

Littleton Public Schools  
Return to In-Person Instruction  
Spring 2021



Dear Families and Staff,

On March 9th, the Department of Elementary and Secondary Education released its guidance on the full return of students to the classroom this spring. With the Commissioner's recommended phased-in approach to begin with our younger learners, the guidance states that we must provide a full return to in-person learning for K-5 learners by April 5th, for our learners in grades 6-8 by April 28th, and for our learners in grades 9-12+ to be determined. We are happy to share that after much work and collaboration, the School Committee members voted in favor of bringing our students back to in-person learning earlier than the dates set forth by the Department of Elementary and Secondary Education.

On Monday, March 29th, we will welcome back students in grades K through 8 to the Shaker Lane, Russell Street, and Littleton Middle Schools for 5 days of in-person learning. On Monday, April 12th, we will welcome back students in grades 9 through 12+ to Littleton High School. Our administrative team, educators, and staff have been planning and preparing diligently and quickly for these return dates. Within this plan, families can still opt for a remote learning model through the end of this school year. However, a remote model option is not expected to continue into next school year.

Within this document you will find our in-person learning plan that has been reviewed and updated since our [LPS Fall Reopening Plan](#) was first published on our website. We will continue to work with any new information disseminated by the Department of Elementary and Secondary Education to ensure that we are in compliance with new regulations regarding school return. We will also continue to maximize every mitigation strategy we have to protect each and every student and staff member.

Thank you for your continued dedication to our students. It has been a difficult year for everyone and it is through genuine teamwork that we are able to make this shift to in-person learning. We are excited to welcome more students into the school buildings as we look toward a strong finish to the school year!

Sincerely,

Dr. Kelly R. Clenchy  
Superintendent of Schools

## In-Person Learning Plan

The return to full-time in-person learning in the Littleton Public Schools will be a change from what students and staff have previously known. In this model, all students return within in-person school settings that are appropriately modified to accommodate the health and safety requirements. Our district is taking multiple steps to ensure a safe return to school for all of our students and staff, adhering to all safety and health guidelines and multiple mitigation strategies. Further health and safety information can be found in the next section. However, mitigation strategies include, but are not limited to:

- Participation in the [pooled testing program](#)
- Mask wearing and mask breaks
- Physical distancing will be at a minimum of 3' in learning environments
- Physical distancing of 6' for lunch and snacks
- The purchase of multiple large outdoor canopies to provide more space outdoors
- HEPA air purifiers in all classrooms
- Compliance with the [updated transportation guidance](#) outlined by the state and the Department of Elementary and Secondary Education
- A continued emphasis on social, emotional, mental and academic growth

Student and staff wellbeing and connection continue to be our main areas of focus as they were in our hybrid learning plan. The overall wellbeing of our students is of the utmost importance; therefore, in addition to the health and safety precautions put in place as listed above under the health and safety section, we are also ensuring that the social and emotional needs and skill development of our students and staff are met. This is done via explicit teaching of SEL curriculum as well as the informal moments that occur every day in each school building.

The physical space of our buildings will have noticeable differences as it will include signage to help guide and direct students. Fewer students and staff will be in the hallways at once, and limitations will be placed on material/equipment use. We have reduced the number of students interacting with each other and staff on a daily basis while maintaining connection, by making schedule adjustments at each school. In order to maintain health and safety standards, students will be seated in rows, facing the same direction. Students will have limited movement throughout the day. We acknowledge the reality that learning and teaching practices will be altered by these constraints.

In the in-person learning model, students will eat lunch either in the classroom or in a designated lunch space such as the cafeteria and gymnasium. During lunch/snack periods all students will remain at least 6' of physical distancing. Outdoor space will be used when possible as all schools will have canopies for use during lunch. At the end of the lunch period, students will be required to sanitize their hands again before putting their mask back on.

Responsibilities for students, educators, administrators, and families in the in-person learning plan are outlined below.

**Student Responsibilities:**

- Wear masks at all times except during designated mask breaks
- Maintain proper physical distancing
- Follow school safety procedures
- Transport materials to and from school safely

**Educator Responsibilities:**

- Follow health and hygiene procedures
- Formally and informally assess students using grade-level benchmarks and standards
- Provide clear and consistent communication with families including classroom updates via email, blog, newsletter, etc.
- Provide feedback to students in a timely manner through verbal/written/online platforms
- Conduct Parent-Teacher Conferences at their regularly scheduled time of year by phone or video conferencing

**Administrator Responsibilities:**

- Provide leadership to all stakeholders
- Attend all district-wide meetings in order to disseminate information to staff
- Review and keep up to date with all DESE regulations and guidelines
- Streamline daily and weekly communication for families
- Meet regularly with staff through large and small group meetings
- Develop an enhanced system to track and follow vulnerable students which incorporates work submission and attendance

**Family Responsibilities:**

- Monitor your child's health-related to COVID-19 symptoms. If your child is symptomatic, keep your child at home and consult the school nurse.
- Promote regular attendance for your child
- Update contact information through ASPEN Parent Portal
- Become familiar with online platforms as needed
- Reach out to LPS staff as needed
- Check and respond to email and phone calls regularly
- Attend Parent-Teacher Conferences at their regularly scheduled time of year

## **Health and Safety**

The physical, social and emotional health of students, staff, and school community is our greatest priority. We acknowledge that COVID-19 is a novel disease for which new information is emerging daily. The medical literature is growing rapidly and our response will continue to be based on DESE's guidance as well as utilizing the most up to date medical advice.

Please know that the procedures, policies, and protocols for returning to in-person learning are subject to change if the District receives updated guidance from the Department of Elementary and Secondary Education (DESE), the Centers for Disease Control (CDC), or the Massachusetts Department of Public Health (MDPH).

The District is implementing the following health and safety measures that will enable the safe return to in-person learning this spring.

### **Masks/Face Coverings:**

- Face masks/coverings required of all students and staff unless not possible due to medical conditions, disability impact, or other health or safety factors
- Mask breaks will be built into the daily schedule at each school

### **Physical Distancing:**

- With more in-person learners, we will maintain 3ft-6ft of physical distancing.
- At lunch/snack times there will be a minimum of 6ft of physical distancing.
- Student desks will be organized in rows all facing the same direction.
- Storage containers have been secured to store large furniture in classrooms to allow for more room for students.
- Use of outdoor spaces will be utilized, weather permitting.

### **Health and Hand Hygiene:**

- Students will apply hand sanitizer when they arrive at the building, before dismissal, before and after eating, after recess, when they enter or leave a classroom, and before taking off/putting on masks.
- A room will be designated at each school to isolate students who display COVID-19 symptoms.
- Hand sanitizer will be available in all classrooms.
- Face shields and other PPE will be provided for staff members who work in close proximity with students as well as staff who are at high risk and have underlying health conditions.
- Encouraging frequent handwashing
- Signage is posted with reminders about social distancing and face coverings.
- Recommendation for students to bring small portable bottles of hand sanitizer.

**Materials:**

- Students will use personal school supplies, as appropriate. Learning materials will only be shared between students if they have been properly sanitized. Sharing of supplies and materials will be minimized to the greatest extent possible.

**Screening:**

- On a daily basis, employees and families will be required to complete the [daily screening checklist](#) to determine if they are able to attend school or not.
- Education, in the form of webinars, email, handouts, flyers, and one-call reminders, will be provided to the parents/guardians and employees prior to the start of the school year and as needed throughout. This education will support parents/guardians and employees with recognizing and self-monitoring for symptoms of COVID-19.
- **Students and employees must stay home if they do not feel well.** This is important to prevent the spread of COVID-19.
- Students and employees should not return to school until they have met the criteria established by the CDC and MDPH to return to school.
- Students and employees with symptoms of COVID-19 should notify the school nurse, consult with a health care provider and follow the return to school guidelines. The criteria for returning to school is linked here: [Return to School Guidelines](#).
- If a student or employee is COVID-19 positive, they will be required to check with their school nurse prior to returning. A safe return to school is based on symptoms, duration of symptoms, and clearance by the Nashoba Board of Health.

**Arrival and Dismissal:****Arrival**

- School staff will be placed strategically to ensure masks are on properly.
- Students will report directly to their classroom (flex, advisory, homeroom, etc.).
- All students will sanitize their hands before or upon entering the classroom.

**Dismissal**

- Students will be dismissed in a staggered manner in order to prevent large groupings.

**Hallways/Transitions:**

- Signage and visual cues are placed throughout all buildings to ensure that proper social distancing protocols are followed.
- The hallways and stairs have arrows/ lines to indicate on which side students and staff will walk.

**Visitors:**

- Each school will have a procedure for drop off and dismissal that ensures that only students and employees enter the building. In addition, if a family member needs to drop

off an item for a student during the school day, they will be asked to follow that school's procedure for drop off without entering the building.

- Volunteer opportunities can take place in a virtual setting or other ways to support staff outside of the physical school setting.

#### **Responding to Student or Employee Illness:**

- Employees and children with COVID-19 symptoms at school will be separated from well students/employees. Any individual who becomes sick at school will be evaluated by the school nurse and referred for further medical evaluation and testing based on their symptoms. They will be asked to follow CDC guidance for caring for oneself and others who are sick.
- Each school has a designated isolation room where employees/or students with COVID-19 symptoms will be evaluated and assessed for an appropriate disposition. This isolation room is separate from the nurse's office.
- Families need to provide the school nurse with three to four emergency contacts, indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day. Dismissing sick individuals in a timely fashion, within 30 minutes, is imperative for the safety of all.
- Areas used by a sick person will be cleaned and disinfected.

#### **Personal Protective Equipment (PPE):**

- LPS has the following supplies that maximize the safety of students and staff:
  - Masks (adult and child-size)
  - Face shields
  - Plexiglass barriers
  - Hand sanitizer dispensers
  - Hand sanitizer refills
  - Sanitizer wipes
  - Disposable gowns for designated personnel
  - Thermometers
  - Cleaning supplies

#### **Cleaning and Sanitization Procedures:**

- Please see our [LPS COVID-19 Custodial Department School Year Cleaning/Disinfecting Action Plan](#).