

Town of Littleton School Committee



33 Shattuck St. * P.O. Box 1486 * Littleton, MA 01460-4486 * Phone: (978) 540-2500 * Fax: (978) 486-9581 * Website: www.littletonps.org

MATTHEW HUNT, Vice Chair
DARYL BAKER, Member

MIKE FONTANELLA, Chair

JENNIFER WILSON, Member

Littleton School Committee

This meeting will be conducted using ZOOM Technology

Join Zoom Meeting (7:00PM)

May 14, 2020

Please click the link below to join the webinar:

<https://littletonma.zoom.us/j/95982436010?pwd=dHRGZS9xN05yZDVyR213MGhReHREQT09>

Password: 210800

Or iPhone one-tap :

US: +13126266799,,95982436010# or +19292056099,,95982436010#

Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.

Agenda

7:00 I. ORGANIZATION

1. Call to Order

2. Pledge of Allegiance

3. Consent Agenda

- Minutes – April 23, 2020 & April 30, 2020

- Oath to Bills

and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. FINCOM SCHOOL REPRESENTATIVE INTERVIEW/APPOINTMENT -

Interim Seat: *The School Committee will Interview candidate Tyler Gray to fill the interim FinCom Seat for the remainder of the 3 year term on May 31, 2020. Motion to appoint Tyler Gray as the Interim FinCom School Representative from May 15, 2020 thru May 31, 2020.*

7:15 IV. FINCOM SCHOOL REPRESENTATIVE INTERVIEW/APPOINTMENT

(3 YEAR TERM) *The School Committee will Interview candidate Tyler Gray for The FinCom Seat full 3 year term. June 1, 2020 - May 31, 2023. Motion to appoint Tyler Gray as the FinCom School Representative for the 3 year term, June 1, 2020 - May 31, 2023.*

7:20 V. SUPERINTENDENT EVALUATION: *Discussion of feedback from School Committee members regarding the Superintendent's Annual Evaluation.*

7:40 VI. SUBCOMMITTEE REPORTS

1. PMBC

2. Budget Subcommittee:

3. Policy Subcommittee: (see LPS website to view all policies)

Motion to accept the first reading to rescind the following policies:

IHA, IHAE, IJJ, IJK, JP, KEC, KJA

Motion to accept the first reading of the following modified policies:

ACAB, BEDG, EBB, EEAG, GBA, GBEA, GBI, IC/ICA, IGA, IGD, IHAM, IHAMA, IHB, EHBEA, JB, JEB, JF, JFBB, JH, JHD, JIH, JJF, JRA, JRD, KBE, KDB, KI

Motion to accept the first reading of the following policies as current:

AD, ADF, EB, EBAB, EBC, EBCD, EBH, EC, ECA, ECAC, ECF, EFD, GA, GBEB, GBEC, GBEC, GBK, GCE, GCF, GCG, GCIA, HA, HB, HF, ID, IGB, IHAMB, IHBD, IHBG, IHCA, IJ, IJA, IJL, IJOB, IJOC, IK, IKE, IL, IMA, IMB, IMDA, JI, JIB, JIC, JICA, JICC, JICE, JICFA, JICFB, JICH, JIE, JJIB, JJIF, JKAA, JLC, JLCD, JQ, KA, KBA, KCB, KCD, KDD, KE, KHA, KHV, KLG

<http://www.littletonps.org/school-committee/school-committee-policies>

7:45 VII. INTERESTED CITIZENS

7:50 VIII. ADJOURNMENT/EXECUTIVE SESSION

Motion to move into Executive Session for the purpose of contract negotiations with no intention to return to Open Session

NEXT MEETING DATE

MAY 28, 2020

Per Governor Baker's order suspending certain provisions of the Open Meeting Law, G.L. c. 30A sec. 20, the public will not be allowed to physically access this School Committee meeting. In addition to Zoom the events will be rebroadcasted on **LCTV On Demand/Education. The School Committee reserves the right to implement additional remote participation procedures and will notify the public of these procedures as soon as practicable.**



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MICHAEL FONTANELLA, Chair

ERICA PODGORN, Secretary
JENNIFER WILSON, Member

SCHOOL COMMITTEE MINUTES

April 23, 2020

6:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Daryl Baker
Jennifer Wilson

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Dorothy Mulone

NOT PRESENT:

CALL TO ORDER

Mike Fontanella called the meeting to order at 6:00 p.m. He thanked LCTV for all their hard work during this pandemic and helping each town department with their online virtual meetings. He informed the public that students and faculty would not be able to return to school for the remainder of this school year, and online remote learning will continue.

UPDATE ON SCHOOL CLOSURE

John Harrington, Principal of Littleton High School gave a brief update on plans for Graduation ceremony. He first acknowledged the tremendous loss that everyone is feeling. He gave a shout out to the student athletes' as well as the Music and Art students, knowing all the things they are losing this spring. He met with senior student representatives and Guidance Department. They are working on four different options for graduation, and will be sending out a survey to students and parents with different options/scenarios before making a final decision.

Depending on how long the social distance for larger gatherings will be in effect, the administration is hoping to host a commencement ceremony later, maybe July or August timeframe.

Mike Fontanella asked the public to be patient and reminded everyone that the primary goal is to keep everyone safe and healthy, but he likes the different ideas presented and is looking forward to hear the final decision.

It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Justine Muir, District Equity Coordinator at 978-540-2500, jmuir@littletonps.org or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.

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Steve Mark, Business Manager gave a brief update on refunds for services not taking place for the remainder of the school year, such as Pre-K, Kindergarten, and Tigers Den. Refunds will be issued for half of the month of March, all of April, May and June. Any families, who had paid for spring sports will also receive a refund. Bus fee refunds will also be issued for half of the month of March, all of April, May and June. Mr. Mark asked the public to be patient as Central office staff is working through the refunds, as each refund has to be issued a manual check.

Registration for bus passes for the 2020-2021 school year will start soon. It will be online and should be open by Mid-May. The public will be notified when it is open.

Daryl Baker asked if there was a possibility to have the bus registration fee delayed due to COVID-19 as some families might experience financial hardship. Mr. Fontanella echoed the request and added it is better to be proactive at this point and not add any burden to any families in the community.

Steve Mark will look into this option and give an update at the next meeting, if he's able to get an answer from the outside vendor, who processes the online payments.

INTERESTED CITIZENS

None

FY2021 BUDGET DISCUSSION

Mike Fontanella opened the FY2021 budget discussion. He gave a brief overview of FY2021 budget, which will be presented at the Public Hearing on April 30, 2020 with a total revenue shortfall of \$957,853, which the budget sub-committee is currently working on. A Joint FinCom/Selectmen meeting will take place on Monday, April 27, 2020 to further discuss the shortfall and overall impact. Mr. Fontanella has worked on an analysis for additional staffing and services and he will present his suggestions at the meeting on Monday. His analysis was included in the packet.

Each School Committee member thanked the budget sub-committee for their time and effort put into preparing this year's budget and looking forward to see how the meeting goes on Monday.

Daryl Baker added he was disappointed with the town's decision to ask for a \$1 million shortfall. He would like to see how the shortfall impacts the overall town budget and asked Mr. Fontanella to start with a baseline for the level service budget.

Matthew Hunt echoed the disappointment but wants to wait to see what will happen at the meeting on Monday to further discuss these reductions. But he felt it was unfair to the school department to take the brunt of the overall reductions to the town budget.

Jennifer Wilson echoed Mr. Hunt's comments. She commended the budget sub committee for their hard work during these uncertain times.

Mike Fontanella pointed out that these are uncertain times and the budget vote next week might need a re-vote later in the fall when we have a better understanding of state funding and local aid. It is hard to predict at this time what the fall will look like and the budget might need to be adjusted.

Before adjournment, Mike Fontanella informed the committee that any contract negotiation discussion with the LEA has been suspended at this time due to COVID-19, but could resume at a later date.

ADJOURNMENT

On a motion by Daryl Baker, and seconded by Jennifer Wilson it was voted to adjourn at 6:53PM. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

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NEXT MEETING DATE
PUBLIC HEARING
Thursday, April 30, 2020
7:00PM
Littleton High School

DOCUMENTS AS PART OF MEETING
Littleton School Department Proposed FY21 Budget overview



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JENNIFER WILSON, Member

SCHOOL COMMITTEE MINUTES April 30, 2020 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Daryl Baker
Jennifer Wilson

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow
Dorothy Mulone

NOT PRESENT:

CALL TO ORDER

Mike Fontanella called the meeting to order at 7:00p.m.

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the March 5, 2020 consent agenda as presented. (AYE: Unanimous). Motion carried.

INTERESTED CITIZENS

None

UPDATE FROM SCHOOL ADMINISTRATION

Superintendent Clenchy gave a brief update on Phase 4 for the Remote Learning Plan. Guidelines from DESE were released on Friday, April 24th, by the Commissioner and the school administration has had meetings with faculty to finalize plans on how to meet DESE's recommended prerequisite standards before the end of this school year. He thanked the students, families and all the parents for their support during the remote learning.

Business Manager Steve Mark thanked John Overcash and his staff for their enormous effort to provide meals for any families in need during the COVID-19 pandemic. They are providing meals for more than 100 families. The meals are covering multiple days, so on Thursday April 30th, the cafeteria staff made more than 500 meals in total.

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35
36 **FY2021 BUDGET PUBLIC HEARING**

37 FY2021 Budget presented by Mike Fontanella. He cautioned the community that with the uncertainty at this
38 time, this budget vote may need to be re-voted again in the fall, when the state government has a better idea of
39 the impact COVID-19 has had on everyone.

40 Superintendent Clenchy gave an update on some of the accomplishments by all four schools. There has been a
41 large focus on Social Emotional Learning at all four schools. The overview of accomplishments is included in
42 the packet.

43 Superintendent Clenchy went through the priorities set forth for 2020/2021:

- 44 • Continue to meet the learning needs of all students
- 45 • Continue assessment of District programming to ensure that students are attaining the skill sets
46 necessary to be College and Career Ready
- 47 • Continue emphasis on social and emotional learning and student wellness
- 48 • Maintain current student/teacher ratios
- 49 • Further develop instructional practices that:
 - 50 – Integrate social and emotional skills
 - 51 – Support inclusion
 - 52 – Advance growth mindset strategies
 - 53 – Develop executive functioning skills
 - 54 – Reflect Sheltered English Immersion (SEI)
- 55 • Foster a professional learning culture that promotes growth and innovation
- 56 • Provide Professional Development to support:
 - 57 – Actualization of Vision 2020
 - 58 – Social and Emotional Learning
 - 59 – Writing-Across-The-Curriculum
- 60 • Continue cross-district PD collaboration with Harvard Public Schools & Ayer-Shirley Regional School
61 District
- 62 Develop a six-year programmatic review cycle
 - 63 • Implement facilities maintenance and repair plan
 - 64 • Strengthen partnerships with Middlesex Community College and other community organizations
 - 65 • Continue transition to Tuition-Free Full Day Kindergarten
 - 66 • Implement the updated MA History and Social Science Curriculum Framework 9-12
 - 67 • Implement the updated MA Arts Curriculum Framework
 - 68 • Review and modify protocols and procedures that provide for a safe and secure learning and work
69 environment
 - 70 • Technology Initiatives:
 - 71 – Implement site-based technology plans
 - 72 – Integrate digital tools to enhance curriculum lessons with guidance from the Digital Literacy
73 Computer Science Framework Standards and ISTE Standards (International Society for Technology
74 in Education)
 - 75 – Formalize K-12 Digital Citizenship Program
 - 76 – Continue to actualize computer-based assessments including Next-Generation MCAS
 - 77 – Continue implementation of LHS 1:1 Program
 - 78 – Implement 1:1 Program at LMS

80 Mike Fontanella gave a brief overview of FY2021 budget timeline. Original Budget increase request was to
81 maintain level staffing and services. He showed the current FY2021 budget as of April 30, 2020.

82 COVID-19 Contingency Planning

83 Town Budget Reduction of \$966,303

84 School Budget Reduction of \$111,529

85 Total Proposed Increase for FY2021 \$616,881 (2.9%)

FY 2021 Budget

Summary of Budget Reductions

Initial Budget Increase Request: \$803,410 (3.8%)

Adjustment for Initial Budget Deficit: (\$75,000)

Adjusted Budget Increase Request: \$728,410 (3.4%)

Adjustment for COVID-19 Modelling: (\$111,529)

Current Budget Increase Request: \$616,881 (2.9%)

The School Committee members discussed the possibility to conduct a tuition-free full day Kindergarten program during the 2020-2021 school year but could not in good faith at this time support that increase to the budget. They agreed on a tuition rate of \$875.

They also discussed the School Choice balance, and which balance they would feel comfortable leaving in that account. At this time they agreed on a remaining balance of \$1,648,300, but asked Steve Mark to look into any operating expenditures that may not be as high as expected due to closure and if any money wasn't spent it could be allocated to other line items. Steve Mark explained that expenditures are being looked at and he will have a better idea later in the month as to where the District stands.

Mike Fontanella ended the budget discussion reminding the community the budget remained in-flux. The Town is having another joint meeting on Monday, May 4th to further discuss the Town budget.

PUBLIC COMMENTS

None

The Chairman closed the Public Hearing on the FY21 Budget.

On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the proposed FY2021 Appropriated budget of \$21,967,762. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE. Motion carried.

On a motion by Daryl Baker, and seconded by Jennifer Wilson, it was voted to approve the use of \$387,129 of School Choice funds to supplement the appropriated budget. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE. Motion carried.

NEW BUSINESS

1. Recommended School Choice slots for FY21. Superintendent Clenchy asked the School Committee to approve the recommended 2020-2021 School Choice slots as presented. Daryl Baker asked if the school administration could provide information on how many School Choice slots offered were filled last school year to get a better insight as to how many slots actually gets filled each year. Mike Fontanella agreed with Daryl and added it would be beneficial to see a chart of where all students are enrolled if they do not attend Littleton Public Schools.

On a motion by Daryl Baker, and seconded by Matt Hunt, it was voted to approve the FY21 School Choice Slots as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

Daryl Baker will bring forth a large batch of policies prepared for their first reading at the next meeting.

ADJOURNMENT

On a motion by Daryl Baker, and seconded by Jennifer Wilson it was voted to adjourn at 8:40PM. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

NEXT MEETING DATE

Thursday, May 14, 2020

7:00PM

Littleton High School

4 /
48 **DOCUMENTS AS PART OF MEETING**
49 Littleton School Department Proposed FY21 Budget
50 School Choice – Student Enrollment

FINANCE COMMITTEE APPOINTMENTS

The Littleton School Committee is responsible for appointing two (2) members to the Littleton Finance Committee. The appointments are for three-year terms and commence the second Monday in May.

In years when an incumbent's term will expire, the School Committee at their first meeting in March will inform the incumbent in writing that he/she may reapply for an additional term if interested. The committee will also advertise the position and request that interested citizens and the incumbent submit a letter of application and a resume two weeks prior to the date set by the School Committee for when they plan to make the appointment. The School Committee will interview candidates prior to making an appointment.

In case of a resignation, the School Committee will set a date to appoint a replacement. The School Committee will accept a letter of application and a resume up to two weeks prior to the Appointment date. The School Committee will interview candidates prior to making an appointment.

All applicants and appointees must meet Littleton town code requirements as specified by Town Code for "Finance Committee Eligibility" and "Boards Appointed: Residency requirements". The School Committee reserves the right to terminate an appointee's membership to the finance committee due to lack of attendance or failure to perform the required duties of the committee.

LEGAL REFS.: 13-1, Town of Littleton Code

Adopted:	May 27, 1993
Reviewed:	October 14, 1999
Revised:	December 15, 2005
Reviewed:	November 15, 2012
Revised:	November 12, 2015
Reviewed:	February 6, 2020

FINANCE COMMITTEE
APPOINTMENT

LEGAL NOTICE
SCHOOL COMMITTEE SEEKS INTERESTED CITIZENS TO
FINANCE COMMITTEE
APPOINTMENT
March 9, 2020 – June 30, 2020

The Littleton School Committee is seeking an interested citizen to fulfill the remainder of a three-year term on the Littleton Finance Committee, expiring on June 30, 2020. Kindly forward a letter of interest and a resume which details your qualifications by February 14, 2020.

Littleton School committee
c/o Mike Fontanella, Chairperson
P.O. Box 1486
33 Shattuck Street
Littleton, MA 01460

Interviews of interested candidates will be scheduled. This process will follow procedures as set forth in the Town of Littleton code and School Committee Policy.

AD#13866104
Eagle-Independent 1/31/20

**LEGAL NOTICE
SCHOOL COMMITTEE SEEKS INTERESTED CITIZENS FOR
FINANCE COMMITTEE
APPOINTMENT
July 1, 2020 – June 30, 2023**

The Littleton School Committee is seeking an interested citizen to fulfill a three-year term on the Littleton Finance Committee, expiring in 2023. Kindly forward a letter of interest and a resume which details your qualifications by April 11, 2020.

Littleton School committee
c/o Mike Fontanella, Chairperson
P.O. Box 1486
33 Shattuck Street
Littleton, MA 01460

Interviews of interested candidates will be scheduled. This process will follow procedures as set forth in the Town of Littleton code and School Committee Policy.

AD# 13876444
Eagle Independent 3/13/20

Tyler Grey, Letter of Interest for the FincCom Seats.

> On May 4, 2020, at 5:06 PM, tyler@gray2002.com wrote:

>

>

> Hi Kelly,

>

> I would like to indicate my interest in the vacant School Committee seat to the Town of Littleton's Finance Committee.

>

> I can provide further information on qualifications, but I have served multiple terms in the past on the Fincom including two years as its chair, and time in other roles as an elected official in town as a trust fund commissioner as well as a partial term on the school committee.

>

> Best Regards,

> Tyler

Policy Code	Description	Review Date	Scheduled Review Date	Comments
Section A: Foundations and Basic Commitments				
AA	School District Legal Status	6-Feb-20	SY 22-23	
AB	The People and Their School District	6-Feb-20	SY 22-23	
AC	Nondiscrimination	6-Feb-20	SY 22-23	
ACA	Nondiscrimination on the Basis of Sex	6-Feb-20	SY 22-23	
ACAB	Harassment Policy [rename Harassment prevention and response]	28-May-20	SY 22-23	Updated to current MASC language
ACE	Nondiscrimination on the Basis of Handicap / Disability	6-Feb-20	SY 22-23	
AD	Educational Philosophy	28-May-20	SY 22-23	Current
ADC	Use of Tobacco Products on School Property	6-Feb-20	SY 22-23	
ADDA	CORI Policy	6-Feb-20	SY 22-23	
ADF	Wellness Policy on Physical Activity and Nutrition	28-May-20	SY 22-23	Current
AFC	Finance Committee Appointments	6-Feb-20	SY 22-23	
Section B: School Board Governance and Operations				
BA	School Committee Operational Goals	9-Feb-17	SY 19-20	
BB	School Committee Legal Status	21-Nov-13	SY 16-17	
BBA	School Committees Powers and Duties	21-Nov-13	SY 16-17	
BBAA	School Committee Member Authority	21-Nov-13	SY 16-17	
BCA	School Committee Member Conduct/Code of Ethics	27-Feb-14	SY 16-17	
BDA	School Committee Organizational Meeting	27-Feb-14	SY 16-17	
BDB	School Committee Officers	27-Feb-14	SY 16-17	
BDD	School Committee- Superintendent Relationship	27-Feb-14	SY 16-17	
BDE	Subcommittees of the School Committee	20-May-16	SY 18-19	
BDF	Advisory Committees to the School Committee	27-Feb-14	SY 16-17	
BDFA	School Councils	9-Feb-17	SY 19-20	
BDG	School Attorney/Legal Services	27-Feb-14	SY 16-17	
BE	School Committee Meetings	27-Feb-14	SY 16-17	
BEC	Executive Sessions/Open Meetings	9-Feb-17	SY 19-20	
BEDB	Agenda	27-Feb-14	SY 16-17	
BEDD	Rules of Order	9-Feb-17	SY 19-20	
BEDF	Voting Method	9-Feb-17	SY 19-20	
BEDG	Minutes	9-Feb-17	SY 19-20	
BEDH	Public Participation at Committee Meetings	28-May-20	SY 22-23	Updated to Current MASC Language
BG	School Committee Policy Development	9-Feb-17	SY 19-20	
BGB	Policy Adoption	9-Feb-17	SY 19-20	
BGG	Administration in Policy Absence	9-Feb-17	SY 19-20	
BHC	School Committee- Staff Communications	9-Feb-17	SY 19-20	
BHE	Use of Electronic Messaging by School Committee Members	27-Feb-14	SY 16-17	
BIA	New Committee Member Orientation	9-Feb-17	SY 19-20	
BIBA	School Committee Member Conferences, Conventions, and Workshops	9-Feb-17	SY 19-20	
BID	School Committee Member Compensation and Expenses	9-Feb-17	SY 19-20	
BJ	School Committee Legislative Program	9-Feb-17	SY 19-20	
BK	School Committee Memberships	9-Feb-17	SY 19-20	
Section C: General School Administration				
CA	Administration Goals	6-Feb-20	SY 22-23	
CAA	Annual Operational Plans/Objectives	6-Feb-20	SY 22-23	
CBD	Superintendent's Contract	6-Feb-20	SY 22-23	
CBI	Evaluation of the Superintendent	6-Feb-20	SY 22-23	
CE	Administrative Councils, Cabinets, and Committees	6-Feb-20	SY 22-23	
CH	Policy Implementation	6-Feb-20	SY 22-23	
CHCA	Approval of Handbooks and Directives	6-Feb-20	SY 22-23	

Policy Code	Description	Review Date	Scheduled Review Date	Comments
CL	Administrative Reports	6-Feb-20	SY 22-23	
Section D: Fiscal Management				
DA	Fiscal Management Goals/Priority Objectives	6-Feb-20	SY 22-23	
DB	Annual Budget	6-Feb-20	SY 22-23	
DBJ	Budget Transfer Authority	6-Feb-20	SY 22-23	
DGA	Authorized Signatures	6-Feb-20	SY 22-23	
DI	Fiscal Accounting and Reporting	6-Feb-20	SY 22-23	
DIE	Audits	6-Feb-20	SY 22-23	
DJ	Purchasing	6-Feb-20	SY 22-23	
DK	Payment Procedures	6-Feb-20	SY 22-23	
DKC	Expense Reimbursements	6-Feb-20	SY 22-23	
Section E: Support Services				
EB	Safety Program	28-May-20	SY 22-23	Current
EBAB	Pest Management Policy	28-May-20	SY 22-23	Current
EBB	First Aid	28-May-20	SY 22-23	Updated to current MASC Language
EBC	Emergency Plans	28-May-20	SY 22-23	Current
EBCD	Emergency Closings	28-May-20	SY 22-23	Current
EBH	Use of School Facilities	28-May-20	SY 22-23	Current
EC	Building and Grounds Management	28-May-20	SY 22-23	Current
ECA	Buildings and Grounds Security	28-May-20	SY 22-23	Current
ECAC	Vandalism	28-May-20	SY 22-23	Current
ECF	Energy Management Conservation Policy	28-May-20	SY 22-23	Current
EDC	Authorized Use of School-Owned Materials and Equipment	28-May-20	SY 22-23	Current
EEA	Student Transportation	28-May-20	SY 22-23	Current
EEAA	Student Transportation Policy	28-May-20	SY 22-23	Not in MASC, remain as local policy
EEAE	School Bus Safety Program	28-May-20	SY 22-23	Current
EEAG	Student Transportation in Private Vehicle	28-May-20	SY 22-23	Updated transportaing in private vehicles
EFC	Free and Reduced Price Food Service	28-May-20	SY 22-23	Current
EFD	Food Service Policy	28-May-20	SY 22-23	Current
Section F: Facilities Planning and Development				
FA	Facilities Development Goals	6-Feb-20	SY 22-23	
FBF	Naming School Department Facilities	6-Feb-20	SY 22-23	
FCB	Retirement of Facilities	6-Feb-20	SY 22-23	
Section G: Personnel				
GA	Personnel Goals	28-May-20	SY 22-23	Current
GBA	Equal Employment Opportunity	28-May-20	SY 22-23	Updated to current MASC language, edits in various identified groups
GBEA	Staff Ethics/Conflict of Interest	28-May-20	SY 22-23	Update to current MASC policy, edits in Ethics training
GBEB	Staff Conduct	28-May-20	SY 22-23	Current
GBEBC	Gifts to and Solicitations by Staff	28-May-20	SY 22-23	Current
GBEC	Alcohol/Drug-Free Workplace Policy	28-May-20	SY 22-23	Current
GBI	Staff Participation in Political Activities	28-May-20	SY 22-23	Update to current MASC policy, edits in gender nuteral terms
GBK	Staff Complaints and Grievances	28-May-20	SY 22-23	Current
GCE	Staff Recruiting/Postings of Vacancies	28-May-20	SY 22-23	Current
GCF	Staff Hiring	28-May-20	SY 22-23	Current
GCG	Substitute Professional Staff Employment	28-May-20	SY 22-23	Current
GCIA	Philosophy of Staff Development	28-May-20	SY 22-23	Current
GCRD	Tutoring For Pay	21-Nov-13	SY 16-17	Review with Superintendent
GDB	Support Staff Contracts and Compensation Plans	14-Nov-13	SY 16-17	Review with Superintendent (Keep current, not MASC)
GDO	Evaluation of Support Staff	21-Nov-13	SY 16-17	Consider rescind, is this necessary by SC policy?
Section H: Negotiations				
HA	Negotiations Goals	28-May-20	SY 22-23	Current

Policy Code	Description	Review Date	Scheduled Review Date	Comments
HB	Negotiations Legal Status	28-May-20	SY 22-23	Current
HF	School Committee Negotiating Agents	28-May-20	SY 22-23	Current
IC/ICA	School Year/ School Calendar	28-May-20	SY 22-23	Update to current MASC language, clarifies scheduling requirements
ID	School Day	28-May-20	SY 22-23	Maintain current language, do not include MASC language on contract
IGA	Curriculum Development	28-May-20	SY 22-23	Update to current MASC language
IGB	Learning Support Services Programs	28-May-20	SY 22-23	Keep current policy do not update to MASC which does not specify roles
IGD	Curriculum Adoption	28-May-20	SY 22-23	Update to current MASC language
IHA	Basic Instructional Program	28-May-20	SY 22-23	Rescind, no longer MASC recommendation. Not required
IHAЕ	Physical Education	28-May-20	SY 22-23	Rescind, no longer MASC recommendation. Not required
IHAM	Health Education	28-May-20	SY 22-23	Update to current MASC language
IHAMA	Parental Notification Relative to Sex Education	28-May-20	SY 22-23	Update to current MASC language
IHAMB	Teaching about Drugs, Alcohol, and Tobacco	28-May-20	SY 22-23	Current
IHB	Special Instruction Programs and Accommodations	28-May-20	SY 22-23	Update to current MASC language
IHBD	Title I Supplement, Not Supplant Policy & Procedures	28-May-20	SY 22-23	Current
IHBEA	English Language Learners	28-May-20	SY 22-23	Update to current MASC language
IHBG	Home Education	28-May-20	SY 22-23	Current
IHCA	Summer Schools	28-May-20	SY 22-23	Current
IJ	Instructional Materials	28-May-20	SY 22-23	Current
IJA	Reconsideration of Instructional Resources	28-May-20	SY 22-23	Current
IJJ	Textbook Selection and Adoption	28-May-20	SY 22-23	No longer MASC recommendation, rescind Policy IGA covers
IJK	Supplementary Materials Selection and Adoption	28-May-20	SY 22-23	No longer MASC recommendation, rescind Policy IGA covers
IJL	Library Materials Selection and Adoption	28-May-20	SY 22-23	Current
IJNDB	Acceptable Use Policy- Technology	20-May-16	SY 18-19	Review with superintendent
IJOA	Field Trips	17-Oct-19	SY 22-23	
IJOB	Community Resource Persons/Speakers	28-May-20	SY 22-23	Current
IJOC	School Volunteers	28-May-20	SY 22-23	Current
IK	Academic Achievement	28-May-20	SY 22-23	Current
IKE	Promotion and Retention of Students	28-May-20	SY 22-23	Current
IKF	Graduation Requirements	20-May-16	SY 18-19	Review with superintendent
IL	Evaluation of Instructional Programs	28-May-20	SY 22-23	Current
IMA	Teaching Activities/Presentations	28-May-20	SY 22-23	Current
IMB	Teaching about Controversial Issues/Controversial Speakers	28-May-20	SY 22-23	Current
IMD	School Ceremonies and Observances	28-May-20	SY 22-23	Current
IMDA	Morning Exercises	28-May-20	SY 22-23	Current, Local policy
IMG	Animals in Schools	9-Jan-20	SY 22-23	
Section J: Students				
JB	Equal Educational Opportunities	28-May-20	SY 22-23	Update to new MASC language
JEB	Entrance Age	28-May-20	SY 22-23	Update to new MASC language
JF	School Admissions and Residency	28-May-20	SY 22-23	Update to new MASC language
JFBB	School Choice			Revised to updated MASC Language, identifies pregnancy in non-discrimination
		28-May-20	SY 22-23	
JH	Student Absence	28-May-20	SY 22-23	Updated to MASC 2019 language, minor edits in wording
JHA	Absence to observe Religious Holydays	28-May-20	SY 22-23	No longer MASC recommendation, remain as local policy
JHD	Exclusion and Exemptions from School Attendance			
		28-May-20	SY 22-23	Update to MASC 2019 Language, removed suspension and expulsion language
JI	Student Rights and Responsibilities	28-May-20	SY 22-23	Current
JIB	Student Involvement in Decision-Making	28-May-20	SY 22-23	Current
JIC	Student Conduct	28-May-20	SY 22-23	Current
JICA	Student Dress Code	28-May-20	SY 22-23	Current
JICC	Student Conduct on School Bus	28-May-20	SY 22-23	Current

Policy Code	Description	Review Date	Scheduled Review Date	Comments
JICE	Student Publications	28-May-20	SY 22-23	Current
JICFA	Prohibition of Hazing	28-May-20	SY 22-23	Current
JICFB	Bullying Prevention	28-May-20	SY 22-23	Current
JICH	Alcohol Use by Students	28-May-20	SY 22-23	Current
JIE	Pregnant Students	28-May-20	SY 22-23	Current
JIH	Interrogations and Searches	28-May-20	SY 22-23	Updated to Feb 2019 MASC recommendation, simplifies language
JJF	Student Activity Accounts	28-May-20	SY 22-23	Update to July 2018 Masc language, Prohibs Student accounts in deficits
JJIB	Interscholastic Athletics	28-May-20	SY 22-23	Current
JJIF	Concussion and sports injury	28-May-20	SY 22-23	Current
JKAA	Restraint of students in Littleton Public Schools	28-May-20	SY 22-23	Current
JLC	Student Health Services and Requirements	28-May-20	SY 22-23	Current
JLCD	Administering Medicine to Students	28-May-20	SY 22-23	Current
JQ	Student Athletic and Activity Fees	28-May-20	SY 22-23	Current
JRA	Student Records	28-May-20	SY 22-23	Update to Feb 2019 MASC language, simplifies wording
JRD	Student Photographs	28-May-20	SY 22-23	Updated to current MASC language
Section K: School-Community-Home Relations				
KA	School-Community Relations Goals	28-May-20	SY 22-23	Current
KBA	School/Parent Relations Goals	28-May-20	SY 22-23	Current
KBE	Relations with Parent Organizations	28-May-20	SY 22-23	Updated to require reporting
KCB	Community Involvement in Decision-Making	28-May-20	SY 22-23	Current
KCD	Public Gifts and Donations to Schools	28-May-20	SY 22-23	Current
KDB	Public's Right to Know	28-May-20	SY 22-23	Update to MASC 2016 language
KDD	News Media Relations/News Releases	28-May-20	SY 22-23	Current
KE	Public Complaints	28-May-20	SY 22-23	Current
KHA	Public Solicitations in the Schools	28-May-20	SY 22-23	Current
KHB	Advertising in the Schools	28-May-20	SY 22-23	Current
KI	Visitors to the Schools	28-May-20	SY 22-23	Update to MASC 2016 recommendation, slight wording changes
KLG	Relations with Police Authorities	28-May-20	SY 22-23	Current
Section L: Education Agency Relations				
LA	Education Agency Relations Goals	6-Feb-20	SY 22-23	
LB	Relations with Other Schools and School Districts	6-Feb-20	SY 22-23	
LDA	Student Teaching, Internships, Research Partnerships	6-Feb-20	SY 22-23	

Sexual Harassment

All persons associated with the Littleton public schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the [] School Committee takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

Definition of Sexual Harassment: Unwelcome sexual advances; requests for sexual favors; or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: [Name, Office, Address, Phone Number]

The Committee will appoint a sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

Complaint Procedure:

1. Any member of the school community who believes that they have been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
 - a. The grievance officer will confer with the charging party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
 - b. The grievance officer will then attempt to meet with the charged party in order to obtain their response to the complaint.

- c. The grievance officer will hold as many meetings with the parties as is necessary to establish the facts.
 - d. On the basis of the grievance officer's perception of the situation they may:
 - Attempt to resolve the matter informally through reconciliation.
 - Report the incident and transfer the record to the Superintendent or their designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the committee for termination or expulsion. At this stage of the proceedings the parties may present witnesses and other evidence and may also be represented. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.
4. The grievance officer, upon request, will provide the charging party with government agencies that handle sexual harassment matters.

SOURCE: MASC

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended 45

Federal Regulation 74676 issued by EEO Commission

Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)

Board of Education 603 CMR 26:00

Approved:	January 28, 1993
Revised:	October 28, 1999
Revised:	November 15, 2001
Reviewed:	February 26, 2009
Revised:	November 15, 2012
Revised:	November 12, 2015
Revised:	May 28, 2020

EDUCATIONAL PHILOSOPHY

The Littleton Public Schools' mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.

CORE VALUES - In order to achieve our vision and mission, Littleton Public Schools administration, faculty, staff and students will model and advance the following values:

- Respect
- Integrity
- Responsibility
- Accountability

VISION – The vision is the guiding statement which the Littleton Public Schools use as the basis for all strategic planning, policy and budget decisions. The Littleton Public Schools will:

- Promote high academic standards for staff & students.
- Challenge all students to achieve their full potential.
- Prepare students to be life-long learners, critical thinkers enabling them to become contributing citizens.
- Maintain a commitment to continuous improvement of student achievement through the offering of school programs that are diverse & challenging.
- Communicate a clear set of standards regarding what students should know and be able to do at the end of each grade.
- Provide continued support to our staffs to enhance instructional strategies that promote student learning.
- Strive to meet each individual student's needs while taking into consideration that cognitive, social, physical, and emotional development varies.
- Promote a culture and climate that honors diversity, models respect, responsibility, integrity and accountability.
- Continue to encourage staff professional growth by providing the tools, support and resources to be successful.
- Provide support to teachers and administrators in the use of data to assess & inspire their own skills and effectiveness.
- Include the community as an active and contributing partner in the education and schooling of each child.
- Provide frequent communication between our schools and community regarding opportunities, accomplishments and progress of educational goals.
- Continue to foster a partnership of students, teachers, support staff, administrators, and the community, excelling at what they do and acting with strong conviction and deep commitment to bring about a higher quality of education within our schools.

BELIEFS:

- The purpose of education is to enable students to become self-reliant learners and productive, responsible citizens in a complex and challenging world.
- Everyone has the right to learn in a safe and secure environment.

- Education is the shared responsibility of our schools, students, their families and the community.
- All students can achieve at high levels and learn at different rates and in different ways.
- Teachers are the most important factor, within the school, in student achievement.
- All students have abilities and talents worthy of recognition.
- Student achievement is not solely the result of student ability.
- Literacy and numeracy are the foundations upon which learning is built.

SOURCE: Littleton Policy

Adopted: May 12, 2016

Reviewed: May 28, 2020

SCHOOL DISTRICT WELLNESS PROGRAM

The School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program. Therefore, the school district will provide developmentally appropriate and sequential nutrition and physical education as well as opportunities for physical activity. The wellness program will be implemented in a multidisciplinary fashion and will be evidence based.

Wellness Committee

The school district will establish a wellness committee that consists of at least one (1): parent, student, nurse, school food service representative, School Committee member, school administrator, member of the public, and other community members as appropriate. If available, a qualified, credentialed nutrition professional will be a member of the wellness committee. The superintendent shall designate the wellness program coordinator(s). Only employees of the district who are members of the wellness committee may serve as wellness program coordinators. Wellness coordinators, in consultation with the wellness committee, will be in charge of implementation and evaluation of this policy.

Nutrition Guidelines

It is the policy of the school district that all foods and beverages made available on campus during the school day are consistent with School Lunch Program nutrition guidelines. Guidelines for reimbursable school meals will not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to law. The district will create procedures that address all foods available to students throughout the school day in the following areas:

- Offer healthy meals that promote good health and provide students with the appropriate daily nutrition that is consistent with the *U.S. Dietary Guidelines for Americans*.
- Ensure that healthy snacks and all competitive foods under the control of the school department are consistent with the standards set by the Commonwealth of Massachusetts. These standards shall apply to competitive foods and beverages sold or provided on school grounds 30 minutes before the beginning of the school day until 30 minutes after the end of the school day.
- Encourage individual school organizations to follow the guidelines and recommendations as set forth in this policy at all times.
- Competitive foods are defined as foods and beverages provided in:
 1. School cafeterias offered as a la carte items
 2. School snack bars
 3. Vending machines
- Building based celebrations guidelines

Nutrition and Physical Education

The school district will provide nutrition education aligned with standards established by the USDA's National School Lunch Program kindergarten through grade 12. The school district will provide physical education training aligned with the standards established by the Dept. of

Elementary and Secondary Education. The wellness program coordinators, in consultation with the wellness committee, will develop procedures that address nutrition and physical education.

Nutrition Education

- Our goal is to teach, encourage, and support healthy eating by students and staff
- Offer healthy meals that promote good health and provide students with the appropriate daily nutrition that is consistent with the ***U.S. Dietary Guidelines for Americans***.
- Provide consistent messages regarding balanced nutrition that teach the skills they need to adopt and maintain healthy eating behaviors.

Physical Education Activities

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum where appropriate.
- Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.

Social and Emotional Well-being

The school district values the social and emotional well-being of all students, faculty, and staff.

- Provides a supportive environment that includes counseling, guidance and social work
- Encourages students to develop skills to express thoughts and feelings responsibly.
- Fosters an atmosphere where differences are respected and accepted.
- Identifies at risk students and refers them to the appropriate resources.
- Facilitates data collection of student behavior to be used for program development.

Other Wellness Promotion Activities

The wellness program coordinators, in consultation with the wellness committee, are charged with developing procedures addressing other school-based activities to promote wellness.

- Time is allowed for students to eat meals in lunchroom facilities.
- All children who participate in subsidized food programs are able to obtain food in a non-stigmatizing manner.
- Encourage the use of locally grown and seasonal foods, and/or school gardens when appropriate.
- Physical activities and/or nutrition services or programs designed to benefit staff health have been considered and, if possible, implemented.

Evaluation

The wellness committee, in consultation with the wellness coordinators, will assess all education curricula and materials pertaining to wellness for accuracy, completeness, balance and consistency with the state and district's educational goals and standards. Wellness program coordinators shall be responsible for devising a plan for implementation and evaluation of the district wellness policy and are charged with operational responsibility for ensuring that schools

meet the goals of the district wellness policy. Wellness program coordinators will report to the School Committee annually.

LEGAL REFS.: The Child Nutrition and WIC Reauthorization Act of 2010,
Section 204, P.L. 108 -265
The Richard B. Russell National School Lunch Act, 42 U.S.C. §§ 1751 - 1769h
The Child Nutrition Act of 1966, 42 U.S.C. §§ 1771 - 1789
Department of Public Health. 105 CMR 225.000: Nutrition Standards for
Competitive Foods and Beverages in Public Schools

Department of Public Health. 105 CMR 215: Standards for School Wellness
Advisory Committees

Adopted: June 8, 2006
Revised: April 25, 2013
Revised: May 12, 2016
Reviewed: May 28, 2020

PUBLIC PARTICIPATION AT SCHOOL COMMITTEE MEETINGS

All regular and special meetings of the School Committee shall be open to the public. Executive sessions will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

The School Committee desires individuals to attend its meetings so that they may become better acquainted with the operations and the programs of our local public schools. In addition, the Committee would like the opportunity to hear public comment.

Public comment is not a discussion, debate, or dialogue between individuals and the School Committee. It is an individual's opportunity to express an opinion on issues within the School Committee's authority.

To ensure the ability of the School Committee to conduct the District's business in an orderly manner, the following rules and procedures are adopted:

1. At the start of each regularly scheduled School Committee meeting, individuals will sign in for an opportunity to speak during public comment. The public comment segment shall not exceed 15 minutes. All speakers are encouraged to present their remarks in a respectful manner.
2. Speakers will be allowed up to three (3) minutes to present their material and must begin their comments by stating their name and city/town. The presiding Chair may permit extension of this time limit, in extenuating circumstances.
3. Topics for discussion should be limited to those items within the School Committee's scope of authority. The authority of the School Committee primarily concerns the review and approval of the budget of the district's public schools, the performance of the Superintendent, and the educational goals and policies of the district's public schools. Comments and complaints regarding school personnel (apart from the Superintendent) or students are generally prohibited unless those comments and complaints concern matters within the scope of School Committee authority.
4. The Chair of the meeting, after a warning, reserves the right to terminate speech which is not constitutionally protected because it constitutes true threats that are likely to provoke a violent reaction and cause a breach of the peace, or incitement to imminent lawless conduct, or contains obscenities.
5. Written comments longer than three (3) minutes may be presented to the presiding Chair before or after the meeting. All remarks will be addressed through the Chair of the meeting. Comments made during the public comment portion of the meeting do not necessarily reflect the views or positions of the Littleton School Committee.

SOURCE: MASC Policy

Adopted: December 15, 1994
Revised: July 12, 2000
Revised: 27 February 2014
Revised: 28 May 2020

SAFETY PROGRAM

Accidents or other unplanned occurrences can result in tragic consequences such as: bodily harm, loss of school time, property damage, legal action, and even fatality. The School Committee will guard against such occurrences by taking every possible precaution to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of schools. Instruction in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The Superintendent will have overall responsibility for the safety program of the school district. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

SOURCE: MASC August 2016

LEGAL REF.

M.G.L. 71:55C

603 CMR 36:00

CROSS REFS.

EEAE, School Bus Safety Program

IHAM, Health Education

Adopted: March 2, 1995

Revised: September 30, 2000

Revised: 26 February 2015

Revised: 10 January 10, 2019

Reviewed: ~~May 28, 2020~~ ~~May 2020~~

PEST MANAGEMENT POLICY

The Littleton Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the School District will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide uses, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of action alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

- A. The Littleton Public Schools shall develop and implement an integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to:
 - 1. Reduce any potential human health hazard.
 - 2. Reduce loss or damage to school structures or property.
 - 3. Minimize the risk of pests from spreading in the community.
 - 4. Enhance the quality of facility use for school and community.
 - 5. Minimize health, environmental and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.
- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Data Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The district will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation property out.
- B. Ongoing education of all appropriate District staff will be a priority to ensure a safe and clean environment.

LEGAL REF:

Chapter 85 of the Acts of 2000, “An Act to Protect Children and Families from Harmful Pesticides.”

SOURCE: MASC

Adopted: January 17, 2002
Reviewed: February 26, 2015
Reviewed: May 28, 2020

FIRST AID

The district attempts to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. These will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate transport to a hospital of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will make out a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Revised:	February 26, 2015
Revised:	May 28, 2020

FIRST AID

The district strives to provide a safe environment. If an accident or sudden illness occurs, school personnel will administer first aid and, if warranted, call for emergency medical services. In the case of illness that may include an infectious disease the school physician shall be notified in accordance with law.

First aid is defined as the immediate and temporary care given in case of an accident or sudden illness, which enables the child to be taken safely home or to a physician. It does not include diagnosis or treatment. Any care beyond first aid will not be given.

At each school, procedures will be developed for the proper handling of an injury to, or sudden illness of, a child or staff member. Procedures will be made known to the staff and will incorporate the following requirements:

1. The school nurse or another trained person will be responsible for administering first aid.
2. When the nature of an illness or an injury appears in any way serious, every effort will be made to contact the parent/guardian and/or family physician immediately.
3. In extreme emergencies, the school nurse, school physician or Principal may make arrangements for immediate hospitalization of injured or ill students, contacting parent or guardian in advance if at all possible.
4. The teacher or other staff member to whom a child is responsible at the time an accident occurs will complete a report on an official form providing details about the accident. This will be required for every accident for which first aid is given.
5. All accidents to students and staff members will be reported as soon as possible to the Superintendent and, if the Superintendent deems appropriate, to the School Committee.

SOURCE: MASC August 2016

LEGAL REFS.: M.G.L. 71:55A; 71:56

CROSS REF.: JLC, Student Health Services and Requirements

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Revised:	February 26, 2015
Revised:	May 28, 2020

EMERGENCY PLANS

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The Superintendent will facilitate the development of school emergency plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

emergency plans shall be developed, in consultation with, but not limited to, principals, school nurses, school physicians, athletic coaches, trainers, police, fire, and local Emergency Medical Services, agencies, an Emergency Response Plan for each school in the district. Each Plan shall include:

1. A method establishing a rapid communications system linking all parts of the school campus, including outdoor facilities, to local emergency service providers along with protocols to clarify when EMS and other emergency contacts will be called.
2. A determination of average EMS, Police, and Fire response times to any location on the campus.
3. A list of relevant contacts with telephone numbers and a protocol indicating when each person shall be called, including names of experts to help with post-event support.
4. A team comprised of counselors and school psychologists will be available with post-event support for students, staff, and families or guardians.
5. A method to efficiently direct emergency service providers personnel to any location on campus, including the location of available rescue equipment.
6. Ongoing training for all staff, and students, related to school safety.
7. Safety precautions to prevent injuries in classrooms and on the school campus.
8. A method of providing access to training in CPR and first aid for teachers, athletic coaches, trainers, and other school staff which may include CPR training for High School students; provided that School Committees may opt out of instruction in CPR pursuant to Section 1 of Chapter 71.

9. In the event the school possesses Automated External Defibrillators (AEDs), the location of all available AEDs, whether the location is fixed or portable, and a list of personnel trained in its use.

The Superintendent shall annually review the response sequence with local police and fire officials. Plans shall be submitted to local police and fire officials and the DESE at least every 3 years by September 1 or when changes occur. Plans must be updated in the case of new construction or other physical changes to the school campus.

Building Principals will meet all requirements for conducting fire drills and Emergency Response drills at least once per year to give students practice in moving with an orderly dispatch to designated areas under emergency conditions, and the staff practice in carrying out their assigned responsibilities for building evacuation.

SOURCE: MASC Policy

LEGAL REF: M.G.L. 69:8A Section 363 of Chapter 159 of the Acts of 2000

CROSS REF.: EBCD, Emergency Closings

Adopted:	March 2, 1995
Revised:	September 13, 2012
Reviewed:	May 12, 2016
Revised:	January 10, 2019
Reviewed	May 28, 2020

EMERGENCY CLOSINGS

The Superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel. While it may be prudent, under certain circumstances, to excuse all students from attending school, to delay the opening hour or to dismiss students early, the Superintendent has the responsibility to see that as much of the administrative, supervisory and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school will be closed.

In making the decision to close schools, the Superintendent will consider many factors including the following principal ones relating to the fundamental concern for the safety health of the children:

1. Weather conditions, both existing and predicted
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent will weigh these factors and take action to close the schools only after consultation with public works and public safety authorities and with school officials from neighboring towns. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings. When schools are closed for emergency reasons, staff members will comply with School Committee policy in reporting for work.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:4; 71:4A

CROSS REF. EBC, Emergency Plans

Adopted:	February 18, 1982
Revised:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	February 26, 2015
Reviewed:	May 28, 2020

USE OF SCHOOL FACILITIES

The School Committee is pleased to have the school facilities used for community affairs and programs. Such use shall be subject to the following regulations and fees:

1. The School Department reserves the right to deny the use of a school facility when it deems such to be impractical or detrimental to primary educational function of the building.
2. Applications shall be submitted in writing to the School Business Manager no less than two weeks prior to the scheduled event. The application shall provide evidence of compliance with MGL Chapter 385 (CORI).
3. Littleton citizens and organizations shall have first preference for building use. Applications by organizations from other communities will not be granted without School Department approval.
4. Applications shall not be granted for personal or family use and shall not be granted to minors.
5. The School Business Office, in granting an application, shall determine what level of cafeteria, custodial, and/or technology staffing shall be assigned to a function which is to take place while the building is already open and occupied as well as beyond normal school operating hours.
6. School Department reserves the right to cancel the use of a facility if school is cancelled due to weather conditions.
7. Payments for the use of school facilities are to be made payable to the Town of Littleton, c/o School Department and are due five days after approval of the event unless otherwise arranged with the Business Manager Office.

CROSS REF.: Policy ADDA – CORI
MGL Chapter 385 - CORI

Proposed:	April 26, 1990
Approved:	May 17, 1990
Revised:	May 9, 1991
Revised:	September 11, 2003
Revised:	October 9, 2003
Reviewed:	February 26, 2015
Reviewed:	May 28, 2020

BUILDINGS AND GROUNDS MANAGEMENT

The School Committee's most important function is to provide for the education of children, and it recognizes that the education of children is dependent upon many factors, including a proper physical environment that is safe, clean, sanitary, and as comfortable and convenient as the facilities will permit or the use requires.

The supervision over the care and safekeeping of property used by the school department will be the general responsibility of the Superintendent. He will work with other town departments, as necessary, to develop a comprehensive and well-defined plan for the proper maintenance, cleanliness, and safekeeping of all school buildings and grounds to ensure that each school is equally well maintained, equipped, and staffed.

The Superintendent will establish procedures and employ such means as may be necessary to provide accurate information in regard to the nature, condition, location, and value of all property used by the school department; to safeguard the property against loss, damage, or undue depreciation; to recover and restore to usefulness any property that may be lost, stolen or damaged; and to do all things necessary to ensure the proper maintenance, cleanliness, and safe-keeping of school property.

Within the separate schools, the building administrator will be responsible for proper care, maintenance, and cleanliness of buildings, equipment and grounds.

SOURCE: MASC Policy

LEGAL REF. M.G.L 71:68

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed	February 26, 2015
Reviewed:	May 28, 2020

BUILDINGS AND GROUNDS SECURITY

Public school buildings and grounds are one of the greatest investments of the town. I) I deemed in the best interest of the school department and town to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building, but protection from fire hazards and faulty equipment, and safe practices in the use of electrical, plumbing, and heating equipment. The committee expects close cooperation with fire and law enforcement departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours will be limited to personnel whose work requires it. An adequate key control system will be established, which will limit access to buildings to authorized personnel and will safeguard against the chance of entrance to buildings by unauthorized persons.

Funds and valuable records will be kept in a safe place and under lock and key.

Protective devices designed to be used as safeguards against illegal entry and vandalism will be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

Adopted;	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	February 26, 2015
Reviewed:	May 28, 2020

VANDALISM

The School Committee recognizes that acts of vandalism committed against public private property are costly and require positive action through educational programs. Consequently, the committee will support various programs aimed at reducing the amount of vandalism.

Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism property under control of the school department, and the name(s) of the person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him and, if known, the names of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized delegate, as he sees fit, authority to sign such complaints and to press charges.

Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	February 26, 2015
Revised:	May 28, 2020

ENERGY MANAGEMENT CONSERVATION POLICY

As the School Committee of the Littleton Public Schools, we believe it to be our responsibility to ensure that every effort is made to conserve energy and natural resources while exercising sound financial management.

The implementation of this policy is the joint responsibility of the board members, administrators, teachers, students and support personnel. Its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media on the goals and progress of the energy conservation program.

The principals will be accountable for energy management on their campus with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

1. All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer.”
2. Energy management will be made a part of the superintendent’s and the principal’s annual evaluation.
3. Administrative Energy Guidelines will be adopted that will be the “rules of the game” in implementing our energy program.

In order to maintain a safer and healthier learning environment and to complement the energy management program, the Superintendent and Energy Manager shall develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

District personnel are expected to provide leadership in developing a realistic energy ethic and awareness of energy needs and costs

The Superintendent and the Energy Manager shall develop short and long range strategies in the areas of facilities management and preventive maintenance.

Adopted: June 19, 2008
Reviewed: February 26, 2015
Reviewed: May 28, 2020

AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT

The School Committee wishes to be of assistance, whenever possible, to other town departments and community organizations. Therefore, permission to use school equipment may be granted by the Superintendent upon request by responsible parties or organizations.

School equipment may be used by staff members when the use is related to their school employment, and by students when the equipment is to be used in connection with their studies or extracurricular activities.

Proper controls will be established by the Superintendent to assure the user's responsibility for, and return of, all school equipment.

Adopted:	March 2, 1995
Revised:	September 30, 2000
Reviewed:	February 26, 2015
Reviewed:	May 28, 2020

STUDENT TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

The school system will contract for transportation services. Contracts will be awarded on competitive bid basis by the School Committee. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS:

M.G.L. 71:7A, B and C; 71:37D; 71:48A; 71:68;
71:71A; 71B:4; 71B:5; 71B:8; 74:8A; 76:1,76:12Bi; 76:14

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	May 28, 2015
Reviewed:	May 28, 2020

STUDENT TRANSPORTATION POLICY

The Littleton School Department will provide transportation for Littleton students to and from their home and school in town. The School Committee may adopt a fee to transport students not meeting the mandatory transportation requirements specified by Mass General Law. The fee will not apply to students meeting the following criteria:

- Grades K-6 students living at least two miles from school,
- Students with special needs for whom transportation must be provided.

All other students desiring transportation will be accommodated on a first-come-first-served basis, as determined by the time bus registration and fee (if required) is paid and until bus capacity is reached.

Buses will travel only on town accepted and maintained roads with the exception of Green Needles Road, which has been grandfathered into this policy.

The Superintendent (or designee) shall develop bus routes with a consistent methodology for designating bus stops. The procedure will be kept as a written procedure for review by the School Committee and public. Exceptions to the written procedures may be made to accommodate special circumstances. The special circumstances will be documented and should be time-limited to the specific need. The Administration shall apply consistency in granting exceptions.

Students may be required to walk to a designated bus stop depending on road and traffic conditions. Students living near their school are encouraged to walk if conditions warrant. Kindergarten students, at drop-off, must be met by a parent/guardian/adult care-provider otherwise the student will remain on the bus and be transported back to the school at the end of the bus run. The parent/guardian will be then notified to pick up the student. Upon written parental request, students may be transported to and from a child care setting within the town on a regular basis.

Late buses may be provided after the close of school for students who stay for activities or extra help. These busses travel different routes than the regular busses and may require students to walk a farther distance from a stop to their home.

Students requesting to take a different bus home or to get off at a stop other than their regular one may do so if their parent/guardian send signed permission slip to the school office in the morning. These requests will be honored to the extent possible. The school department reserves the right to deny such requests.

Students are expected to follow established standards of behavior while waiting for and riding the bus. After an initial warning, riding privileges may be suspended by the school administration in which case the parent will be responsible for the student's transportation.

CROSS REF. EEA, Student Transportation Services

Adopted:	November 6, 1975
Reviewed:	November 30, 1978
Revised:	November 19, 1981
Reviewed:	December 3, 1981
Revised:	October 13, 1988
Reviewed:	March 2, 1995
Reviewed:	September 30, 2000
Revised:	May 28, 2015
Reviewed:	May 28, 2020

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation. Safety precautions will include the following:

1. Children will be instructed as to the proper procedure for boarding and exiting from a school bus and in proper and safe conduct while aboard.
2. Emergency evacuation drills will be conducted at least twice a year to acquaint student riders with procedures in emergency situations.
3. All vehicles used to transport children will be inspected periodically for conformance with state and federal safety requirements.
4. Classroom instruction on school bus safety will be provided.

LEGAL REFS.

M.G.L. 90:b as amended by Ch. 246 Acts of 1986

M.G.L. 90:1 et seq.; 713:2; 713:7L

Highway Safety Program Standard No. 17

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	May 28, 2015
Reviewed:	May 28, 2020

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

For extra-curricular activities requiring District provided transportation, buses, vans or other vehicles operated by District employees or designated sub-contractors will be used. However, when buses, vans or other vehicles operated by District employees or designated sub-contractors are not available for extra-curricular activities requiring District provided transportation, private vehicles may be permitted to transport students to or from school activities that fall within the academic day or extend the school day provided all of the following conditions are met:

1. The activity has the approval of the school principal
2. The owner of the vehicle being used in transporting students must file evidence with the Superintendent of personnel liability insurance coverage on the vehicle in the amounts of \$100,000 - \$300,000 or more.
3. The parents of students to be transported in this manner will be fully informed as to this means of transportation and will sign a statement to this effect.

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	May 28, 2015
Revised:	28 May 2020

FREE AND REDUCED PRICE FOOD SERVICES

The school system will take part in the National School Lunch Program and other food programs that may become available to assure that all children in the schools receive proper nourishment.

In accordance with guidelines for participation in these programs, and in accordance with the wishes of the committee, no child who a teacher believes is improperly nourished will be denied a free lunch or other food simply because proper application has not been received

As required by state and federal regulations, the School Committee will approve a policy statement pertaining to eligibility for free milk, free meals, and reduced price meals.

LEGAL REFS.

National School Lunch Act, as amended (42 USC 1751-1760)

Child Nutrition Act of 1966, P.L. 89-642, 80 Stat. 885, as amended

M.G.L. 15:1G; 15:1L; 69:1C; 71:72

Adopted:	March 2, 1995
Reviewed:	September 30, 2000
Reviewed:	February 26, 2015
Reviewed:	May 28, 2020

FOOD SERVICE POLICY

MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services strives to be a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program and provide guidance specific to unpaid meal balances.

The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

Payments

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email. If account balances remain unpaid, a notice will be mailed to the parents indicating that they have an outstanding balance that needs to be paid. If balances remain unpaid, parents will receive a phone call from the food services department. If the phone call does not result in payment the food service manager shall turn the account over to the business office. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have concerns with student purchases, they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year. All school cafeterias possess computerized point of sale/cash register systems. The point of sale system is designed to prevent direct identification of a student's meal status.

Refunds

Refunds for withdrawn and/or graduating students require a written request (email, or postal) for a refund of any money remaining in their account. Graduating students also have the option to transfer funds to a sibling's account or to donate remaining funds to a student upon submission of a written request.

Delinquent Accounts/Collections

Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent/Designate shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

Policy Communications

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

Adopted: October 2018

Reviewed: May 28, 2020

PERSONNEL POLICIES GOALS

The School Committee realizes that even though they are no longer involved in the process of hiring school district employees other than the Superintendent and assistant Superintendent, they are responsible to the students and residents of Littleton to insure that the highest quality individuals available are hired to meet the needs of the district. The School Committee recognizes that an efficient staff dedicated to education is necessary to maintain a constantly improving educational program.

The District's specific personnel goals are:

- 1 To develop and implement those strategies and procedures for personnel recruitment, screening, and selection that will result in the employment and retention of individuals with the highest capabilities, strongest commitment to quality education, and greatest probability of effectively implementing the system's learning program.
- 2 To develop a general staff assignment strategy that will contribute to the learning program; and to use it as the primary basis for determining staff assignments.
- 3 To provide positive programs of staff development that contribute both to improvement of the learning program and to each staff member's career development aspirations.
- 4 To provide for a genuine team approach to education.
- 5 To develop and use for personnel evaluation positive processes that contribute to the improvement of both staff capabilities and the learning program.

LEGAL REF:

603 CMR 26:08

MGL 76:5

SOURCE: MASC Policy

Adopted: March 23, 1995

Reviewed: October 9, 2003

Reviewed: November 21, 2013

Reviewed: May 28, 2020

EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

LEGAL REF.: 603 CMR 26:00

CROSS REF: AC, Nondiscrimination

SOURCE: MASC Policy March 2018

Adopted:	March 23, 1995
Revised:	October 9, 2003
Revised:	October 4, 2012
Reviewed:	December 10, 2015
Revised:	May 28, 2020

STAFF ETHICS / CONFLICT OF INTEREST

The School Committee expects members of its professional staff to be familiar with the code of ethics that applies to their profession and to adhere to it in their relationships with students, parents/guardians, coworkers, and officials of the school district.

No employee of the Committee will engage in or have a financial interest in, directly or indirectly, any activity that conflicts or raises a reasonable question of conflict with his duties and responsibilities in the school district. Nor will any staff member engage in any type of private business during school time or on school property.

Employees will not engage in work of any type where information concerning customer, client, or employer originates from any information available to them through school sources.

Moreover, as there should be no conflict of interest in the supervision and evaluation of employees, at no time may any administrator responsible for the supervision and/or evaluation of an employee be directly related to them.

Every two years, all current employees, including School Committee members, must complete the State Ethics Commission's online training. New employees must complete this training within 30 days of beginning employment and every 2 years thereafter. Upon completing the program, employees should print out the completion certificate and keep a copy for themselves. Employees will be required to provide a copy of the completion certificate to the municipal or district Clerk through the Superintendent's office.

In order to avoid the appearance of any possible conflict, it is the policy of the School Committee that when an immediate family member, as defined in the Conflict of Interest statute, of a School Committee member or district administrator is to be hired into or promoted within the School District, the Superintendent shall file public notice with the School Committee and the Municipal or District Clerk at least two weeks prior to executing the hiring in accordance with the law.

SOURCE: MASC September 2016

LEGAL REFSM.G.L.: 71:52; 268A

Revised	October.5, 2003
Revised	November 21, 2013
Revised:	May 28, 2020

STAFF CONDUCT

All staff members have a responsibility to familiarize themselves with and abide by the laws of the State as these affect their work, the policies of the School Committee, and the regulations designed to implement them.

In the area of personal conduct, the Committee expects that teachers and others will conduct themselves in a manner that not only reflects credit to the school system but also sets forth a model worthy of emulation by students.

All staff members will be expected to carry out their assigned responsibilities with conscientious concern.

Essential to the success of ongoing school operations and the instructional program are the following specific responsibilities, which will be required of all personnel:

1. Faithfulness and promptness in attendance at work.
2. Support and enforcement of policies of the Committee and their implementing regulations and school rules in regard to students.
3. Diligence in submitting required reports promptly at the times specified.
4. Care and protection of school property.
5. Concern for and attention to their own and the school system's legal responsibility for the safety and welfare of students, including the need to ensure that students are always under supervision .

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:37H; 264:11

Adopted: March 23, 1995

Reviewed: October 9, 2003

Reviewed: February 26, 2009

Reviewed: November 21, 2013

Reviewed: May 28, 2020

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

Legal Ref: M.G.L. 268A:3; 268A:23; 930 CMR 5.00

Adopted: March 23, 1995
Reviewed: October 9, 2003
Revised: April 25, 2013
Reviewed: December 10, 2015
Reviewed: May 28, 2020

ALCOHOL/DRUG-FREE WORKPLACE

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

REF: Drug-Free Workplace Act of 1988

Adopted: March 23, 1995
Revised: October 9, 2003
Revised: May 28, 2015
Reviewed: May 28, 2020

STAFF PARTICIPATION IN POLITICAL ACTIVITIES

The School Committee recognizes that employees of the school district have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive office.

In connection with campaigning, an employee will not: use school district facilities, equipment or supplies; discuss their campaign with school personnel or students during the working day; use any time during the working day for campaigning purposes. Under no circumstances, will students be pressured into campaigning for any staff member.

SOURCE: MASC September 2016

LEGAL REF. M G L. 71.44

Adopted: March 23, 1995
Reviewed: October 9, 2003
Reviewed: November 21, 2013
Revised: May 28, 2020

STAFF COMPLAINTS AND GRIEVANCES

The School Committee will encourage the administration to develop effective means of resolving differences that may arise among employees and between employees and administrators; reduce potential areas of grievances; and establish and maintain recognized channels of communication between the staff, administration, and School Committee.

It is the committee's desire that grievance procedures provide for prompt and equitable adjustment of differences at the lowest possible administrative level, and that each employee be assured opportunity for an orderly presentation and review of complaints and concerns.

Channels established will provide for the following:

1. That teachers and other school employees may appeal a ruling of a principal or other administrator to the Superintendent.
2. That all school employees may appeal a ruling of the Superintendent to the committee, except in those areas where the law has specifically assigned authority to the Principal and/or the Superintendent and committee action would be in conflict with that law.
3. That all hearings of complaints before the Superintendent or committee be conducted in the presence of the administrator who made the ruling that is the subject of the grievance.

The process established for the resolution of grievances in contracts negotiated with recognized employee bargaining units will apply only to "grievances" as defined in the particular contract.

SOURCE: MASC Policy sept 2016

LEGAL REFS.: M.G.L. 150E:5; 150E:8

CONTRACT REFS.: All Contract Agreements

Adopted: October 9, 2003

Reviewed: February 26, 2009

Reviewed: November 21, 2013

Reviewed: May 28, 2020

STAFF RECRUITING/POSTING OF VACANCIES

The search for good teachers, professional employees and support staff will extend to a wide variety of educational institutions and geographical areas. It will take into consideration the characteristics of the town and the need for a heterogeneous staff from various cultural backgrounds.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system. Any current employee may apply for any position for which he or she has certification and meets other stated requirements.

Openings in the schools will be posted in sufficient time, before the position is filled, to permit current employees to submit applications.

Proposed: January 2, 1976
Adopted: January 2, 1976
Revised: December 2, 1982
Revised: March 23, 1995
Revised: December 4, 2003
Revised: November 21, 2013
Reviewed: May 28, 2020

STAFF HIRING

Through its employment policies, the district will strive to attract, secure, and hold the highest qualified personnel for all professional positions. The selection process will be based upon awareness to candidates who will devote themselves to the education and welfare at the children attending the schools

It is the responsibility of the Superintendent, and of persons to whom he or she delegates this responsibility, to determine the personnel needs of the school system and to locate the qualified candidates. The district's goal is to employ and retain personnel who are motivated, will strive always to do their best, and are committed to providing the best educational environment for the children.

The following guidelines will be used in the selection of personnel:

1. There will be no discrimination in the hiring process due to age, sex, gender identity, creed, race, color, national origin, disability, sexual orientation or place of residence.
2. The quality of instruction is enhanced by a staff with a wide variation in background, educational preparation, and previous experience.

SOURCE: MASC Policy

LEGAL REFS: MGL 69.6, 71.38, 71.38G, 71.39, 71.45

Massachusetts Board of Education Requirements for Certification of Teachers, Principals, Supervisors, Directors, Superintendents and Assistant Superintendents in the Public Schools of the Commonwealth of Massachusetts, revised 1994

DESE Regulations 603 CMR 7:00, 26:00 and 44:00

Adopted: April 6, 1995
Revised: December 4, 2003
Revised: October 4, 2012
Revised: November 21, 2013
Reviewed: May 28, 2020

SUBSTITUTE PROFESSIONAL STAFF EMPLOYMENT

The school system will employ as substitute teachers, to the extent possible, persons who meet the requirements for teacher appointments and will assign teachers substitute teaching positions on the basis of their areas of competence.

All substitute teachers will be expected to provide educational services, rather than to assume merely a student-supervisory role. They will be provided with as much support as possible by building administrators and teachers. The Superintendent will set, document, and present to the School Committee annually the daily rate of pay for substitute teachers, including extended-term substitutes.

SOURCE: MASC Policy

LEGAL REF. M.G.L. 71:38

Adopted: April 6, 1995
Revised: December 4, 2003
Revised: January 17, 2013
Reviewed: December 10, 2015
Reviewed: May 28, 2020

PHILOSOPHY OF STAFF DEVELOPMENT

All staff members will be encouraged in and provided with suitable opportunities for the development of increased competencies supporting the district's strategic goals.

Opportunities for professional growth may be provided through such means as the following:

1. Planned in-service programs and workshops offered within the school system from time to time; these may include participation by outside consultants.
2. Membership on curriculum development committees drawing personnel from within and without the school system.
3. Released time for visits to other classrooms and schools and for attendance at conferences, workshops, and other professional meetings.
4. Leaves of absence for graduate study, research, and travel.
5. Partial payment of tuition for approved courses, seminars or conferences.

The Superintendent will have authority to approve or deny release time for conferences and visitations, and reimbursements for expenses, provided such activities are within budget allocations for the purpose.

SOURCE: MASC Policy

Revised: April 6, 1995
Revised: December 4, 2003
Revised: November 21, 2013
Reviewed: May 28, 2020

NEGOTIATIONS GOALS

The School Committee recognizes that education is a public trust; it therefore is dedicated to providing the best possible educational opportunities for the young people of this community. In negotiations, this objective may be best attained if there is a climate of mutual trust and understanding between the negotiating parties.

The School Committee believes that the best interests of public education will be served by establishing procedures that provide an orderly method for the School Committee and representatives of the staff to discuss matters of common concern. The School Committee will be guided during the negotiations process by the district's strategic goals.

It is further recognized that nothing in negotiations will compromise the School Committee's legal responsibilities nor will any employee's statutory rights and privileges be impaired.

SOURCE: MASC Policy

Adopted: June 8, 1995
Revised: October 9, 2003
Reviewed: June 6, 2013
Reviewed: May 28, 2020

NEGOTIATIONS LEGAL STATUS

All negotiations between the School Committee and recognized employee groups are conducted subject to Chapter 150E of the Massachusetts General Laws.

Basic to all employer/employee negotiations is the concept of “bargaining in good faith.” It is the legal responsibility of both the School Committee and employee organizations to bargain in good faith as they conduct negotiations. However, such obligation does not compel either party to agree to a proposal or make a concession.

SOURCE: MASC

LEGAL REF.: M.G.L. 150E: et seq.

Adopted: June 8, 1995
Revised: October 9, 2003
Reviewed: June 6, 2013
Reviewed: May 28, 2020

SCHOOL COMMITTEE NEGOTIATING AGENTS

The School Committee is responsible for negotiations with recognized employee bargaining units. At times, because of the expertise and time required for negotiations, the School Committee may hire a negotiator to bargain in good faith with recognized bargaining units to help assure that mutually satisfactory agreement on wages, hours, and other terms and conditions of employment will be developed.

The School Committee may appoint a negotiator(s). The scope of the negotiator's authority will be determined at the time of the appointment.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:37E

Adopted: June 8, 1995
Revised: October 9, 2003
Reviewed: June 6, 2013
Reviewed: May 28, 2020

SCHOOL YEAR/SCHOOL CALENDAR

The school calendar for the ensuing year will be prepared by the Superintendent and submitted to the School Committee for approval annually. The number of days or instructional hours scheduled for the school year will be determined in accordance with the following standards set by the Massachusetts Board of Elementary and Secondary Education:

1. The School Committee shall schedule a school year which includes at least 185 school days for each school in the District.
2. Elementary school will operate for a minimum of 180 days. Schools shall ensure that every elementary school student is scheduled to receive a minimum of 900 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.
3. Secondary schools will operate for a minimum of 180 days. Schools shall ensure that every secondary school student is scheduled to receive a minimum of 990 hours per school year of structured learning time, as defined in regulation. Time which a student spends at school breakfast and lunch, passing between classes, in homeroom, at recess, in non-directed study periods, receiving school services, and participating in optional school programs shall not count toward meeting the minimum structured learning time requirement for that student.

For the information of staff, students, and parents/guardians, the calendar will set forth the days schools will be in session; holidays and vacation periods; in service days; and parent conferences.

SOURCE: MASC April 2019

LEGAL REFS

M.G.L. 4:7; 69:1G; 71:1; 71:4; 71:4A; 71:73; 136:12
603 CMR 27.00

Department of Secondary and Elementary Education:
"Student Learning Time" - Regulations Guide -- May 1995

Adopted:	August 21, 2003
Revised:	December 15, 2011
Revised:	December 10, 2015
Revised:	28 May 2020

SCHOOL DAY

The length of the school day at various levels, as well as the specific opening and closing times of the schools, will be recommended by the Superintendent and set by the committee.

The Superintendent is authorized to make minor changes in opening and closing times to simplify transportation scheduling; however, major changes in schedules will be subject to committee approval.

Parents and guardians will be informed of the opening and closing times set by the School Committee. To help insure the safety of all children, parents will also be notified that students will be admitted into the school building not less than 15 minutes prior to the start of the official day unless bus schedules require earlier admittance.

SOURCE: MASC

LEGAL REFS

M.G.L. 15:1G; 69:1G;71:1

603 CMR 27.00

Department of Secondary and Elementary Education:

"Student Learning Time - Regulations Guide -- May 1995"

Adopted: August 21, 2003

Revised: December 15, 2011

Revised: December 10, 2015

Reviewed: May 28, 2020

CURRICULUM DEVELOPMENT

Constant adaptation and development of the curriculum is necessary if the District is to meet the needs of the students in its schools. To be successful, curriculum development must be a collaborative enterprise involving staff and administrators utilizing their professional expertise.

The Committee expects the faculty and administration to regularly evaluate the education program and to recommend modifications of practice, changes in curriculum content, and the addition or deletion of courses to the instructional program.

SOURCE: MASC April 2019

LEGAL REF.

M.G.L. 69:1E
603 CMR 26:05

Adopted:	August 21, 2003
Reviewed:	December 15, 2011
Reviewed:	December 10, 2015
Revised:	May 28, 2020

LEARNING SUPPORT SERVICES PROGRAMS

To support the classroom activities and other instructional needs of the District, various educational services as listed shall be provided. The Learning Support Services staff will work in cooperation with building staff and the administration of the District in (1) the coordination and the supervision of the curriculum implementation of the instructional program, and (2) support services programs.

Curricular Supervision and Coordination

Coordinating personnel for specific curricular areas shall be assigned by the administration. These coordinators shall assist in the organization, supervision, and coordination of subject material and activities in the schools.

Support Services

The Curriculum Director shall be responsible for all support programs for regular education students including Title I. The Director of Pupil Personnel Services shall be responsible for all special education support programs.

SOURCE: MASC Policy

Adopted: August 21, 2003
Reviewed: December 15, 2011
Reviewed: December 10, 2015
Reviewed: May 28, 2020

CURRICULUM ADOPTION

The School Committee will rely on the professional staff to design and implement instructional programs and courses of study that will forward the educational goals of the school district.

The Superintendent will have authority to approve new programs and courses of study after they have been thoroughly studied and found to support educational goals. The Committee itself will consider, and officially adopt, new programs and courses when they constitute an extensive alteration in instructional content or approach.

The Committee wishes to be informed of all new courses and substantive revisions in curriculum. It will receive reports on changes under consideration. Its acceptance of these reports, including a listing of the high school program of studies, will constitute its adoption of the curriculum for official purposes.

SOURCE: MASC April 2019

LEGAL REF.

M.G.L. 71:1; 69:1E

Adopted:	August 21, 2003
Revised:	December 15, 2011
Reviewed:	December 10, 2015
Revised:	May 28, 2020

HEALTH EDUCATION

The School Committee believes that the greatest opportunity for effective health education lies within the public schools because of their potential to reach children at the age when positive, lifelong health habits are best engendered and because the schools are equipped to provide qualified personnel to conduct health education programs.

The School Committee is committed to a sound, comprehensive health education program as an integral part of each student's general education.

The health education program will emphasize a contemporary approach to the presentation of health information, skills, and the knowledge necessary for students to understand and appreciate the functioning and proper care of the human body. Students also will be presented with information regarding complex social, physical and mental health problems, which they might encounter in society. In an effort to help students make intelligent choices on alternative behavior of serious personal consequence, health education will examine the potential health hazards of social, physical and mental problems existing in the larger school-community environment.

In order to promote a relevant, dynamic approach to the instruction of health education, the School Committee will continue to stress the need for curricular, personnel, and financial commitments that are necessary to assure the high quality of the system's health education program.

SOURCE MASC Policy April 2019

LEGAL REF
M.G.L. 71:1

Adopted: August 21, 2003
Revised: January 5, 2012
Reviewed: December 10, 2015
Revised: May 28, 2020

PARENTAL NOTIFICATION RELATIVE TO SEX EDUCATION

In accordance with law, the School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual or human sexuality issues. The Superintendent of Schools will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If planned curricula change during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexual issues, without penalty to the student, by sending a letter to the school Principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the Principal to review the materials at the school and may also review them at other locations that may be determined by the Superintendent of Schools.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in the dispute.

The Superintendent of Schools will distribute a copy of this policy to each Principal by September 1 of each year.

SOURCE: MASC October 2016

Legal Refs:

MGL 71:32A
603 CMR 5.0

Proposed: August 21, 1997
Approved: September 18, 1997
Revised: August 21, 2003
Revised: December 15, 2011

Reviewed: December 10, 2015
Revised: May 28, 2020

TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.

M.G.L. 71:1, 71:96

Adopted:	August 21, 2003
Revised:	January 5, 2012
Reviewed:	December 10, 2015
Reviewed:	May 28, 2020

SPECIAL INSTRUCTIONAL PROGRAMS AND ACCOMMODATIONS

The goals of this school district's special education program are to allow each child to grow and achieve at their own level, to gain independence and self-reliance, and to return to the mainstream of school society as soon as possible.

The requirements of law and regulation will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three to twenty-two who have not attained a high school diploma or its equivalent will be eligible for special education.

The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school district's non-academic and extracurricular activities.

The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available.

It is the desire of the Committee that the schools work closely with parents/guardians in designing and providing programs and services to children with special needs. Parents/guardians will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents/guardians will be accorded the right of due process.

The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance.

SOURCE: MASC April 2019

LEGAL REFS.:

The Individuals with Disabilities Ed. Act, as revised
Rehabilitation Act of 1973, as revised
M.G.L. 71B:1
603 CMR 28:00

Adopted: August 21, 2003
Revised: January 5, 2012
Reviewed: December 10, 2015
Revised: May 28, 2020

COMPENSATORY EDUCATION

Title 1 funds shall be used to provide educational services that are in addition to the regular services provided for District students. By adoption of this policy, the School Committee ensures equivalence in the provision of curriculum materials and supplies

Legal Ref.: Title 1, Elementary and Secondary Education act, as amended

Source: MASC

Adopted: August 21, 2003

Revised: December 20, 2007

Revised: January 5, 2012

Reviewed: December 10, 2015

Reviewed: May 28, 2020

ENGLISH LANGUAGE LEARNERS

The District shall provide suitable research-based language instructional programs for all identified English learners in grades Kindergarten through 12 in accordance with the requirements of state and federal statutes and Massachusetts Department of Elementary and Secondary Education (DESE) regulations and guidance.

The District shall identify students whose dominant language may not be English through

- home language surveys that identify a primary home language is other than English
- observations
- intake assessments
- recommendations of parents/guardians, teachers and other persons.

Identified students shall be assessed annually to determine their level of proficiency in the English language.

The District shall certify to DESE each year those students whose dominant language is not English, including specification of the number of non-English languages identified as dominant languages and the number and percent of students who speak each non-English language as their dominant language.

The District shall provide additional information as required by DESE to comply with federal law.

SOURCE: MASC April 2019

LEGAL REFS.:

20 U.S.C. 3001 et seq. (language instruction for limited English proficient and immigrant students contained in No Child Left Behind Act of 2001)
42 U.S.C. 2000d (Title VI of the Civil Rights Act of 1964)
603 CMR 14.00

Adopted: January 5, 2012
Reviewed: December 10, 2015
Revised: May 28, 2020

HOME SCHOOLING

The Massachusetts General Law requires the School Committee to determine that a Home Schooling program meet with the minimum standards established for public schools in the Commonwealth prior to approving such a program.

When a parent or guardian of a student below the age of 16 wants to establish a home-based educational program for his/her child, the following procedures shall be followed in accordance with the law:

Prior to removing the child from public school:

The parent/guardian must submit written notification of establishment of the home-based program to the Superintendent 14 days before the program is established, and resubmit notification on an annual basis as long as the child or children are being educated in a home-based environment.

The parent/guardian must certify in writing, on a form provided by the district, the name, age, place of residence, and number of hours of attendance of each child in the program.

The Superintendent shall give the notice to produce records required by law if there is probable cause to believe the program is not in compliance with the law. Factors to be considered by the Superintendent in deciding whether to approve a home education proposal may be:

1. The proposed curriculum and the number of hours of instruction in each of the proposed subjects.
2. The competency of the parents to teach the children.
3. The textbooks, workbooks and other instructional aids to be used by the children and the lesson plans and teaching manuals to be used by the parents.
4. Periodic assessment of the children to ensure educational progress and the attainment of minimum standards.

A student being educated in a home-based program within the district may have access to public school activities of either a curricular or extra-curricular nature upon approval of the Superintendent.

SOURCE: MASC

LEGAL REFS.:

M.G.L. 69:1D; 76:1

Care and Protections of Charles – MASS. Supreme Judicial Court 399 Mass. 324 (1987)

Adopted: July 10, 2003

Revised: December 15, 2011

Revised: December 10, 2015

Reviewed: May 28, 2020

SUMMER SCHOOLS

The school system will conduct summer sessions as a supplement to the instruction offered during the school year, when funding for such programs is available. The focus of the program will be remedial work.

To attend tuition-free remedial summer school, students must have the approval of their classroom and/or special subject teachers.

Students at all instructional levels may attend approved summer schools for remedial, enrichment, or make-up purposes. Credit towards graduation requirements may be granted high school students in line with regulations of the school district.

SOURCE: MASC

LEGAL REF.:
M.G.L. 71:28

Adopted:	August 21, 2003
Revised:	December 15, 2011
Reviewed:	December 10, 2015
Reviewed:	May 28, 2020

INSTRUCTIONAL MATERIALS

The School Committee believes that materials appropriate to the needs of the school program must be available to each student and teacher. These will be furnished by the School Committee subject to budgetary constraints.

The task of selecting instructional materials for programs will be delegated to the professional staff of the school system. Because instructional programs and materials are of great importance, only those that meet the following criteria will be approved by the committee:

1. They must present balanced views of international, national, and local issues and problems of the past, present and future.
2. They must provide materials that stimulate growth in factual knowledge, literary appreciation, aesthetic and ethical values.
3. They must help students develop abilities in critical reading and thinking.
4. They must help develop and foster an appreciation of cultural diversity and development in the United States and throughout the world.
5. They must provide for all students an effective basic education that does not discriminate on the basis of race, age, color, religion, national origin, sex, gender identity, physical disabilities or sexual preference.
6. They must allow sufficient flexibility for meeting the special needs of individual students and groups of students.

SOURCE: MASC October 2016

LEGAL REFS.:

M.G.L. 71:48; 71:49; 71:50
BESE 603 CMR 26.00

CROSS REF.:

KEC, Public Complaints about the Curriculum or Instructional Materials

Adopted: August 21, 2003
Revised: December 15, 2011
Revised: November 15, 2012
Reviewed: December 10, 2015
Reviewed: 28 May 2020

RECONSIDERATION OF INSTRUCTIONAL RESOURCES

Material that is challenged usually belongs to one of the three basic categories: religion, ideology, or profanity/obscenity. Board policies regarding these areas shall be as follows:

Religion – Factual, unbiased material on religions has a place in school libraries.

Ideologies – Libraries should, with no thought toward swaying reader judgment, make available a balanced collection of primary and factual material, on the level of their students on various ideologies or philosophies which exert or have exerted a strong force, either favorably or unfavorably, in government, current events, politics, education and other phases of life.

Profanity/obscenity – Materials shall be subjected to a test of literary merit and reality in context using the criteria established.

When a problem concerning instructional resources in a school arises, the disposition of the problem will be made in a reasonable period of time using District adopted procedures.

In accordance with the statement of philosophy, no questioned materials shall be removed from the school pending a final decision. Pending the outcome of the request for reconsideration, however, access to questioned materials can be denied to the students of the parents making the complaint, if they so desire.

If the decision of the School Committee is that the questioned instructional resource be retained, the District will not convene a Review Committee relative to the same complaint for a period of three years. If a substantially different point of view is advanced, it will be investigated. (The period of three years does not apply in this instance).

If an individual or a group undertakes action to keep material from the shelves by checking it out and failing to return it, or by taking turns in keeping it checked out so that it is not available for student use, the Superintendent shall request, in writing, the return of the material. If it is not returned within thirty (30) days, a bill for the current replacement cost of the item shall be rendered to the party holding the item.

After the School Committee has adopted new materials or approved certain methods, that decision will not be reconsidered for a period of three years beginning with the end of the school year when the adoption is made.

SOURCE: MASC

Adopted:	December 15, 2011
Revised:	December 10, 2015
Reviewed:	May 27, 2020

LIBRARY MATERIALS SELECTION AND ADOPTION

The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information that will enable students to make intelligent judgments in their daily lives.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel- teachers, coordinators, administrators. Students will also be encouraged to make suggestions. The librarian will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the building Principal, subject to the approval of the Superintendent.

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with committee policy on complaints about instructional materials.

SOURCE: MASC

LEGAL REF.:
603 CMR 26:05

CROSS REF.
KEC, Public Complaints About the Curriculum or Instructional Materials

Adopted: August 21, 2003
Revised: December 15, 2011
Reviewed: December 10, 2015
Reviewed: May 28, 2020

COMMUNITY RESOURCE PERSONS/SPEAKERS

Community resources are those individuals or groups who are invited into the schools to present supplementary information and ideas to the classroom course of study. These experiences afford students the opportunity to benefit from community viewpoints. Care should be taken in selecting these speakers so that they are individuals who respect diversity in thinking and varying views and who are not attempting to inappropriately influence points of view.

SOURCE: MASC Policy

Adopted: 21 August 2003
Reviewed: 16 February 2012
Reviewed: 10 December 2015
Reviewed: 28 May 2020

SCHOOL VOLUNTEERS

It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

SOURCE: MASC Policy

Adopted: 21 August 2003
Reviewed: 16 February 2012
Reviewed: 10 December 2015
Reviewed: 28 May 2020

STUDENT PROGRESS REPORTS TO PARENTS/GUARDIANS

The School Committee recognizes the school's obligation to give periodic reports of a student's progress and grades. The School Committee further recognizes that these reports are a vital form of communication between the schools and parents. The School Committee also believes that all progress reports must be based upon full information, accurately and honestly reported with the proper maintenance of confidentiality.

A report depicting the student's progress will be issued periodically following an evaluation by the appropriate teacher, teachers, or other professional personnel.

In addition to the periodic reports, parents will be notified when a student's performance requires special notification.

Grading and promotion will be based on improvement, achievement, capability of the student, and the professional judgment of the teacher and Principal.

Major changes in the reporting system shall be preceded by a cooperative study and evaluation by teachers, principals, parents, and the Superintendent, who will submit the proposal to the School Committee for consideration and approval.

SOURCE: MASC Policy

Adopted: August 21, 2003

Revised: May 10, 2012

Reviewed: December 10, 2015

Reviewed: May 28, 2020

PROMOTION AND RETENTION OF STUDENTS

The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.

In evaluating student achievement, each teacher will make use of all available information as developmentally appropriate for each student. This may include results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance, as well as other observable criteria. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards.

Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents, but the final decision will rest with the building Principal.

SOURCE: MASC Policy

Adopted:	21 August 2003
Reviewed:	16 February 2012
Reviewed:	10 December 2015
Reviewed:	28 May 2020

EVALUATION OF INSTRUCTIONAL PROGRAMS

The School Committee considers comprehensive and objective evaluation of the effectiveness of the curriculum to be of primary importance. The Superintendent will provide for the translation of the stated instructional goals into objectives and for appraisal of their implementation in order to:

1. Determine educational needs and provide information for planning.
2. Indicate instructional strengths and weaknesses.
3. To check on the suitability of programs in terms of community requirements.
4. Show the relationship between achievement and the system's stated goals.
5. Provide data for public information.

Elements of this evaluation process may include.

1. Testing programs such as nationally standardized general achievement tests, nationally standardized tests in specific subject areas, and tests administered by other agencies.
2. Study of school achievement records.
3. Study of students' high school and drop-out records.
4. Use of outside services, participation in regional research studies, contracted evaluation services; evaluation services at cost to the school system must be approved in advance by the School Committee.
5. Teacher and parent evaluation of student behavior.
6. State Department of Education specialists and services.
7. Evaluation by the regional accrediting association.
8. Evaluation by other agencies.

An evaluation of the curriculum and its effectiveness will be made periodically and reported to the committee by the Superintendent.

SOURCE: MASC Policy

Adopted:	21 August 2003
Reviewed:	16 February 2012
Reviewed:	10 December 2015
Reviewed:	28 May 2020

TEACHING ACTIVITIES/PRESENTATIONS

It is the desire of the School Committee that the best available strategies for bringing about learning be utilized in the District's schools. The instructional staff shall be expected to keep abreast of new and promising instructional ideas and practices developed in schools throughout the nation and to apply those that have potential for improving the learning program in the District's schools.

An educational climate shall be established which shall be conducive to critical thought, inquiry, and respect for the dignity of the individual. This educational climate will assist students in learning how to think rather than what to think and shall provide students the opportunity to identify, express, and defend their opinions without penalty or fear of reprisal or ridicule.

Nothing in this policy shall limit a parent/guardian's right to file a complaint to challenge the use of teaching activity or presentation.

SOURCE: MASC Policy

Adopted:	21 August 2003
Reviewed:	16 February 2012
Revised:	10 December 2015
Reviewed:	28 May 2020

TEACHING ABOUT CONTROVERSIAL ISSUES / CONTROVERSIAL SPEAKERS

An important goal of the schools is to help prepare students for intelligent and conscientious participation as citizens in our democratic society. One step toward meeting this goal is to introduce students to reasoned and dispassionate approaches to the analysis of contemporary social and political issues. To insure that these issues can be examined in an atmosphere as free from emotion and prejudice as the times permit, the School Committee establishes the following guidelines for discussion of controversial issues in the schools.

Teacher-Planned Classroom Discussions

1. Controversial issues selected by teachers for classroom discussion must relate directly to the objectives and content of courses approved by the School Committee for inclusion in the curriculum.
2. The teachers' right to introduce controversial issues in classroom presentations does not include the right of advocacy. Teachers must refrain from using their positions to express partisan points of view.
3. The approach to discussion of these issues in the classroom must be objective and scholarly with minimum emphasis on opinion and maximum emphasis on intelligent analysis.
4. Teachers must ensure that the reasoned arguments of all sides of an issue are given equal presentation and emphasis in classroom discussions.
5. Teachers may invite visitors from outside the schools to give presentations on controversial issues when the visitors offer qualifications and resources not available in the schools. All visitors are to be guided by the standards of language usage that prevail in the classrooms and by the standards of scholarly inquiry set forth above. Whenever possible, teachers who invite visitors to present one side of an issue will also invite visitors to present the other side(s).
6. In all cases teachers must obtain from the appropriate Principal permission to invite visitors for classroom presentations. Permission must be requested at least 48 hours before the scheduled time of presentation.

Student-Initiated Forums on Controversial Issues

Student groups may request permission to conduct forums on controversial issues in the schools. The Principal may grant such requests under the following conditions:

1. Preparation for presentation of a forum will not cause any student or teacher to miss class and will not cause the cancellation of any class.
2. Adequate advance planning must be conducted for each forum. A request to hold a forum must be received by the Principal at least three weeks before the scheduled date of presentation. For each request the Principal will appoint, after consultation with the requesting student group, an adult advisory group consisting of at least two parents and two faculty members.
3. The standards for approach to discussion, style of presentation, and use of visitors as defined above will apply to student-initiated forums.

Requests from Groups or Individuals Outside the Schools

No permission will be granted non-school groups or individuals to make presentations on controversial issues in the schools during school hours. Requests for after-school or evening use will be processed in accordance with the committee's policy on community use of school facilities.

No permission will be granted outsiders for distribution of literature on controversial issues to students in general or to class groups.

A Principal may grant an outside group or individual permission to post one notice of a public meeting for discussion of issues if the language of that notice conforms to the standards that prevail in the community. The Principal will determine the appropriate bulletin board for such notices.

SOURCE: MASC Policy

Adopted:	21 August 2003
Reviewed:	16 February 2012
Reviewed:	10 December 2015
Reviewed:	28 May 2020

SCHOOL CEREMONIES AND OBSERVANCES

The United States Constitution and the Constitution of the State of Massachusetts and related court rulings clearly establish the concept of "church and state separation" and the "preclusion of sectarian instruction in public schools."

In order to help staff members abide by the spirit and letter of the law, and to avoid compromising any student's religious or conscientious beliefs or freedoms, the following guidelines have been established:

The observance of religious holidays is not the responsibility of the public schools.

While it is recognized that many activities are initiated with the approach of major holidays in order to capitalize on the readiness and interest that is generated at these times, it should be understood that such occasions frequently have religious underpinnings.

Music programs given at times close to religious holidays should not use religious aspect of these holidays as the underlying motive or theme. Although religious music is appropriate in the schools to the extent that it is sung or presented for musical rather than religious content, its use should not violate the secular nature of the school. Pageants, plays, recitals, and other literary or dramatic activities should not be used to convey religious messages. While the holidays represent a valid source of ideas for meaningful school art experiences, teachers should avoid assigning or encouraging art work that promotes religious aspects of such holidays. If, however, individual students choose to use a religious personage, event, or symbol as the vehicle for an artistic expression, they should be allowed to take this action.

The above statements should not be interpreted to preclude the factual and objective teaching about religions, religious holidays, and religious differences. Such instruction will be permitted in the schools since insights in this area can enhance the mutual understanding needed by all the people in a pluralistic society.

LEGAL REF.: 603 CMR 26:05

SOURCE: MASC Policy

Adopted:	21 August 2003
Reviewed:	16 February 2012
Reviewed:	10 December 2015
Reviewed:	28 May 2020

MORNING EXERCISES

Each teacher shall, in conjunction with the pupils underneath his or her charge, recite the pledge of allegiance daily in the Public Schools of Littleton. Each principal shall establish a process for reciting the Pledge of Allegiance daily, in his or her building.

Students and/or staff shall have the right to refrain from participating, in a respectful manner.

Adopted:	13 April 1973
Revised:	21 August 2003
Reviewed:	16 February 2012
Reviewed:	10 December 2015
Reviewed:	28 May 2020

EQUAL EDUCATION OPPORTUNITIES

In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. It also will offer careful consideration and sympathetic understanding of their personal feelings, particularly with reference to their race, color, sex, gender identity, religion, national origin, sexual orientation, homeless status, physical and intellectual differences, pregnancy or pregnancy related condition.

To accomplish this, the Committee and its staff will make every effort to comply with the letter and the spirit of the Massachusetts equal educational opportunities law which prohibits discrimination in public school admissions and programs.

This will mean that every student will be given equal opportunity in school admission, admissions to courses, course content, support services, and extracurricular and athletic activities.

All implementing provisions issued by the Board of Elementary and Secondary Education in compliance with this law will be followed.

SOURCE: MASC February 2019

LEGAL REFS.:

- Title VI, Civil Rights Act of 1964
- Title VII, Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972
- Executive Order 11246, as amended by E.O. 11375
- Title IX, Education Amendments of 1972
- M.G.L. 76:5; 76:16 (Chapter 622 of the Acts of 1971)
- DESE Regulation 603 CMR 26:00
- DESE Regulation 603 CMR 28:00

CROSS REF.: AC, Nondiscrimination

Adopted:	June 8, 1995
Reviewed:	June 10, 2004
Revised:	October 4, 2012
Reviewed:	February 25, 2016
Revised:	28 May 2020

JEB

SCHOOL ENTRANCE AGE

To permit children to enter school at the time most appropriate for them individually, the School Committee establishes the following policy on entrance age:

1. Children who will be five years of age prior to September 1st of the school year during which they wish to enroll will be eligible to enter kindergarten for that school year.

The admission of children whose birthdays fall after September 1st will be solely at the school's discretion.

2. Initial admission of children to the first grade (or other grades) will involve a consideration of both chronological age and the readiness of the children to do the work of those grades.

SOURCE: MASC February 2019

LEGAL REFS: MGL 69:1B
 DESE 603 CMR 8

Adopted: March 3, 1977
Reviewed: June 8, 1985
Reviewed: June 10, 2004
Revised: November 15, 2012
Revised: 28 May 2020

SCHOOL ADMISSIONS AND RESIDENCY

All children of school age who reside in the district will be entitled to attend the public schools, as will certain children who do not reside in the district but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of the individual holding legal guardianship may also be required by the school administration.

SOURCE: MASC Feb 2019

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26

CROSS REFS.: JFBB, School Choice

Adopted: June 8, 1995
Amended: October 24, 2001
Revised: June 10, 2004
Revised: October 24, 2013
Reviewed: February 25, 2016
Revised: 28 May 2020

SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision.
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, homelessness, sexual orientation, ancestry, athletic performance, physical handicap, special need, pregnancy, pregnancy related condition, academic performance or proficiency in the English language.

SOURCE: MASC March 2018

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B

Adopted:	June 8, 1995
Reviewed:	June 10, 2004
Revised:	October 4, 2012
Reviewed:	25 February 2016
Revised:	28 May 2020

STUDENT ABSENCES AND EXCUSES

Regular and punctual school attendance is essential for success in school. The Committee recognizes that parents/guardians of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law.

Therefore, students may be excused temporarily from school attendance for the following reasons: illness or quarantine; bereavement or serious illness in family; weather so inclement as to endanger the health of the child; and observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the Principal or designee.

A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents/guardians can help their children by not allowing them to miss school needlessly.

Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. This will be required in advance for types of absences where advance notice is possible.

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justified.

Student Absence Notification Program

Each Principal or designee will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

Each Principal or designee shall make a reasonable effort to meet with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days (a school day shall be equal to two (2) or more class periods in the same day) in a school year. The meeting shall be to develop action steps to improve student attendance and shall be developed jointly by the Principal or designee, the student, and the student's parent/guardian. The parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

Dropout Prevention

A student who has not graduated from high school and has been absent from school for ten (10) consecutive days of unexcused absence shall not be considered permanently removed from school unless the Principal has sent notice to the student, and that student's parent/guardian. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

SOURCE: MASC February 2019

LEGAL REFS.: M.L.G. 76:1; 76:1B; 76:16; 76:18; 76:20

Adopted:	February 1973
Revised:	March 1, 1973
Revised:	October 10, 1985
Revised:	November 14, 1985
Revised:	June 8, 1995
Reviewed:	June 10, 2004
Reviewed:	October 24, 2013
Revised:	May 12, 2016
Revised:	28 May 2020

Absence to observe Religious Holyday

The Littleton Public Schools serves children from different religious backgrounds. The Littleton School Committee maintains a deep and sincere respect for religious diversity throughout the community. The Committee recognizes there are conflicts between observing important religious holydays and mandates relative to days of instruction within the school year. As such, it shall be the policy of the Littleton School Committee that:

1. Littleton School District shall close schools for Yom Kippur and Good Friday.
2. For other religious holydays, students shall be allowed an excused absence on a day chosen by the student's parent/ legal guardian in order to participate in his or her religious observances of that day.

So that students who use an excused absence to participate in religious observances of his or her choice on a normally scheduled school day are not penalized in any manner for missed schoolwork of the day, such students:

1. Shall be allowed to participate in their religious observances without detriment to their education or grades.
2. Shall not be held accountable for tests, quizzes and homework and other one-time events (field trips, athletic events, music performances, theater plays, and productions, audition, and back to school functions), on such days.
3. Shall be allowed to make up tests, quizzes, homework, and other one-time events within a period agreed to by the student's teacher and the parent/ legal guardian. If the parent/ legal guardian and teacher cannot come to an agreement, the matter shall be referred to the principal who will determine the make-up period.
4. Long-term assignments shall not be due the day of, nor the day following such a holyday.

Further:

1. Any pupil absent from school because of a religious holyday shall not be deprived of any award or of eligibility or opportunity to compete for any award because of such absence.
2. Students whose conscientious observation of a religious holyday conflicts with participation in a school-scheduled event such as try-outs, athletic contest, theatricals, or concerts, shall not be required to participate nor penalized for their non-participation.

3. Any absence because of a religious holyday shall be recorded in the school register, or in any group or class attendance record, as an excused absence.
4. Such absence shall NOT be recorded on any transcript, application, employment form, or any similar form.

To facilitate teachers' ability to plan for circumstances set forth above, the student/ parent/ legal guardian must present to the principal a written excuse signed by a parent/ legal guardian as soon as feasible, but in no case any later than five school days in advance.

This policy should not prevent coaches and/ or advisors from holding practices or scheduling contests for events on holydays in which school is in session.

Adopted: November 19, 2009

Reviewed: November 15, 2012

Reviewed February 25, 2016

Reviewed: 28 May 2020

EXCLUSIONS AND EXEMPTIONS FROM SCHOOL ATTENDANCE

Denial of Admission

Denial of admission means the withholding of the privilege of enrolling in a school of the District.

The following shall be the grounds for denial of admission to school or diversion to an appropriate alternative program:

- Graduation from the twelfth grade of any school or receipt of any document evidencing completion of the equivalent of a secondary curriculum;
- Failure to meet the requirements of age, by a student who has reached the age of six years at a time after the beginning of the school year, as fixed by the School Committee as provided in Massachusetts General Laws;
- Not being a resident of the District and the District has opted not to participate in the School Choice Law, or that there are no available school choice seats;
- Failure to comply with the provisions of the Massachusetts School Entry Immunization Law.

SOURCE: MASC Policy

LEGAL REFS.: M.G.L. 71:37H; M.G.L. 71:37H3/4 76:12; 76:12A; 76:12B 603 CM 26:00

Adopted: June 8, 1995
Reviewed: June 10, 2004
Revised: November 15, 2012
Revised: June 5, 2014
Reviewed: February 25, 2016
Revised: January 10, 2019
Reviewed: 28 May 2020

STUDENT RIGHTS AND RESPONSIBILITIES

The school committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights there are responsibilities that must be assumed by students.

Among these rights and responsibilities are the following:

1. Civil rights -- including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy in respect to the student's school records.

It is the school committee's belief that as part of the educational process students should be made aware of their legal rights and of the legal authority of the school committee to make, and delegate authority to its staff to make rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior.

The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through individual school handbooks that are distributed annually.

LEGAL REFS.: M.G.L. 71:37H; 71:82 through 71:86

Adopted: June 10, 2004
 Reviewed: November 15, 2012
 Reviewed: 25 February 2016
 Reviewed: 28 May 2020

STUDENT INVOLVEMENT IN DECISION-MAKING

As appropriate to the age of students, class, or school organizations and school government organizations, such as student councils may be formed to offer practice in self-government and to serve as channels for the expression of student ideas and opinions.

The committee will take into consideration student opinions in establishing policies that directly affect student programs, activities, privileges and other areas of student sensitivity.

Students will be welcomed at committee meetings and granted privileges of speaking in line with the privileges extended to the general public.

Student Advisory Committee

As required by state law, the committee will meet at least once every other month while school is in session with its student advisory committee, which is composed of five students elected by the high school student body. The Chairperson of the student advisory committee shall be an ex-officio non-voting member of the school committee without the right to attend executive sessions unless such right is expressly granted by the school committee.

SOURCE: MASC

LEGAL REF.: M.G.L. 71:38M

CROSS REF.: BDF, Advisory Committee to the School Committee

Adopted: June 8, 1995
Reviewed: June 10, 2004
Reviewed: November 15, 2012
Reviewed: 25 February 2016
Reviewed: 28 May 2020

STUDENT CONDUCT

The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct.

Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents.

Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students.

The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation.

The Superintendent shall provide each Principal with a copy of the regulations promulgated by DESE and shall have each Principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file.

Suspension

In every case of student misconduct for which suspension may be imposed 1, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Notice of Suspension:

Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent.

Emergency Removal

A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption.

1 Except for offenses referenced in the note at the end of this policy.

The Principal shall immediately notify the Superintendent in writing of the removal including a description of the danger presented by the student.

The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal.

In School Suspension - not more than 10 days consecutively or cumulatively

The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation.

Principal's Hearing - Short Term Suspension of up to 10 days

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information.

The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Principal's Hearing - Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative)

The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction.

At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

The Principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the Principal and the parent.

If the Principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the Principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a

long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

Superintendent's Hearing

A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

The student or parent shall file a notice of appeal with the Superintendent within the time period noted above (see Principal's hearing - Suspension of more than 10 days). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause.

The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing.

The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension.

The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision. The decision of the Superintendent shall be the final decision of the school district with regard to the suspension.

Expulsion

Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a Principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress.

Academic Progress

Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed.

Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law.

The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education.

Reporting

The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE.

The Principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

SOURCE: MASC December 2014

LEGAL REF: M.G.L. 71:37H; 71:73H ½; 76:17; 603 CMR 53.00

Adopted:	March 15, 1973
Revised:	June 8, 1995
Revised:	July 13, 2004
Revised:	January 5, 2013
Revised:	June 5, 2014
Revised:	May 12, 2016
Reviewed:	28 May 2020

STUDENT DRESS CODE

The responsibility for the dress and appearance of the students will rest with individual students and parents.

They have the right to determine how the student will dress providing that attire is not destructive to school property, complies with requirements for health and safety, and does not cause disorder or disruption. The decision as to what constitutes “disorder or disruption” rests with the individual building administration. Each student handbook will contain a statement about student dress code.

This does not mean that student, faculty, or parent groups may not recommend appropriate dress for school or special occasions. It means that a student will not be prevented from attending school or a school function, or otherwise be discriminated against, so long as dress and appearance meet the requirements set forth above.

Source: MASC

Legal Refs: MGL c71:83

Adopted: June 8, 1995
Revised: June 10, 2004
Reviewed: November 15, 2012
Reviewed: May 12, 2016
Reviewed: 28 May 2020

STUDENT CONDUCT ON SCHOOL BUSES

The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school. Upon boarding a bus, students have entered school property and all school rules and regulations are in effect. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal.

To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee.

SOURCE: MASC Policy

Adopted:	January 1996
Revised:	June 10, 2004
Reviewed:	November 15, 2012
Reviewed:	February 25, 2016
Reviewed:	28 May 2020

STUDENT PUBLICATIONS

Within the school setting, students enjoy the constitutional right of freedom of expression, including the right to express their views in student publications, provided such expression does not cause, or threaten to cause by reasonable forecast by school officials, any disruption or disorder in the school. Additionally, such constitutional right of freedom of expression does not include expression which is obscene, defamatory, or advocates violence or illegality where such advocacy is imminently likely to incite the commission of such acts to the detriment of school security, or which can reasonably be forecast to cause substantial disruption or material interference with school activities.

Student publications will be encouraged to comply with the rules for responsible journalism. Students shall affix their names to all articles or editorials written by or contributed to by them. The Superintendent will establish guidelines that are in keeping with this policy and provide for review of student publications prior to their distribution, to address matters that are not protected forms of expression.

Each student publication shall contain the following: "Pursuant to state law, no expression made by students in the exercise of such rights shall be deemed to be an expression of school policy and no school officials shall be held responsible in any civil or criminal action for any expression made or published by the students."

SOURCE: MASC Policy

LEGAL REF.: M.G.L. 71:82

Adopted: November 16, 1995

Revised: July 13, 2004

Revised: November 15, 2012

Revised: February 25, 2016

Reviewed: 28 May 2020

PROHIBITION OF HAZING

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

In all cases relating to hazing, students will receive procedural due process.

SOURCE: MASC

LEGAL REF.: MGL 269:17,18,19

Adopted: April 16, 1986
Revised: July 13, 2004
Revised: November 15, 2012
Revised: February 25, 2016
Reviewed: 28 May 2020

BULLYING PREVENTION

The Littleton Public Schools is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

“Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-bullying” means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page, blog, or social media profile in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected.

For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyber-bullying.

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the Littleton public schools;
-

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Littleton school district if the act or acts in question:

- create a hostile environment at school for the target;
- infringe on the rights of the target at school; and/or
- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws.

The District plan will acknowledge that certain students may be more vulnerable to becoming a target of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by association with a person who has or is perceived to have 1 or more of these characteristics.

The bullying prevention and intervention plan shall be reviewed and updated at least biennially and provided to the School Committee upon revision.

The Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Reporting

Students who observe an act of bullying or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. Students who believe that they are a target of bullying are encouraged to report incidents to a member of the school staff. The target shall not be subject to discipline for failing to report bullying.

Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report.

Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible.

A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee.

The District shall administer the DESE provided survey of school climate and prevalence, nature and severity of bullying in schools survey at least once every 4 years.

The district shall annually report bullying incident data to the Department of Elementary and Secondary Education utilizing the required DESE provided format.

Investigation Procedures

The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed.

The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses.

Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.

Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

If the school Principal or a designee determines that bullying has occurred, the principal shall take appropriate action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified.

The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and what action has or shall be taken. At a minimum the Principal or a designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Actions, whether disciplinary or alternative measures, for students who have committed an act of bullying or retaliation shall be in accordance with district policies.

Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent.

Confidentiality shall be maintained to the extent consistent with the school's obligations under law.

Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying, shall be prohibited.

Target Assistance

The Littleton Public Schools shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary.

Training and Assessment

Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying.

Age-appropriate, evidence-based instruction on bullying prevention and response shall be incorporated into the curriculum for all K to 12 students.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms.

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school.

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Littleton Public Schools website.

LEGAL REFS.: Title VII, Section 703, Civil Rights Act of 1964 as amended
 Federal Regulation 74676 issued by EEO Commission
 Title IX of the Education Amendments of 1972
 603 CMR 26:00
 M.G.L. 71:37O; 265:43, 43A; 268:13B; 269:14A

SOURCE: MASC May 2014

Adopted: 26 August 2010
Revised: 15 November 2012
Revised: 21 November 2013
Revised: 5 June 2014
Revised: 10 January 2019
Reviewed: 28 May 2020

ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9. Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process..This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REF.: M.G.L. 71:2A. 71:96, 71:97, 272:40A

CROSS REF.:

IHAMB, Teaching About Drugs, Alcohol, and Tobacco

GBEC, Drug Free Work Place Policy

[ADC](#), Tobacco Products on School Premises Prohibited

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

Adopted: July, 1970

Revised: March 29, 1973

Revised: June 8, 1995

Reviewed: July 13, 2004

Revised: January 3, 2013

Reviewed: February 25, 2016

Revised: August 25, 2016

Revised: January 10, 2019

Reviewed: 28 May 2020

PREGNANT STUDENTS

The Littleton Public Schools wishes to preserve educational opportunities for those students who may become pregnant and/or take on parenting responsibilities.

Pregnant students are permitted to remain in regular classes and participate in extracurricular activities with non-pregnant students throughout their pregnancy, and after giving birth are permitted to return to the same academic and extracurricular program as before the leave.

The Littleton Public Schools does not require a pregnant student to obtain the certification of a physician that the student is physically and emotionally able to continue in school.

Every effort will be made to see that the educational program of the student is disrupted as little as possible; that health counseling services, as well as instruction, are offered; that return to school after leave is encouraged; and that every opportunity to complete high school is provided.

LEGAL REFS: MGL 71:84
 Title IX: 20 U.S.C. § 1681
 34 CFR § 106.40(b)

Adopted: March 13, 2008
Revised: January 3, 2013
Reviewed: 25 February 2016
Reviewed: 28 May 2020

INTERROGATIONS AND SEARCHES

Searches by Staff

The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed in the interest of safeguarding children, their own property and school property.

Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools.

Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school district to provide an atmosphere conducive to the educational process.

Interrogations by Police

The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or their designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

SOURCE: MASC February 2019

Adopted: June 8, 1995
Reviewed: January 3, 2013
Revised: June 13, 2013
Reviewed: 25 February 2016
Revised: 28 May 2020

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

Inactive Student Activities

When a student activity ceases to be active for a period of three years or more the Principal or other authorized administrator shall require the following actions:

1. obtain written notice from the faculty advisor or student officer that the activity will cease to be a viable account. If unable to obtain such notification the Principal shall request action to close the account from the School Committee.
2. Identify in writing all assets of the student activity. The disposition of any assets shall be determined by the School Committee and may not benefit specific individuals.
3. Annually notify all students of the required actions if an activity ceases to exist.

Student Activity Deficits

Individual student activity accounts are not permitted to be in a deficit position. Whenever a deficit exists that is not the result of timing, the Superintendent shall recommend remedial action to the School Committee in a timely manner.

SOURCE: MASC July 2018

LEGAL REF.: M.G.L. 71:47

Adopted: November 3, 2005
Reviewed: January 3, 2012
Revised: May 12, 2016
Revised: 28 May 2020

INTERSCHOLASTIC ATHLETICS

The School Committee believes that students will benefit from the experiences in self-discipline and team effort made possible through participation in inter-school sports.

Participation in interscholastic athletics will be subject to approval by the School Committee and will be in accordance with regulations and recommendations of the Massachusetts Interscholastic Athletic Association.

At the high school level, interscholastic athletic competition will include a variety of sports. High school students will be allowed to participate in individual sports on the basis of their abilities and desire. Additionally, intramural athletic activities may be offered as an outgrowth of class instruction in physical education.

The purpose of the middle school athletic program is to develop and enhance teamwork skills and good sportsmanship, to encourage life-long fitness and physical well being, and to provide additional opportunities for students to develop their self-esteem. School administrators will encourage maximum participation in middle school athletics and will create roster sizes that are optimal for maximizing the player development, exercise, fitness, instruction, competition, safety and proper oversight. Determining factors for creating and maintaining rosters will include academic achievement, sportsmanship, teamwork, ability, commitment and experience.

The School Committee is aware that team participation in athletic contests by members of the student body requires that "away games" be scheduled. It also recognizes that there is a need to regulate certain aspects of student participation in such contests. Therefore, the Superintendent will establish regulations to ensure the safety and well being of students and staff members who participate in these activities.

Source: MASC Policy

Legal Refs: M.G.L. 71:47; 71:54A
603 CMR 26.06

Adopted: November 16, 1995
Revised: November 15, 2001
Revised: November 16, 2006
Reviewed: April 25, 2013
Reviewed: February 25, 2016
Reviewed: 28 May 2020

CONCUSSION AND SPORTS INJURY

Sports-related head injuries and concussions can have serious consequences for students, including long term health and educational issues if they are not properly managed. Early recognition of a concussion is essential to maximize safe management. The Littleton Public Schools are committed to promote the safety and well-being of our students. As part of this commitment, we fully support the Massachusetts General Law and the Department of Public Health (DPH) regulations regarding procedures pertaining to sports-related head injuries occurring in extracurricular athletic activities.

All persons as specified in DPH 105 CMR 201.008 shall be required to annually participate in a mandatory prevention and recognition of sports-related head injury training program approved by DPH. Participation requirements for athletes and parent/guardians are as stated in DPH 105 CMR 201.009 and must be met.

The Superintendent shall designate the Athletic Director and Nurse Leader as the persons responsible for the implementation of these policies and protocols. Graduated reentry plans for return to full academic and extracurricular activities should be considered.

SOURCE: Fitchburg School District

LEGAL REFS:

MGL 111:222
105 CMR 201

Interim Adoption: December 15, 2011
Revised: 2 February 2012
Adopted: 16 February 2012
Reviewed: 12 May 2016
Reviewed: 28 May 2020

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining principal approval for a time out exceeding 30 minutes.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC

LEGAL REFS: 603 CMR 46
 MGL 71:37G

Adopted: June 13, 2013
Revised: December 10, 2015
Reviewed: 28 May 2020

STUDENT HEALTH SERVICES AND REQUIREMENTS

Activities may include identification of student health needs, health screening tests (including vision and hearing screening; postural screening; height and weight measurement for BMI), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment.

The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety.

The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics.

Procedures for Emergency at School

School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision.

Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have.

The District shall maintain a Medical Emergency Response Plan, as required by law, and an Emergency Procedures Handbook, which shall be utilized by District personnel for handling emergencies.

Student Illness or Injury

In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation.

Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District.

Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

SOURCE: MASC (Revised locally)

LEGAL REF.: M.G.L. 71:53;54;54A;54B;55;55A;55B;56;57;69:8A;

CROSS REF.: EBB, First Aid, EBC, Emergency Plan

Adopted: April 25, 2013
Reviewed: February 25, 2016
Reviewed: 28 May 2020

ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). If a student has been approved for self-administration, a student who needs medication during the school day may be reminded to take the medicine by the school nurse or other individual designated by the school nurse in the student's medical administration plan. This provision only applies when the school nurse has a medical administration plan in place for the student. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

Exceptions:

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

4. Students with life threatening allergies may possess and administer epinephrine.

SOURCE: MASC October 2016

LEGAL REF.: M.G.L. 71:54B

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00

Adopted: April 25, 2013
Revised: May 12, 2016
Revised: January 10, 2019
Reviewed: 28 May 2020

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community and ensuring the rights of all concerned.

The School Committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: MASC

CROSS REF.:

Littleton Public Schools and Littleton Police Department Memorandum of Understanding

Adopted: September 22, 2005

Reviewed: November 21, 2013

Reviewed: 28 May 2020

STUDENT FEES, FINES AND CHARGES

The School Committee recognizes the need for student fees to fund certain school activities. It also recognizes that some students may not be able to pay these fees. No student will be denied access into any program because of inability to pay these supplementary charges.

A school may exact a fee or charge only upon School Committee approval. The schools, however, may:

- Charge students enrolled in certain courses for the cost of materials used in projects that will become the property of the student.
- Charge for lost and damaged books, materials, supplies, and equipment.

Students who are on free and reduced lunch are exempt from paying full fees. Such students shall not be identified in any conspicuous manner and shall participate in the same extracurricular program or event provided for all students without distinction. The Superintendent or his designee shall develop procedures to provide applications for such subsidization and to ensure that the required records and reports of recipients are kept confidential. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

All student fees and charges, both optional and required, will be listed and described annually in each school's student handbook or in some other written form and distributed to each student. The notice will advise students that fees are to be paid and of the penalties for their failure to pay them. Permissible penalties include the withholding of report cards until payment is made or denial of participation in extra class activities while the student is enrolled in this District.

Any fee or charge due to any school in the District and not paid at the end of the school year will be carried forward to the next succeeding school year, as such debts are considered to be debts of the student to the District and not to a particular school

Adopted: 11 November 2001
Revised: January 3, 2013
Reviewed: February 25, 2016
Reviewed: 28 May 2020

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, P.L. 103-382,
M.G.L. 66:10 71:34A, B, D, E, H
DESE 603 CMR 23

Adopted: September 1, 2005
Revised: November 3, 2005
Revised: January 5, 2006
Revised: January 3, 2013
Reviewed: February 25, 2016
Revised: 28 May 2020

STUDENT PHOTOGRAPHS

Individual schools may arrange, in cooperation with the school's parent organization, student council, designated student committee, or a staff committee, to take individual student and/or class group pictures.

Individual and/or class group pictures may be taken at the school facility and during the regular school day hours. The pictures shall be made available for purchase by students and/or parents/guardians on a voluntary basis. The building Principal or their designee shall have final authority in authorizing the picture-taking program and will be responsible for overseeing the process.

Students may be required to have an individual picture taken for the cumulative file or identification purposes; however, no student shall be pressured or required to purchase photographs..

The purpose of the policy is to:

- Enhance the safety of students through visual identification in an emergency situation.
- Facilitate the social, educational, and administrative activities conducted in the school.
- Provide a service to parents and students.
- Allow the profits gained from the picture-taking program to be used by the sponsoring group and authorized by the building principal.

Adopted: September 1, 2005

Reviewed: January 3, 2013

Reviewed: February 25, 2016

Revised: 28 May 2020

SCHOOL-COMMUNITY RELATIONS GOALS

The School Committee believes that the District is an integral part of the community and that community support is necessary for the District's operation and achievement of excellence. The School Committee and District staff members recognize that community support is based on a mutual exchange, a dynamic process in which the District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the District is committed to sustaining:

1. Effective, accurate, and meaningful communications that facilitate dialogue, encourage involvement in District programs, and create community advocacy for its public schools.
2. Volunteer programs that provide mutually enriching experiences for our students, staff, and community volunteers.
3. Recognition programs that publicly honor the contributions of our students, employees, and community partners and express pride in our individual and collective accomplishments.
4. Community service efforts which enable the District's staff and students to express their commitment to the community.

SOURCE: MASC

Adopted: September 22, 2005
Revised: November 21, 2013
Reviewed: 28 May 2020

SCHOOL/PARENT RELATIONS GOALS

It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students.

While parents are individually responsible for their children, the District provides direct services of education and indirect services for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction.

Additionally, parental involvement in the schools is strongly encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

SOURCE: MASC

Adopted: September 22, 2005
Reviewed: November 21, 2013
Reviewed: 28 May 2020

RELATIONS WITH PARENT/BOOSTER ORGANIZATIONS

The Littleton School Committee acknowledges the important role that parents/guardians, community and booster organizations (referred to as “parent organizations”) play in establishing and achieving common educational goals for students. Parent organizations often provide an important forum for communication. They may also engage in fundraising that may allow for funding of enrichment programs and other educational opportunities that may not be available through the annual school budget. Although these private organizations are independent and not ordinarily subject to the day-to-day management of the District, their affiliation with the District generally includes use of or reference to the District’s name, mascots, visual representations, identity and reputation. Thus, requiring these private organizations to adhere certain guidelines is both reasonable and appropriate.

In order to encourage strong communication, the Superintendent and professional staff administrative staff will:

1. Consult with and encourage parent organizations to share in school planning and in setting objectives and evaluating programs.
2. Help parent organizations understand the educational process and their role in promoting it.
3. Provide for parent organizations’ understanding of school operations.

In order to be considered a parent organization for the purpose of this policy, the organization must be officially recognized by the School Committee. In order to obtain recognition; an organization must first seek the approval of the Principal. If the Principal decides to recommend the organization for School Committee recognition, the Principal will submit organizational papers to the Superintendent for presentation to the School Committee. In order to be recognized, the parent organization must at a minimum:

1. Maintain 501C3 status and file appropriate paperwork with state authorities and submit proof of such status to school district administration.
2. Recognize and adhere to the requirement that spending on student activities must comply with federal law relating to equity among students based upon gender.
3. Maintain transparency in fund raising, including annually submitting to the School Committee, via the Superintendent an itemized listing of fundraising events, expenses and net proceeds. The format and content are based on the information requirements of IRS form 990 Schedule G Part 2, Fund Raising Events.
4. If fundraising for major projects (defined as greater than \$5000), make annual donations project designated school department account for the purpose of the designated project. Expenditures from said account shall be authorized by the School Committee for the identified purposes of the donation. All donations shall follow the School Committee’s established donation policy.
5. Conduct any fundraising activities primarily for the benefit of District programs
6. Ensure that any fundraising activities are conducted in a lawful manner consistent with the interest of our students and the good name and reputation of the District.

Once the School Committee recognizes a parent organization, the School Committee may withdraw that recognition in the event the organization does not adhere to the above criteria or for any other reason deemed in the best interest of the District

LEGAL REFS: Title IX, Education Amendments of 1972

SOURCE: MASC Oct 2016 with local additions

Adopted: September 22, 2005

Reviewed: November 21, 2013

Revised: 28 May 2020

Attachment for Policy KBE
Fundraising reporting for parent organizations

Information required is based on IRS form 990 Schedule G Part 2

		(a)Event 1	(b)Event 2	(n) (Insert as necessary)	Total All Events Add col (a) through last
		(Event Name)	(Event Name)	(Event Name)	
		(Event Type)	(Event Type)	(Event Name)	
1	Gross receipts				
2	Less Contributions				
3	Gross Income Line 1 – line 2				
4	Cash prizes				
5	Non cash prizes				
6	Rent/Facility costs				
7	Food and beverages				
8	Entertainment				
9	Other direct expenses				
10	Direct expense summary. Add lines 4 through 9 in column (d)				
11	Net income summary. Subtract line 10 from line 3, column (d)				

COMMUNITY INVOLVEMENT IN DECISION-MAKING

The School Committee endorses the concept that community participation in the affairs of the schools is essential if the school system and the community are to maintain mutual confidence and respect and work together to improve the quality of education for students. It therefore intends to exert every effort to identify the desires of the community and to be responsive, through its actions, to those desires.

All citizens will be encouraged to express ideas, concerns, and/or questions about the schools to the school administration, to any appointed advisory bodies, and to the Committee per district policy.

The School Committee will encourage community involvement through communication about the role of town boards and the elective process.

SOURCE: MASC

Adopted: September 22, 2005

Reviewed: November 21, 2013

Reviewed: 28 May 2020

PUBLIC GIFTS AND DONATIONS TO SCHOOLS

The Superintendent will have authority to accept gifts and offers of equipment for the schools in the name of the Committee when the gift is of educational value and with a value less than \$5,000. In the case of gifts from industry, business, or special interest groups, no extensive advertising or promotion may be involved in any donation to the schools.

Gifts greater than \$5,000 or that would involve changes in school plants or sites will be subject to School Committee approval.

Gifts will automatically become the property of the school system. Any gift of cash, whether or not intended by the donor for a specific purpose, will be handled as a separate account and expended at the discretion of the Committee, as provided by law.

The Committee directs the Superintendent to assure that an appropriate expression of thanks is given all donors.

Legal References: M.G.L. c. 71:37A Acceptance of Gifts

Adopted: February 3, 2005
Revised: November 21, 2013
Reviewed: 28 May 2020

PUBLIC'S RIGHT TO KNOW

The School Committee is a public servant, and its meetings and records will be a matter of public information except as such meetings and records pertain to individual personnel and other classified matters.

The School Committee supports the right of the people to know about the programs and services of their schools and will make every effort to disseminate information. All requests for information will be acted on fairly, completely and expeditiously.

All commonly available public record documents of the School District shall be posted on the district's website. The length of time such records shall remain posted on the district website shall be in accordance with the Municipal Record Retention Manual. In addition, the official minutes of the Committee, its written policies and regulations, and its financial records will be open for inspection at the office of the Superintendent by any citizen desiring to examine them during hours when the office is open. No records pertaining to individual students or staff members will be released for inspection by the public or any unauthorized persons by the Superintendent or other persons responsible for the custody of confidential files. The exception to this will be information about an individual employee (or student) that has been authorized in writing for release by the employee (or student, or student's parent/guardian).

Each building administrator is authorized to use all means available to keep parents/guardians and others in the particular school's community informed about the school's program and activities.

SOURCE: MASC October 2016

LEGAL REFS.: M.G.L. 4:7; 66:10; 30A18-25

Adopted: September 22, 2005

Revised: March 8, 2007

Revised: November 21, 2013

Revised: 28 May 2020

NEWS MEDIA RELATIONS/NEWS RELEASES

Every effort will be made to assist the press and other communications media to obtain complete and adequate coverage of the programs, problems, planning, and activities of the school system.

All representatives of the media will be given equal access to information about the schools. General releases of interest to the entire community will be made available to all the media simultaneously. There will be no exclusive releases except as media representatives request information on particular programs, plans or problems.

In order that school system publicity is given wide coverage and is coordinated into a common effort and purpose, the following procedures will be followed in giving official information to the news media:

1. The School Committee chairman will be the official spokesman for the Committee, except as this duty is delegated to the Superintendent.
2. In the case of emergency, the Superintendent will be the official spokesperson.
3. News releases that are of a system-wide or a sensitive nature or pertain to established Committee policy are the responsibility of the Superintendent.
4. News releases that are of concern to only one school, or to an organization of one school, are the responsibility of the Principal of that particular school. All statements made to the press by other staff members of the particular school must be cleared with the Principal.

While it is impossible to know how news releases will be treated by the press, every possible effort should be made to obtain coverage of school activities that will create and maintain a dignified and professionally responsible image for the school system.

SOURCE: MASC

Adopted: September 22, 2005

Reviewed: 21 November 2013

Reviewed: 28 May 2020

PUBLIC COMPLAINTS

Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only.

The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher
2. School building administrator
3. Superintendent
4. School Committee

If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files.

Complaints about school personnel will be investigated fully and fairly. However, before any such complaint is investigated, the complainant must submit his complaint in writing. Anonymous complaints will be disregarded.

Matters referred to the Superintendent and/or School Committee must be in writing and should be specific, outlining the reasons for the complaint.

The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

SOURCE: MASC October 2016

LEGAL REFS.: MG.L. 76.5

Adopted: September 22, 2005
Revised: November 21, 2013
Revised: January 10, 2019
Reviewed: 28 May 2020

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school system should provide students, parents, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school system should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without the Principal's permission.
2. No general or class distribution of commercial or fund-raising literature may take place without the Principal's permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school system employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.:

GBEBC, Gifts to and Solicitations by Staff
JP, Student Gifts and Solicitations
KHB, Advertising in the Schools

Adopted: September 22, 2005
Reviewed: 21 November 2013
Reviewed: 28 May 2020

ADVERTISING IN SCHOOLS

School-business relationships based on sound principles and community input can contribute to high quality education. However, the school districts must also protect the welfare of students and the integrity of the learning environment. Therefore, when working together, schools, community organizations and businesses must ensure that educational values are not distorted in the process.

The School Committee will allow use of advertising consistent with the criteria specified below:

- a. Use of advertising is permitted in connection with courses of study which have specific lessons related to advertising. It will be up to each school principal to decide whether the lessons related to advertising are appropriate.
- b. Use of advertising is permitted in such supplementary classroom and library materials as newspapers, magazines, television, the Internet, and similar media where they are used in a class such as current events, or where they serve as an appropriate research tool.

The School Committee will allow advertising consistent with the criteria specified below:

- a. Paid advertising is permitted in yearbooks, school newspapers, theatrical productions, and event programs as long as such advertising meets the criteria listed below. The building principal is responsible to review all material.
- b. Non-school organizations that are approved to use school grounds and facilities may use temporary advertising that is consistent with the criteria of this policy. Non-school organizations must comply with the specific procedures and processes determined by the superintendent or the superintendent's designee.

Advertising must meet the following criteria:

1. Consistency with District and School Academic Standards and Goals. All corporate support or activity shall be consistent with State, District, and school academic standards and goals. Commercial involvement must also be structured to meet identified educational needs, not commercial motives.
2. Consistency with District Policies and Age-Appropriateness. All corporate support or activity must be consistent with District policies prohibiting discrimination on the basis of race, color, national origin, gender, gender identity, age, religion, sexual orientation, veteran status, limited English proficient, handicap, or homeless, and must be age-appropriate for the students involved.

3. Certain Corporate Support or Activity Prohibited. No corporate support or activity will be permitted in the District or in the schools that:
 - a. Promotes the use of illicit drugs, alcohol, tobacco, or firearms.
 - b. Promotes hostility, violence or disorder
 - c. Attacks or demeans any ethnic, racial, or religious group.
 - d. Is libelous.
 - e. Promotes any specific religion.
 - f. Promotes or opposes any particular political view, candidate or ballot question.
 - g. Inhibits the functioning of any school.
4. All corporate/business/organizational support may only cite the organization's name not specific products or services. Phrases such as "Your friends at", "Proudly supporting Littleton education", etc. may be used. The corporate/business/organizational review includes consideration of the primary products and services where usage of such product/service would violate policies of the district.
5. Sponsorship by individuals without attribution to a company, corporation, or service is allowed

The School Committee will on a case by case basis consider corporate/company identification and recognition for significant contributions (greater than \$5,000 value) to fund school facility/capital items. Proposals must first go through the superintendent for preliminary review, meet the criteria cited above, and meet a specific need of the district. Proposals without review by the superintendent shall not be presented to the School committee for final consideration.

Solicitation of Sales or use of the name of the school system to promote any product excluding testimonials approved by the Superintendent of Schools, will not be permitted by the Committee.
Source:

Local policy and Acton-Boxborough School District

Adopted: September 22, 2005
Revised: May 12, 2016
Reviewed: 28 May 2020

VISITORS TO THE SCHOOLS

The School Committee welcomes parents/guardians and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school district's mission and goals.

Visits by parents/guardians to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Request for classroom visitations by parents/guardians will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty-eight hours in advance to allow for proper arrangements to be made.
2. The building Principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the Principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the Principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

SOURCE: MASC October 2016

Adopted: September 22, 2005
Revised: November 21, 2013
Revised: 28 May 2020