

SCHOOL COMMITTEE AGENDA
WEDNESDAY, DECEMBER 12, 2018

I. Call to Order

II. Public Budget Hearing

III. Public Comments

IV. Review/Approve Minutes

- A. Meeting of November 14, 2018

V. Information/Discussion Items

- A. Carlisle Education Foundation (CEF) Fall Grants
- B. Recognition of David Flannery
- C. Update on Performing Arts Studio
- D. Carlisle Recreation Committee/Council on Aging Community Center Proposal
- E. Carlisle Trails Committee – Changes to Banta-Davis Trail
- F. Carlisle Energy Task Force – Solar Project
- G. FY19 Budget Update
- H. Policies
 - a. Discussion of Future Review Process
 - b. Anti-Bullying
 - c. School Attendance
 - d. Non-Discrimination to a Qualified Individual with a Disability
 - e. Amended Residency

VI. Communications/Correspondence

VII. Superintendent's Report

VIII. Members'/Committee Reports as Needed

IX. Warrants

- A. Accounts Payable Warrant #3819; \$20,651.66
- B. Payroll Warrant #3619; \$372,263.43

X. Action Items

- A. Vote School Budget
- B. Vote Proposed Concert Band and Middle School Choir Trip
- C. Vote Anti-Bullying Policy
- D. Vote School Attendance Policy
- E. Vote Amended Residency Policy

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
November 14, 2018
Carlisle School Community Room
7:00 PM

Present – School Committee: David Model - Chair, Josh Kablotsky, Melynda Gambino. Mary Storrs participated by telephone.

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

Meeting Documents:

CSC Minutes of October 10, 2018	PTO Grants	CEF Presentation on Performing Arts Studio
2018 MCAS Presentation	MASC Policy Service	Superintendent Goals
Technology Discard List	Anti-Bullying Policy	MASC Bullying Prevention Policy
Policy on School Attendance	MASC Student Absences	Homework Policy
Residency Policy	Evaluation Policy	

I. Call to Order

Chairman David Model called the meeting to order at 7:04 pm. Mr. Model announced that Ms. Storrs was participating in the meeting by telephone.

II. Public Comments

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

III. Review of the Minutes

Mr. Kablotsky made a motion to approve the minutes of the meeting of October 10, 2018. Ms. Gambino seconded the motion. A brief discussion followed. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye. All members present voted in favor of approving the minutes, with minor edits.

IV. Information/Discussion Items

- A. PTO Grants. Susan Pray read the PTO grants that were funded, in full and in part. Mr. Model made a motion to accept the PTO grants, Mr. Kabosy seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

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- B. Proposed Concert Band and Middle School Choir Trip. Kevin Maier and Valerie Thomforde presented. In this proposal, students miss ½ day of school, as it is planned for March 26-27, 2019. The students will work with clinicians, perform as a group as well as listen to the US Army Band perform. Citrus sale funds will help offset the cost. There is an overnight hotel component, with 4 students per room plus rooms for chaperones and bus drivers. Mr. Model asked about why there couldn't be two separate trips without the overnight. Mr. Maier spoke to the bonding experience and the ease of transition if students were all together at night and then in the morning for the next day's activities. The trip starts with an intensive day of focusing on the music with clinicians and then performing the next day. Bonding with band and choir mates for this extended period is ideal. Mr. Kablotsky thanked Mr. Maier and Ms. Thomforde for inspiring the students' interest in and excitement about music. Ms. Storrs asked if the past trips went well, and Mr. Maier confirmed that they did. Mr. Maier shared that a former student said the trip was one of the best and most positive experiences he had had. Kids make connections on these kinds of trips. The CSC will vote on this trip at the December meeting.
- C. CEF presentation on Performing Arts Studio. Sara Wilson and Susie Shaw presented. There is presently insufficient practice space and storage for music classes, lessons and instruments. CEF supports the instrumental band program. There was a Feasibility Study for this space last January. CEF has spoken with administration about doing this project so it could be completed by the start of the 2019-2020 school year. The CEF asked for permission to offer donor recognition in accordance with the facility naming policy. Ms. Gambino voiced that she was happy Mr. Maier was consulted about this project. Ms. Storrs has questions, noting she is biased toward music and band. Is this the best use of this space? Mr. O'Shea explained that Health and PE need space as well, but a 2-story structure to accommodate these extra requests was too costly. The proposed space meets the needs of a rehearsal space for a 40-50 piece band. Another question concerned how this construction project was being managed and by whom. Susan Pray explained that TBA Architects of Concord, MA, the designer of the plan, is handling that process. TBA is writing up bid specs that it hopes to present in December to go out to bid in February and March. Mr. O'Shea said he would set up a building committee made up of staff and members of the town. Sarah Wilson confirmed that there is no request for Town or School funding. Justin Humphries from TBA will act as Clerk of the Works. Mr. Kablotsky asked are contractors paid through the School? Yes, the CEF money goes through the School. Sara Wilson added that with the mix of planned fundraising and existing funds, they are comfortable funding this project. Historical projects have been completed in a similar way, for example, the engineering room and the library. Ms. Storrs asked about the elevator. Mr. Kablotsky answered that we have put in elevator replacement with the town for years, and have approached FinCom from Long Term Caps who said, ask for money when it breaks. Mr. Kablotsky brought it up with the Board of Selectmen (BOS), and they expect that at some point there will be an emergency request for an elevator and it's on their list. Mr. Kablotsky voiced that the Carlisle School should renew that commitment with the BOS as the committee is changing. Mr. Kablotsky asked that since this project will increase the footprint of the School by 1-2%, would the CEF include maintenance costs toward this gift, as this would

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burden the taxpayers with the ongoing maintenance. Susie Shaw said there will be less of a burden on the auditorium since it will be used less with this new addition. Ms. Storrs asked if this could this change morning drop off for band students with big instruments. Mr. O'Shea is taking this opportunity to work instrument drop off in a more efficient way. Mr. Kablotsky encourages personal (family) naming vs. business naming. Ms. Storrs asked Mr. Maier if he thought people might rent this space; he was concerned about maintenance and disruption of the items (such as stored instruments) in the space if others used it. If the space is used by other groups, there would be a strict policy about use. Mr. O'Shea voiced appreciative of all the work from CEF. Mr. Model opened the floor for public comments. Cynthia Sorn, Rutland Street, had a concern with money going from CEF to the School, and asked what happens if the money runs out. It was explained that the money needed is in a bank account, and goes through the business office to make a sequence of gifts. The whole project is 10 weeks long; 2 weeks of demolition and 8 weeks of construction. Mr. Model will run it by town counsel to see what happens if unexpected costs are incurred and money is depleted. Mr. Maier voiced his appreciation of the CEF gift. Mr. Kablotsky made a motion to accept with gratitude to modify the mistake room, subject to town counsel approval, and working out all financial concerns. Ms. Storrs seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

- D. MCAS Presentation. Matt Mehler and Denmet Sidell presented. This is the school's 2nd year taking this version of MCAS math and language arts in grades 3-8. Science tests are given in grades 5 and 8. All students take computer-based tests in 2019. Dr. Mehler said the School is required to provide this test to our students. The test is correlated with our standards. However, this test is a snapshot, and does not capture who students are and why we are here as educators. Dr. Sidell added that principals and teachers are looking at how a whole grade performed as well as individual performances. The results were reviewed. Mr. Kablotsky asked if they saw any correlation between MCAS scores and curriculum? Dr. Mehler answered that the data is reviewed, they look at growth, achievement, patterns, and lower performing students. He noted that the hardest questions for Carlisle students involved written expression and inferencing. Dr. Sidell added that we have been trying to give more Tier II support in grades 3-8 which would help students learn more about the concepts with which they struggle. Mr. Model asked if MCAS is a useful assessment. Dr. Mehler said we try to extract meaning from it. Dr. Sidell added that there are other more useful assessments.
- E. MASC Policy Service. Last month Mike Gilbert presented on the MASC policy service, which includes a policy review process, online access and search capabilities. Mr. Kablotsky believes that the review process is not needed, and we are working toward online access for our policies. Ms. Storrs shared CCRSD does use the MASC service, and she is on a policy subcommittee at the Regional School Committee, which goes through each policy with a MASC representative. Ms. Gambino thinks it's reasonable to keep the process in house. Ms. Storrs added that one of the Carlisle representatives to the RSC s/he can always share feedback from the region on policies. Mr. Model added that it's always useful to look at MASC policy when reviewing a Carlisle policy.

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- F. CPS Topics of interest from RSC. Ms. Gambino reported items of immediate interest include: warrant articles, budget items with a significant impact, 8th to 9th grade transition, personnel changes in Administration. Ms. Storrs spoke that Ms. Lear and she have the best context on what to present to CSC from the Region; in her opinion, there are not many items of interest to the CSC. Ms. Storrs offered that she or Ms. Lear will send an email to the Committee about important RSC issues after each RSC meeting. Mr. Kablotsky asked if the CSC could learn anything from the RSC process, and asked that that topic be included in Topics of Interest. Ms. Gambino would like to have superintendents communicate with each other, as well as Dr. Mehler and the high school principal. Mr. O'Shea added the counselors are in touch throughout the year.
- G. FY20 Budget update. Scott Triola, Hart Farm Road, was recognized and said the guideline budget will come out the week of Dec 16. His advice to the CSC is to follow the process to vote on the budget in CSC's December meeting. There will be a public hearing on the budget during the CSC meeting of December 12. Susan Pray reported on the FY 19 budget; there was nothing remarkable at this time. Out of District costs are a concern, but Circuit Breaker funds will help alleviate those costs.
- H. New Facilities Director. Mr. O'Shea reported on the search to replace the "irreplaceable" David Flannery. Robert Fortado, presently the Facility Director in Stoneham, has been hired. Mr. Fortado has a background in engineering as well as multiple certifications. Mr. Fortado will start December 1 and overlap with Mr. Flannery before he leaves at the end of December. Mr. Kablotsky asked if Mr. Fortado might have time to be a part of the Municipal Facilities committee. Mr. Model asked if the Selectmen can appoint an out of town resident to a town committee and the answer is yes, if that person is a town employee.
- I. Superintendent Goals. Mr. O'Shea adjusted his goals per School Committee recommendations. Ms. Storrs and Ms. Gambino each met with Mr. O'Shea last week about his goals.
- J. Discard List. The technology discard list is largely composed of iPads that are no longer functioning. Per Susan Pray, items are offered to town departments, the Council on Aging often takes some, some are offered to teachers at a low cost, some are sold at a low cost. Items have never been offered to students. Camelia Rosca, Brook Street, was recognized. Ms. Rosca offered to be the liaison to donate some items to a charitable organization for refugees.
- K. Policies
- a. Anti-Bullying. Mr. Model had compared the Carlisle School version and the MASC version, and said the goals and language are the same, but there is a long passage on cyber bullying in the MASC version. Mr. Kablotsky asked that we consult counsel on whether we are required to reference current law. Mr. Kablotsky asked where the School reach stops for students on this policy; Mr. O'Shea answered that the School's reach can continue if someone is being bullied outside the school and it is brought to

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school. Mr. O'Shea said we have a responsibility to protect our students. The School has the authority to become involved. Ms. Gambino wants to review the intervention plan. Camelia Rosca, Brook Street, was recognized, and noted a big connection between bullying and school performance. She suggested the School look at the law. Both MASC and the Commonwealth have lawyers, as there have been several cases of lawsuits around bullying. Mr. O'Shea will consolidate the policies and share his version. Mr. Model asked committee members to review the intervention plan on the School website.

- b. School Attendance. Mr. O'Shea voiced that the MASC Policy JH is more direct than the CPS policy and supports that policy as a draft.
- c. Homework. Ms. Gambino said that there are not established consistent practices with homework across the School. Mr. Kablotsky questioned the need of a homework policy? He suggested we inactivate the current policy and create a new one based on SAC. Ms. Mostoufi, North Road, was recognized, and asked if there is an expectation that certain students in certain grades have so much homework. Mr. Model supports inactivating the present homework policy and replacing it with something more useful.

V. Communications/Correspondence

There were no communications or correspondence.

VI. Superintendent's Report

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

- Thanks to PTO and CEF for the grants
- Outdoor Ed was a success
- Door Decorating was very festive
- 5th and 2nd grade pajama drive is in progress
- Professional development: NPEN conference and Mindfulness
- EDCO articles of agreement. Mr. Kablotsky reported that EDCO assets exceed debt. In terms of our liability, we are part of EDCO and our financial exposure is minimal.

Mr. Kablotsky moved to accept and endorse the EDCO articles of agreement as amended. Ms. Gambino seconded the motion. The following votes were taken in roll call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, abstain.

VII. Members'/Committee Reports as Needed

- A. RSC. Ms. Storrs reported that the budget is high, between a 3 ½ and 5-ish percent increase in District budget over last year. The main drivers are staffing. The District is talking to FINCOM and BOS about this. Concord FinCom guideline to the Region is 4.27%.

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- B. Long Term Caps. Mr. Kablotsky presented. Two capital projects of note are the School parking lot and solar project. Mr. Model said Carlisle's Energy Task Force (ETF) will propose a few different sites for the solar project including two School sites; the parking lot and the slope on the way to Spalding field. The next time money is given out from the state for such a project will be January 2020, but a plan needs to be submitted by September 2019. ETF will present to CSC in December. COA got a Community Health Needs Assessment (CHNA) grant on a feasibility study for a community center. COA likes the Goff property, but are looking at other sites. COA and RecCom will come to CSC to present in December. COA and other groups are using the Highland building for storage. It's the town's building but the School's land. Facilities committee will get a quote on sprinklers for that building due to its proximity to the Robbins building.

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
- D. Additional Accounts Payable Warrant Signed yesterday: #3519; \$98,412.63
- E. Additional Payroll Warrant Signed yesterday: #3319; \$377,431.43

IX. Action Items

- A. Vote Residency Policy. Ms. Gambino made a motion to approve the Residency Policy; Mr. Kablotsky seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- B. Vote Evaluation Policy. Ms. Gambino made a motion to approve the Evaluation Policy; Mr. Kablotsky seconded the motion. There was a discussion about the need to review the non-contractual handbook. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- C. Superintendent Goals. Ms. Gambino made a motion to approve the Superintendent Goals; Mr. Kablotsky seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.
- D. Discard List. Mr. Kablotsky made a motion to waive the usual practice of discussing an item at one meeting and voting on it at the next meeting in order to proceed with a vote about the Discard List. Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye. Mr. Kablotsky made a motion to authorize the Discard List, Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

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X. Other Business

There was no other business.

XI. Citizen's Comments

Cynthia Sorn, Rutland Street, never saw any documentation about a proposed community center on Spalding Field, only on Banta Davis land. Mr. Model confirmed that he received an email about Spalding as a possible site. Mr. Model will reach out to Jerry Lerman, Chair of COA, about this.

Camelia Rosca, Brook Street, voiced her congratulations to teachers on the great MCAS results. She feels Carlisle teachers that do an exceptional job, and feels privileged that her children have their teachers and the teachers were an asset to the School. She asked if the CSC was able to comment about negotiations and Mr. Model said he could not comment at this time. She asked if the teacher salaries were posted as she hasn't seen them. Mr. Model and Mr. Kablotsky said that the Department of Elementary and Secondary Education (DESE) posts this information and asked her to look at the DESE website.

XII. 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.

Mr. Kablotsky moved to adjourn to Executive Session for purposes 3 and 7, and read the purposes listed above; Ms. Gambino seconded the motion. The following votes were taken in Roll Call: Gambino, aye; Model, aye; Kablotsky, aye; Storrs, aye.

The public meeting was adjourned at 10:20 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Banta Davis Trail to Rogers Connector Trail Changes

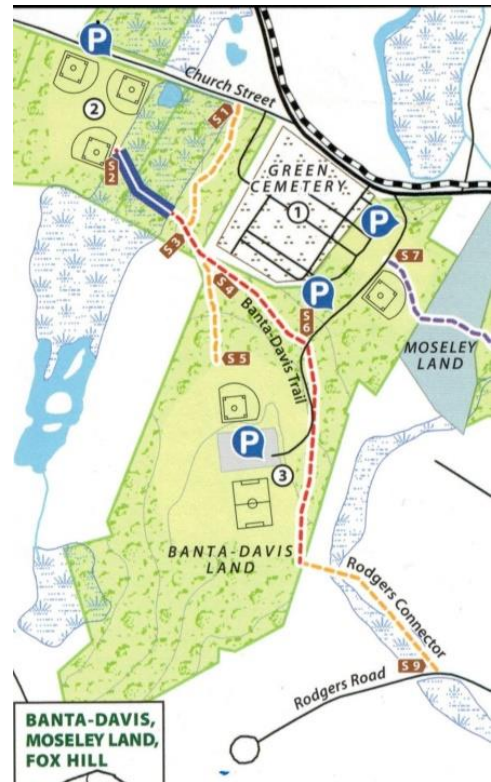
Requested By The Carlisle Trails Committee

The Carlisle Trails Committee would like permission to move 150 feet of the Banta Davis Trail away from the soccer fields and into the woods. This will allow people with dogs to walk the full Banta Davis Trail and also the Rogers Connector Trail. For people who do not have dogs or for kids walking to school from Rogers Road, the natural path will still be alongside the soccer field.

The Banta Davis Trail and Rogers Connector Trails

The Banta Davis Trail connects the Carlisle School and the center of Carlisle with the Banta Davis playing fields. The Rogers Connector Trail further connects the trails to Rogers Road and Stearns Street.

The Banta Davis Soccer fields has been closed to dogs and dog walking to keep the fields clean.



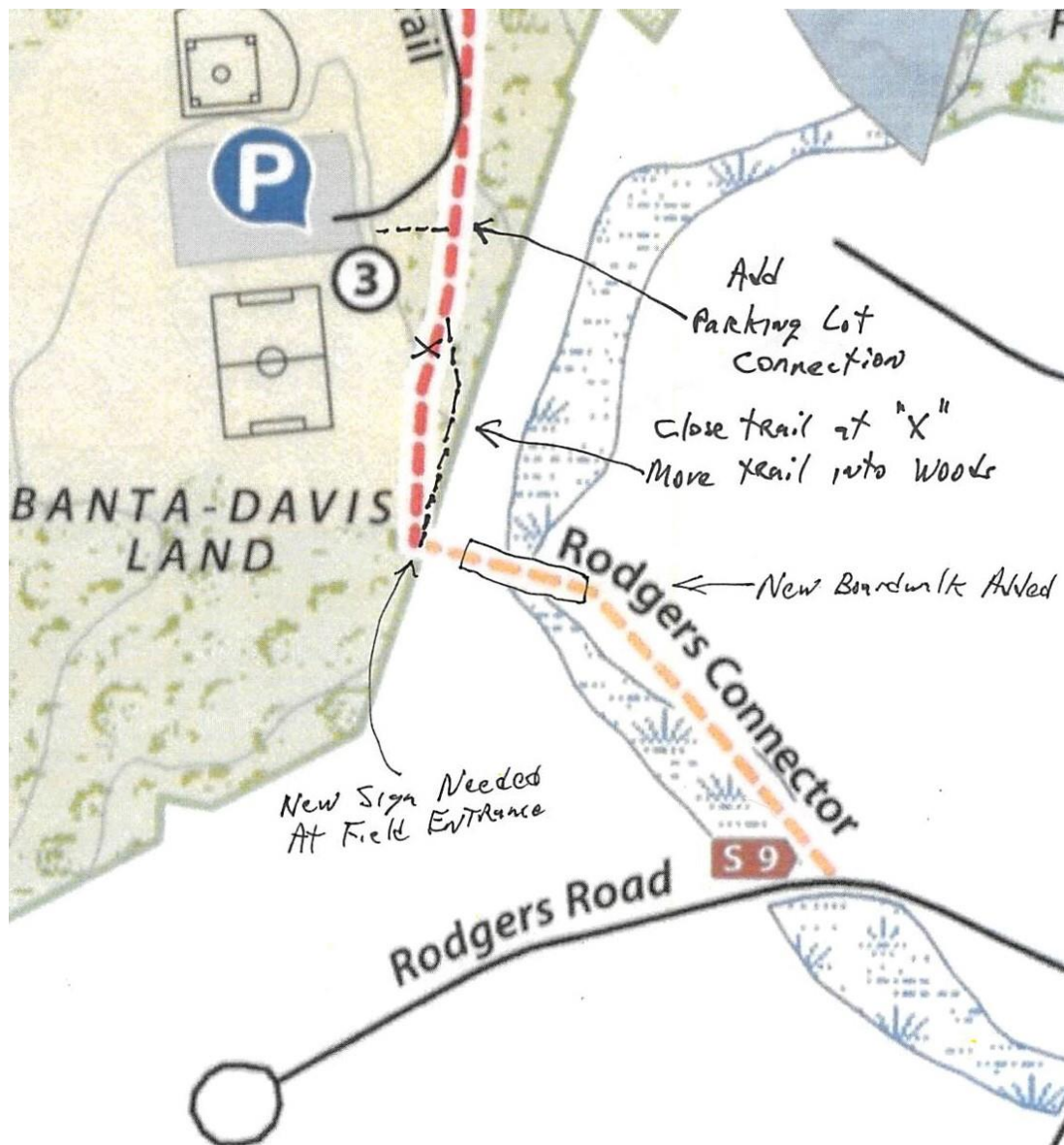
Rogers Road Connector Boardwalks

In October 2018, the Carlisle Trails Committee built boardwalks on the Rogers Connector Trail. The trail is now passable even during wet periods.

Dog walkers going to the school or to the Carlisle Center will need an alternative trail that does not go next to the Soccer fields.



Proposed Banta Davis Trail Changes



The Carlisle Trails Committee would like permission to make the following trail changes:

- Add a parking lot connection and trail sign to keep dog walkers on the main trail and not near the soccer fields. This trail section currently exists but needs signage.
- Close the current trail at "X" where it enters the soccer field at mid-field. This closure would avoid confusion.
- Add a 150 foot section of trail in the woods and bordering a stone wall. This trail would not enter the field at all.
- Add a "Field Closed To Dogs" sign at the end of the Rogers Connector Trail, where the trail enters the field.

TOWN OF CARLISLE

MUNICIPAL SOLAR PV PROJECT



School Update: December 12, 2018

School Committee Discussion

- Update on progress
- Participation Request
- Future Considerations

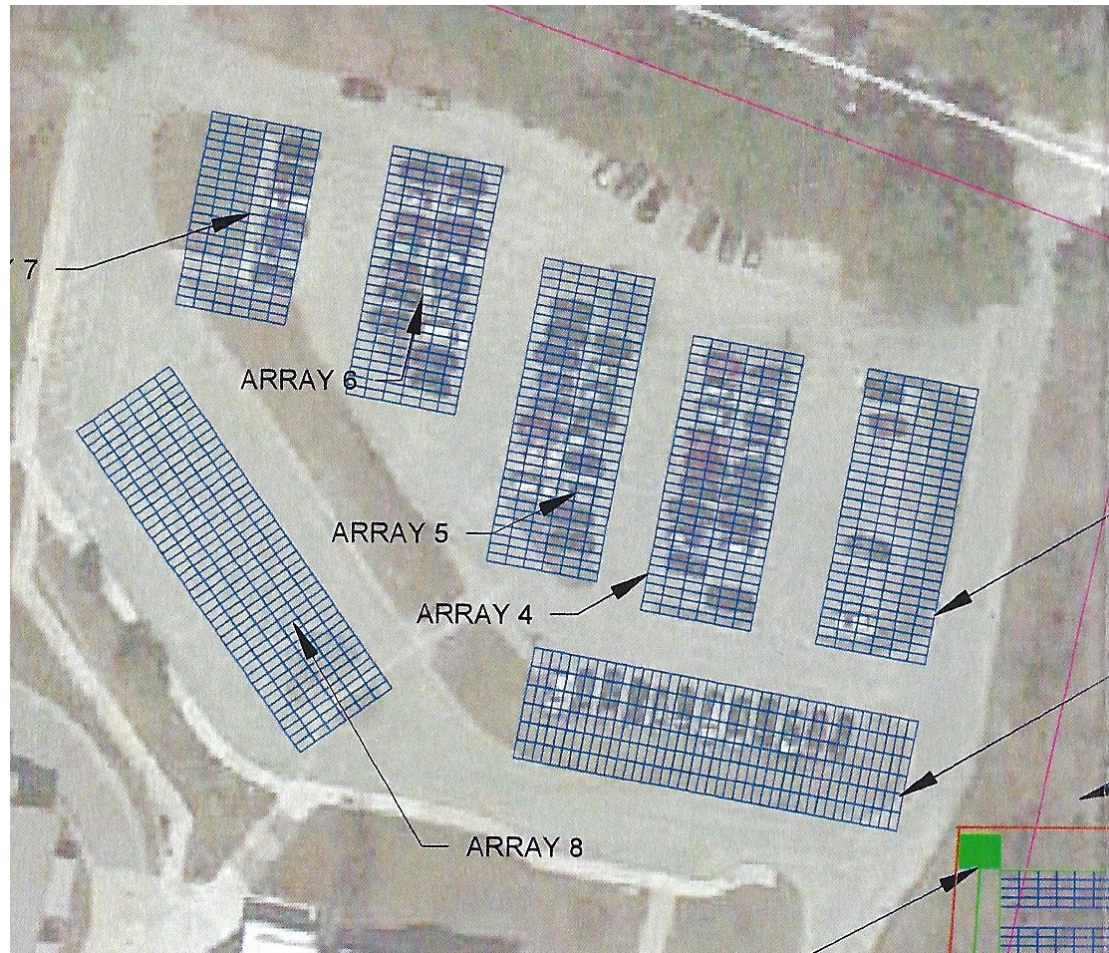
Progress Update

- RFP for Lease created in Spring 2018
 - School & Transfer Station
 - Ground Mount and Canopies
- Three companies responded
 - One selected based on RFP criteria
- BOS created negotiation team
 - Only School and Transfer Station Canopies
 - Subject to School, DPW, and Town Bylaw approval

CARLISLE SCHOOL: PARKING LOT & GROUND



Company A – School



Company B – School



Company C – School



Project Advantages

- Covered Parking
 - Reduce Sun & Snow exposure
 - Possibly Covered Bus loading/unloading
- Revenue to the School and Town
 - \$22,500/year in Lease (Block 3)
 - \$11,277 Payment in Lieu of Taxes
- Reduction in greenhouse gasses
 - Help mitigate global warming

Climate Impact (School Canopy)

- Estimated at 635 MWh/year
- EPA equivalents per year
 - 473 Metric tons of CO₂ not released
 - Removal of 101 vehicles from the road
 - Electrical power for 79 houses
 - Preservation of 3.9 acres of forest

<https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

Participation Request

- School representation on Negotiation Team
- Duties
 - Represent desires of School directly to Ameresco
 - Liaison between Solar Team & School Committee
 - Regular Updates to School Committee
 - Help craft best possible solution for Solar Canopy
 - Direct input to bylaw update for solar@school
- Contact Tim Goddard

Future Considerations

- Consider Spaulding Field Parking Canopy?
 - With net to prevent damage from stray balls
- Parking Lot Paving
- Rain management possibility (bus area?)
- Aesthetics of the system
- Bylaw Specifics
 - Allow Solar Canopies and Roof Mounts?
 - Over how much of the school grounds?
 - Subject to approval of School Committee

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Carlisle Public Schools Bullying Prevention Policy Policy #08.13.2010

The Carlisle Public Schools are 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 him/herself, or of damage to his/her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

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

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

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another

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person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

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

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

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

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At school 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 Carlisle Public Schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Carlisle Public Schools 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

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- materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development and maintenance 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 bullying.

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

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

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

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

Investigation Procedures

The Principal or his/her 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.

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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 he/she 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 his/her 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.

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Target Assistance

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

Training and Assessment

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

Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 8 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 Carlisle Public Schools website.

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

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

603 CMR [26:00](#)

M.G.L. [71:37O](#); [265:43](#), [43A](#); [268:13B](#); [269:14A](#)

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

DRAFT

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

ACAB, Sexual Harassment

[JBA](#), Student-to-Student Harassment

[JICFA](#), Prohibition of Hazing

[JK](#), Student Discipline Regulations

SOURCE: MASC August 2013

DRAFT

Carlisle Public Schools Policy on School Attendance #08.02.1980

Regular and punctual school attendance is essential for success in school. The Carlisle School Committee recognizes that parents 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 or cultural observances.

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/her character. Parents can help their children by not allowing them to miss school needlessly.

Accordingly, parents will provide an 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 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 will notify a student's parent/guardian within 3 days of the student's absence in the event the parent/guardian has not informed the school of the absence.

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

SOURCE: MASC

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

**Policy Pertaining to A Qualified Individual with a Disability
(Formerly Policy Pertaining to Regulations Known as Section 504, Title VI,
and Chapter 76, Section 5)
Policy #07.15.2002**

**Adopted 03/05/2002
Revised 10/18/06, Last Review 04/2/14**

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals

with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American With Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school system receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified person with disabilities solely on the basis of handicap is unfair; and
2. To the extent possible, qualified persons with disabilities should be in the mainstream of life in the school community. Accordingly, employees of the school system will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of handicap.

LEGAL REFS.: Rehabilitation Act of 1973, Section 504
 Education for All Handicapped Children Act of 1975
 M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)
 Title II, Americans with Disabilities Act of 1992

Board of Education Chapter 766 Regulations, adopted
10/74, as amended through 3/28/78

SOURCE: Massachusetts Association of School Committees
Concord Public Schools/Concord-Carlisle Regional School District

ACE - NONDISCRIMINATION ON THE BASIS OF DISABILITY

Title II of the Americans With Disabilities Act of 1992 requires that no qualified individual with a disability shall, because the District's facilities are inaccessible to or unusable by individuals with disabilities, be excluded from participation in, or be denied the benefits of the services, programs, and activities of the District or be subject to discrimination. Nor shall the District exclude or otherwise deny services, programs, or activities to an individual because of the known disability of a person with whom the individual is known to have a relationship or association.

Definition: A "qualified individual with a disability" is an individual with a disability who, with or without reasonable modification to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the District.

Reasonable Modification: The District shall make reasonable modification in policies, practices, or procedures when the modifications are necessary to avoid discrimination on the basis of disability, unless the District can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity.

Communications: The District shall take the appropriate steps to ensure that communications with applicants, participants, and members of the public with disabilities are as effective as communications with others. To this end, the District shall furnish appropriate auxiliary aids and services where necessary to afford an individual with a disability an equal opportunity to participate in, and enjoy benefits of, a service, program, or activity conducted by the District. In determining what type of auxiliary aid or service is necessary, the District shall give primary consideration to the requests of the individuals with disabilities.

Auxiliary Aids and Services: "Auxiliary aids and services" includes (1) qualified interpreters, note takers, transcription services, written materials, assisted listening systems, and other effective methods for making aurally delivered materials available to individuals with hearing impairments; (2) qualified readers, taped texts, audio recordings, Braille materials, large print materials, or other effective methods for making visually delivered materials available to individuals with visual impairments; (3) acquisition or modification of equipment or devices and (4) other similar services and actions.

Limits of Required Modification: The District is not required to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. Any decision that, in compliance with its responsibility to provide effective communication for individuals with disabilities, would fundamentally alter the service, program, or activity or unduly burden the District shall be made by the School Committee after considering all resources available for use in funding and operating the program, service, or activity. A written statement of the reasons for reaching that conclusion shall accompany the decision.

Notice: The District shall make available to applicants, participants, beneficiaries, and other interested persons information regarding the provisions of Title II of the American with Disabilities Act (ADA) and its applicability to the services, programs, or activities of the District. The information shall be made available in such a manner as the School Committee and Superintendent find necessary to apprise such persons of the protections against discrimination assured them by the ADA.

Compliance Coordinator: The District shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under Title II of ADA, including any investigation of any complaint communicated to it alleging its noncompliance or alleging any actions that would be prohibited under ADA. The District shall make available to all interested individuals the name, office address, and telephone number of the employee(s) so designated and shall adopt and publish procedures for the prompt and equitable resolution of complaints alleging any action that would be prohibited under the ADA. The school district receives federal financial assistance and must comply with the above requirements. Additionally, the School Committee is of the general view that:

1. Discrimination against a qualified disabled person solely on the basis of disability is unfair; and
2. To the extent possible, qualified disabled persons should be in the mainstream of life in the school community. Accordingly, employees of the school district will comply with the above requirements of the law and policy statements of this Committee to ensure nondiscrimination on the basis of disability.

SOURCE: MASC July 2016

LEGAL REFS.: Rehabilitation Act of 1973, Section 504, as amended

Education for All Disabled Children Act of 1975

M.G.L. [71B:1](#) et seq. (Chapter 766 of the Acts of 1972)

Title II, Americans with Disabilities Act of 1992, as amended

Board of Education Chapter 766 Regulations, adopted 10/74, as amended through 3/28/78

CROSS REFS.: [IGB](#), Support Services Programs

NOTE: Due to federal and state laws, many school committees are adopting policies and extensive regulations pertaining to Nondiscrimination on the Basis of Handicap. At times, policy, regulations, and specific plans for action are combined in one long statement presented as policy. Other school districts present policy and regulatory statements separately.

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, Amended 12/12/18

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.
- With the approval of the Carlisle School Committee, faculty members' children may attend the Carlisle Schools.
- 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.