or destroyed on school property.

If you happen to find personal belongings that have been lost by another person, please turn them in to the school office.

## **PARKING FOR EMPLOYEES**

Employees park at their own risk and Littleton Academy will not be responsible for theft or damage to any vehicles parked on or near Littleton Academy property. Also, Littleton Academy will not be responsible for personal property left in vehicles that is either lost, damaged, stolen, or destroyed.

## **LUNCH AND BREAK PERIODS**

Hourly employees who work at least 3 1/2 hours in a workday will receive a 10-minute paid break period for each four hours of work, or major fraction thereof. Break periods will be scheduled as close to the middle of each four-hour work period as possible.

Hourly employees who work more than 5 hours in a workday will receive an unpaid meal period of at least 30 minutes. However, employees who do not work more than 6 hours in a workday may voluntarily agree to waive their right to a meal period.

## **LUNCH PROGRAM**

Hot lunch is available through LASA. Staff members may purchase lunches on a monthly basis, selecting certain or all days.

## **NORMAL REPORTING HOURS**

The following are the normal hours of employment:

Teachers:	7:45 A.M. - 3:45 P.M.
Instructional Assistants:	7:45 A.M. - 4:15 P.M.
Paraprofessional Aides:	7:45 A.M. - 4:15 P.M.
Office Staff:	7:45 A.M. - 4:15 P.M. (unless otherwise specified)

## **OUTSIDE EMPLOYMENT ACTIVITIES**

All employees are prohibited from engaging in outside employment, private business, or other activity, that might create a conflict of interest with your work responsibilities or the appearance of such a conflict of interest.

## **OVERTIME COMPENSATION**

Overtime compensation shall not be deemed to be authorized, and the employee will not be entitled to overtime compensation, unless it has been specifically approved in advance by the Principal or Vice Principal, in writing. Any overtime hours worked must be recorded in and paid for the work reporting period during which the overtime was worked. Overtime compensation is computed at 1.5 times the employee's regular hourly rate of pay.

## **PAYDAY**

Paychecks are issued on the schedule established by LPS.  
Littleton Academy is not able to cash paychecks for employees.

## **PAYCHECK DEDUCTIONS**

Various payroll deductions are required by law, such as federal income tax and state income tax. In place of social security taxes, Littleton Academy participates in P.E.R.A. Any other deductions from paychecks must be authorized by the employee, in writing.

Paycheck stubs will itemize amounts that have been withheld. It is important that employees keep this information for tax purposes. If questions arise about deductions, please talk to the Principal. Littleton Academy complies with applicable state and federal laws regarding the garnishment and assignment of wages.

## **PAY CHECK DIRECT DEPOSIT**

Littleton Academy encourages its employees to use the Direct Deposit system. This means that on pay day an employee's pay will be directly deposited into a checking and/or savings account of the employee's choice. A direct deposit agreement may be secured from the Littleton Public Schools Payroll Department.

## **PERSONAL APPEARANCE**

Your appearance reflects not only on you as an individual, but on Littleton Academy as well. We expect you to take pride in your appearance and strive to achieve a positive educational and business-like image when representing the school. Employees should use good judgment in accordance with the following standards in determining dress and appearance while at work.

### **General Guidelines for all Employees:**

It is the intent of the school to establish general guidelines for dress. Employees are asked to comply with the following principles in choosing work apparel that is appropriate to the work being performed:

- Maintain a neat and clean appearance, keeping dress modest and moderately conservative.
- Maintain a business/professional-like appearance and dress in a manner consistent with work responsibilities.
- Dress as perceived to be appropriate in an educational organization with Littleton Academy's defined educational objectives.
- Examples of clothing not allowed include: jeans, t-shirts, athletic shoes, tank tops, muscle shirts, excessively short skirts, "spaghetti" strap dresses/tops. The omission of a specific item or appearance standard does not automatically permit its wear.
- Employees whose work routinely requires that they perform physical activity may wear appropriate casual attire that is in good repair, including jeans and closed-toe casual shoes such as athletic shoes. (For example, the PE teacher could wear athletic shoes and a warm-up suit.) Employees should always consider safety in choosing their work attire.
- On Dress-of-Choice Days, staff members, other than office personnel, may wear jeans.

## PERSONNEL RECORDS

It is important that Littleton Academy always has current information about its employees. Please let the Office Assistant know immediately if there are any changes in name, address, phone number, or marital status, etc. If for some reason there is a need to change name and/or Social Security number, the employee will be asked to provide original documentation authorizing the change.

Upon request, an employee will be allowed to review his/her personnel file and any of his/her own personnel records that have been used to determine qualifications for employment, promotion, compensation, termination, or other disciplinary action. Please talk to the Principal for more information.

## PROMOTION AND TRANSFER

Because Littleton Public Schools was not involved in the interviewing and hiring approval of Littleton Academy personnel, LPS has no obligation to place, transfer, or promote Littleton Academy employees. To gain employment in another LPS school, employees must interview with the LPS personnel office.

## SCHOOL CLOSURES AND DELAYS

### Weather-Related School Closures:

- Littleton Academy will follow all school closures with the Littleton Public School District.
- Broadcasts are usually made by 6:00 A.M. and periodically thereafter until 9:00 A.M. Listen to the following radio/TV stations for news of closings:

#### **AM Radio**

KHOW (630)  
KTLK (760)  
KOA (850)  
KKFN (950)  
KHOW2 (1190)  
KBNO (1220)  
KEZW (1430)

#### **FM Radio**

KWBI (91.1)  
KBCO (97.3)  
KYGO (98.5)  
KKHK (99.5)  
KIMN (100.3)  
KOSI (101.1)  
KRFX (103.5)  
KCKK (104.3)  
KBPI (106.7)  
KQKS (107.5)

#### ***Television***

KWGN Channel 2  
KCNC Channel 4  
KMGH Channel 7  
KUSA Channel 9

- If school has been canceled, the Littleton Academy telephone recording will state that information.
- When LPS district schools are closed, all school-sponsored activities are canceled.

### Weather-Related School Delay:

- Littleton Academy will follow school late-start or storm delays with the Littleton Public School District.
- Littleton Academy will follow the Early Elementary School Schedule for LPS.
- This will cause school to start 30 minutes later, with drop-off beginning at 8:30 A.M. Roll will be called at 8:50 A.M.
- Because weather-related delays are primarily designed to give the staff time to get to school before

- the students, staff members should plan to arrive a close to 7:45 A.M. as possible.
- Dismissal time will be 3:20 P.M. as usual.
  - Afternoon kindergarten will stay on the regular schedule.
  - All before-school activities will be canceled.
  - Broadcasts are usually made by 6:00 A.M. and periodically thereafter until 9:00 A.M. Listen to the radio/TV stations listed above for news of delays.
  - If school has been delayed or has a storm schedule, the Littleton Academy telephone recording will state that information.

## **TECHNOLOGY**

Littleton Academy strongly encourages the use of technology in the classroom and for outside research. Each classroom teacher is assigned a computer system that is connected to the Littleton Academy network. Other staff members are free to use the Staff Lounge computer. Teachers are expected to attend computer training as it is offered within the building. It is imperative that teachers log-off the network after each use so as to protect data. All technological problems should be noted on a Tech Problems form and given to the Vice Principal.

## **TELEPHONE USAGE**

From time to time it may be necessary for employees to make and receive personal calls on school phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods. The purpose of this restriction is to ensure open lines for school business. If personal, long-distance phone calls are made, charges are to be billed to the employee's personal telephone account. Long distance calls can only be made from phones in the school office. Employees are expected to use good judgment and common sense when it comes to personal phone calls.

Employees who violate this policy may be subject to disciplinary action, including possible termination of employment.

## **TERMINATION**

A voluntary termination is a termination of employment that is initiated by the employee. The administration would appreciate receiving at least 10 working days written notice before the employee leaves his/her job. Written notice should include the name and address of the employee's new employer, if applicable. If an employee does not call in or report to work for two consecutive workdays, he/she may be considered to have voluntarily quit, in the exclusive discretion of Littleton Academy.

An involuntary termination is a termination of employment that is initiated by Littleton Academy for reasons other than changing business conditions.

A layoff is a termination of employment that results from changing business conditions which, in the exclusive discretion of Littleton Academy, calls for a reduction in staff. Whenever Littleton Academy determines, in its sole discretion a layoff should occur, the following factors will be among those considered: versatility, qualifications, skill, ability, performance, efficiency, attitude, and dependability.

## **TIME RECORDS -- CLOCKING IN AND OUT**

Nonexempt and hourly employees are required to clock in and out each day according to the following guidelines:

- **CLOCK IN** when you report to work at the beginning of the day.
- **CLOCK OUT** when you leave work at the end of the day.

Do not sign in until you are ready to report directly to your workstation, and do not mark or sign the time record of another employee or knowingly allow someone else to mark or sign your time record.

If a change or correction is made on your time record, it must be initialed by both you and the Vice Principal or Principal.

Violations of this policy may result in disciplinary action, including possible termination of employment.

**SECTION V:**

*Classroom Procedures for Teachers*



## **ATTENDANCE REPORTING**

Attendance is to be taken daily by the classroom teachers. The attendance folder should be placed in the file box outside the classroom door by 8:30 A.M. at the latest. The office staff will collect it since they are responsible for keeping accurate records..

## **BULLETIN BOARDS**

- Each grade level will be responsible for providing curriculum-related, student work to be displayed in the hallway.
- Because displayed student work is seen by school visitors and because we are all judged on appearances, work to be displayed must be of the highest quality. Neatness, accuracy in spelling, grammar, and content are essential. If possible, work should be word-processed.
- Each grade level will be responsible to change its display on a quarterly basis.
- Bulletin boards within the classroom are also to be of the highest quality. Neatness,
- accuracy in spelling, grammar, and content are essential here, as well.

## **CHECK-IN/CHECK-OUT WHEN LEAVING SCHOOL BUILDING**

As a courtesy to the school administration and office, please inform the office Administrative Assistant verbally when you leave the building during school hours and upon your return. If there were an emergency, it is imperative to know if anyone is missing so that rescue workers do not do unnecessary searches.

## **CLASSROOM ENVIRONMENT**

Teachers are responsible for the entire environment in their classrooms. In every respect, rooms must be kept clean, orderly, attractive, and stimulating for a positive learning experience.

At the end of each day, teachers and their students will be responsible for generally "picking up" their room. Please see to it that all trash is picked up and chairs are stacked or placed on desks. Anything that you can do to help our janitorial staff save time would be appreciated.

## **CLASSROOM MANAGEMENT**

### **Courtesy and Respect:**

Children are expected to behave respectfully to both adults and peers in words and actions.

### **Noise:**

Generally the noise level in the classrooms and the halls should be maintained at a level of respect for the others in the building. Planned activities, which require more lively student interaction should be conducted with the same respect.

### **Raising of Hands:**

In most classroom situations, students are expected to raise their hands and be recognized by the teacher in order to speak or leave their seats unless other classroom procedures or methods have been established to supersede this.

### **Dismissal:**

All classes will be dismissed at 3:20 P.M.

## **CLASSROOM PASSES**

- Students must have a pass when leaving the classroom to go to the restroom, go to the office, etc.
- Teachers may use their own restroom passes if they like. However, each teacher will be given several passes for students to use when sent to the office. The student will return the pass to the teacher if returning to the classroom. If not, the office staff will put the pass in the teacher's box.

## **CLASSROOM SUPERVISION**

All classrooms must be supervised at all times by an adult. Individual classroom teachers are responsible to assure effective supervision. Students are to be held accountable for their cooperation with teachers and other supervising adults.

## **COPY AND LAMINATING REQUESTS**

Due to the complexity of modern copy equipment, the office staff has been fully trained on the usage and care of this equipment. To keep the machinery up and running, we ask that the following procedures be followed:

- Teachers are encouraged to complete a Copy Request Form for all materials to be reproduced.
- Smaller copy requests will be done in-house with a 1-day turnaround.
- For large projects, please allow 1 week for copying. This will allow the office staff to send the project to the LPS copy shop, which is more economical for the school.
- Teachers should limit copy machine usage to single copies or last-minute requirements.
- Teachers are to avoid copy machine usage between 7:45 A.M. and 8:30 A.M.
- Laminating will be done on Tuesdays and Fridays. Please submit any materials for laminating to the office staff prior to those days.

## **CURRICULUM GUIDELINES**

Please refer to Littleton Academy's Founding Principles on pages 5-7 for general philosophical information regarding the academic program.

Littleton Academy will encourage and provide growth in basic skills, with a traditional approach and utilize the Core Knowledge sequence so that we can enable the student to be a productive citizen. The staff of Littleton Academy will continually evaluate the curriculum and related methods and materials based on the following criteria:

- It is desirable that the curriculum be written from a Core Knowledge and traditional perspective.
- The curriculum should be traditional and conventional in nature, utilizing proven advances in methods in the field of education
- The curriculum must be teacher-centered, allowing the teacher to exercise personal giftedness and judgment in applying the curriculum, methods and materials.

Littleton Academy will use curriculum, methods and materials with the following stresses:

**Reading and Language Arts:**

Reading, penmanship, composition and creative writing, phonics, speaking, listening, grammar, persuasion, literature, and library skills.

Accelerated Reader is an ancillary curricular program for encouraging reading. Although it is not a component of student grades, it is to be implemented school-wide for improvement in reading skills. Teachers will encourage students to read in their AR books when appropriate.

**Mathematics:**

Problem-solving, application, and computational skills.

**Spelling:**

An emphasis on spelling phonics using the phonograms and instructional word lists from the Spalding/Riggs Method (elementary grades).

**Handwriting:**

Cursive writing will be introduced through a pre-cursive program that will begin in 1st grade..

**Grammar and Writing:**

An emphasis on balance between grammatical terms, concepts and rules with actual creative writing and presentation of ideas.

**Science:**

The use of a "hands on" approach as well as training in science concepts and terms.

**Social Studies:**

Emphasis on American and world civilizations and geography.

**Music:**

Activity-based approach to develop musical skills and concepts. Emphasis on singing, listening, and reading.

**Physical Education:**

Child-centered and developmentally oriented activities giving students a sense of how to maintain a vibrant life-style through adulthood. Emphasis will be in broad areas of body management and general movement skills, teaching fundamental skills and knowledge of games and sports.

**Art:**

Emphasis will be placed on guiding the student in a gradual development of skills in the uses of elements and application of principles with art tools and materials. Art history will also be covered in accordance with the Core Knowledge Scope and Sequence.

**Computer:**

Keyboarding, use of word processing software, and the use of technology for document preparation and presentations are covered. Teachers are expected to accompany their classes to the weekly computer classes.

**Spanish:**

Oral and written Spanish taught in Grades 1 - 8.

## DISCIPLINE GUIDELINES

The Littleton Academy discipline policy is based on the principle of supporting a positive learning environment for all students. Positive reinforcements and negative consequences are employed in an effort to teach the students good behavior. Since the classroom teacher is the one who works closest with the children, he/she carries the bulk of the discipline responsibility. It is important that the teacher works closely with the parents in these matters and communications are open and honest. It is of utmost importance that the teacher and parents work together as a team in discipline matters.

- Good conduct is expected of all students.
- The classroom teacher is responsible for establishing a classroom management that fosters appropriate student behavior.

- Because students are taught by several teachers, Littleton Academy has implemented an infraction system that is progressive and cumulative.
- The goal is to hold students accountable for their behavior at all times.
- Minor Infraction Slips are given to students when they are not following the school rules.
- The complete Littleton Academy Student Conduct Policy and Student Discipline Policy are available in the school office.
- Refer to the Discipline Guidelines and Behavior Codes in the "Policies" section of this binder.

## **DRESS CODE GUIDELINES**

The purpose of the dress standard is to promote learning, reduce the distraction and cost of fashion, reduce disruptions and disciplinary problems, and promote school pride.

- Teachers are responsible for advising the parents of dress code infractions. School-wide dress code checks will be conducted regularly, as determined by the Principal or Vice Principal. However, if any infraction is noted at any time, the teacher should write up a dress code infraction.
- For primary grades, a Dress Code Infraction warning slip is issued for the first offense.
- For subsequent offenses in the primary grades and for any infractions in grades 4-8, dress code infractions are written on the Minor Infraction Slip.
- Refer to the Dress Code section under the "Policies" section of this binder.
- If there are further questions, please see the Vice Principal.

## **EMERGENCY PROCEDURES**

### **Fire Alarm Procedure**

- Fire alarm sirens will be sounded school-wide for evacuation.
- Everyone is required to leave the room and building. The number one responsibility of the teacher is to get the students out safely and away from the building.
- Speed is subordinate to order and control.
- The first one to the door should open the door and hold it for the others.
- There should be no running, pushing or shoving.
- Teachers and instructional assistants should check to see that all children are out of the room and close the door.
- Students should go to a pre-determined place on the grounds.
- Attendance books should be taken with you so that every student will be accounted for.
- Children who are in the bathroom at the time of a fire drill should go to the nearest group of students, report to the teacher, and be advised when it is safe to report to the student's own class.
- A fire drill chart must be posted in a conspicuous place in the room.
- Each homeroom teacher is expected to go over these basic rules with the students during first week of school.

### **Tornado Procedures**

- Tornado drills are announced over the intercom system.
- Teacher should direct students to the assigned placement according to the tornado emergency map.
- Tornado Emergency Map should be posted in a conspicuous place in the room.
- Students should take a hardcover book with them to cover their heads.

- Students are to crouch on their knees, head facing the wall, holding the hardcover book
- over the backs of their heads.
- Classroom lights should be turned off and all doors shut.
- The end of the drill will be announced over the intercom system.

### **Bomb Drill Procedures**

- Bomb drills will be announced over the intercom system.
- Everyone is required to leave the room and building. The number one responsibility of the teacher is to get the students out safely and away from the building.
- Speed is subordinate to order and control.
- The first one to the door should open the door and hold it for the others.
- There should be no running, pushing or shoving.
- Teachers and instructional assistants should check to see that all children are out of the room and close the door.
- Students should go to a pre-determined place on the grounds. This will be the same location as the fire drill location.
- Attendance books should be taken with you so that every student will be accounted for.
- Children who are in the bathroom at the time of a bomb drill should go to the nearest group of students, report to the teacher, and be advised when it is safe to report to the student's own class.
- A fire drill chart must be posted in a conspicuous place in the room. Follow this chart for a bomb drill evacuation.

### **Lock-In Procedures**

A lock-in may occur for a variety of reasons.

- Local police are pursuing suspects in the vicinity
- An armed individual has been reported in the area
- If there is any situation the local law enforcement officials deem that students should remain secured

A school-wide lock-in requires the following:

- All exterior doors are locked.
- No one may enter or leave the school building.
- If students are outside, they must immediately be brought inside to their homeroom classes.
- If students are brought inside from recess because of a lock-in, attendance needs to be taken immediately by the homeroom teacher. Names of missing students are to be promptly reported to the school office.
- If a lock-in occurs during a class period, the teacher currently teaching that class should silently take the roll and discreetly notify the office of any absent or missing students.
- To minimize distress on the part of the students, a lock-in is not announced per se. The code announcement is "Would all teachers bring their grade books to the office by the end of the day." If this announcement is made, make sure all students are with the assigned teacher and assume we are in a lock-in.
- To avoid distressing the students unnecessarily, do not announce to them that we are in a lock-in. The administration will get a message to you as soon as possible to keep you apprised of the situation. A decision will be made at that time as to how much to tell the students.
- The lock-in is over when the following is announced: "There is no longer any need for teachers to bring their grade books to the office today."

## FACILITIES REQUEST FOR OTHER LPS SCHOOLS

From time-to-time teachers will need to use the facilities of other LPS schools for plays or athletic events. **To do this, give the information to the Vice Principal.** The Vice Principal is the liaison for requesting the usage of other schools. Littleton Academy is the guest of the host school. As a result, we must ensure that the property is cared for correctly. The teacher must plan to fulfill the following requirements for usage:

- The facility must be left in approved condition. The Building Checklist must be completed, signed by the Building Custodian and returned to the Vice Principal.
- The teacher must arrange to have enough teacher, Instructional Assistant, or administrative assistance to maintain proper control of the students.
- The teacher must arrange to have the proper equipment needed for the program (e.g. sound, lighting, etc.)

## FACULTY MEETINGS

- Faculty or team-level meetings will be held every Wednesday afternoon at 3:45 P.M. unless otherwise posted.
- In-service days are posted on the Littleton Academy 1999-00 academic calendar.
- IEP Staffings will be announced on an as-needed basis.
- Teachers are expected to attend all staff meetings, in-service meetings, and relevant IEP staffings unless otherwise excused.
- Instructional Assistants and Paraprofessional Aides will attend only on an as-needed basis.
- Instructional Assistants and Paraprofessional Aides will be compensated for time spent attending these meetings.

## FIELD TRIPS

- Teachers are responsible for making field trip reservations with the sponsoring company.
- Field trips that complement the curriculum are encouraged. When planning a field trip, teachers should ask themselves the following questions:
  - Is the information being learned on the field trip complement the curriculum?
  - Is the information being learned worth the amount of time away from classroom instruction? (Remember: this will also impact the class time of other teachers.)
  - Is the information being learned worth the amount of school and student money?
  - Is the information being learned age-appropriate?
- Teachers must submit a Field Trip Request Form at least 1 month in advance to the Vice Principal for approval.
- A 1-month lead time is needed to make adjustments in the school lunch program.
- If the field trip is approved, the Business Administrator will process the Field Trip Request.
- Once the Business Administrator determines the final per pupil cost, the teacher is to collect the money and a Field Trip Permission Slip from each child. Students who do not submit a Field Trip Permission Slip are not allowed to leave the school premises.
- The teacher hosting the field trip must inform by memo the following people of the upcoming field trip, including dates and times of departure and return.
  - Principal
  - Vice Principal
  - Administrative Assistant
  - Business Administrator

- Any classroom teacher, specials teacher, or Instructional Assistant who will be impacted by this schedule change
- The office staff will prepare a collection envelope for the teacher who initiated the field trip. The teacher should check off the names of students who have paid and put the money in the envelope. The envelope should be placed in the Attendance Folder each morning and the office will retain the money for safekeeping.
- On the morning of the field trip, see the Administrative Assistant or Records/Office Assistant to get the following items:
  - Emergency information cards on all students going on the field trip
  - Any medications held in the office for those students going on the field trip
- If you take a cellular phone with you, please leave the number with the office.
- Upon return to school, return the emergency forms and medications to the office. Inform the Administrative Assistant or Records/Office Assistant of any medications administered.

## GOVERNING BOARD

- The policies, budget, and over-all strategic direction of Littleton Academy are determined by the Governing Board.
- The members of the Governing Board are elected by the parent community of the school. Below are the names and numbers of the 1999-00 Governing Board:

President	Jerry Percy
Vice President	Jeri Dwyer
Secretary	Donna Specht
Assistant Secretary	Lillie Christiansen
Treasurer	Larry Mathay
Member	Jim Erickson

## GRADING GUIDELINES

Littleton Academy supports standard English usage. To this end, it is essential that teachers model correct English, both in speech and in writing.

To help students learn correct writing conventions—including grammar, punctuation, capitalization, and spelling—all errors in student work need to be circled by the teacher so that the student is aware that a mistake has been made. It is up to the teacher to determine if these errors should reflect in the overall grade. Factors that may influence that decision would be the grade level of the student, the complexity of the error, and the degree to which the error relates to the course content.

## GRADING SCALE

The grading scale for grades Kindergarten through eighth grade:

A+	99-100%	C+	80-81%
A	94-98%	C	74-79%
A-	92-93%	C-	72-73%
B+	90-91%	D+	70-71%
B	84-89%	D	65-69%
B-	82-83%	F	Below 65%

## HOMEWORK

- Homework is a part of the program. Homework fosters good study habits and is vital for optimum development.
- The use of proper spelling, grammar, penmanship, and general format is expected in all written assignments.
- Teachers are to record all assigned homework by 4:30 P.M. each school day. This will allow parents and students to verify their assignments in case they were absent or were confused.
- Work Notification Forms are to be used to inform parents of missing assignments.

## LESSON PLANS AND WEEKLY PLANS

All teachers shall be responsible for planning lessons at least one week in advance. Plan books should be left at school in case you are absent the next day.

## MONEY COLLECTION

From time to time teachers will be asked to collect money from students in their classrooms. The office staff will prepare a large collection envelope with the class list on the front. The teacher will check off each name as the student has paid and put the money in the envelope. When all monies are collected, they should be submitted to the Facilities Manager.

## MORNING ANNOUNCEMENTS

On every Student Contact Day there will be an all-school morning greeting and classes will take turns leading the school in the reciting of the Pledge of Allegiance.

The Vice Principal compiles daily announcements for distribution to all staff members early in the morning. Teachers are expected to read aloud the Student Announcements section to their math class students. Teachers and Staff are held accountable for any announcements made under the Teacher Announcement section. This section often contains confidential information and Teachers are expected to treat it as such.



## **PARENT/TEACHER COMMUNICATION**

Regular communication is critical in the educational process. Frequent communications will take place to keep families well informed.

- Teachers will record their assignments on their voice mail each day by 4:30 P.M.
- Each child will have a Tuesday Communication Folder that will include any communication from the classroom teacher. At the elementary level, it will also include student work; at the middle school level, student work will be passed out at various times.
- Classroom teachers will write a newsletter to parents on a regular basis. (Elementary Teachers are to send newsletters home on a weekly basis, Middle School Classroom teachers are to send home newsletters on a bi-weekly basis.) Test dates, spelling lists, special events and general assignment expectations and deadlines are very helpful to our parents and their planning. It is also a good idea to share what will be taking place in the next week so that parents are fully informed.
- Specials teachers will send home communication on a monthly basis.
- Because the newsletter is a powerful communication tool, appearance, warmth, and completeness are extremely important. Teachers are encouraged to use our word processing program in generating the letter. Please issue two copies of this letter to the school secretary. One will go into our newsletter file and one to the Vice Principal.
- Teachers should encourage parents to call or set up a meeting if there are questions or concerns. Hallway meetings are often rushed and are lacking in privacy.
- Teachers should do everything in their power to get along with parents. Showing compassion for their concerns, identifying possible solutions that can be met without compromising the needs of other students or the principles of the school, are tools that professional educators should utilize to maintain smooth, cordial, working relationships with parents.
- If, however, a parent should become verbally abusive, make demands that are counterproductive to the goals of Littleton Academy, or request changes that would negatively impact other students, please refer that parent to the administration as quickly as possible.

## **PARENT/TEACHER CONFERENCES**

Parent-Teacher conference will be scheduled at the middle of the first and end of the third quarter of the year. We encourage both parents to attend both conferences. Drop-in conferences are often hurried and lack privacy and preparation. (See "Parent/Teacher Conference Tips" in Section 7.)

## **PLAYGROUND RULES AND GUIDELINES**

- All games should be played with a concern for others using the playground.
- The playground equipment is to be used properly. If there are questions in use, consult with a teacher or playground supervisor.
- Shoes must be worn at all times.
- Fighting or pretending to fight is not permitted.
- Toy weapons of any kind are not allowed on the school grounds.
- Absolutely no throwing of rocks (no matter what size), snow or sand.
- Students are not to walk, dig or play in any of the garden areas or near any shrubbery.
- Students must receive a pass from the playground supervisor to come back into the school building during recess times.

# **PURCHASE ORDERS FOR SCHOOL MATERIALS**

## **Purchase Order Procedures:**

1. Fill-in the following blanks:
  - Date Submitted
  - Company Information (name, address, phone, fax)
  - Staff name
  - ISBN #, Item Description, Unit Cost, Quantity, Total
  - Shipping and Handling percentage
2. Get signature from the Principal or Vice Principal.
3. Make 1 copy for your records.
4. Attach any catalogue information to the original purchase order. Submit the order to the Business Administrator.
5. Orders will be placed semi-weekly. You will receive a completely executed copy of the Purchase Order in your box as soon as it has been placed.
6. If the Business Administrator receives information that the order will be delayed, back-ordered, or partially filled, you will be notified immediately.
7. When orders are received, they will be inventoried in the office before being released.
8. Sometimes, teachers need an open-ended purchase amount for a particular vendor. This is called a "Field Order". Use the same Purchase Order form, but check "Field Order". Then, fill-out the form following the steps listed above.
9. The Field Order must be approved by the Business Administrator and Principal or Vice Principal. After the Field Order is approved, it will be submitted to LPS for an official LPS Field Order Document. That is the document that needs to be taken to the vendor. The vendor will honor this document and bill LPS directly.
10. All items bought with a Field Order *must* be inventoried by the office before being taken to the classroom.

## **REIMBURSEMENT PROCEDURES:**

1. Collect your receipts. Circle the item and amount being reimbursed.
2. Put a sub-total of the reimbursement at the top of the receipt. List your receipts on the Reimbursements Form. Be sure to include the types of items bought. This will help determine what account should be charged.
3. Make 3 Xerox copies of each receipt and 1 copy of the completed Reimbursement Form.
4. Staple the original receipts and 2 Xerox copies of the receipt to the back of the original Reimbursement Form.
5. Keep 1 copy of the Reimbursement Form and 1 copy of each receipt for your records.
6. Remember: Sales tax is not able to be reimbursed.
7. If you know ahead of time that you will be making a purchase, take the Sales Tax Exempt Form with you.
8. If the amount to be reimbursed is \$35.00 or less, the reimbursement will be made in cash. If it is over that amount, the reimbursement will be a check. Allow 2 weeks after filing the Reimbursement Form for personal reimbursement if the reimbursement is by check.
9. Bring any items purchased to the office for inventorying before taking them to the classroom.

## **REPORT CARDS AND PROGRESS REPORTS**

- Report cards will be issued to all grades on a quarterly basis.
- Grades for all students will be reported as a percent with the correlating letter grade.

- Progress reports will be issued for academic subjects so that parents will be up-to-date on their child's progress. For the elementary grades, the progress reports will be issued at mid-quarter and with the report card. For the middle school grades, progress reports will be issued at the 3-week and 6-week mark, as well as with the report card.
- Fourth quarter report cards will be mailed home after the school year is over. Final report cards for students with outstanding fines will be withheld until the fine is paid.

## **REQUEST FOR LASA SUPPORT**

- Any request for support from LASA, whether it is for items to be purchased or unusual volunteer needs, must first be given, in writing, to the Vice Principal for approval.

## **RETENTION AND PROMOTION**

Promotion and retention of students will be decided by Littleton Academy staff and the administration. Promotion is to be viewed and determined on two levels: Academic performance, and emotional and social readiness.

Students who show decided and documented deficiencies in both academic and social areas will be considered for retention. Retention decisions will be based upon the following:

- Teacher documented anecdotal information
- Parent anecdotal information
- Developmental and achievement test scores

If the teacher is considering retention of a student, the parents and Principal should be informed as soon as possible. In any case, this recommendation or consideration should come no later than the third quarter. Notification should be made in writing as well as verbally during conferences. The Academy reserves the right to determine final placement of any student.

Students who maintain academic work consistent with their talents and age level will be promoted so long as their social and emotional behavior patterns are in norm with others of that class or grade level.

## **SPECIAL ASSIGNMENT/DUTIES**

Teachers and educational assistants will be required to share responsibilities, which will benefit the whole school but not necessarily their specific class. It is the desire of the administration to use parent volunteers as often as possible. Yet, when responsibilities cannot be assigned to our volunteers then duties and assignments will be shared by the staff as assigned by the administration.

## **SPECIAL EDUCATION AND RELATED SERVICES**

The Academy is serviced by the Littleton Public Schools Special Services Team. This team consists of a resource teacher, psychologist, occupation therapist, nurse, and a speech/language pathologist. The team is supervised by the LPS Elementary and Secondary Coordinators of Special Education. Staffing and evaluation is only by referral and with a signed consent of the parents of the student. Questions about these procedures should be directed to the Principal.

## **STUDENT CODE OF CONDUCT**

*As a student of Littleton Academy, I will do my part to help create a safe, orderly, and positive environment where people and property are treated with respect and where learning takes place in classrooms free of disruption.*

The following standards will guide my behavior as I honor the Littleton Academy Code of Conduct:

1. I will treat every student and staff member with respect, kindness, and courtesy.
2. I will care for and respect the property of Littleton Academy and all others.
3. I will honor the Littleton Academy Dress Code.
4. I will be honest in my schoolwork and in my dealings with others.
5. I will do my part to help maintain an orderly, safe, and drug-free school.
6. I will be considerate in my use of food and drinks in the school.
7. I will respect the privacy of other people's grades and behavior records.

I will do my part to help create a disruption-free, positive learning environment, and I will be personally accountable for the consequences of not doing so.

## **SUBSTITUTE FOLDER**

Each teacher shall have a folder on file in their file cabinet or teacher's desk which consists of the following: (The location of this file or folder is to be given in writing to the Vice Principal.)

- Roll for each class taught.
- Current seating chart for each class taught.
- List of dependable students.
- Disciplinary procedures for the classroom and school.
- Procedures for all routines-- opening of class, recess and lunch supervision schedules, attendance procedures, etc.
- Classroom rules.
- Playground rules.
- Daily academic schedule.
- Location of plan book, teacher manuals, grade books, etc.
- Full instruction plans for the day(s) of your absence.
- Emergency lesson plans

## **TEACHER MAIL BOXES**

Boxes for notes and phone messages are located in the school office. Teachers should check these boxes frequently to assure timely communications. Morning Announcements are delivered when the office picks up the attendance folder. The Teacher section of the Morning Announcements often contains confidential information and it is the responsibility of the teacher to see that students or parents do not have access to that information.

## **VISITORS IN THE CLASSROOM**

- All school visitors will check in at the Littleton Academy office and wear a "visitor" nametag while in the building. If a visitor has forgotten his/her nametag, please politely mention that the security requirements demand that all visitors sign in at the office and wear a nametag.
- Parents who would like to visit a classroom need to check first with the Principal or Vice Principal. The administration will then check with the teacher involved visitors will not interfere with the classroom activities for that day. Although teachers welcome parent visitors, out of courtesy to them and their students, please first check with the administration before visiting the classroom.

## **VOICE MAIL**

Each teacher will be assigned a voice mail number. Parents will be encouraged to leave phone messages directly on your voice mail to lessen the workload of the office staff. Voice mail should be checked in the morning and afternoon each school day. Parent concerns and requests should be addressed immediately. Even if you need to do some research to determine an answer, please respond promptly, letting them know you will be calling later with the answer. Littleton Academy reserves the right to monitor or access any messages left on voicemail systems, with or without notice to employees, in its exclusive discretion, and employees have no expectation of privacy in voicemail messages that they send or receive.

## **VOLUNTEERS IN THE CLASSROOM**

Volunteers are always welcome at Littleton Academy. However, for a safe, secure, and smooth-Running school, please follow the guidelines below:

- Homeroom teachers should not appoint his/her own "Homeroom Parent." LASA will have a master list of volunteers and will assign a homeroom parent to each homeroom. In this manner, parents who you did not select will not have hurt feelings.
- At Back-to-School Night, feel free to circulate a list of "jobs" with which you need assistance. Let parents make a note of any "jobs" they would like to do. Give this list to your homeroom parent to coordinate for you.
- Be very judicious in allowing parents to grade or file student papers. Unfortunately, not everyone is discreet about the performance of the students. Also, parents might inadvertently compare their child to others in the classroom.
- Never ask a parent to file or in any way handle confidential student information (e.g. ITBS scores, report cards, etc.). This is a breach of confidentiality.

**Section VI:**  
*School Events*

## SCHEDULE OF EVENTS FOR 2000-2001

August 8	Student registration, Returning Families, 3:00 P.M. – 7:00.
August 9	Student registration, New Families 5:00 P.M. – 7:00 New Elementary Parent/Student Orientation, 6:00 P.M. 6 <sup>th</sup> Grade/New Middle School Parent Orientation, 7:00 P.M.
August 11	New Employee Orientation
August 14 - 18	Teacher In-Service
August 21	First day of school
August 24	Littleton Academy Skate City Party
August 23	Back-to-School Night, 6:30 P.M., Grades 6, 7, 8
August 30	Back-to-School Night, 6:30 P.M., Grades K, 1, 2
August 31	Back-to-School Night, 6:30 P.M., Grades 3, 4, 5
September 3	4th Anniversary of Littleton Academy
September 4	Labor Day. No school
September 21	Parent/Teacher conferences: 4:00 P.M. - 8:30 P.M. This will be a regular school day.
September 22	Parent/Teacher conferences: 8:00 A.M. - 5:00 P.M. No school.
October 6	Elementary teachers in-service. No school for grades K-5; grades 6-8 will have school.
October 16 - 20	Fall Break. No School.
October 31	End of 1st quarter
November 1	Beginning of 2nd quarter
November 14	1st quarter report cards issued
November 15	Open House for prospective parents, 9:30 A.M.
November 22-24	Thanksgiving Break. No School.
Dec. 22 - Jan. 5	Winter Break. No school.
January 8	School resumes operation for all grades
January 12	End of 2nd quarter/1st semester
January 15	Martin Luther King Holiday. No school.
January 16	Elementary teachers in-service. No school for grades K-5; grades 6-8 will have school. Beginning of 3rd quarter
January 16	Kindergarten Information Night
January 23	2nd quarter report cards issued
February 7	Open House for prospective parents, 9:30 A.M.
February 16	Teacher In-service
February 19	President's Day. No school.
March 16	End of 3rd quarter
March 19	Beginning of 4th quarter
March 22	Parent/Teacher Conferences, 4:00 P.M. - 8:30 P.M. This will be a regular school day.
March 23	Parent/Teacher Conferences, 8:00 A.M.- 5:00 P.M. No school.
Mar. 26 – Mar. 30	Spring Break. No School.
April 11	Open House for prospective parents, 9:30 A.M.
April 15	Deadline for 2000-01 school year new student enrollment
May 1	Lottery drawing for new student enrollment for 2000-01
May 23	Eighth Grade Graduation, 7:00 P.M.
May 25	End of 4th quarter. Last day of school.
May 28	Memorial Day. No School.
May 29 - June 1	Teacher Out-Service

**SECTION VII:**

*Motivational*



## **AM I A THINKING TEACHER?**

- When students pose unusual or divergent questions, how often do I ask, "What made you think of that?"
- Do students automatically accept whatever the text says as the right answer, or do they feel free to question it?
- Do I frequently encourage students to seek alternative answers?
- How often do students give reasons for making statements?
- Do I use subject matter as a source from which students generate their own questions or problems? Do we then seriously consider those questions?
- Can most of the questions I pose during class be answered with short replies or do they elicit longer responses?
- How often do my students spontaneously engage in critiquing each other's thinking?
- How often do my students relate subject matter to experiences in other subjects or in their personal lives?
- Do I stress how I think rather than what I think?
- How often do my students set objectives for their own learning?
- How often do students collaborate to solve subject matter questions?
- Is one focus in my classroom trying to understand how and why people mentioned in texts created ideas, solutions, experiments, rules, and principles?
- How often do students actively listen to each other?
- How often does my school stress collaborative instructional problem solving?
- How often do I learn from my colleagues by observing their teaching?
- How often do my principal and I discuss how to challenge students to think in more?

## **DISCIPLINE DON'TS**

- Don't make consistent use of rigid, regimented control.
- Don't permit yourself to become preoccupied with a student's limitations.
- Don't discipline a child when you are overly angry.
- Don't lose your composure. Remain calm when disciplining a student.
- Don't punish the entire group because of one person's (or small group's) offense.
- Don't shame a student before all the members of the class.
- Don't talk down to students. Respect them always!
- Don't use sarcasm or ridicule.
- Don't make idle threats.
- Don't depend on a loud voice for classroom control.

## **BLOOM'S TAXONOMY**

### **Knowledge:**

Remembering previously learned materials. (e.g. terms, facts, concepts, principles)

### **Comprehension:**

Grasping meaning of the material (e.g. understands, interprets, translates)

### **Application:**

To use learned material in new and concrete situations. (e.g. applies, solves, constructs)

### **Analysis:**

To break down material into component parts, to understand (e.g. discriminates, outlines, differentiates)

### **Synthesis:**

To put the parts together to form a whole. (e.g. combines, composes, rearranges, rewrites)

### **Evaluation:**

To judge the value of material for a given purpose. (e.g. appraises, criticizes, explains, justifies)

## **PARENT/TEACHER CONFERENCE TIPS**

(Adapted from "Better Teaching" - June 2, 1995)

Parent conferences provide a good opportunity to share information and to strengthen the bond between home and school. Here are some tips:

- Always begin the conference with a sincere and positive comment about the child.
- Share specific strengths and weaknesses in the areas of reading, writing, listening, and speaking.
- Note areas where the student is progressing and any areas where he is not making adequate progress.
- Share samples of the student's work.
- Provide specific examples of the student's critical and creative thinking.
- Share observations about how the child works with others.
- Talk about the child's social development and the friends he/she is making.
- Identify two to three growth goals for the student.
- Provide specific expectations for what parents can do at home to help.
- Listen to what the parent has to say.
- Close the conference by confirming the child's value and emphasizing the positives.

## **EMPLOYEE STATEMENT OF ACKNOWLEDGMENT**

This is to acknowledge that I have received a copy of the Littleton Academy personnel policies and procedures handbook. I understand that it provides guidelines and summary information about the school's personnel policies, procedures, benefits, and rules of conduct. I also understand that it is my responsibility to read, understand, become familiar with, and comply with the handbook. I further understand that Littleton Academy reserves the right to modify, supplement, rescind, or revise any provision, benefit, or policy from time to time, with or without notice, as it deems necessary or appropriate. I also understand that Littleton Academy reserves complete discretion to interpret the provisions of the handbook and how they apply to any situation that may arise.

I acknowledge that both Littleton Academy and I have the right to terminate the employment relationship at any time, with or without explanation, justification, cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with Littleton Academy unless it is specifically modified by an express written agreement signed by me, the President of the Governing Board, and the Principal of Littleton Academy.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

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Employee's Name (Please Print)

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Employee's Signature

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Date