

SCHOOL COMMITTEE AGENDA
WEDNESDAY, NOVEMBER 14, 2018

I. Call to Order

II. Public Comments

III. Review of the Minutes

- A. Meeting of October 10, 2018

IV. Information/Discussion Items

- A. PTO Grants Presentation
- B. Proposed Concert Band and Middle School Choir Overnight Field Trip: Kevin Maier and Valerie Thomforde
- C. CEF Presentation on Performing Arts Studio
- D. MCAS Presentation: Matt Mehler and Denet Sidell
- E. MASCS Policy Service
- F. CPS Topics of Interest from RSC Meetings
- G. FY19 Budget Update
- H. New Facilities Director
- I. Superintendent Goals
- J. Discard List
- K. Policies
 - a. Anti-Bullying Policy
 - b. Policy on School Attendance
 - c. Homework Policy

V. Communications/Correspondence

VI. Superintendent's Report

VII. Members'/Committee Reports as Needed

VIII. Warrants

- A. Accounts Payable Warrant #2819; \$51,018.82
- B. Payroll Warrant #2619; \$367,667.62
- C. Accounts Payable Warrant #3219; \$103,957.09

IX. Action Items

- A. Vote Residency Policy
- B. Vote Evaluation Policy
- C. Vote Superintendent Goals

X. Other Business

XI. Citizens' Comments

XII. Adjourn Meeting

Adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session for the following purposes:

Purpose 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and

Purpose 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of release of executive session minutes from previous meetings.

The agenda items listed are those that the Chair reasonably anticipates will be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

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Carlisle School Committee
Minutes
October 10, 2018
Carlisle School Community Room
7:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Christine Lear, Melynda Gambino.

Present – School Administration: James O’Shea, Superintendent; Matthew Mehler, Principal; Will Verbits, Director of Student Support Services; Susan Pray, Business Manager; Nancy Anderson, Assistant to the Superintendent.

Meeting Documents:

Minutes from 9/12/18	Evaluation Policy	Carlisle School Committee Goals
MASC Proposal for Policy Development	Husky Home Learning Memorandum of Agreement	Superintendent Goals
MASC Policy21 Program Agreement	Husky Home Learning Project Implementation Plan	
Residency Policy	EDCO Articles of Agreement	

I. Call to Order

Chairman David Model called the meeting to order at 7:01 pm.

II. Public Comment Period

Mr. Model welcomed everyone to the meeting, and asked if any members of the public had comments. There were no comments.

III. Review of Minutes

Ms. Gambino made a motion to approve the minutes of the meeting of September 12, 2018. Ms. Lear seconded the motion. Ms. Gambino, Mr. Model and Ms. Lear voted in favor of approving the minutes; Mr. Kablotsky abstained. The minutes were approved.

IV. Information/Discussion Items

A. Mike Gilbert from the Mass Association of School Committees

Mr. Gilbert is retiring in December. Dorothy Presser will replace him as Field Director. The MASC offers a service to review a school’s existing policies compared with the MASC reference manual, and meld the two together. MASC then works with the School Committee, to review

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policies one at a time. It can take 7-8 meetings to get through a school's manual. MASC does the edits. Where there are gaps, it fills in a school's manual with the MASC policies. Some committees let a subcommittee work with MASC on this task. At the end, MASC delivers a paper copy and an electronic copy in Word of each policy. The School Committee Policy manual is a public record; one hard copy must be kept. MASC also offers online hosting; policies are safe and stored elsewhere. Policies are word searchable, and easy to find. Cross references and legal references are linked. People can click on any statute that is referenced. The cost is \$10,500 total over 3 fiscal years. It doesn't take 3 years to review all policies. Online hosting cost for the 1st year is \$3500. Any time MASC makes a change, MASC will load it onto the school's manual. Changes are done within 24 hours. For the 2nd and subsequent years the cost is \$900 per year for online hosting. There is a fee for this policy service beyond the membership. MASC is nonprofit. Ms. Lear asked what the advantages are of signing up for this service. Mr. Gilbert answered that all policies are reviewed by legal counsel. MASC has a relationship with the attorneys at DESE, so language in policies is aligned with the intent of the law. Mr. Gilbert added that the MASC works with the state department, there is policy visibility and a full review of every policy. Mr. Model stated that for a specific policy question, MASC is a great resource. It takes School Committees longer to review policies. Mr. Kablotsky shared the practice of the CSC reviewing 2-4 policies each month, which Mr. Gilbert said was commendable. Mr. Model asked if we are on this service, what is the review cycle? Mr. Gilbert said that was up to the CSC. The policies must be coded in a system, and available in Microsoft word. The MASC policies are website accessible from all devices. Any member of the community can access the policies. In Massachusetts, 75 districts' policies are available on the MASC website. Mr. Model asked if there would be a specific individual assigned to assist us in this process, and Mr. Gilbert answered it would be Dorothy Presser. Mr. Gilbert added that when MASC does a full policy review, they ask for the District's student handbooks and collective bargaining agreements so language in policy manual matches the language in those documents.

B. Policies

1. Residency Policy: The MASC policy and Concord's policy were reviewed, along with the proposed Carlisle policy. MASC has a School Admission policy. The proposed policy in the packet was reviewed by the CPS attorney. Mr. Gilbert explained that the MASC policy is a guideline, and gives administration the power to make decisions about specifics and discretion on how to handle individual cases. Mr. O'Shea said the proposed Carlisle policy addresses the school's concerns. Mr. Kablotsky asked if this policy protects us from allegations in the future? Mr. Model answered that we are best served if we have a residency policy with specifics. Mr. Gilbert recommends not quoting statute in the body of the policy, rather he prefers to cite Mass. general laws. It was decided that wording for ejecting a student from school would be changed to "a reasonable amount of time" rather than "immediately." Members will send their proposed changes to this policy. Mr. Gilbert recognized the complex issues schools face because of custody issues. The CSC will revisit this policy next month. The Committee thanked Mr. Gilbert, who left the meeting at 7:46 p.m.

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2. Evaluation Policy: The new evaluation document was referenced.

C. Improved Communication between Regional School and Carlisle School

Ms. Gambino reported. She referenced the recent warrant articles, and proposed that Carlisle should communicate with Concord about processes. This was in reference to Concord stating it was done with discussion on a particular issue, and no thought was given to Carlisle though Carlisle would be contributing 25% of the budget on this item. Just because it is an emergency item doesn't give license to Concord to push a warrant. Ms. Lear expressed to RSC that the communication with Carlisle was poor. Two members of the Regional School District and Ms. Lear sat down today and mapped out a communication system. Concord wasn't pleased with rapid movement of those warrants either. RSC is building on a listserv that will go out to the Mosquito and the Concord Journal, and a report will be sent out after every School Committee meeting. The report includes highlights of each meeting and it is posted within a day. The Region will reach out to people to sign up for the listserv. Mr. Model proposed that the RSC liaison should let Carlisle know about important issues. Mr. Kablitsky questioned how the CSC gets information. Mr. Model said it's the judgement of regional reps to report what is relevant. Mr. Kablitsky requested that Concord update Carlisle when important issues come up. Ms. Lear will communicate with the CSC how members can read what's going on in Concord's meetings. The CSC will develop a checklist, which Ms. Gambino will start, on issues that CSC wants to be kept informed about.

Chair Model recognized Scott Triola, Hart Farm Road, asked if Concord is having a representative write a summary of the RSC meeting, can he/she also write a summary for Carlisle?

D. Husky Home Day Learning (HHDL)

Mr. O'Shea presented. Parents and teachers worked over the summer on a plan to make up days at a time other than the end of June. Parents will be made aware of the HHDL proposal. Teachers and service providers will post something for their students by 9 am. Teachers will have office hours for 2 hours to provide assistance and feedback to students. Paraprofessionals will be able to provide support to students too. Students will have a week to turn in assignments. The plan is to implement the HHDL plan on the first snow day this year. The school will take a week to assess the program. Through implementing this, the school will be able to manage the last day of school. Ideally the goal is to have the HHDL program in place for the first 3 snow days, and have regular snow days (i.e. no school) after that. All teachers will provide students with some work. Specials teachers, SLPs, OTs, school psychologists, the nurse, and paraprofessionals will all work with students to complete assignments. We will survey parents, students, and teachers for feedback. Parents were solicited for feedback and to be on the committee, which included 6-7 parents. Even if homes have no power, students have a week to complete assignments. If teachers don't have power, they email principals so material and procedures are communicated. Following the first day of HHDL, the School will assess the program before it is implemented a second time. DESE told us last year that local schools can decide on a snow day plan. Ms. Gambino thanked everyone for the work that went into this proposal. Ms. Lear noted that participation is needed for the day to count. Students will get the

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work, do the work, and turn in the work. Mr. Model asked the teachers in attendance for any comments. Ms. Vanaria spoke in support of the plan. Ms. Gambino clarified that the CSC will assess the program in April.

E. EDCO Articles of Agreement

Mr. O'Shea stated that Carlisle is a member of EDCO collaborative. There are updates and amendments to the Collaborative Articles of Agreement. These changes protect existing members. Mr. O'Shea said he needs the CSC to vote on these changes. The language EDCO is suggesting concerns responsibility for debt. Members are obligated for costs, including capital costs proportionately to the type of school system (e.g. K-8) and the total enrollment of the system on October 1 of the prior calendar year. If a member terminates its membership from EDCO, it continues to be liable for its share of debt and other obligations which were incurred at the time, or during the time, of membership. Mr. Kablitsky will review the finances in this agreement.

F. Preliminary FY 2020 Budget Presentation

Mr. O'Shea first cited the District Objectives as they relate to the budget. Objective 1: Class size is related to student achievement. Objective 2: RISE, BCBA, school-based programs Objective 3: Multi-tiered support service model, Tier I, II and III and Out of District (OOD) placements. Is it working? Parents report their children are known as individuals at school and that Carlisle is student-centered. Students are happy. Students are achieving and successful. There are fluctuations in enrollment during the school year. Projected enrollment figures were discussed. Projected class sizes are within CPS guidelines. The School is not looking to increase or decrease faculty. The total FY2020 Budget Proposal \$11,635,726 = 3.80% increase over FY19. Net to Town: \$11,610,726 = 3.58% increase over FY19, accounting for a change in method for \$25,000 of maintenance projects.

There was significant discussion over FY19 Out of District (OOD) numbers costs. In FY 2019 the School experienced a 49% increase over what had been budgeted due to unanticipated OOD enrollments. Special Education OOD costs account for a significant percentage of the budget increase; this is a large piece of the budget that is not controllable. Mr. Model explained that DESE "Circuit Breaker" compensates a district for the excess OOD costs for the prior budget year. Therefore, the significant increase in OOD costs will not be reimbursed to the town until the following year.

Mr. Kablitsky expressed concern that Carlisle has a high percentage on cost for services per student chart. There is not a lot of growth in town so there are limits on what people can be taxed. Where do we expect to be in 5-10 years? What is our growth rate? The per student cost is rising and it is prudent to come up with a long-term plan. What can we do to arrest the growth of special education? What are options available to us? Mr. Kablitsky would like to see options presented to the CSC on these questions. He stated that we can't afford this model any more, especially in middle school. Mr. Kablitsky would like to gather data backwards 10 years and forward 10 years.

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Mr. Model asked Scott Triola, Hart Farm Road, if Fincom looks forward to project costs. Mr. Triola said they ask for 3 years out. Data projections are only projections; there are trends in departments, but often difficult to assess. It was thought to put a target at what a sustainable increase is. Mr. O'Shea clarified that there are no preconceived conclusions about school models. Mr. Model stated we must look at how to best meet the needs of students. Mr. Kablotsky was interested in what steps other districts have taken to control special education spending. Mr. Model asked for teacher comments; there were none.

V. Communications/Correspondence

There were no communications or correspondence to share.

VI. Superintendent's Report

Highlights of Superintendent Jim O'Shea's report included:

Middle school and elementary parent nights; faculty and staff did a great job

Facility director search is underway; interviews will take place on Monday and Tuesday

PowerSchool did a presentation to our school as a possible new Student Information System

Outdoor Ed is happening now

Kindergarten had a visit from Eric Carle museum

Field hockey and Cross-Country teams are competing

5th grade turtle project

Spaghetti supper in October

Halloween parade at the end of the month

Mr. O'Shea sent in his application to be on the Master Planning Advisory Committee

VII. Members'/Committee Reports as Needed

Regional School Committee: Ms. Lear reported that the warrant issue was resolved. Concord is going to zero based budgeting, where they start at zero and build up the budget. Anyone who has anything to do with the budget is involved in the process. Chair Model recognized Scott Triola, Hart Farm Road. Mr. Triola shared that zero-based budgeting has been suggested for the town of Carlisle or parts of the town as well. He explained that looking at total budget costs, salaries and people are the largest cost, then health care, which leaves only about 10% of the total amount to work with. Ms. Lear said there's been a positive buy-in across the district to zero-based budgeting.

Municipal Facilities Committee (MFC): Mr. Kablotsky reported. Money has been appropriated, and must be used soon, for an architectural study design for the police station. The design will include a meeting room and increased accessibility. A small amount of money has been appropriated for the school and the library. The next study will be on library review of systems, and inventory of assets. Mr. Kablotsky proposed a joint committee meeting between the Selectmen and CSC. MFC is a facilities expert but has no authority over schools. Mr. Model will coordinate a meeting with the selectmen. What is facilities' role in school, what is committee's representation on that committee? There is money available for maintenance

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repairs in town but there is not a project manager. Upcoming school projects include the solar project at school and the challenge of cooling the air in the Wilkins building. Projects such as a new telephone system and paving the school parking lot could be tied to the town.

VIII. Action Items

The following items were reviewed:

- A. Vote CPS handbook: Ms. Gambino made a motion to adopt the student handbook, Ms. Lear seconded the motion. All members present voted in favor; the motion passed.
- B. CSC goals: Ms. Gambino made a motion to adopt the CSC goals, Ms. Lear seconded the motion. All members present voted in favor, the motion passed.
- C. Superintendent goals: Ms. Lear made a motion to accept the superintendent goals. It was decided that the goals warrant further discussion so this item will be tabled until November.
- D. HHL D Pilot: Ms. Lear made a motion to accept the HHL D pilot program, Ms. Gambino seconded the motion. Ms. Gambino asked for clarification about the paraprofessionals being in school at the end of the school year if this program was in place. Mr. O'Shea clarified that the HHDL days count as one of the days for paras, who work 180 days per year. We would not end up with no paras here toward end of school. All members present voted in favor of the motion, so the HHL D pilot program can be implemented. Mr. Model said the CSC will reevaluate it in April. After the first HHL D is held, Mr. O'Shea will bring data to the following CSC meeting.

IX. Warrants

- A. Payroll Warrant #1919; \$364,922.77
- B. Accounts Payable Warrant #2119; \$114,937.21
- C. Accounts Payable Warrant #2419; \$41,067.17
- D. Payroll Warrant #2219; \$374,103.24

X. Other Business

XI. Citizen's Comments

There were no citizen comments.

XIV. Adjourn to Executive Session pursuant to MGL Chapter 30A, Section 21(a) with no intent to return to open session, for the following purposes:

Purpose 3, To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body; and

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Purpose 7, To comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements. Mass. Gen. Laws Ch. 39, 23B (1)-(7). G.L. c. 30A, sec. 22(g), consideration of approval of executive session minutes from previous meetings.

Mr. Kablotsky made a motion to adjourn to Executive Session for Purposes 3 and 7, Ms. Gambino seconded the motion. The following votes were taken in roll call:

Gambino, aye; Model, aye; Lear, aye; Kablotsky, aye.

The public meeting was adjourned at 9:51 pm.

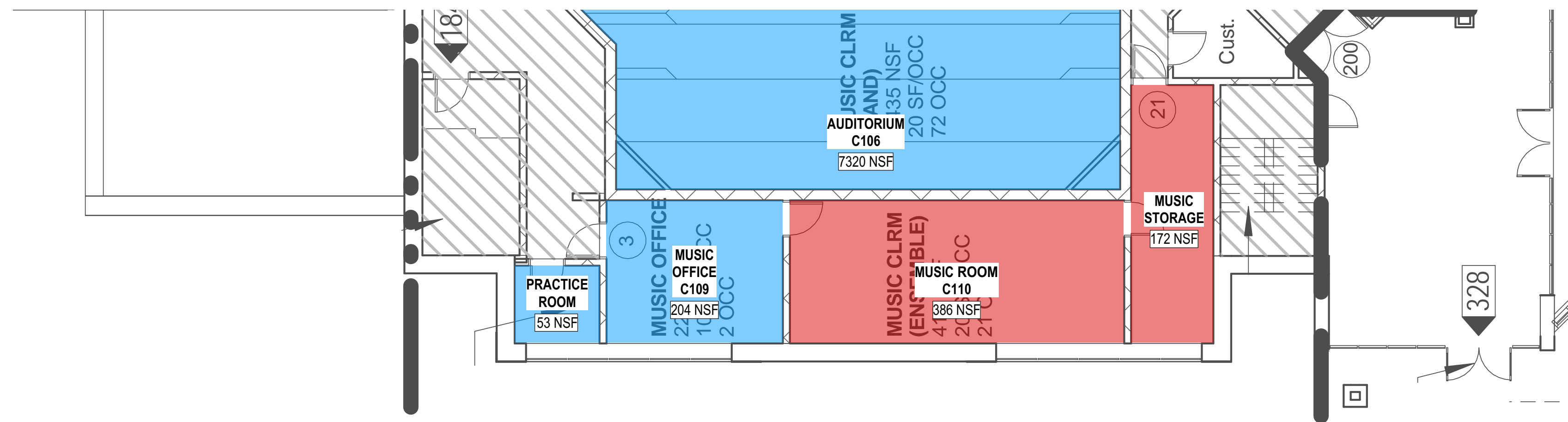
Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

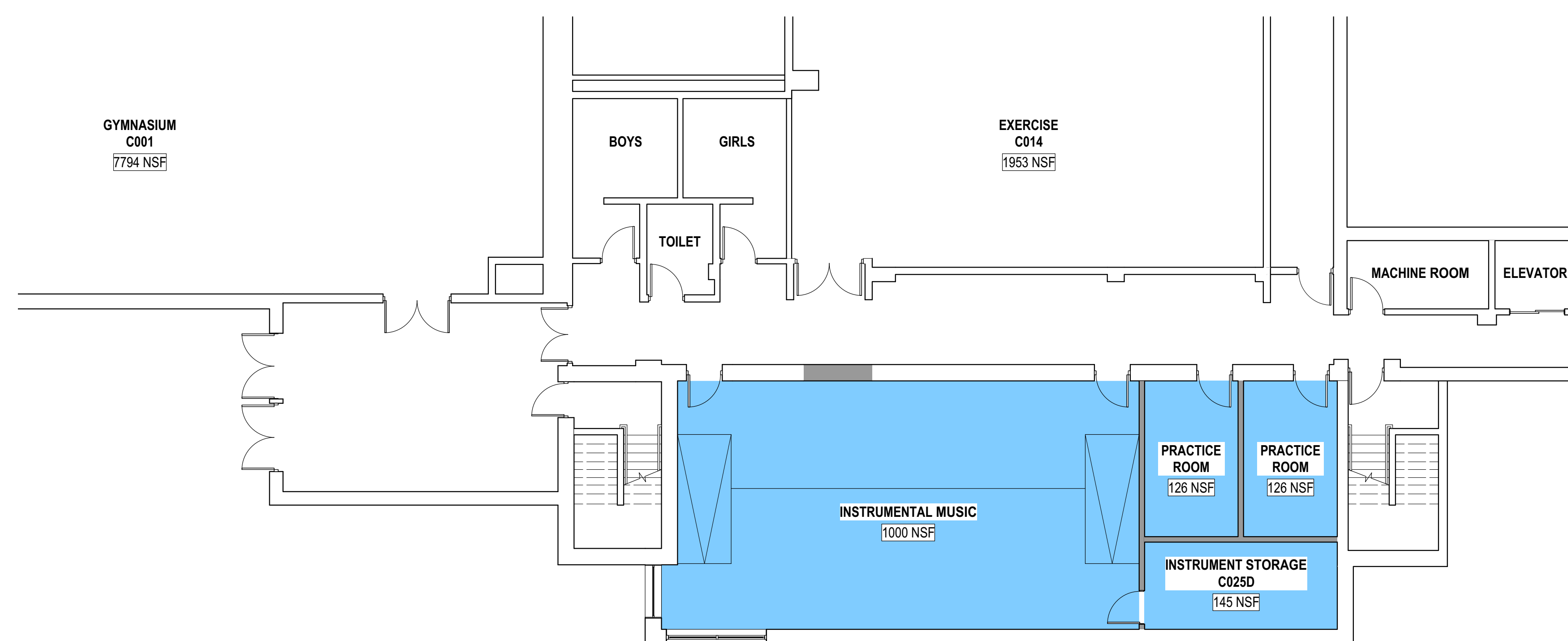
2018 - 2019 Faculty & Staff Grants Proposal									
Meeting Worksheet									
Monday October 22, 2018									
	Title	Submitted By	Department	Grades	Requested \$	Approved			
1	SEL Library	Cox, Rupprecht, Boglarski	Social	3-4	\$553.01	\$553.01			
2	K-2 Social Emotional Book Librar	Weston, Graham, Severy, Rowland, Hunt	Social	K-2	\$1,000.00	\$1,000.00			
3	Building A Phonetic Library	Morris, Cox, Niemierko, Boglarski, Mackl	Reading	3	\$600.00	\$600.00			
4	Classroom Library Books	Hay	Reading	7th	\$250.00	\$250.00			
5	Building the Classroom Library	Morris, Cox, Niemierko, Boglarski, Mackl	Reading	3	\$3,500.00	\$2,123.00			
6	Guided Reading Books	Weston, Graham, Severy, Rowland	Reading	K	\$3,375.00	\$2,200.00			
7	PTO - Read Across America	Macklis, Levy, Yanka, Bery	Art / Reading	All	\$1,505.00	\$1,425.00			
8	Ukuleles in Carlisle	Thomforde	Music	6	\$1,809.00	\$1,349.00			
9	Activity Station	Ross, Colson	Student Svcs / OT	PK - 5	\$950.00	\$500.00			
					\$13,542.01	\$10,000.01			

Total Budget. \$10,000

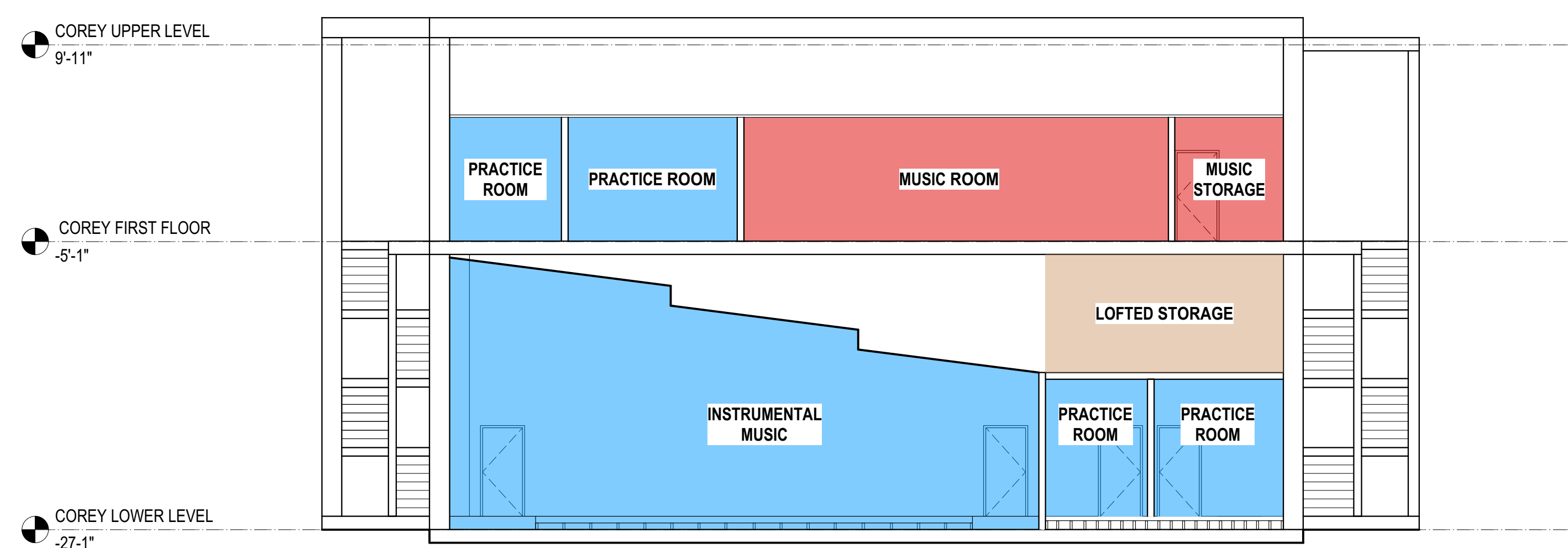
Fully funded
Partially funded



OPTION 1B ENLARGED UPPER LEVEL PLAN



OPTION 1B ENLARGED PLAN



OPTION 1B SECTION



Carlisle Public Schools MCAS Presentation 2018

Presentation to Carlisle School Committee on November 14th



OVERVIEW OF MCAS PRESENTATION

- Massachusetts Comprehensive Assessment System (MCAS)
 - Tested Grades & Subjects Areas
 - Interpreting MCAS Data
 - Achievement Levels & Scaled Scores
 - Student Growth Percentiles (SGP)
 - Carlisle 2018 MCAS Results
 - ELA MCAS (3-8)
 - Mathematics MCAS (3-8)
 - Science, Technology & Engineering (5,8) *Legacy MCAS
 - Gaps, Trends & Considerations



MCAS Overview

- Requirements:
 - Students educated with Massachusetts public funds are required by federal laws and the 1993 Massachusetts Education Reform Law, state law M. G. L. Chapter 69, section 1I, to participate in statewide testing.

- Tested Grades and Subject Areas:

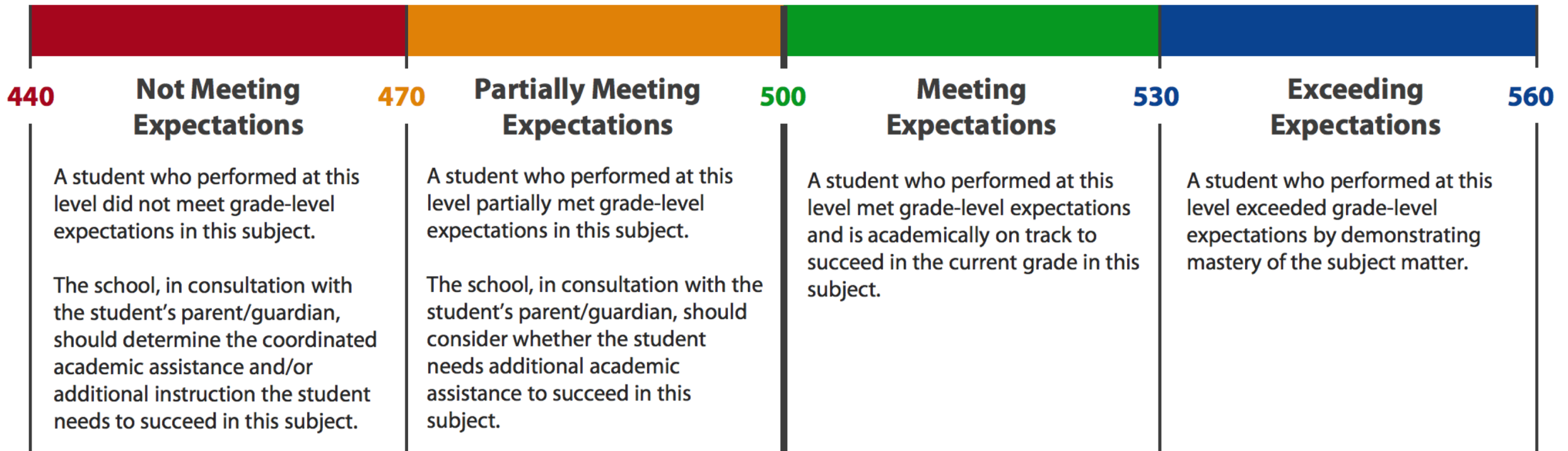
- ELA
- Math
- STE

MCAS Subject Area Test	Number of Sessions
Grades 3–8 ELA	2 sessions
Grades 3–8 Mathematics	2 sessions
Grades 5 and 8 STE	2 sessions

- Format

- Computer-Based Testing is now required in all grades 3-8.

MCAS Performance Levels & Scaled Scores



Carlisle Public Schools: Overall MCAS Results & Categorization

2018 Official Accountability Report - Carlisle

Organization Information

DISTRICT NAME

Carlisle (00510000)

TITLE I STATUS

Non-Title I District

REGION

Coastal

GRADES SERVED

PK,K,01,02,03,04,05,06,07,08

Accountability Information

Overall classification

Not requiring assistance or intervention

Reason for classification

Meeting targets

Progress toward improvement targets

94% - Meeting targets

Accountability percentile

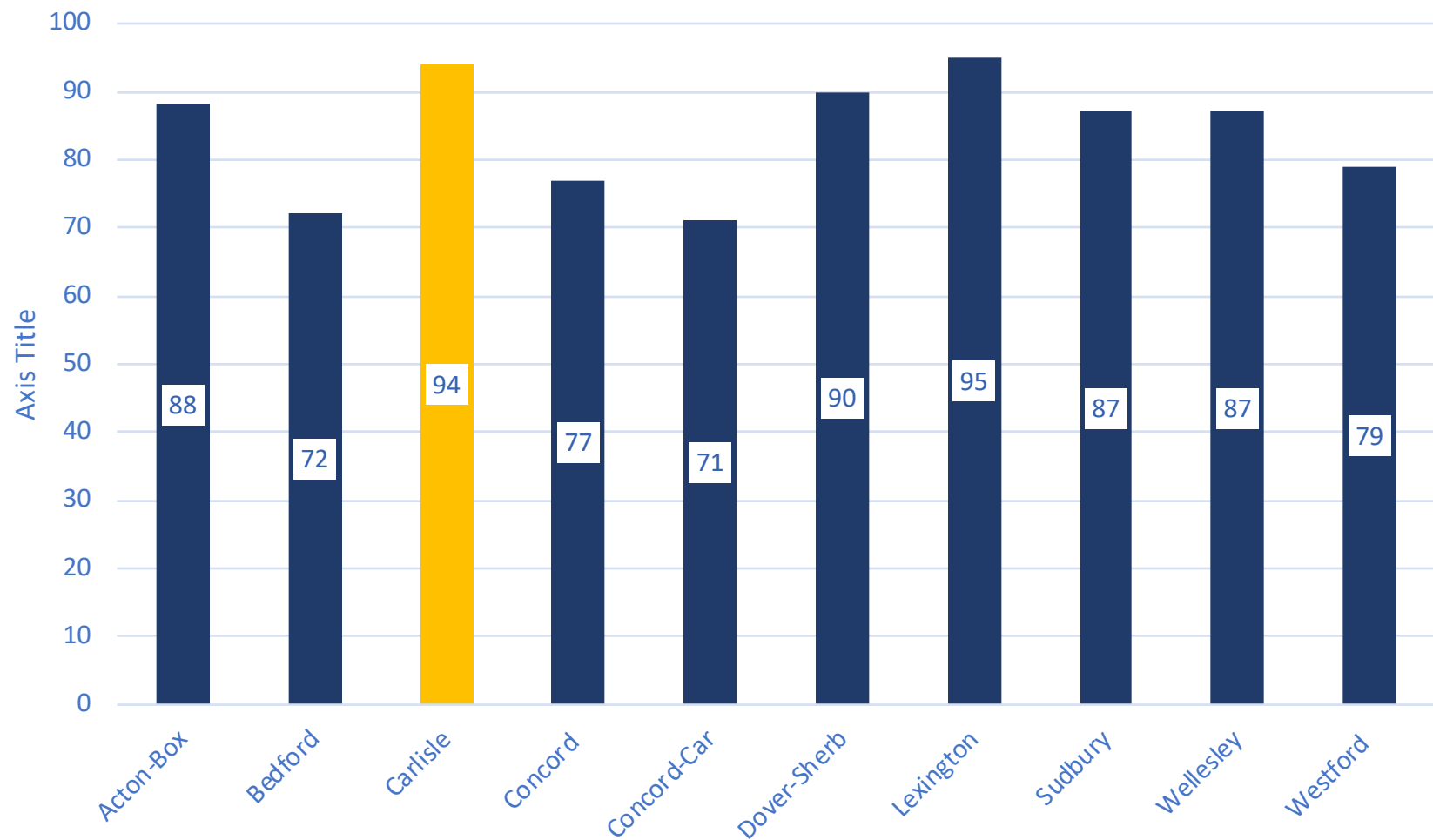
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This district's determination of need for special education technical assistance or intervention

Meets requirements (MR)



Criterion-Referenced Comparison with other Districts



Carlisle MCAS Data Analysis

- English Language Arts 2018 MCAS Results

Grade Level	Growth Percentile	% of Students Meeting and Exceeding Expectations
3	Not calculated	86%
4	67.4	84%
5	42.2	76%
6	63.9	82%
7	50.1	72%
8	51.6	78%
District Level, 3-8	55.4	79%

Carlisle MCAS Data Analysis

- Mathematics MCAS 2018 Results

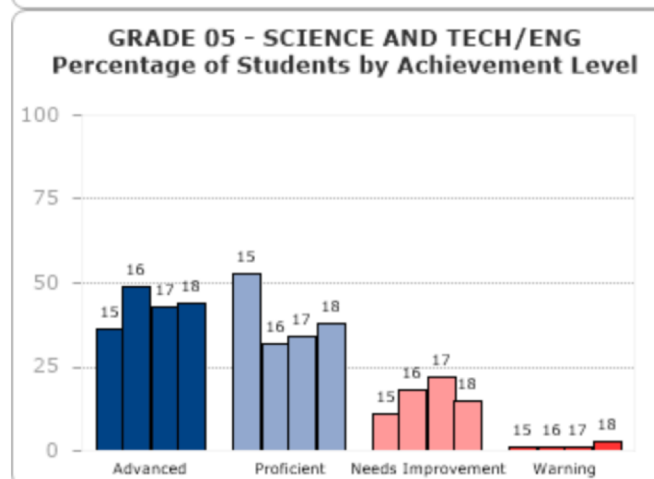
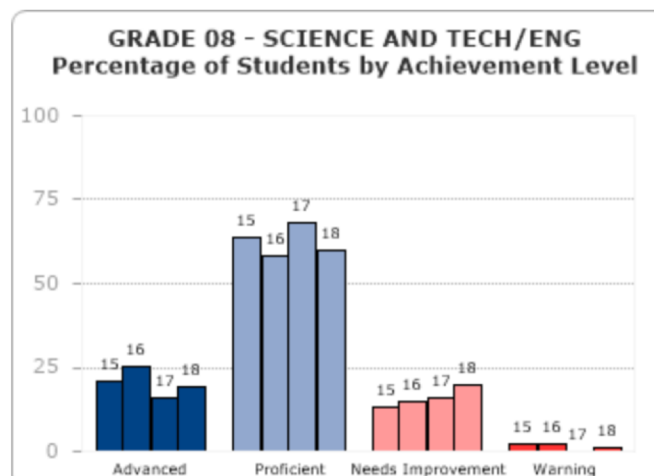
Grade Level	Growth Percentile	% of Students Meeting and Exceeding Expectations
3	Not calculated	70%
4	63.1	80%
5	54.7	86%
6	61.9	79%
7	58.8	77%
8	46.9	85%
District Level, 3-8	56.9	80%

Science, Technology & Engineering (STE) MCAS Results

MCAS Annual Comparisons

GRADE 08 - SCIENCE AND TECH/ENG				
ACHIEVEMENT LEVEL	2015	2016	2017	2018
ADVANCED	21	25	16	19
PROFICIENT	64	58	68	60
NEEDS IMPROVEMENT	13	15	16	20
WARNING	2	2	0	1

GRADE 05 - SCIENCE AND TECH/ENG				
ACHIEVEMENT LEVEL	2015	2016	2017	2018
ADVANCED	36	49	43	44
PROFICIENT	53	32	34	38
NEEDS IMPROVEMENT	11	18	22	15
WARNING	1	1	1	3



Gaps, Trends & Considerations

- Focusing upon bottom 25% of student achievement
 - Data Analysis, Results shared with teachers
 - Who are these students?
 - What does the child need?
 - Test Taking Strategies?
 - Differentiation & Tier 2 Interventions
- Considerations:
 - Written expression (3-8)
 - Inferencing skill development (3-8)
 - Need for increased Tier 2 Supports

AGREEMENT FOR PARTICIPATION IN THE MASC “POLICY21”© PROGRAM
Massachusetts Association of School Committees
Online Policy Services
CONTRACT

This agreement, made and entered into this 6th day of September, 2018, by and between the Massachusetts Association of School Committees (hereinafter referred to as MASC), and the Carlisle Public Schools (hereinafter referred to as School District).

This contract as written and offered by MASC, becomes null and void if not signed and returned to MASC by the School District within 90 calendar days of the date of transmission to the School District as determined by postmark of the United States Postal Service (if mailed,) date of record on a facsimile transmission (if Faxed,) date of record of an email transmission (if sent via electronic mail,) or signed and dated verification of receipt if delivered by hand.

In consideration of the mutual promises contained herein, and other valuable consideration, MASC and the School District agree as follows:

MASC agrees to publish the School District’s Policy Manual of up to 600 pages in length, in single spaced format, on a website dedicated to the School District. The site may be password protected at the request of the School District with a user name and password established and issued by MASC. It is understood that the site will be intended for access, mainly, through a standard browser via a standard PC or MAC with sufficient memory to operate the program. Should the School District manual exceed 600 pages, additional pages, in increments of 1 up to 50 pages, may be added at a cost of \$200.00 for each additional 1 - 50 page increment.

Please indicate your preference regarding **password protection**:

_____ **Yes**, please provide user name and password protection at this time.
We understand that we may remove the password protection later if we so desire.

_____ **No**, we do not desire password protection at this time. We understand that we may add password protection of the published manual later if we so desire.

The School District Policy Manual being published on the website through this contractual agreement with MASC shall:

- Be copyrighted to MASC with full rights to the School District to use the manual for specific School District purposes, including copying, hard copy distribution, and public consumption within the School District and School District community.
- Be published with the specific understanding that the School District is prohibited from selling, distributing, for other than School District purposes, or duplicating, by any means,

for other than specific School District purposes, or profiting, in any way, from the publication of the manual on the Internet through the services of MASC.

- Contain multiple search capabilities by key word, phrase, policy number, etc.
- Display, at the request of the School District, the School District “Logo” or letterhead, names of key School District officials, and the names, if requested, of School Committee Members, and other basic School District demographic information as requested by the School District. An HTML link to the School District’s main webpage may be included at the request of the School District at no extra cost.
- Provide hot link references to legal citations from the Massachusetts General Laws.
- Allow direct printing of any document from the site without need for copying, pasting, or transcription.
- Be protected from outside “hacking” or interference insofar as current technology can make such a warranty.
- Provide redundancy through regular back-ups secured off site to be retrievable in the event of an unanticipated shutdown or natural catastrophe.

MASC shall:

- Provide unlimited changes or updates to the on-line manual per the annual hosting agreement.
- Be available to the School District by personal telephone contact for questions, concerns, or problem troubleshooting during normal business hours of MASC, Monday through Friday, or via email to **mgilbert@masc.org** during normal business hours.
- Provide, if requested, one, one-hour training session for School District staff on the use of the Policy21© service at no added cost to the School District. Additional training sessions, if requested, shall be billed at the hourly rate of \$100.00.

The School District agrees that it will:

- Provide MASC with the Board’s existing policies, if needed or requested by MASC, in a Microsoft Word format, as well as other materials, if any, as requested, by MASC within 20 days after the signing of this contract.
- Furnish administrative assistance and information to MASC as requested and in a timely manner.
- Recognize that MASC cannot offer an express or implied warranty for the services provided, and hold MASC harmless for any damages caused by any policy, contract, advice, or other consulting services rendered pursuant to this agreement.
- Understand that this contract is, initially, for a two (2) year subscription to the MASC POLICY21© service, and agrees to pay MASC for the second year’s annual “hosting fee”

even if electing to cancel participation in the POLICY21© service prior to the expiration of this agreement. Following the second subscription year, MASC reserves the right to increase the annual “hosting fee” for the third or subsequent years. Notice of any increase in the “hosting fee” will be given to the School District at least thirty (30) days before the billing comes due for the third or subsequent year(s).

- Furnish MASC with any “update” materials via email attachment, or on disk, in Microsoft Word format. Documents submitted in other than Microsoft Word format may be subject to a conversion charge as determined by MASC.
- To allow MASC to use the name of the School District for purposes of advertising or promotion of the POLICY21© service at no charge to MASC.

The MASC *basic set-up* charge, which includes the first year’s “hosting fee,” to the School District for publication of its bylaw and policy manual via the POLICY21© service is **\$3,500.00 (THREE THOUSAND, FIVE HUNDRED DOLLARS)**.

The *actual* cost charged to the School District shall also include the following:

- The School District agrees to pay MASC for addition training sessions, initial pages beyond 600, or conversion charges as per the rates quoted herein.

The *actual* cost to the School District for the POWER service will be: \$3,500.00 + (Pages beyond 600 in 1 -50 page increments) + (Additional training sessions) + (Conversion charges for non-Microsoft Word documents) = *Actual Cost*.

The School District further agrees to pay MASC according to the following schedule:

100% of the *Basic* cost (**\$3,500.00**) due upon return of this signed and dated contract unless otherwise mutually agreed. A separate invoice will be sent by MASC once this contract has been returned.

Balance of the *Actual* cost, if any, due within 45 days of date the School District’s manual is made accessible to the School District on the Internet via the POLICY21© service.

100% of the annual “hosting fee” for the second year of the POWER service within thirty (30) days of billing by MASC. The “hosting fee” for the second year of this agreement is set at **\$950.00 (NINE HUNDRED FIFTY DOLLARS)**. This will be billed 30 days prior to the beginning of the second year.

The parties, further, mutually agree as follows:

- The web-based manual, including exhibits and forms, pursuant to this agreement, is the work product and the sole and exclusive property of MASC, subject to copyright by MASC. The School District is granted a license to edit, copy, and use said web-based manual exclusively for its own purposes as set forth herein above.

- In the event the School District should elect to discontinue the Policy21© service beyond the initial second year of this agreement, and, later, decides to re-enroll in the POLICY21© program in a subsequent year, the School District will be required to pay MASC another set-up fee at the rate established by MASC at the time of the re-enrollment in the POLICY21© service.

In witness whereof, the parties hereto have executed this Agreement as of the date written above.

Carlisle Public Schools

Massachusetts Association of School
Committees

By: _____

By: _____

Title: School Committee Chair

Michael J Gilbert
Field Director

A PROPOSAL FOR
POLICY MANUAL DEVELOPMENT

Prepared for: THE CARLISLE SCHOOL COMMITTEE

Submitted by: Massachusetts Association of
School Committees, Inc.
One McKinley Square, 2nd Floor
Boston, Massachusetts 02109

Telephone: (617) 523-8454
Toll Free: 1-800-392-6023

THE MASSACHUSETTS ASSOCIATION OF SCHOOL COMMITTEES, INC., (MASC), proposes to carry out the policy manual project described below for the Carlisle School Committee, Carlisle, MA (also referred to as Committee).

PROJECT GOALS:

1. To create a well-organized and up-to-date manual of school committee policies.
2. To provide for easy referral from policies to related sections of law.
3. To identify areas requiring statements but for which policies are not documented.
4. To provide sample policy statements to assist the Committee in developing needed policies in key areas.
5. To deliver one complete policy manual customized to meet the needs of the school district and disk (limited to MASC software capabilities).

PERFORMANCE TASKS:

MASC proposes to perform the following tasks in order to meet the project goals.

1. Document search and analysis: MASC will conduct a thorough search of Committee documents to identify existing policies. This material will be analyzed for appropriateness for inclusion in the new manual. See EXHIBIT A.
2. Codification, organization and technical editing: MASC will code and organize all statements to be filed in the new manual according to the NEPN/NSBA policy classification system. MASC will provide technical editing as needed to meet the requirements of acceptable English usage. However, the editing shall not alter the meaning or substance of the policy. Legal references to pertinent state and federal statutes will be added. Gaps in policy coverage, questions, and inconsistencies will be noted.
See EXHIBIT B.

3. Work-in-progress check: MASC will within one hundred and twenty days of receipt of materials as outlined in Exhibit A and payment of the initial deposit schedule a series of meetings with the school committee or a sub-committee of the school committee to review completed sections of the new policy manual. The exact number of meetings will be determined by the amount of review required to adopt the policy manual but shall not exceed twelve meetings. This provides an opportunity for the committee to discuss the rationale behind policy suggestions and to insure that existing policy reflects current practices and procedures in-place within the district. The Committee will keep MASC fully informed of any concerns and determinations during the term of the project. See Exhibit C.

DURATION OF PROJECT:

The services shall be carried out according to the timetable developed by MASC and the school committee. All tasks as described above can be accomplished by MASC within eighteen to twenty four months after receipt of the signed contract and after the conditions outlined in three (3) above have been met.

EXHIBIT A.

MASC is not responsible for delays caused by the school committee or its representatives in this process. MASC reserves the right to terminate the contract after thirty months of signing this agreement if the committee has failed to fulfill its responsibilities concluding with the review, approval, and adoption of the policies and regulations developed during the customized policy service project. This agreement may be modified by mutual agreement, in writing, of

both parties.

APPROVED FOR MASC BY:

Michael Gilbert, Field Director
Massachusetts Association of School
Committees, Inc.

EXHIBIT A

Documents to be provided by the School Committee

MASC will require two copies of the documents listed below (three if the item has print on both sides) in order to carry out the policy manual updating project.

1. School Committee policy manual.
2. Master contracts with recognized bargaining units.
3. System-wide handbooks for principals, teachers and students.
4. Current documents or handbooks that cover the following: organization charts, school transportation, purchasing procedures, staff evaluation, emergency operating plan, school calendar, use of school facilities, field trips.
5. Other documents as needed by MASC consultant.

EXHIBIT B

The NEPN/NSBA Policy Development System

A--FOUNDATIONS AND BASIC COMMITMENTS
B--SCHOOL BOARD GOVERNANCE AND OPERATIONS
C--GENERAL SCHOOL ADMINISTRATION
D--FISCAL MANAGEMENT
E--SUPPORT SERVICES
F--FACILITIES DEVELOPMENT
G--PERSONNEL
H--NEGOTIATIONS
I--INSTRUCTIONAL PROGRAM
J--STUDENTS
K--SCHOOL-COMMUNITY RELATIONS
L--EDUCATION AGENCY RELATIONS

Each of these chapters includes its own family of terms called "descriptors" which provide suggested titles and code letters for policy statements. The coding or "tracking" of terms is by letter rather than by number. Letter encoding offers two major advantages over number encoding. First, a letter system offers more flexibility. The coder has available 26 separate letters to use compared to only 10 digits. Second, a letter system requires no decimal points. This tends to reduce the likelihood of error in reproduction and filing. Anyone who knows the ABC's will quickly grasp the logic of letter codes.

The classification system was originally developed in 1969 by a National School Boards Association Research Project supported by the U.S. Office of Education. The system, which is in wide use throughout the United States, conforms to sound principles of informational storage and retrieval, to sound principles of school governance, and also to the mandates of practicality.

EXHIBIT C

Project Liaison Officer

To help insure the accuracy of updated policies in the manual, the Committee should identify a knowledgeable member of the administrative staff to serve as the project liaison officer to whom MASC may refer from time to time to clarify questions of fact or actual policy or practice in the school system.

No undue time or work burden would be placed on this person.

EXHIBIT D

SCHOOL COMMITTEE

<u>PROFESSIONAL FEE</u>	\$10,500.00
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For services rendered to complete and customize
policy service

Upon receipt of signed contract	\$3,500.00
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July 1, 2019	\$3,500.00
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July 1, 2020	\$3,500.00
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* If the payment schedule doesn't accommodate the
Committee's budget schedule, payment dates can
be adjusted accordingly.

EXHIBIT E

MASC Binder Specifications

MASC binders are designed for use as a school policy manual. This sturdy looseleaf binder is equipped with three heavy-duty metal "D" rings; open-close boosters; fibre-sheet lifters; and a convenient agenda pocket on the inside front cover.

EXHIBIT F

SCHOOL COMMITTEE

If this proposal is approved, please sign and date below. Please return signed copy and initial payment to:
Massachusetts Association of School Committees, Inc., One McKinley Square, 2nd Floor,
Boston, MA 02109. Please retain the second copy for your records.

Accepted: _____
(Chair) Carlisle School Committee

Date: _____



Carlisle Public Schools

83 School Street Carlisle, MA 01741 Phone: 978-369-6550 Fax: 978-371-2400

Superintendent Goals 2018-2019

Student Development Goal

Ensure a shared vision of excellence in instructional practices and student achievement among our Instructional Leadership Team (Middle School Principal, Elementary Principal, Student Services Director, and Superintendent). This will be measured by a high level of consistency in format, breadth and depth of classroom observation documentation and feedback, and 100% adherence with the Carlisle Educator Evaluation Process.

Family and Community Engagement/Professional Practice Goal

Engage parents, families, and community members in the work of the district by providing opportunities for them to participate in conversations regarding district programming and contemporary educational issues, and by providing opportunities for the community to share feedback and perspectives on key topics which the district is working on. In addition, we will take initial steps to improve family engagement through the selection and successful implementation of a new Student Information System (SIS) and its associated communication module.

District Improvement Goal/Professional Practice

Develop a shared vision and focus on school improvement within our administrative team. Communicate district objectives, and actively engage our administrative team in developing, implementing and evaluating district improvement strategies, especially those identified in the District Improvement Plan

District Planning Goal

Explore possible models for restructuring resources at the middle school level and seek opportunities to refine processes in grades PreK-8, in order to meet the needs of students while also addressing declining enrollments and budgetary restraints. The goal would be to identify approaches that would have a budgetary impact without compromising quality. The goal would be to identify a number possible options by the end of the 2018-2019 school year with the intention of piloting a component in 2019-2020.

Equipment	Manufacturer	Model	CPS #	Serial #	Purchase Date	Condition (Physical)	Reason for discard
Computer Desktop	Apple	iMac14,4	3283	C02MW156FY0V	6/21/2014	Good	No longer used in classroom
Computer Laptop	Dell	Latitude E6320	2478	B3Y06Q1	6/9/2011	Good	
Document Camera	Elmo	TT-02rx	2092	408165	9/15/2009	Broken	Yellow tinge, doesn't connect to projector
iPad	Apple	iPad2,1	2335	DQVFWMV7DFHW	6/14/2011	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2338	DQVFWMX8DFHW	6/14/2011	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2339	DQVFW0G8DFHW	6/14/2011	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2341	DQVFW30XDFHW	6/14/11	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2359	DQVFWHXXDFHW	6/14/11	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2404	DMRGT016DFHW	1/5/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2659	F6QMV0S6DFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2664	DYVHW6B1DFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2666	DYVHW65UDFHW	6/24/12	7/12/16: Cracked glass	Unable to update to latest iOS
iPad	Apple	iPad2,1	2670	DKVMJ1TDDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2671	DYVHW5QHDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2673	F6QMW00NDFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2674	DYTHWX7YDFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2678	DYVHW21QDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2682	DYTLN96RDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2687	DKVM41FHDFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2688	DKVM71NKDFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2689	DYTHWZDJDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2692	DYVHW2LBDFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2693	DYVHW33PDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2695	DYVHW6QSDFHW	6/24/12	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2696	DYVHW8R4DFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2699	DYVHW9GQDFHW	6/24/12	10/23/15: Cracked screen.	Unable to update to latest iOS
iPad	Apple	iPad2,1	2700	DYVHW585DFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	2708	DYTLP2Q4DFHW	6/24/2012	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3001	F64KCG4PDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3008	F64KCLK4DFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3011	F64KCG0EDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3014	F64KCD0NDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3015	F64KCD6RDFHW	6/6/13	6/22/15: cracked screen.	Unable to update to latest iOS
iPad	Apple	iPad2,1	3016	F64KCD5YDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3020	F64KCDP5DFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3024	F64KCCQ2DFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3032	F64KCJGNDHFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3034	F64KCEQDFDFHW	6/6/2013	Good	Unable to update to latest iOS

Discard 2018-19

Equipment	Manufacturer	Model	CPS #	Serial #	Purchase Date	Condition (Physical)	Reason for discard
iPad	Apple	iPad2,1	3035	F64KC85ZDFHW	6/6/2013	No image on screen	Not economical to repair, estimate of \$79
iPad	Apple	iPad2,1	3039	F64KC8SJD FHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3042	F64KCD33DFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3045	F64KCQLGDFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3046	F64KCPQ7DFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3054	DKVMF2FHDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3059	F64KCGVXDFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3060	F64KCC5LDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3069	F64KCJ12DFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3074	F64KCE52DFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3076	F64KCH66DFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3079	F64KCL78DFHW	6/6/13	04/01/15: Cracked screen.	Unable to update to latest iOS
iPad	Apple	iPad2,1	3083	F64KCG5DD FHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3090	F64KCK3XDFHW	6/6/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3117	DKVLP04QDFHW	6/6/2013	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3112	F5RKNSRSD FHW	7/29/13	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3312	F5XKR4EBDFHW	3/6/14	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3313	F5XKR7K8DFHW	3/6/2014	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3316	F5RKRY83DFHW	3/6/2014	Good	Unable to update to latest iOS
iPad	Apple	iPad2,1	3320	F5XKR510DFHW	3/6/14	Good	Unable to update to latest iOS
iPad	Apple	iPad3,4	3231	DMPMW4PBF182	6/21/2014	Glass cracked	Not economical to repair, estimate of \$79
iPad	Apple	iPad3,4	3250	DMPMWZBQF182	6/21/2014	Glass cracked	Not economical to repair, estimate of \$79
Projector	Promethean	WEST-P1	n/a,	WEST-P12020463	4/18/2012	Poor image quality	Availability of projectors with brighter image, truer colors
Projector	Promethean	WEST-P1	n/a, part of CPS 2503	WEST-P10420383	4/18/2012	Poor image quality	Availability of projectors with brighter image, truer colors
Projector	Promethean	WEST-P1	n/a, part of CPS 2507	WEST-P12020471	4/18/2012	Poor image quality	Availability of projectors with brighter image, truer colors
Projector	Promethean	WEST-P1	n/a, part of CPS 2717	WEST-P12020480	4/18/2012	Poor image quality	Availability of projectors with brighter image, truer colors
Scanner	Canon	ImageFORMULA DR-6030C	3133	FL304996	6/26/2014	Inconsistent communication with computer software	Unreliable

Carlisle Public Schools
Anti-Bullying Policy
Policy #08.13.2010
Adopted 04/07/2010, Revised 2/1/12,
2/11/14

It is the goal of the school to be a safe, effective learning environment, free of bullying or harassment of any kind, for all students. Bullying of any type has no place in a school setting. The Carlisle Public Schools will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the repeated use by one or more students or by a member of the school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extra-curricular 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 does one of more of the following:

- ☐ 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
- ☐ Materially and substantially disrupts the education process or the orderly operation of school

Bullying can create unnecessary and unwarranted attention and anxiety that may affect student self-esteem as well as attending school, walking in corridors, eating in cafeterias, playing in the school yard or recreation areas, participating in or attending special and extracurricular activities, or riding on the bus to and from school each day.

Every child has the right to feel safe at school. Teachers, administrators and supervisors must take action to ensure that bullying **in any form** will not be tolerated, and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

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 will investigate allegations of bullying. Teachers who observe bullying will address and document the behavior, provide consequences, and refer continuing and serious problems to the principal. The principal will immediately investigate all such complaints and provide appropriate consequences, as outlined in the Carlisle School Bullying Prevention and Intervention Plan. The Plan applies to students and members of the school staff including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extra-curricular activity, or paraprofessional. In addition, teachers, staff, and principals will work with students to encourage them to report all incidents of bullying they observe as bystanders.

LEGAL REF.:

M.G.L. 269:17, 18, 19

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

Board of Education 603 CMR 26:00

SOURCE: MASC

File: JICFB - BULLYING PREVENTION

The School Committee 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 school staff members 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 themselves, or of damage to their 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 or blog 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/guardians 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 school district;

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 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 their 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 bullying prevention and intervention plan shall be reviewed and updated at least biennially.

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

Reporting

Students, who believe that they are a target of bullying, 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. The target shall, however, not be subject to discipline for failing to report

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.

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 they shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and 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 whether disciplinary action has or shall be taken. At a minimum the Principal or their designee shall contact the parents or guardians as to the status of the investigation on a weekly basis.

Disciplinary actions for students who have committed an act of bullying or retaliation shall be in accordance with district disciplinary 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 school district 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 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 school district 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](#)

REFERENCES: Massachusetts Department of Elementary and Secondary Education's Model Bullying Prevention and Intervention Plan

CROSS REFS.: [AC](#), Nondiscrimination

[ACAB](#), Sexual Harassment

JBA, Student-to-Student Harassment

[JIC](#), Student Discipline

[JICFA](#), Prohibition of Hazing

SOURCE: MASC August 2013

CARLISLE PUBLIC SCHOOLS

Policy on School Attendance

#08.02.1980

Revised 5-03-2004, Reviewed 10/17/07, 1/5/2011

Chapter 76, section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. In accordance with the General Laws of Massachusetts pertaining to student attendance, any student enrolled in the Carlisle Public Schools must attend school for the full 180 days of session established annually. The superintendent or his/her designee may excuse absence for reasonable cause for up to seven whole-day sessions or fourteen half-day sessions in any period of six months. Students who exceed that number of absences may be required to present to school authorities a written notice from a physician explaining the necessity for such absence, or if the reason is not medical in nature, a written explanation from the student's parent or guardian may be required.

Parental Responsibility

Parents or guardians are legally responsible for ensuring that a child under their control attends school daily.

Excessive Unexcused Absence

If it is determined by the school administration, after consultation with the student's teacher(s) and guidance counselor, that excessive absence has caused the student to fail to complete the requirements of his/her grade for advancement to the next grade, the student shall be required to make up such deficiencies prior to advancement to the next grade. Failure to make up such deficiencies shall result in retention in the grade in which the student was enrolled when the deficiencies occurred. A student who has exceeded fifteen absences in any one trimester without medical excuse may be referred by the administration for evaluation under Chapter 766, Section 315.1 (d).

Notification and Contact Information

Chapter 76, section 1A of the Massachusetts General Laws states that parents/guardians must be provided each year with the instructions for calling a designated phone number at a designated time to inform the school of the absence of a student and the reason for the absence. In addition, parents/guardians must provide the school with a home, work or other emergency telephone number so that they may be contacted during the school day so the school may call and inquire about said absence.

Inducing Absences

It is a crime to induce or attempt to induce a minor to miss school, or unlawfully to employ or to harbor a minor who should be in school.

Tardiness

Punctuality is a personal attribute that is considered highly desirable in our society. It is with this in mind that the School Committee sets forth the following with regard to timely arrival at school:

- 1) No student is to arrive at school more than fifteen minutes prior to the beginning of the school day. School personnel cannot be responsible for the safety of any child who is on campus prior to that time.
- 2) Every student should be in his assigned area five minutes prior to the beginning of the school day.
- 3) Instances of lateness to individual classes shall be dealt with by the teacher in charge.
- 4) Any student who is chronically late to school without acceptable excuse (more than two unexcused days in any quarter) shall be subject to disciplinary action deemed appropriate by the school administration and consistent with the School Behavior Code. Unresolved chronic lateness could result in further action under the Massachusetts General Laws.

File: JH - 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, by whatever title they may be known, 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, by whatever title they may be known, or designee shall make a reasonable effort to communicate with any student, and that student's parent/guardian, who has missed five (5) or more unexcused school days in a school year. The goal 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.

SOURCE: MASC October 2014

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

CARLISLE PUBLIC SCHOOL RESIDENCY POLICY

Policy # 05.02.1998

Adopted 04/28/98

Revised 11/17/04

Reviewed 10/02/07, 01/08/14, 11/14/18

The Carlisle School Committee has adopted the following policy regarding the residency and enrollment of students. This policy has been adopted to ensure that only families who actually reside in the Town of Carlisle have full access to a comprehensive education in the Carlisle Public Schools. Therefore, the Carlisle Public Schools has established specific requirements for proof of residency.

Pursuant to M.G.L. c. 76 §5, all children of school age who reside in the Town of Carlisle are entitled to attend the Carlisle Public Schools or Concord-Carlisle High School. When a student enrolls in the Carlisle Public Schools, the parent/guardian must provide documentation to the administration that establishes the residency of the student and/or parent. The Carlisle Public Schools may investigate the residency of any student, either upon enrollment or thereafter, if any questions arise about the student's residency.

In order to attend the Carlisle Public Schools, a student must actually reside in the Town of Carlisle. The only exceptions are listed below. The residence of a minor child is ordinarily presumed to be the legal residence of the parent or legal guardian who has physical custody of the child. A person's "residence" is the place where the person dwells currently, with an intention to remain, and is in the town that is the core of his/her domestic, social, and civil life. In determining residency, the Carlisle Public Schools retains the right to require verifiable documentation and to investigate where a student actually resides. (Legal Reference: M.G.L. Chapter 76, Section 5).

The principal at each school will verify the telephone number and home addresses of all students annually. If there is any change in residency status, the parent(s)/guardian(s) will be required to notify the principal in the school where the child is enrolled within five (5) business days of the change of address. The Carlisle Public Schools reserves the right to request additional documents and/or to conduct an investigation; therefore, the district may enlist the services of a Residency Officer/Investigator to verify a family's residency. If a determination is made that the student does not actually reside in the Town of Carlisle, the student's enrollment will be terminated in a reasonable amount of time, and the Town of Carlisle may choose to seek tuition reimbursement from the student's parent or legal guardian (Legal Reference: M.G.L. Chapter 76, Section 5). A parent, legal guardian, or student who has reached the age of majority (18), may appeal this determination of ineligibility for enrollment to the Superintendent of Schools, whose decision shall be final.

Pursuant to M.G.L. c. 71 §37L, the parent/guardian or the student him/herself is required to bring a copy of the student's complete school record from previous school districts. The administration will assist the parent/guardian or the student in obtaining a complete school record.

The Residency Requirements shall be waived with respect to the following students:

- New students whose families are building a primary residence in the Town of Carlisle, provided that the new construction has completed the Town of Carlisle insulation

inspection by August 1 of that year. For all other new students with new construction, a Town of Carlisle occupancy permit is required for enrollment.

- New students whose families are purchasing an existing primary residence in Carlisle, if the family has a signed and accepted Purchase and Sale Agreement, a signed statement from bank officer that a mortgage has been approved (if applicable), and a closing has been scheduled for a date no later than Oct. 1 of that year.
- New students whose families will be renting a primary residence in Carlisle, if they have a signed lease with evidence of financial commitment, and an occupancy date no later than October 1 of that year.
- Students who fall under the McKinney-Vento Homeless Assistance Act. A homeless student temporarily residing in Carlisle may be immediately enrolled, even without records typically required for enrollment.
- Students whose parents are divorced or separated and share physical custody, provided one custodial parent remains a resident of the Town of Carlisle and the student resides with the parent who resides in the Town of Carlisle. Investigation of residency in these circumstances may include consideration of the number of nights the student spends in Carlisle, analysis of where the student resides pursuant to any custody arrangement, and the center of the student's domestic, social, and civic life. (Please note that legal documentation must be provided to school office.)
- Students whose families are moving from one residence to another within Carlisle or are renovating their current Carlisle residence, and must briefly reside elsewhere during the transition period, if the family has a house under construction or renovation in Carlisle and if they can provide documentation that they will be moving back into Carlisle in the near future.
- New students who have moved with a parent/guardian to a residence in Carlisle that is owned by a family member. In such case, the homeowner must submit a letter addressed to the Superintendent of Schools and state the homeowner's intent to house the new student at his or her Carlisle residence, including the anticipated duration of time.
- Students whose families move out of town after April 1 may complete that school year in Carlisle.

These exceptions shall apply as listed above, provided that, during all of these transition periods, transportation to and from another town is the physical and financial responsibility of the family, and families must notify the Superintendent of Schools in writing in advance of any address changes.

Carlisle School Committee
Policy on the Evaluation of Administration, Faculty and Staff of the Carlisle
Public Schools
Policy #10.02.1997
Adopted 3/4/97
Reviewed/Reaffirmed 01-05-2005, 12-01-2010, Revised 2-11-14,
Revised 11-14-18

It is the intent of the Carlisle School Committee to evaluate the performance of the Superintendent of Schools annually, and to direct that the Superintendent or his/her designee evaluate all other administration, faculty and staff of the Carlisle Public Schools each year.

It is further intended that the procedures followed in accomplishing said administration, faculty and staff evaluations conforms to the most current version of the Carlisle School Committee approved or adopted plans, as follows:

For Faculty, the "Carlisle Public Schools Faculty Evaluation Plan," as detailed in the Carlisle Teachers Association Contract.

For Administration, 603 CMR 35:00 with procedures outlined by the MA Department of Elementary and Secondary Education.

For Staff, the "Policy for Non-Contractual Service Personnel," specifically the section entitled *Performance Reviews and Salary Increases*.

Policy # 10.02.1997

Last Review/Edit: 2-11-14

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Carlisle Public School
Homework Policy #08.10.2004
Re-written 5/11/09, Reviewed 2/12/13

The purposes of homework are to improve the learning processes, to aid in the mastery of skills, and to create and stimulate interest on the part of the student.

Homework is a learning activity that should increase in complexity with the maturity of the student. With increased maturity, learning should become an independent activity. This should be established through consistent assignments, which encourage students to investigate for themselves and to work independently as well as with others.

Homework assignments should be consistent in terms of the amount given each day and the time required for each assignment so that the teacher and/or the student can establish a pattern of meaningful homework. The information for any homework assignment should be clear and specific so that the student can complete the assignment.

Homework assignments should take into consideration individual differences of students such as health, ability, conditions at home, and educational resources at home. Homework should not require the use of reference materials not readily available in most homes, school libraries, or the public library, and should require the use of those materials only when the student has had instruction in the use of them.

The amount of homework assigned to students at the Carlisle Public School should be set by the grade level teams at the beginning of each school year in consultation with the principal. Each team/teacher will issue in writing homework guidelines to parents and students at the beginning of the year.

There are many other learning activities in the life of a student besides homework. Things such as participating in school activities, pursuing cultural interests, participating in family living, and exploring personal interests should be considered by teachers when planning homework assignments.