



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

ERICA PODGORN, Secretary
JENNIFER WILSON, Member

**The Littleton School Committee will meet at the
Littleton Police Department Community Room
500 Great Road
Thursday, September 19, 2019**

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 – June 6, 2019**
 - Oath to Bills -
and Payroll**

7:05 II. INTERESTED CITIZENS

7:10 III. RECOGNITION

- 1. Interim Principal Jason Everhart, Littleton Middle School:** *Superintendent Kelly Clenchy will recognize Jason Everhart as the Interim Principal to the Littleton Middle School.*
- 2. Interim Assistant Principal Elizabeth Morgan, Littleton Middle School:** *Superintendent Kelly Clenchy will recognize Elizabeth Morgan as the Interim Assistant Principal of the Littleton Middle School.*
- 3. Interim Principal Cheryl Temple, Russell Street Elementary School:** *Superintendent Kelly Clenchy will recognize Cheryl Temple as the Interim Principal of the Russell Street Elementary School.*
- 4. Custodians.**
- 5. Technology Team.**
- 6. Staff Welcome Back Breakfast.**
- 7. Student Representative(s) Report:** *Student Representative(s), Kriti Sharma and/or Madelyn O'Meara will give a report of events for each school.*
- 8. Other**

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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7:15 IV. PRESENTATION

1. **Grade 8 Field Trip to Pack Monadnock, NH. Scheduled for October 11, 2019:** *Request for School Committee Approval.*

7:20 V. OLD BUSINESS

1. **Highlights from Summer Retreat:** *Vice Chair Matt Hunt and Superintendent Kelly Clenchy will give a brief review of this year's School Committee Summer Retreat.*

7:30 VI. NEW BUSINESS

1. **Personnel Update:** Superintendent Clenchy will give a personnel update for the 2019-2020 School Year.
2. **September Enrollment:** *Superintendent Clenchy will give an updated school enrollment as of September 6, 2019.*
3. **MOU/SRO:** *Superintendent Clenchy will discuss the 2019 DRAFT Memorandum of Understanding between the Littleton School District and Littleton Police Department regarding the School Resource Officer Program.*
4. **School Startup.**
5. **Summary of School Committee Presentations for the 2019-2020 school year.**

7:50 VII. INTERESTED CITIZENS

7:55 VIII. SUBCOMMITTEE REPORTS

1. PMBC
2. Budget Subcommittee
3. Policy Subcommittee: (see LPS website to view all policies)
<http://www.littletonps.org/school-committee/school-committee-polices>

8:00 IX. ADJOURNMENT/EXECUTIVE SESSION

**NEXT MEETING DATE
October 3, 2019
Littleton Police Department Community Room
500 Great Road**

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SCHOOL COMMITTEE MINUTES June 6th, 2019 7:00 PM

PRESENT: Mike Fontanella
Matthew Hunt
Jennifer Wilson
Erica Podgorni

ALSO PRESENT: Kelly Clenchy
Steve Mark
Bettina Corrow (8:45PM)
Maddy O'Meara (7:36PM)

NOT PRESENT: Daryl Baker

CALL TO ORDER

Mike Fontanella called the meeting to order at 7:02p.m.

On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to approve the May 23rd, 2019 consent agenda as presented. (AYE: Unanimous). Motion carried.

INTERESTED CITIZENS

None

RECOGNITION

1. Maddy O'Meara gave a brief overview of the activities taking place at the schools.
2. Mike Fontanella recognized the two retirees, whom were just celebrated at Shaker Lane prior to the meeting start. Janice Hartford, Nurse at SL and Sandy Hill, Grade 1 teacher.

PRESENTATION

1. Friends of Alumni Field, Jillian Shaw presented their proposals (2nd face of their fundraising effort) for sign placement and designs. She showed the three main spots where signage would be placed. Signs could be secured for 2, 5 and/or 10 years depending on the sponsorship. The timeframe for the signs to be

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finalized and hung is at the end of the summer, before the new school year starts. They have reached out to a few sponsors but wanted to ensure the school committee approve of their layout and design prior to commitment from sponsors. The sponsor signs and the installation is estimated to cost around \$25,000. \$50,000 has been raised through sale of walkway bricks and installation of signs would be paid with those funds.

The school committee gave an in-formal approval of the proposal. They want to show the final plans to the business manager but feel confident this proposal is ok to go ahead.

2. Littleton's Portal to the World – Lilly Ogden, LMS Social Studies teacher, and Julie Lord, Technology presented an overview of the Portal, which was in district during the last week of May. Portals are immersive spaces that connect people separated by distance and difference.

Project funded through grants from LEF and Kimball Foundation

- Work with Andover School's Portal Team and Shared Studios to plan and implement.
- Identified and trained teachers on May 29, 2019.
- Install an Inflatable Portal in the district for a period of several weeks during Winter/Spring 2020. Proposed pilot initial location LMS Library. Portal will return later in the year, the location to be discussed.
 - Coordinate with the lower elementary schools and the high school to experience Portal Connections.
 - Open to the Community.

3. Superintendent Clenchy asked the School Committee Board for permission for the incoming Grade 8 to travel to Washington DC on May 18 – May 21, 2020.

On a motion by Matthew Hunt, and seconded by Jennifer Wilson, it was voted to approve the request for the Grade 8 to travel to Washington DC on May 18 – May 21, 2020. (AYE: Unanimous). Motion carried

4. School Improvement Plan update from Shaker Lane School:

Shaker Lane School Principal Michelle Kane spoke briefly about SLS SIP Highlights July 1, 2017-June 30, 2020 of each standard:

Curriculum/Instruction/Assessment

- Explore systematic multisensory phonics programs to be implemented in general education settings
- Engage in professional collaboration vertically K5 to align curriculum expectations
- Implement the Fountas & Pinnell Benchmark Assessment System for reading
- Explore a Guided Math approach
- Implement Standards Based Report Cards K-2

Professional Development

- Maintain a site-based PD plan that develops teachers and school-wide improvements
- Develop a SLS mentor for first year support of new staff
- Provide training and support for staff in the further development of social emotional curriculum
- Provide PD opportunities related to technology integration for current and new initiatives

Community/Communication

- Improve communication through the SLS website
- Explore partnerships with LHS students to serve as role models/volunteers for Shaker Lane students
- Continue partnerships with local community members, organizations and businesses providing students with authentic curriculum connections in a wide variety of content areas
- Continue school-wide community building events

Climate/Culture

- Develop Safety Committee to explore and implement emergency protocols, procedures and Preparedness. Looking into a new drop off strategy for next school year. More details to come.
- Enrich HEART program to encompass new strategies that develop awareness and skills in SEL
- Develop Scheduling Committee to evaluate and create Unified Arts and Duty Schedules

Technology

- Create global connection opportunities for staff & students
- Provide before school tech-ed session offerings
- Explore resources to implement and create a Makerspace location
- Identify and align technology skillset by grade level

5. Review of Alternative Structured Learning Day Program survey results presented by Beth Steele. Mrs. Steele started off by thanking everyone involved in this pilot program from students, to teachers, parents and any other stakeholder. Survey was emailed out to Students, parents/guardians, teaching staff and all other staff during the month of May. Questions in the survey were as follow:
- The assigned/project was age and level appropriate for me/my child.
 - I/my child was supported during the pilot.
 - I believe the snow day cancellation pilot program is a viable alternative to the making up of a school day.
 - Would you like to see LPS implement a snow day cancellation program next year?
 - Student, parent and staff common themes

Most students, parents and staff agreed on the various questions. The common themes seem to be that most participants want another pilot year next school year and feels this is a viable alternative to the making up of a school day. The school district is comfortable moving forward with another year of a pilot of this program with three (3) days included in the program.

The school committee were in favor of having another pilot year of the program to gather some more feedback/data and specially to gather more valid information for special education students and what kind of impact this program could have on their provided services.

NEW BUSINESS

1. Signature Authorizations – Accounts Payable & payroll.

Pursuant to town request, the School Committee need to annually vote Accounts Payable and Payroll signature approvals.

On a motion by Matthew Hunt, and seconded by Erica Podgorni, it was voted to accept a School Committee member to sign required payroll warrants. (AYE: Unanimous). Motion carried.

2. Voter Petitioned Article for Special Town Meeting - Chair, Mike Fontanella discussed the Voter Petitioned Article for Special Town Meeting alongside Mike Proulz from Park & Rec. (Article included in School Committee Packet).

The School Committee members discussed if this petition would in any way impact the school committee's way of doing business and whether they would support or would not support this voter petition. After a brief discussion it was decided and voted not to support the petition.

On a motion by Matthew Hunt, and seconded by Erica Podgorni it was voted to not support the Voter Petition article as presented. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Erica Podgorni, AYE; and Mike Fontanella, AYE.

INTERESTED CITIZENS

None

SUBCOMMITTEE REPORTS

1. PMBC: None

2. Budget Subcommittee: None

3. Safety and Security: None

4. Reading of Policy: None

146
147
148 **ADJOURNMENT**

149 On a motion by Mike Fontanella and seconded by Matthew Hunt it was voted to adjourn at 8:55PM to go into
150 Executive Session for the purpose of contract negotiation discussion with no intention to return to Open
151 Session. Roll Call Vote: Matthew Hunt, AYE; Jennifer Wilson, AYE; Erica Podgorni, AYE; and Mike
152 Fontanella, AYE.
153

154 **NEXT MEETING DATE**
155 **Thursday, August 22, 2019**
156 **7:00PM**
157 **Littleton High School**
158

159
160 **DOCUMENTS AS PART OF MEETING**

161 Portal of the World presentation
162 Washington DC May 2020
163 SIP for SL
164 Alternative Structured Learning Day Program results
165 Signature Authorizations – Accounts payable and Payroll
166 Voter Petitioned article for Town Meeting

Middle School 8th Grade out of state field trip.

Pack Monadnock in Miller State Park in NH on Friday, October 11, 2019

The 8th grade would like to take a field trip to Pack Monadnock in Miller State Park in NH on Friday, October 11, 2019 to take part in the Hawk Count, a national tally of raptors as they migrate to the south. Pack Monadnock is preferred because the Hawk Count has experts at the summit who help the kids find clusters of birds riding thermals and explains the migration to the kids. The Audubon Society will also be there with a display of eggs, nests, and other items having to do with the hawk migration.

In science, they study the forms and functions of raptors. The trip also fosters health, physical education, and team building. In the past it has been a very successful trip.

We pick Pack Monadnock because it has a road to the top, so any student is able to participate, even if unable to hike. We regularly station a chaperone at the top in the event that a student needs a ride down (because of injury or illness).

The Hawk Count's link is

http://hawkcount.org/day_summary.php?rsite=320&rmonth=09&year=2012&rday=17.

PERSONNEL UPDATE
2019-2020

NEW HIRES					
<u>Last Name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>		
Camero	Christopher	DW	Technology Specialist		
Johnson	Maura	DW	OOD Coordinator		
Orzech	Paul	HS	Library Media Specialist		
Duffy	Jacquelyn	HS	Spanish Teacher		
DeCoste	Adam	HS	LT Sub		
Smithlin	Zachary	HS	Health/PE		
Dolan	Aidan	MS	6th Grade General Ed. Teacher (1 Year)		
Dennis	Joseph	MS	7th Grade History (1 Year)		
Pinard	Laura	MS	LT Sub		
Bentley	Lisa	MS	6th Grade TA		
O'Sullivan	Connor	MS	8th Grade History Teacher (1 Year)		
McMillen	Kelly	MS	LT Sub		
Leonard	Matthew	MS	Art Teacher		
Panish	Pamela	MS	LT Sub		
Cormier	Jessica	MS	French Teacher		
Lynch	Jessica	MS	SPED TA		
Philpot	Mary	SL	School Nurse		
LeBlanc	Debra	SL	Café'		
Nystrom	Laurie	SL	Café'		
Brazinski	Ann	SL	K-2 Unified Arts Teacher		
Gilman	Allison	SL/RSS	SPED Team Chair		
TRANSFERS					
<u>Last name</u>	<u>First Name</u>	<u>School</u>	<u>New School</u>	<u>Old Position</u>	<u>New Position</u>
Johnson	Danette	DW	SL	Substitute	SPED TA
Mak	Ching Mai	LMS	RSS	Cafe Worker	Cafe Worker
Morgan	Beth	MS	MS	8th Grade History	Assistant Principal
Harrington	Susanne	MS	DW	LT Substitute	Substitute
Everhart	Jason	MS	MS	Asst Principal	Interim Principal
Temple	Cheryl	MS	RSS	Principal	Interim Principal
Turbide	Liselot	MS	RSS	SPED TA	LAB SPED Teacher
Shaw	Karen	RSS	SL	SPED teacher	Grade 1 teacher
Wood	Sydney	RSS	RSS and SLS	TA	LT Sub
Werling	Dianne	SL	SL	Cafe worker	Cafe Manager
Taylor	Casey	SL	SL	Unified Arts	Grade 2 teacher
Mawn	Rebecca	SL	SL	2nd Grade Teacher	Reading Specialist
Wright	Merilee	SL	RSS/HS	TA	TA
Rimbach	Wendy	SL	RSS	TA	TA
RESIGNED/ RETIRED					
<u>Last name</u>	<u>First Name</u>	<u>School</u>	<u>Position</u>		
Hill	Sandy	SL	1st Grade Teacher		
Hartford	Janice	SL	Nurse		
Cotter	Rachel	SL	BCBA		
Kelly	Richelle	MS	SPED TA		

PERSONNEL UPDATE

2019-2020

[illegible]

LITTLETON PUBLIC SCHOOLS						
ENROLLMENT AS OF September 4, 2019						
YEAR END ENROLLMENT						
		# Students	#Students	#Students Enrolled		
SCHOOL	GRADE	Littleton Residents	School Choice	Total Sept. 4, 2019		
SHAKER LANE	PreK	66	0	66		
	K/T	116	3	119		
	1	121	7	128		
	2	131	6	137		
	SL Total	434	16	450		
RUSSELL STREET	3	114	4	118		
	4	127	5	132		
	5	128	10	138		
	RS Total	369	19	388		
MIDDLE SCHOOL	6	138	5	143		
	7	115	7	122		
	8	122	3	125		
	MS Total	375	15	390		
HIGH SCHOOL	9	105	6	111		
	10	89	10	99		
	11	106	6	112		
	12	112	7	119		
	HS Total	412	29	441		
	Total ALL	1590	79	1669		
Total #Students Littleton Residents		1590				
Total #Students School Choice		79				
Total Students Enrolled		1669				
Total Students Attending Out of District Placements			33			

LITTLETON PUBLIC SCHOOLS
ENROLLMENT AS OF September 6, 2018

		# Students	#Students	#Students Enrolled
SCHOOL	GRADE	Littleton Residents	School Choice	Total Sept. 6, 2018
SHAKER LANE	PreK	69	0	69
	K/T	115	5	120
	1	130	6	136
	2	113	3	116
	SL Total	427	14	441
RUSSELL STREET	3	124	5	129
	4	123	11	134
	5	131	5	136
	RS Total	378	21	399
MIDDLE SCHOOL	6	118	6	124
	7	121	1	122
	8	114	4	118
	MS Total	353	11	364
HIGH SCHOOL	9	95	10	105
	10	110	4	114
	11	112	6	118
	12	106	11	117
	HS Total	423	31	454
	Total ALL	1581	77	1658
Total #Students Littleton Residents		1581		
Total #Students School Choice		77		
Total Students Enrolled		1658		
Total Students Attending Out of District Placements			34	

***Memorandum of Understanding Between
Littleton School District and Littleton Police Department
Regarding the School Resource Officer Program***

This Memorandum of Understanding is made and entered into by and between the Littleton School District ("District") and the Littleton Police Department (collectively, the "parties"). The Chief of Police of the Police Department (the "Chief") and the Superintendent of the School District ("the Superintendent") are each a signatory to this Agreement.

I. Purpose

This agreement formalizes the partnership between the parties and facilitates a clear understanding of the roles, duties, and responsibilities of the parties in the implementation of a School Resource Officer ("SRO") Program in the Littleton School District.

This agreement is entered into pursuant to the Laws of the Commonwealth of Massachusetts and is to be read in conjunction with any and all policies, procedures, and reporting requirements set forth in the Littleton School District's student handbooks and Littleton Police Department regulations.

II. Selection, Supervision, and Training of SROs and Review of SRO Program

The parties agree that the selection, supervision, and training of the SRO for the District is a critical aspect of the program. Additionally, the parties agree that reviewing the SRO Program on an annual basis is essential to assess its success and effectiveness in meeting its stated goals and objectives.

A. SRO Selection Process

In accordance with G.L. c. 71, § 37P, the Littleton Police Department is committed to selecting SROs who will foster an optimal learning environment and educational community. The Chief of Police shall work collaboratively with the Superintendent/Designee in identifying officers who meet the criteria and in selecting the officer who is ultimately assigned as the SRO for the District. The appointment shall not be based solely on seniority; rather, preference will be given to officers who demonstrate the requisite personality, character, skills, and interest to work in a school environment with children and educators and who have received specialized training related to working with children and adolescents, including cognitive development, de-escalation techniques, and alternatives to arrest and diversion strategies.

Other factors for consideration in selecting an SRO include:

- Ability to work effectively with students within the age range at the assigned school(s)
- Awareness of and education about the cultural descriptors that make up the community's world views, including race, age, gender, gender identity, ethnicity, religion, culture, sexual orientation, physical or mental disability, immigration status, primary language and English proficiency, socioeconomic status, educational level, and occupation
- A commitment to making all students and the school community feel welcomed, valued, respected, and acknowledged regardless of cultural descriptors
- Knowledge of school-based legal issues
- Commitment to protecting students' legal and civil rights

- Knowledge of school and community resources
- An understanding of crime prevention problem-solving and community policing in a school setting
- Public speaking and teaching skills
- Knowledge of school safety planning and technology

B. SRO Supervision

The SRO is a member of the Littleton Police Department and shall be designated as a special employee of the District and shall report directly to the Chief of Police. To ensure clear and consistent lines of communication, the SRO shall meet with principals and any other school officials as requested. The SRO shall ensure that principals remain aware of material interactions and information involving the SRO's work, including, but not limited to, arrests and searches of students' persons and property,

C. SRO Training

In addition to any basic and annual in-service training required of their officers by the Littleton Police Department, SROs shall receive specialized training to promote their effectiveness working with children and youth in a school setting. Continuing professional development shall include instruction in the following areas:

1. Child and adolescent development, including the impact of abuse, exploitation, violence, trauma, disability, poverty, and immigration status
2. Conflict resolution
3. Diversion strategies and practices

Additional areas for continuing professional development may include, but are not limited to:

- SRO course such as that provided by National Association of School Resource Officers
- School crisis planning, threat assessment, and emergency response
- Juvenile law and procedure, including student rights and privacy
- Understanding and protecting civil rights in schools
- Cultural sensitivity and linguistic differences
- Implicit bias
- Teaching and classroom management
- Mental health protocols
- Trauma-informed care
- De-escalation skills
- Drug prevention programs
- Physiology of addiction
- Teen dating violence and healthy teen relationships
- Bullying prevention
- Cyber safety

D. Review of SRO Program

The SRO Program will be reviewed annually to evaluate its success and effectiveness in meeting its stated goals and objectives. The review will be conducted jointly by the Chief of Police and Superintendent at the end of each school year. This agreement, including the SRO Goals and Objectives, should be amended as required as a result of said review.

As part of the annual review, the performance and effectiveness of each SRO shall be evaluated. The Superintendent in consultation with the Principal(s) of the assigned school(s) will provide input regarding the evaluation. This input should take into consideration and include feedback from teachers, students, and the school community

III. Information Sharing Guidelines

A. Designated Liaisons

In order to facilitate prompt and clear communications, the parties agree to identify individuals *on* their respective staffs who will function as Designated Liaisons.

The Designated Liaisons, by School, are:

Superintendent of Schools

LMS Principal, Assistant Principal

RSS Principal, Assistant Principal

SL Principal, Assistant Principal

The Littleton Police Department's Designated School Liaison is:

Detective John Janakos

B. Compliance with FERPA and Other Confidentiality Requirements

At all times, school officials must comply with FERPA. This federal statute permits disclosures of personally identifiable information about students contained in educational records ("Student PII"), without consent, only under specific circumstances.

When the District "has outsourced institutional services or functions" to the SRO consistent with 34 C.F.R. § 99.31(a)(1)(i)(B) of FERPA, the SRO qualifies as a "school official" who can access, without consent, Student PII contained in education records about which the SRO has a "legitimate educational interest."

Consistent with 34 C.F.R. §§ 99.31(10) and 99.36 of FERPA, the SRO may gain access, without consent, to Student PII contained in education records "in connection with an emergency if knowledge of the [Student PII] is necessary to protect the health or safety of the student or other individuals."

These are the *only* circumstances in which an SRO may gain access, without consent, to education records containing student PII (such as IEPs, disciplinary documentation created by a school, or work samples).

FERPA does not apply to communications or conversations about what school staff has observed or to information derived from sources other than education records.

In addition to FERPA, the parties agree to comply with all other state and federal laws and regulations regarding confidentiality, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and state student record regulations at 603 C.M.R. 23.00. The parties agree to collect only that student information necessary and relevant to fulfilling their respective roles, to share such information with each other only where required or allowed under this Agreement, and not to share such information beyond the sharing contemplated in this Agreement unless required to be shared by state or federal law. The parties shall not collect or share information on a student's immigration status except as required by law.

C. Information Sharing by School Personnel

1. For Law Enforcement

Where the principal or his or her designee learns of misconduct by a student for which a law enforcement response may be appropriate, he or she should inform the SRO. If a teacher has information related to such misconduct, he or she may communicate this information directly to the SRO but should also communicate such information to the principal or his or her designee. The parties agree that the sharing of such information shall not and should not necessarily require a law enforcement response on the part of the SRO but shall and should instead prompt a careful consideration of whether the misconduct is best addressed by law enforcement action, by a school disciplinary response, or by some combination of the two. If such student information is gathered as part of a "Verbal Screening Tool for Substance Abuse Disorders," such information shall only be disclosed pursuant to the requirements of G.L. c. 71, § 97.

The parties acknowledge that there may be circumstances in which parents consent to the disclosure of student information for law enforcement purposes (e.g., as part of a diversion program agreement) and that the sharing of information under such circumstances does not violate this Agreement.

The parties also acknowledge that, from time to time, an emergency situation may arise that poses a real, substantial, and immediate threat to human safety or to property with the risk of substantial damage. School personnel having knowledge of any such emergency situation should immediately notify or cause to be notified both the Police Department (or the SRO if appropriate to facilitate a response) and the principal or his or her designee. This requirement is in addition to any procedures outlined in the schools' student handbooks, administrative manual, and/or School Committee policy manual.

Nothing in this section or this Agreement shall prevent the principal or his or her designee from reporting possible criminal conduct by a person who is not a student.

2. For Non-Law Enforcement Purposes

Based on their integration as part of the school community, SROs may periodically require access to student information for purposes that fall outside of the SRO's law enforcement role.

Student PII received by the SRO that is not related to criminal conduct risking or causing substantial harm shall not be used to take law enforcement action against a student but may be used to connect a student or family with services or other supports.

D. Information Sharing by SRO

Subject to applicable statutes and regulations governing confidentiality, the SRO shall inform the principal or his or her designee of any arrest of a student, the issuance of a criminal or delinquency complaint application against a student, or a student's voluntary participation in any diversion or restorative justice program if:

- The activity involves criminal conduct that poses a (present or future) threat of harm to the physical or psychological well-being of the student, other students or school personnel, or to school property;
- The making of such a report would facilitate supportive intervention by school personnel on behalf of the student (e.g., because of the Police Department's involvement with a student's family, the student may need or benefit from supportive services in school); or
- The activity involves actual or possible truancy.

The SRO shall provide such information whether the activity takes place in or out of school, consistent with the requirements of G.L. c. 12, § 32 (Community Based Justice information-sharing programs) and G.L. c. 71, § 37H 1/2 (setting forth potential disciplinary consequences for violations of criminal law).

When the SRO observes or learns of student misconduct in school for which a law enforcement response is appropriate, the SRO shall convey to the principal or his or her designee as soon as reasonably possible the fact of that misconduct and the nature of the intended law enforcement response, and when the SRO observes or learns of student misconduct that does not merit a law enforcement response, but that appears to violate school rules, the SRO shall report the misconduct whenever such reporting would be required for school personnel.

IV. Regular Meetings

The Designated Liaisons from the School, the Police Department and the Middlesex District Attorney's Office ("MDAO") will meet regularly for the following purposes:

- (a) To reduce concerning behavior's and/or activities, and promotion of strategies that create a safe, secure violence-free, and nurturing school environment;
- (b) To discuss community resources available for students at risk of harm from violence, abuse, neglect, or exploitation;
- (c) To ensure proper collection and reporting of data on school-based arrests, citations and court referrals of students;
- (d) To develop violence identification, prevention, and intervention programs, protocol and curricula as required by G.L. c. 12, § 32; and
- (e) To outline the necessary action plan for implementation of such strategies.

V. Roles and Responsibilities of Schools, SRO's, and Police Department

The parties are committed to providing a safe and nurturing climate in which learning can take place.

The parties acknowledge that proper integration of the SRO into the school environment, including (as appropriate) educational activities, classroom instruction, school assemblies, and staff and school safety meetings, can help build trust, relationships, and strong communication among the SRO and students, faculty, staff, parents, and community.

As past events have shown, any school is at risk for incidents of violence, threatened violence, or attempted violence, as well as the use, abuse, and distribution of alcohol and other controlled substances, all of which diminish the ability of the school community to focus upon the business of learning. These risks can be reduced through the collaborative efforts of the District and Police Department.

Under state law, the SRO shall not serve as a school disciplinarian, as an enforcer of school regulations, or in place of school-based mental health providers, and the SRO shall not use police powers to address traditional school discipline issues, including non-violent disruptive behavior.

The principal or his or her designee shall be responsible for student code of conduct violations and routine disciplinary violations. The SRO shall be responsible for investigating and responding to criminal misconduct. The Parties acknowledge that many acts of student misbehavior that may contain all the necessary elements of a criminal offense are best handled through the school's disciplinary process. The SRO shall read and understand the student code of conduct for both the District and the schools.

The principal (or his or her designee) and the SRO shall use their professional judgment and discretion to determine whether SRO involvement is appropriate for addressing student misbehavior. In such instances, the guiding principle is whether misbehavior rises to the level of criminal conduct that poses (1) real and substantial harm or threat of harm to the physical or psychological well-being of other students, school personnel, or members of the community or (2) real and substantial harm or threat of harm to the property of the school.

In instances of student misbehavior that do not require a law enforcement response, the principal or his or her designee shall determine the appropriate disciplinary response. The principal or his or her designee should prioritize school- or community-based accountability programs and services, such as peer mediation, restorative justice, and mental health resources, whenever possible.

For student misbehavior that requires immediate intervention to maintain safety (whether or not the misbehavior involves criminal conduct), the SRO may act to deescalate the immediate situation and to protect the physical safety of members of the school community. To this end, school personnel may request the presence of the SRO when they have a reasonable fear for their safety or the safety of students or other personnel.

When the SRO or other Police Department employees have opened a criminal investigation, school personnel shall not interfere with such investigation or act as agents of law enforcement. To protect their roles as educators, school personnel shall only assist in a criminal investigation as witnesses or to otherwise share information consistent with the appropriate statutes and regulations, except in cases of emergency. Nothing in this paragraph shall preclude the principal or his or her designee from undertaking parallel disciplinary or administrative measures that do not interfere with a criminal investigation.

A student shall only be arrested on school property or at a school-related event when the SRO determines arrest is the most appropriate resolution at the moment of the event or when a warrant requires such an arrest. The principal or his or her designee shall be consulted prior to an arrest whenever practicable, and the student's parent or guardian shall be notified as soon as practicable after an arrest. In the event of an investigation by the SRO that leads to custodial questioning of a juvenile student, the SRO shall notify the student's parent or guardian in advance and offer them the opportunity to be present during the interview.

It shall be the responsibility of the District to make teachers and other school staff aware of the distinct roles of school administration and SROs in addressing student misbehavior, consistent with this Section and this Agreement.

VI. Effective Date and Duration of Agreement

This agreement shall be effective as of the date of signing. It should be reviewed annually and amended as necessary to meet the needs of the parties. This agreement will remain in full force and effect until amended or until such time as either party withdraws from the agreement by delivering written notification of such recession to the other party.

Signed on this _____ day of _____, 2019.

Superintendent of Schools

Signed on this _____ day of _____, 2019.

Chief of Police

APPENDIX A
ROLE OF THE OFFICE OF THE MIDDLESEX DISTRICT ATTORNEY

In the spirit of enhancing communication between the district attorney, law enforcement, and school officials and to assist the District in providing a safe, secure, violence-free, and nurturing environment for learning and in accordance with the legislative mandates set forth in G.L. c. 12, § 32, c. 71, §§ 37H and 371/2H, among others, the Middlesex District Attorney, through her designees, agrees to:

- (1) Report to the school any criminal or delinquency complaint that is issued against a defendant or juvenile who is known to be a student of the District**
- (2) Consult with the District and the Littleton Police Department when fashioning proposed terms and conditions to be imposed upon a known student of the District at both the pre-adjudication and post-adjudication stages of the prosecution**
- (3) Report to the school any adjudication of delinquency or conviction, diversion or other significant occurrence that arises from any above criminal or delinquency proceeding;**

The Middlesex District Attorney agrees to provide training to the Middlesex District Attorney's Office ("MDAO") staff to inform them of their roles and responsibilities under this agreement. On an on-going basis, the same training will be provided to new staff members.

The MDAO will not disclose a student's personally identifiable information learned during and/or in relation to a G.L. c. 12, § 32 community-based justice meeting to a third party other than another juvenile justice system agency and/or as provided by state and federal law.

Marian T. Ryan
Middlesex District Attorney

Date

DRAFT

2019-2020 Littleton School Committee Meeting Planning Calendar*

*Please Note: This planning calendar reflects an initial overview of district and/or school-based Updates & Presentations to the School Committee. Additional updates & presentations will be included in SC Meeting Agendas to reflect School Committee, parent & community interest as well as student presentations.

Updates and presentations are district-based or school-based/by principals as indicated.

SEPTEMBER 19, 2019

- Personnel Update (District)
- Enrollment Update (District)
- Highlights of Summer Retreat (District)

OCTOBER 3, 2019

- Summary of Professional Development for 2018-2019 School Year (District)
- Overview of PD Calendar for 2019-2020 School Year (District)
- **TBD** – Alternative structured learning day program (District)
- Financial Update (District)

OCTOBER 17, 2019

- Advanced Placement (AP) Testing (School-based)
- *1:1 Chromebook Update* (School-based)
- School Improvement Plan (SIP) Updates:
Highlights & Successes of 2018-2019 School Year (2 Principals)

NOVEMBER 7, 2019

- School Improvement Plan (SIP) Updates:
Highlights & Successes of 2018-2019 School Year (2 Principals)
- Financial Update (District)

NOVEMBER 21, 2019

- Update on November PD Day (District)
- MassCUE & Technology Update (District & School-based)
- NWEA Map Growth Presentation (District & School-based)

DECEMBER 5, 2019

- FY21 Proposed Capital Requests (District & School-based)
- Financial Update (District)

DRAFT
2019-2020 SC Meeting Planning Calendar (continued)

DECEMBER 19, 2019

- Presentation on 2019 MCAS Results (District & School-based)

JANUARY 9, 2020

- Hour of Code (District & School-based)

JANUARY 23, 2020

- Financial Update (District)
- History / Social Studies Curriculum Alignment Update (School-based)

FEBRUARY 6, 2020

- Update on Educator Evaluation (District)
- Financial Update (District)

MARCH 5, 2020

- Draft of 2019-2020 School Calendar (District)
- Budget Discussions (District)
- Financial Update (District)

MARCH 19, 2020

- Public Hearing: Budget (District)

APRIL 2, 2020

- State of the Curriculum Reports: Part 1 (District)
- Financial Update (District)

APRIL 16, 2020

- State of the Curriculum Reports: Part 2 (District)
- *YRBS Survey/ Update on School Safety & Social Emotional Learning* (District & School-based)
- Superintendent Evaluation (District)

MAY 7, 2020

- School Improvement Plan (SIP) Updates (2 Principals)
- Financial Update (District)
- **TBD** – Portal presentation/update (School-based)

MAY 21, 2020

- School Improvement Plan (SIP) Updates (2 Principals)
- Handbook Changes (School-based)

JUNE 4, 2020

- Financial Update (District)