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 MIKE FONTANELLA, Chair JENNIFER WILSON, Member
DARYL BAKER, Member

School Committee Meeting
You are invited to a Zoom webinar
June 11, 2020
7:00 PM
Please click the link below to join the webinar:
https://littletonma.zoom.us/j/95028152606?pwd=Sk1VZXYrcW84QmpMd0J1VXo2NmdOUT09
Password: 926129

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.

**** *A G E N D A* * ***

7:00 I. ORGANIZATION

1. Call to Order
2. Pledge of Allegiance
3. Consent Agenda
-Minutes – May 28, 2020
-Oath to Bills -
and Payroll

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

1. **Daryl Baker's Nine Years of Service:** *Chair, Mike Fontanella and Superintendent of Schools, Kelly Clenchy will recognize Daryl Baker for his 9 years of dedicated service to the Littleton School Committee as a Member, Vice Chair and Secretary.*
2. **Retiree's:** *Superintendent Kelly Clenchy will recognize the 2019-2020 retirees from Littleton Public Schools. A tentative reception is planned for Fall 2020.*
3. **Recognize Student Representatives:** *Chair, Mike Fontanella will recognize Kriti Sharma and Madelyn O'Meara for their years of service (2018-2020) as Student Representative's to the School Committee.*

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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7:20 IV. PRESENTATION

1. **Handbook Changes:** *HS Principal John Harrington and MS Principal Jason Everhart will present back to the School Committee the updated changes from "Tobacco" to "Nicotine" within the High School Handbook and MS Handbook. The School Committee requested these changes at the May 28, 2020 Handbook Presentation.*
2. **2019-2020 District Slide Presentation***: Superintendent Clenchy will present the 2019-2020 District Slide Show.* https://drive.google.com/file/d/15nke404CcLgn-fEFtcGWb-0Puprl_xcT/view

7:25 V. OLD BUSINESS:

1. **Superintendent's Contract:** *Discussion from the School Committee on Superintendent Kelly Clenchy's contract.*

7 :30 VI. NEW BUSINESS:

1. **Remote learning surveys:** *Interim Director of Curriculum, Elizabeth Steele will update the School Committee on the recent remote learning surveys that were sent to students, staff and parents.*
2. **Discussion of Town Meeting Article 24 Zoning Amendment: Form-Based Code:** *Chair, Mike Fontanella will discuss the Town Meeting Article 24 Zoning Amendment.* https://www.littletonma.org/sites/littletonma/files/uploads/20200320_littleton_vcfbc_bylaw_final_.pdf
3. **Required safety supplies for re-opening schools:** *Superintendent Clenchy will discuss the required safety requirements that were sent from Commissioner Joseph Riley from the Department of Education.*
4. **General update on the start of the 2020-2021 School Year:** *Superintendent Clenchy will give a general update on the start of the 2020-2021 School Year.*

7:40 VII. INTERESTED CITIZENS

7:45 VIII. SUBCOMMITTEE REPORTS

1. **PMBC**
2. **Budget Subcommittee**
3. **Policy Subcommittee: (see LPS website to view all policies)**

   Motion to accept the 2nd reading of the following modified policies*:*

   GBEA

   JH

   JHA

   http://www.littletonps.org/school-committee/school-committee-polices

7:50 IX. ADJOURNMENT/EXECUTIVE SESSION

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

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DARYL BAKER, Member | JENNIFER WILSON, Member

SCHOOL COMMITTEE
MINUTES
May 28, 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 Jennifer Wilson, it was voted to approve the May 14, 2020 consent agenda as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

INTERESTED CITIZENS

None

NEW BUSINESS

1. **List of Colleges that our HS Graduates will be attending:** Dr. Clenchy gave a brief overview of where the Senior Graduates will be attending Colleges/Universities or Services in the fall of 2020. Dr. Harrington thanked the Class of 2020 for their hard work during these unprecedented times.

2. **High School Graduation Update:** Dr. Harrington provided an update on graduation planning and celebrations for the Class of 2020. Graduation is set for Friday, July 31st 2020, at 5pm at Alumni Field. The event will be recorded and Principal Harrington is hoping it will also be "live streamed" if possible.

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Daryl Baker asked if there would be arrangements for students who choose not to participate in the graduation ceremony for any reason. Dr. Harrington assured that if a student and/or family chooses not to participate in the Graduation that he will arrange for a private moment with the student and family to deliver their diploma.

3. **Financial Update:** Business Manager, Mr. Steve Mark, provided a financial update. The overview is included in the packet.

4. **Bus Registration:** It will go live on June 1 online. It will have an option to waive the bus fee until September if needed for any family. The District is waiting for guidelines from DESE which should be available June 15, 2020.

PRESENTATION

1. **Handbook Changes:** Littleton High School Principal, John Harrington, Shaker Lane Principal, Michelle Kane and Russell Street Principal, Cheryl Temple reviewed and requested approval from the School Committee on their submitted handbook changes.
   The School Committee members asked the High School Principal change the word "Tobacco" to nicotine and bring the changes forward at the next school committee meeting.

   On a motion by Daryl Baker, and seconded by Jennifer Wilson, it was voted to approve the Shaker Lane and Russell Street School handbook changes as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

2. **Student Opportunity Act (SOA) Grant Application:** Director of Curriculum, Mrs. Steele, discussed the SOA grant application and requested School Committee approval for submission. She spoke briefly of the four commitment areas and the plans outlining the focus areas that will be worked on.

   On a motion by Daryl Baker, and seconded by Matthew Hunt, it was voted to approve the District's Student Opportunity Act Grant submission as presented. (AYE: Unanimous). Motion carried. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

3. **Littleton High School college course and VHS (on-line learning) proposal**: Dr. Harrington, Dr. Clenchy and Mr. Comeau discussed and requested support for an expansion of the High School's current on-line learning program to include college courses. Mr. Comeau compared the pricing for Dual Enrolment vs. VHS. There are many fees associated with the VHS program, which are covered by the Littleton High School budget. Students are only asked to pay for the dual enrollment credits if they choose to enroll in college courses. Some local colleges offer a discounted rate for their dual enrollment credit courses. The School Committee members fully support to expand the program but asked for a full list of all vendors that the high school deals with so they will get a better picture of all the vendors

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: The lights at Shaker Lane Field are still on the table. Grant funds have to be spent during this fiscal budget year, so the committee is considering purchasing the equipment at this point and storing it over the summer. Daryl Baker did indicate that he told the committee that the School Department would not be able to store the equipment and be responsible for it.

2. Budget Subcommittee: Waiting for Town Meeting in June.

3. Policy Subcommittee: Second Reading of Policies

Second Reading of the following rescind Policies:

On a motion by Jennifer Wilson, and seconded by Matthew Hunt, it was voted to accept the second reading of the following rescind policies IHA, IHAE, IJJ, IJK, JP, KEC, and KJA as reviewed and presented. (AYE: Unanimous). Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE

Second Reading of the following modified Policies:

On a motion by Jennifer Wilson, and seconded by Matthew Hunt, it was voted to accept the second reading of the following modified policies ACAB, BEDG, EBB, EEAG, GBA, GBI, IC/ICA, IGA, IGD, IHAM, IHAMA, IHB, JB, JEB, JF, JFBB, JHD, JIH, JJF, JRA, JRD, KBE, KDB, and KI as reviewed and presented. (AYE: Unanimous).
Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

Second Reading of the following Policies as current:

On a motion by Jennifer Wilson, and seconded by Matthew Hunt, it was voted to accept the second reading of the following policies as current AD, ADF, EB, EBAB, EBC, EBCD, EBH, ECF, EFD, GA, GBEB, GBEC, GBK, GCG, HA, HB, HF, ID, IGB, IHAMB, IHBD, IHBG, IHCA, IJ, IJA, IJL, IJOB, IJOC, IK, IKE, IL, IMA, IMB, JIB, JICA, JICC, JICE, JICFA, JICH, JIE, JJIB, JJIF, JKAA, JLC, JLCD, KA, KBA, KCB, KCD, KDD, KHA, KHV, and KLG as reviewed and presented. (AYE: Unanimous).
Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

ADJOURNMENT

On a motion by Daryl Baker, and seconded by Jennifer Wilson it was voted to adjourn at 8:22PM. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Daryl Baker, AYE; and Mike Fontanella, AYE.

NEXT MEETING DATE
Thursday, June 11, 2020
7:00PM
Zoom Meeting

DOCUMENTS AS PART OF MEETING

LHS Matriculation – Class of 2020
Year to Date Budget Report
Shaker Lane School Handbook
Russell Street School Handbook
Littleton High School Handbook
LHS – Dual Enrollment vs. VHS
Policies:
IHA, IHAE, IJJ, IJK, JP, KEC, KJA
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
AD, ADF, EB, EBAB, EBC, EBCD, EBH, EC, ECA, ECAC, ECF, EFD, GA, GBEB, GBEBC, 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, and KLG

High School Handbook Changes
Middle School Handbook Changes
2020-2021

TOBACCO

Section 36 of the Educational Reform Act of 1993 prohibits the use of tobacco products within the school building, the school facilities, on the school grounds or on school buses by any individual. Reasonable suspicion through odor or other obvious indicators will constitute use. Students should not be in possession of tobacco products or paraphernalia at school or school sponsored events. Tobacco use is a public health issue affecting others as well as the primary user. E-cigarettes are not allowed on school grounds.

Minimum consequence: One day of out-of-school suspension. The MIAA rules and Littleton Public Schools participation standards prohibit the use of any tobacco product and their consequences will be applied to all co-curricular activities, including athletics. Information for tobacco cessation programs is available through the nurse and school resource officer.

Change to read:

TOBACCO/NICOTINE AND VAPING

Tobacco use is a public health issue affecting others as well as the primary user. Pursuant to Section 36 of the Educational Reform Act of 1993, smoking/vaping or the use of smokeless tobacco is not allowed in any part of the school building, grounds, or school buses including before school, during school, or after school. Any person smoking or in possession of cigarettes, vape devices, lighters, or rolling papers, including use of any form of smokeless tobacco or E cigarettes, nicotine gum or vapor, regardless of the level of nicotine, in the building, anywhere on school grounds, or at any school related activity will be subject to disciplinary consequences. No cigarettes/vape devices or lighters are allowed on school grounds. If brought on school grounds they will be confiscated.

Consequences for possession or use of a tobacco or nicotine product may include out of school suspension and/or referral to a tobacco/nicotine cessation program. Violation of chemical health policies by athletes will result in penalties as mandated by the MIAA and school administration.

Remote Learning

Surveying Our Community

The LPS Leadership Team has distributed a survey to parents/guardians, students, and educators.

Opened: Monday, June 8, 2020

Closing: Monday, June 15, 2020

Purpose:

- Gather input and feedback to problem solve challenges, recognize successes, and provide support
- Assess the current remote learning framework

Student

9 Questions

Ways that your teacher(s) have made remote learning engaging and/or fun

Time spent connecting with educators / assignments

Level of independence

Looking ahead:

If the district is to do a form of remote learning again next school year, what recommendations for improvement do you suggest?

What would you like to see continue if remote learning occurs next school year?

Parent/Guardian

14 Questions

Time spent connecting with educators / assignments

Level of independence / communication with educators and administrators

Challenges or obstacles / Successes

Looking ahead:

If the district is to do a form of remote learning again next school year, what recommendations for improvement do you suggest?

What would you like to see continue if remote learning occurs next school year?

Educator

7 Questions

Level of communication from administrators

Tools used to enhance instruction

Successes during remote learning

Looking ahead:

If the district is to do a form of remote learning again next school year, what recommendations for improvement do you suggest?

What would you like to see continue if remote learning occurs next school year?

Thank you to all that have already completed the survey and provided valuable feedback!

Aspirational Illustration for Village Common, Town of Littleton

[Article 24, a proposed zoning bylaw amendment, establishes a new Village Common Mixed-Use District, as shown on the proposed map, where form-based design requirements will apply. Form-based code (FBC) uses physical form (rather than definition of uses) as the organizing principle to foster predictable development and redevelopment. FBC reflects the wishes of Littleton residents for the future of the Littleton Common area to be a walkable, mixed-use village center with new developments that reflect the context and history of Littleton. Formatted with both text and illustrations, the FBC zoning article provides property owners clear rules for redevelopment proposals and Town staff clear guidance on enforcing and administering the Zoning Bylaws.]

Motion: Moved and seconded by the Planning Board that the Town vote to approve Article 24 as printed in the warrant.

Planning Board, Master Planning Implementation Committee and Board of Selectmen support Article 24.

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Jeffrey C. Riley
Commissioner

MEMORANDUM

To:	**Superintendents, Charter School Leaders, Assistant Superintendents, Leaders of Special Education Schools, Collaborative Leaders, and Leaders of Private Schools**
From:	**Jeffrey C. Riley, Commissioner**
Date:	**June 5, 2020**
Subject:	**Guidance on Required Safety Supplies for Re-Opening Schools**

With key health metrics continuing to improve in the Commonwealth and the Governor's four-part overall economic reopening plan underway, this short guidance document is focused on one important aspect of re-opening schools: key safety supplies.

This is another piece of school re-opening guidance that we are continuing to issue on a rolling basis. As you know, yesterday evening, we released initial guidance for summer programs. More comprehensive guidance on special education programs will come early next week. And final summer school guidance as well as initial guidance on fall re-opening will be released in the coming weeks.

We are issuing this guidance on key safety supplies now so that districts can begin the ordering process for critical items that may be harder to procure and/or have longer potential delivery times. In this document, we provide specific information that will allow districts and schools to make these key safety purchases as soon as possible.

Below, we outline required supply items and initial recommended ordering quantities for the first 12 weeks of school based on our best estimates at this time. We also detail the support that the Department of Elementary and Secondary Education (DESE) and partner state agencies can provide to assist you with your acquisition work.

This guidance has been informed by consultation with state agency partners, professionals in the preparedness field, and district and school leaders. We will provide updated guidance as needed.

Overview of Current Health and Safety Guidelines

We are operating with the best information we have as of early June about how to maintain the health and safety of our students and staff in any in-person school programs and limit the risk of COVID-19 transmission. Based on federal and state guidance and recommendations available at this time, safely re-opening schools will require that the following components are in place:

Staying home if sick: As part of the social compact of re-opening, students and staff must stay home if they are feeling sick or have any symptom associated with COVID-19. This means that schools will need to have enhanced protocols in place for managing staff and student absences.

Face coverings and masks: Students and staff must wear face coverings or masks, with exceptions only for those students or staff for whom it is not safe to do so due to age, medical conditions, or other considerations. In cases in which face coverings or masks are not possible, social distancing of 6 feet is required, unless not feasible due to the personal situation. Parents will be responsible for providing students with face coverings or masks. Schools must have backup disposable masks available for students who need them. Staff may choose to wear their own mask or one provided by the school.

Frequent hand washing and hand sanitizing: All students and staff must engage in frequent handwashing, including upon arrival, before and after meals, after bathroom use, after coughing or sneezing, and before dismissal. Protocols must be established for effective handwashing in which individuals use soap and water to wash all surfaces of their hands for at least 20 seconds, wait for visible lather, rinse thoroughly, and dry with an individual disposable towel. If handwashing is not available, hand sanitizer with at least 60 percent alcohol content can be used.

Maintaining 6 feet of separation at all times: All students and staff must maintain a social distance of 6 feet to the greatest extent possible. Desks must be spaced at least 6 feet apart and facing the same direction, and protocols must be developed to maintain this distance when students are entering and exiting the building and moving through the school (including to and within restrooms) when feasible.

Isolation and discharge protocols for students who may become ill during the day: Schools must develop protocols for isolation and discharge of students who become sick during the school day. A specific room must be maintained for students with COVID-19 symptoms that is separate from the nurse's office or other space where other ailments are treated.

Smaller, isolated groups of students assigned to one teacher: Successfully implementing 6 feet of social distancing will require significantly smaller class sizes and reduced staff-to-student ratios. Furthermore, where feasible, programs should isolate individual groups of students with one consistently assigned teacher, and groups should not mix with other students or staff. At this time, group sizes are restricted to a maximum of 10 students, with a maximum of 12 individuals, including students and staff, in each room.

Regular cleaning, sanitizing, disinfecting, and disposal protocols: Schools will need to undertake new protocols and routines to ensure that facilities and surfaces are regularly cleaned, sanitized, and disinfected in accordance with health and safety guidelines and that hazardous materials are disposed of properly.

Entry screening and other facility operations: While additional information about symptom screening and other facility operations will be provided in the coming weeks, after discussions with the COVID-19 Command Center's Medical Advisory Committee, it is not recommended to temperature check students at entry due to the significant number of both false positive and false negative results.

Specifically for this document, we used the following basic assumptions to develop the required supply items and initial recommended ordering quantities:

- Students will bring their own face coverings or masks to school, but schools will have a backup supply of masks on hand for students who do not have them, or if their masks become otherwise not useable during the school day.
- Schools will provide face coverings or masks for all teachers and staff who do not bring their own.
- Students and staff will engage in frequent hand sanitizing.
- Custodians will need to be equipped with appropriate masks, gloves, and a proper waste disposal medium.
- Nurses and health providers will need additional specialized supplies to properly isolate and discharge suspected COVID-19 positive students.

Please note: This is not an exhaustive list of all COVID-19-related supplies. Schools will need to consider additional supply categories – such as hand soap and building cleaning supplies – for which they may need to increase current purchasing quantities. However, these items are not the focus of the lists below, as we are not aware of any supply constraints that would limit the ability of districts or schools to purchase these items on typical timelines.

Purchasing Responsibility

It is each school district's responsibility to acquire the supplies needed to safely and responsibly re-open their school buildings consistent with forthcoming state guidance. The Department will provide technical assistance on ordering the types and volume of supplies outlined in this document, facilitate access to suppliers on state contracts, and offer a dedicated help desk.

The Department's issuance of the federal Elementary and Secondary School Education Relief Fund (ESSER), http://www.doe.mass.edu/federalgrants/esser/, provides districts with immediate access to grants to fund the cost of supplies.

Required Long Lead Time Supplies and Volumes

The Department is providing the following required supply list with initial recommended volumes to enable school districts to calculate their individual school needs for an initial 12-week operating period. The replacement rate for the listed items is based on informed estimates from our subject matter experts. Districts should plan to measure actual usage rates during the first 30 days of building operations and adjust their reorder levels accordingly.

DISPOSABLE MASKS

Initial recommended quantities per 100 individuals per group per school

Group	Quantity per 100 per group	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	12-week Supply at 25% Attendance	Assumptions
Students	100 masks per week	1,200	600	300	1 disposable mask per week per student (to supplement the cloth masks provided by parent/guardian).
Teachers and other staff	500	6,000	3,000	1,500	5 disposable masks per week per teacher.
School nurses and health providers	1,000	12,000	6,000	3,000	10 disposable masks per week per school nurse.

MATERIALS FOR STAFF MEMBERS WILL WHO MAY BE IN HIGH-INTENSITY CONTACT WITH STUDENTS OR HANDLING WASTE MATERIALS

Initial recommended quantities calculated per 1 staff
(e.g. nurses, custodians, and some special education teachers and other staff)

Item	1-week Supply for 1 Staff	12-week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 pairs disposable nitrile gloves per week, per staff.
Disposable Gowns	10	120	10 disposable gowns per week, per staff.
Eye Protection	2	n/a	2 re-usable eye protection per staff total.
Face Shields	2	n/a	2 reusable face shields per staff total.
Waste Disposal Medium	1	n/a	1 unit per staff total.
N-95 Ventilating Masks* Note: N-95 masks are recommended ***only*** if staff will be in contact with a suspected COVID-19 positive case and/or performing aerosol-generating procedures	10	120	10 N-95 masks per week, per staff.

*KN-95 Ventilating Masks can be substituted for N-95 masks if they have been tested for filtration effectiveness (MDPH Comprehensive Personal Protective Equipment (PPE) Guidance, May 21, 2020)

BUILDING SUPPLIES

Item	1-week Supply for one building	12-week Supply at 100% Attendance	12-week Supply at 50% Attendance	Assumptions
Hand Sanitizer	1/3 gallon/ classroom	4 gallons/ classroom	2 gallons/ classroom	1/3 gallon of hand sanitizer per classroom, per week at 100% attendance.
Disposable Nitrile Gloves	20	240	240	20 disposable nitrile gloves (pair) per week, per custodial staff member at 100% attendance.
Waste Disposal Medium	1	n/a	n/a	1 disposal medium per school building.

These items and volumes are based on current existing federal and state guidance (see links below), with support from DESE's consulting experts.

- https://www.mass.gov/doc/comprehensive-personal-protective-equipment/download *(download)*
- https://www.mass.gov/doc/eea-covid-19-cleaning-of-restrooms-best-practices-5-18-20/download *(download)*
- https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html

DESE/OSD State Purchasing Assistance

As we work to integrate our K-12 return to school guidance with the Commonwealth's overall multiphase reopening plan, DESE and the Operational Services Division (OSD) are committed to providing support to districts in their acquisition of required supplies.

Use of State Contracts: The Operational Services Division can support K-12 public education purchasing needs by providing guidance and access to OSD's Statewide Contracts (SWCs). To assist in these efforts, a comprehensive list of vendors *(download)* and the PPE supplies they sell is posted on mass.gov and the COMMBUYS homepage. The SWC vendors are a great resource for supplies and equipment. Utilizing state contracts is normal business practice for our municipal colleagues, but should questions arise on how to access vendor quotes, DESE and OSD staff are available to provide assistance.

The Operational Services Division will continue its work with SWC vendors to understand their supply chains so they are ready to fulfill supply orders from individual public buying entities. The supplies schools will need continue to be in demand from all sectors, and OSD is taking steps to enable buyers to find stock from one of the many SWC vendors able to provide these products.

The Department and OSD are in the process of setting up other possible forms of acquisition support. This includes the concept of DESE aggregating individual district orders and executing a "Big Buy" order, with districts responsible for paying for their individual order.

More information about how districts can join the Big Buy will be released no later than Wednesday, June 10. If districts do not wish to participate in the Big Buy, we urge you to move forward and place your key supply orders immediately.

Available Technical Assistance: The OSD Help Desk is available to answer questions, help buyers access the SWC vendor list, and advise them on where to find specific products. In addition, Jonna Willis, DESE Procurement Director, is available to support districts with questions. You may contact her at Jonna.T.Willis@mass.gov.

Reference Materials for Supplies Purchasing

- List of SWC vendors *(download)* on mass.gov and on COMMBUYS.com. The list identifies SWC vendors that are able to fulfill needed supply orders. The list will be updated weekly.

- Here is a link to supply guidance to ensure buyers understand the products and their intended uses.

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 their 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 REFS M.G.L.: 71:52; 268A

Revised October.5, 2003
Revised November 21, 2013
Revised: May 28, 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 their 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
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Reviewed:	October 24, 2013
Revised:	May 12, 2016
Revised:	11 June 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 religious observances of that day.

So that students who use an excused absence to participate in religious observances of their 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
Revised: 11 June 2020