

**SCHOOL COMMITTEE AGENDA
WEDNESDAY, MARCH 20, 2019**

I. Call to Order

II. Public Comments

III. Review/Approve Minutes

- A. Meeting of February 13, 2019

IV. Information/Discussion Items

- A. Recreational Marijuana Facilities Ban
- B. Spalding Field Update
- C. Solar Project Update
- D. Restructuring
- E. Policy Subcommittee
- F. Policy Review
 - a. Drug and Alcohol Free Workplace
 - b. Drug, Alcohol, Tobacco and Nicotine Use by Students
 - c. Tobacco Products
 - d. Domestic Violence Leave
 - e. Equal Opportunity Employment Statement

V. Communications/Correspondence

VI. Superintendent's Report

VII. Members'/Committee Reports as Needed

VIII. Warrants

- A. Payroll Warrant #5419; \$382,534.00
- B. Accounts Payable Warrant #5819; \$18,615.05

IX. Action Items

- A. Vote Teacher's Child to Attend Kindergarten in 2019-2020

X. Citizens' Comments

XI. 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 2, To conduct contract negotiations with non-union personnel

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 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.

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Carlisle School Committee

Minutes

February 13, 2019

Carlisle School Community Room, Carlisle Schools, 83 School Street, Carlisle, MA 01741
7:00 PM

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

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

Meeting Documents:

Minutes from 1/9/19	Negotiations Subcommittee Minutes 12/8/18	Negotiations Subcommittee Minutes 1/3/19
Solar Canopy Images from Ameresco	Superintendent Goals 2018-2019: Mid-Year Update	Proposed 2019-2020 School Calendar
CPS Budgetary/Enrollment Projections 2019-2027	Use of Cameras for Safety and Security Policy (and MASC policy)	Policy on a Drug and Alcohol Free Workplace (and MASC policy)
Domestic Violence Leave Policy (and MASC Policy)	Equal Opportunity Employment Statement (and MASC statement)	Buildings and Grounds, Safety and Security Policy
Emergency Closings Policy	Facility Naming Policy	

I. Call to Order

Chairman David Model called the meeting to order at 7:02 pm. He announced that the meeting is being videotaped.

Mr. Model started the meeting by reading the following statement:

Everyone who is in this meeting tonight, whether a salaried professional, an unpaid volunteer, or a concerned parent, is here because of one thing: we care deeply about the education of our children.

In January 2018, the School Committee’s negotiation subcommittee, which also includes representatives from the CPS Administration, Town government, and Carlisle’s Board of Selectmen, began contract negotiations with the Carlisle Teachers’ Association. One of the ground rules of our negotiation process was that “There will be no public disclosure or discussion of proposals or conduct of the meetings and negotiations, nor any disclosures to print or electronic news media until either party or both parties jointly seeks the assistance of a third party to resolve a negotiation dispute.” While it is public knowledge that we have engaged a third-party mediator to assist with the negotiating process, the Sub-Committee has opted not to discuss details of the negotiation outside of Executive Session. We know that everyone wants to

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see a successful resolution to the issues and that nobody is enjoying how long the process is taking, but we are continuing this negotiation in good faith and ask you to respect our position.

With that being said, I will now open the floor for public comments. As always, please identify yourself when asked, address your comments directly to me, do not repeat comments already made, and be respectful of others and of everyone's time. Thank you.

II. Public Comment Period

Mr. Model welcomed everyone to the meeting, and asked if any members of the public had comments. Linda Vanaria, 2nd grade teacher and president of the CTA was recognized and read the following statement:

Good Evening,

My name is Linda Vanaria, I am a second-grade teacher here at the Carlisle School and I am the President of the Carlisle Teachers' Association.

I wish that I could be here tonight to present the great work of the Carlisle students and teachers. I wish that on this raw evening that the staff here tonight could be at home working on their lessons or spending time with their families. Unfortunately, I am here this evening to share with you that the members of the Carlisle Teachers' Association are disheartened that we have continued into February without a contract. We have been in negotiations for 14 months. It is inexcusable that the faculty and staff of the Carlisle School do not have a contract and have not received a Cost of Living increase this year. Yet, our faculty comes to Carlisle each day committed to supporting our students academically and emotionally just as we always have.

Our staff continually participates in professional development, our staff is trained to keep our students safe, our staff dedicates evenings and weekends creating enriching, innovative curriculum and fun, activities for our students such as Model UN, Outdoor Ed, trips to Washington and the celebration of Chinese New Year. Our staff devotes hours in helping students think beyond their Carlisle school community to care for those who do not have the same advantages they have. Our staff is dedicated to educating the whole child.

Our staff has asked for a modest increase in our salary package. Our staff deserves this increase, our staff deserves your respect and your support. As a School Committee and the largest employer of the town, it is your responsibility to support your staff with a salary that is fair, justified, and competitive. It is your responsibility to support your staff, and not add undue stress to your staff. The continued lack of a contract and lack of respect and support has created a stressful situation for your staff.

Adding to our stress is your goal to look into restructuring the highly successful middle school model. Conversations around this subject have led to speculation around changing this effective model that we as the educational professionals know is best for all of our middle school students. These conversations also suggest the possibility of reducing staff.

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The Mission of the Carlisle Public Schools is to provide a collaborative and caring community in which each student is known, understood, and valued so that students can learn to their fullest potential in a safe, inclusive environment with high expectations and clear standards for all. As educators this mission guides everything we do for our students. We believe in this mission and know that the team model we have in place is the best approach for meeting all of our students' needs.

It is the School Committee's responsibility to support your experienced, dedicated, and caring staff. Please, settle this contract with the fair, reasonable request we have put forward. We look forward to meeting with the mediator on February 26th. Thank you.

III. Review/Approve Minutes

Ms. Storrs made a motion to approve the minutes of the meeting of January 9, 2019; Mr. Kablotsky seconded the motion. All members present voted in favor of approving the minutes with minor edits.

Ms. Storrs made a motion to approve the Negotiating Subcommittee minutes of 12/6/18 and 1/3/19; Ms. Gambino seconded the motion. All members present voted in favor of approving these minutes.

IV. Information/Discussion Items

- A. Performing Arts Studio: Project Update and Donor Recognition. The project timeline was discussed. Ideally the project would be completed over the summer while students aren't in school, as the length of the project is 2-2 ½ months. If the project can't be completed given the current bid schedule it might be postponed until the summer of 2020. Mr. Kablotsky asked if some of project could be done in December; this is not known. Sara Wilson had asked about naming rights for the new room. Ms. Storrs would like Ms. Wilson to come back to the Committee with more details.
- B. Recreation Commission Architectural and Engineering Study of Spalding Field. Drew McMorrow, Chair of the Recreation Committee (RecCom) was called and participated in the meeting on speaker phone. Mr. McMorrow shared that RecCom has been working on Spalding Field and it is in disrepair. There are sinkholes, drainage and grading issues, forest overgrowth, weed and insect infestations, animal waste; it is a big landscaping challenge. It also has history as a landfill site. Mr. McMorrow shared the proposed warrant article with the Committee: "To see if the Town will vote to raise and appropriate up to \$20,000, to be expended by the Board of Selectmen, for an architectural and engineering study of Spalding Field for the purpose of planning future recreational use by the School and the Town." There were further details shared about the land; it is close to wetlands, is sloped, and there are questions if it is suitable and can bear the wear and tear for artificial turf. Mr. Kablotsky thanked Mr. McMorrow for all his hard work, and was curious about what was in the landfill. It was thought to possibly have been construction material from the school in the 1960's. The deadline for articles is next week. The Committee wondered if it has relinquished some control over the field if the RecCom does a study. Mr. Model applauded the work and approach of the study and supports it as

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a necessary first step. Mr. McMorrow said the Board of Selectmen supports the study. Mr. McMorrow also said the RecCom is seeking to use insect control pesticides or grubs on field. The field has been under an organic control plan for a period of time. Mr. Kablotsky asked if the proposed pesticide treatment complies with regulations. Mr. McMorrow said that parasitic nematodes have been used for 2 years with no luck. One proposed pesticide treatment is a more robust initial treatment, active for about a month, then an ongoing treatment after that. The Committee needs more information and will have a future discussion about use of pesticides on Spalding field. Mr. O'Shea said he would discuss with Rob Fortado, CPS Facilities Manager.

- C. Community Center Discussion: Banta Davis or Moseley Property. Jerry Lerman of Council on Aging (COA) presented. There is a proposal to use Banta Davis as a possible site for Community Center. Currently, RecCom uses parts of the school for various programs. Can RecCom count on the continued use of school facilities, or should a community center replace the use of school space? Mr. Kablotsky said that he is not able to say whether the CSC can permanently commit to use of facilities at the school; he would like information on specifically what the RecCom needs. Currently RecCom uses the Brick Building, gym and auditorium for programs. Ms. Gambino asked if the proposed Community Center could possibly fulfill the need of the RecCom programs. Mr. Lerman explained that RecCom is trying to determine what would be in a community center to best serve the entire Carlisle community. The proposed Community Center would include a large room, but not as large as the auditorium. Mr. Model would like children to be encouraged to go to a Community Center. RecCom has been happy to work with the school and has for years. Mr. O'Shea said that he does not have problems with RecCom using school space. Ms. Gambino said a Community Center on Banta Davis property would support sports games and also offer a concession window. Mr. Kablotsky said some of the Banta Davis land was for the purpose of constructing another school if the need ever arose. Mr. Model asked if there is a footprint for a school expansion if needed on Banta. Ms. Gambino was not aware of it. Mr. Model said that it needs to be on someone's radar that the school expansion parcel on Banta Davis will be set aside. Mr. Model will confer with Steering Committee to check that the master plan includes the school expansion possibility.
- D. Solar Project Update. Jonathan DeKock attended representing the Solar Committee. Ms. Gambino led the discussion. She spoke with three of the vendor's (Ameresco) references; all provided positive feedback. The School opted not to do water management (gutters) as the solar canopy provides some protection from the rain. The canopies are a "Y" design with a gap, so snow and ice doesn't fall on people. The engineer said there is no impact to the parking capacity. Mr. Kablotsky is wondering about student drop-off and if a new configuration is needed for buses. Mr. DeKock will pose this question to Ameresco. There needs to be a bylaw change to expand the solar district at the school; Mr. DeKock said a bylaw change needs to be proposed at Town Meeting. The next steps involve finalizing the lease agreement, developing a paving plan, engineering design, followed by site plan review. There is a government incentive program attached to this project and the sooner it is started, the better it is financially for the Town.

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- E. Superintendent Goals: Mid-Year Update. Mr. O'Shea identified his four goals; Student Development, Family and Community Engagement, District Improvement and District Planning. He reviewed these goals and discussed action steps and progress for each. He shared that educator evaluation responsibilities have been identified, and through following an evaluation map and timeline, all required observations and formative assessments have been completed. Examples of engaging parents and faculty include development of the Husky Home Learning Day program, the new Student Information System and development of a new Middle School schedule. There are great conversations taking place around school. He discussed the District Planning Goal and shared that restructuring is causing concern among staff members. The major concern is the middle school model. Models have not been finalized, but possible ideas include a three-member team approach (teachers would teach additional disciplines) and a departmental model (for example, all MS Social Studies taught by two teachers). All of the options are still in the exploration stage. Restructuring options, as well as their ramifications, will be discussed in more detail at the March CSC meeting. Mr. Model reminded everyone that the CSC asked School Administration to come up with a couple of models. Restructuring will be discussed in the SC meetings of March, April and May. There are many opportunities for parent input. Mr. Kablitsky commended Mr. O'Shea for turning challenge and change into opportunity.
- F. EDCO Articles of Agreement. Mr. O'Shea shared that small adjustments have been made to the articles and a vote from CSC is needed on the changes, which include a date change and a change in voting rights.
- G. Proposed 2019-2020 School Calendar. The Carlisle Teachers' Association has voted on the calendar. Ms. Lear shared that there were comments on social media about the school year start date. Mr. O'Shea said that the Calendar Committee is comprised of teachers and staff. The calendar synched with CCHS. Wording at the bottom of the calendar will be changed.
- H. Superintendent's Recommendation to Enroll Teachers' Children in Kindergarten 2019. Meghan Cox is requesting that her daughter attend Kindergarten next year. Presently, with this child, the Kindergarten enrollment is at 48. Last year it was approximately the same number. This will be voted on in March.
- I. Update on FY19 School Budget. Sue Pray gave an update on the budget. Circuit breaker funds are not in the budget yet but will be in March.
- J. 8 Year Projected Enrollment and Budget. Mr. O'Shea reviewed the projected enrollment chart. The New England School Development Council (NESDEC) provides projections by District; these are compared with an internal CPS model. Mr. O'Shea created his own projection formula based on trends in the last 5 years. The Compound Annual Growth Rate is calculated in years FY 19-FY 27. These are all ground up budgets. This is important information when presenting budget information to the town. The school keeps placeholders for Out of District (OOD) placements. Historically we have 7-9

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students in OOD per year. The number is stable, but the cost is increasing. Mr. Kablotsky asked whether Mr. O'Shea had looked at steps to take in budget planning to come up with a lower compound annual growth rate? Sue Pray said she is looking at who is retiring and who might be requesting lane changes. FinCom asked us to look 8 to 10 years into the future. Mr. Kablotsky asked what do we do as a district to change the slope of that curve? Mr. Model answered that reviewing the middle school schedule and restructuring are part of the evaluation process. Ms. Gambino added that it's important to be flexible with new models and using our resources.

- K. Policy Review.** Ms. Storrs wants to talk about the process of the policies with Jim, so policy reviews were tabled for the present.

V. Communications/Correspondence

The Communications/Correspondence folder was circulated.

VI. Superintendent's Report

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

Science Bob
Kindergarten Mitten Play
Chinese New Year festival – volunteers, students, Chiao Bin all did a great job
Family Folk dance – Valerie Thomforde has a folk dance club
3rd grade Native American showcase
5th grade Concord Museum visit
Shakespeare and Company with 8th grade
School vacation next week
Coffees with Superintendent after vacation
The Administrative team hosts COA breakfast in March
HVAC study

VII. Members'/Committee Reports as Needed

Regional School Committee. Ms. Storrs reported that Concord signed off on a virtual snow day plan for K-8 and 9-12. Concord FinCom asked the RSC to look at services that town of Concord provides to the school, it wants to make sure Carlisle pays its share. There is a warrant article for additional parking paving and lighting at CCHS. Dorothy Presser is new MASC rep for Carlisle and Concord. Ms. Storrs added that the Committee should start thinking about regional reps moving forward.

Ms. Gambino reported that the Town received a grant award for Complete Streets. The State is having a press event on February 26, and Ms. Gambino will attend. The project will include work in the rotary and a sidewalk segment from East Street to Ferns.

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Long Term Caps. Mr. Kablotsky said there is one final meeting set up to finalize recommendations for new washer/dryers for the fire station.

Municipal Facilities. Mr. Kablotsky reported that a new facility manager has been hired. The Committee negotiated a fee for architects for the police station. The contamination from the underwater tank at the fire station not as bad as what was initially thought.

VIII. Warrants

- A. Payroll Warrant #4819; \$396,626.70
- B. Accounts Payable Warrant #5019; \$72,003.79
- C. Payroll Warrant #5119; \$369,316.21
- D. Accounts Payable Warrant #5319; \$42,576.97
- E. Accounts Payable warrant #5619; \$95,466.31 was added at the time of the meeting

IX. Action Items

- A. Vote Land Use for Solar Project. Ms. Gambino moved that the School Committee approve the proposed installation of solar canopies in the school parking lot and bus area contingent upon establishment of a solar overlay district and associated bylaw, reaching an acceptable lease agreement with paving plan and school committee approval of Engineering designs, and meeting the conditions of site plan review. Ms. Storrs seconded the motion. All members present voted in favor of the motion; the motion passed.
- B. Vote EDCO Articles of Agreement. Ms. Storrs made a motion to accept the EDCO Articles of Agreement as amended; Ms. Lear seconded the motion. All members present voted in favor of the motion; the motion passed.
- C. Vote 2019-2020 School Calendar. Ms. Storrs made a motion to accept the 2019-2020 School Calendar as proposed with the change of language in the footer; Ms. Lear seconded the motion. Ms. Storrs, Mr. Model, Ms. Lear and Ms. Gambino voted in favor of the motion; Mr. Kablotsky voted against it. The motion passed.
- D. Vote Buildings and Grounds, Safety and Security. Ms. Storrs made a motion to accept this policy; Ms. Lear seconded the motion. All members present voted in favor of the motion; the motion passed.
- E. Vote Emergency Closings. Ms. Storrs made a motion to accept this policy; Ms. Gambino seconded the motion. All members present voted in favor of the motion; the motion passed.
- F. Vote Facility Naming. Ms. Storrs made motion to accept this policy; Ms. Lear seconded the motion. All members present voted in favor of the motion; the motion passed.

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X. Citizens' Comments

There were no citizens' comments.

XI. 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 2, To conduct contract negotiations with Business Manager

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 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.

Ms. Storrs moved to move adjourn to Executive Session with no intent to return to open session for Purposes 2, 3 and 7; Mr. Kablotsky seconded the motion. The following votes were taken in roll call:

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

The public meeting was adjourned at 9:39 p.m.

Respectfully submitted,

Nancy Anderson
Assistant to the Superintendent

Proposed Zoning Bylaw Amendments:

Recreational Marijuana Establishments

Town Meeting April 29, 2019

Town Election May 7, 2019

RECREATIONAL MARIJUANA

WHAT MA LAW ALLOWS

- Allows possession, use, distribution, and cultivation of marijuana in limited amounts by persons age 21 and older.
- Provides for the regulation of commerce in marijuana, marijuana accessories and marijuana products, and for the taxation and proceeds from sales of these items.
- *The Proposed Town of Carlisle Zoning Bylaw amendments would not apply to personal consumption*
It only pertains to the establishment and zoning of Facilities related to Recreational Marijuana
- There is no changes being proposed to the the establishment of zoning *of medical related facilities*.

Marijuana Establishments

The State Defines Eight distinct Marijuana Establishment(ME) types:

- Retailers
- Marijuana cultivators
- Craft co-operatives
- Product manufacturers
- Transporters
- Research facilities
- Laboratories
- Microbusinesses

RECREATIONAL MARIJUANA IN CARLISLE

WHAT HAPPENS NEXT

- Temporary Moratorium on Marijuana Establishments (MEs) in Carlisle
 - Expired on 12/31/18
 - Cannot be renewed
- IF no local restrictions are adopted in the Zoning Bylaws AND at Town Election:
State law will allow one each of the 8 types of Establishments, subject to:
 - State licensing
 - Host Community Agreement negotiated by BOS

What has steps has the planning board taken?

Three options were presented:

1. Sought 2 Temporary Moratoriums while state regulations were being developed.
 - *Note: MA AG has not ratified second moratorium leaving the Town of Carlisle without current regulations.*
2. *Conducted 2 public meetings to gather information, the second including a specialist from Town Counsel on the Matter.*
3. *Conducted town wide survey to gather information.*
4. *Worked with Town Counsel to draft bylaws for 2019 Town Meeting.*

Survey for Resident Input: Recreational Marijuana Facilities in Carlisle (December 2018)

Three options were presented:

1. Establish a permanent town-wide ban on all recreational marijuana facilities
2. Establish a zoning bylaw to regulate and adopt the State statutes for one of each of the State's eight defined facility types
3. Establish a zoning bylaw to limit and regulate recreational marijuana facilities to less than the eight types stipulated by State statute

Survey Results:

Recreational Marijuana Facilities in Carlisle

Results clearly indicated two preferred routes:

1. We had 321 Responses.
2. 258 (81%) respondents were in favor of limiting Recreational Marijuana Facilities in Some form.
3. 186 (58%) respondents were in favor of a complete ban of Recreational Marijuana Facilities.

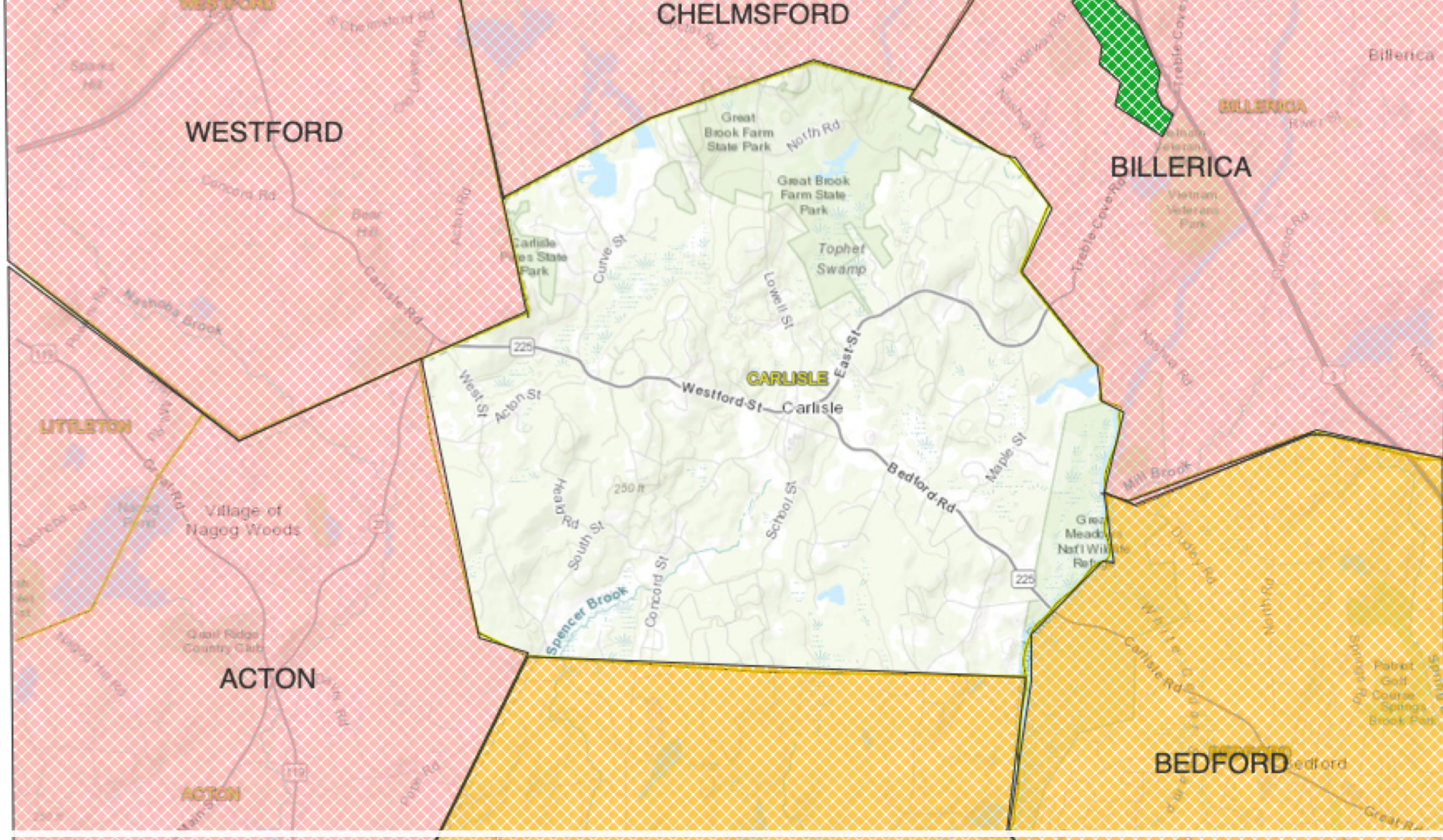
While the first preference was for a complete ban, of those who preferred a limitation, results indicated a strong preference for allowing only two types of facilities: one cultivator and one craft co-operative.

Proposed Zoning Bylaw Amendments

- Two amendments proposed for Recreational Marijuana facilities:
 - Town-wide ban on all facilities
 - Limitation to one cultivator and one craft co-operative only, with location possible only in business districts outside of Town Center.
- Will not apply to personal use of marijuana
- Will not apply to medical marijuana facilities, however some revisions to Zoning Bylaw Section 5.10 may be required to address any Zoning Bylaw amendments that are adopted concerning recreational marijuana facilities.

What are Other Towns Doing?

- Concord – Partial Ban (Retail Establishments)
- Bedford – Partial Ban (Retail Establishments)
- Acton – Full Ban
- Westford – Full Ban
- Chelmsford – Full Ban
- Billerica – Small Zoning District along Route 3



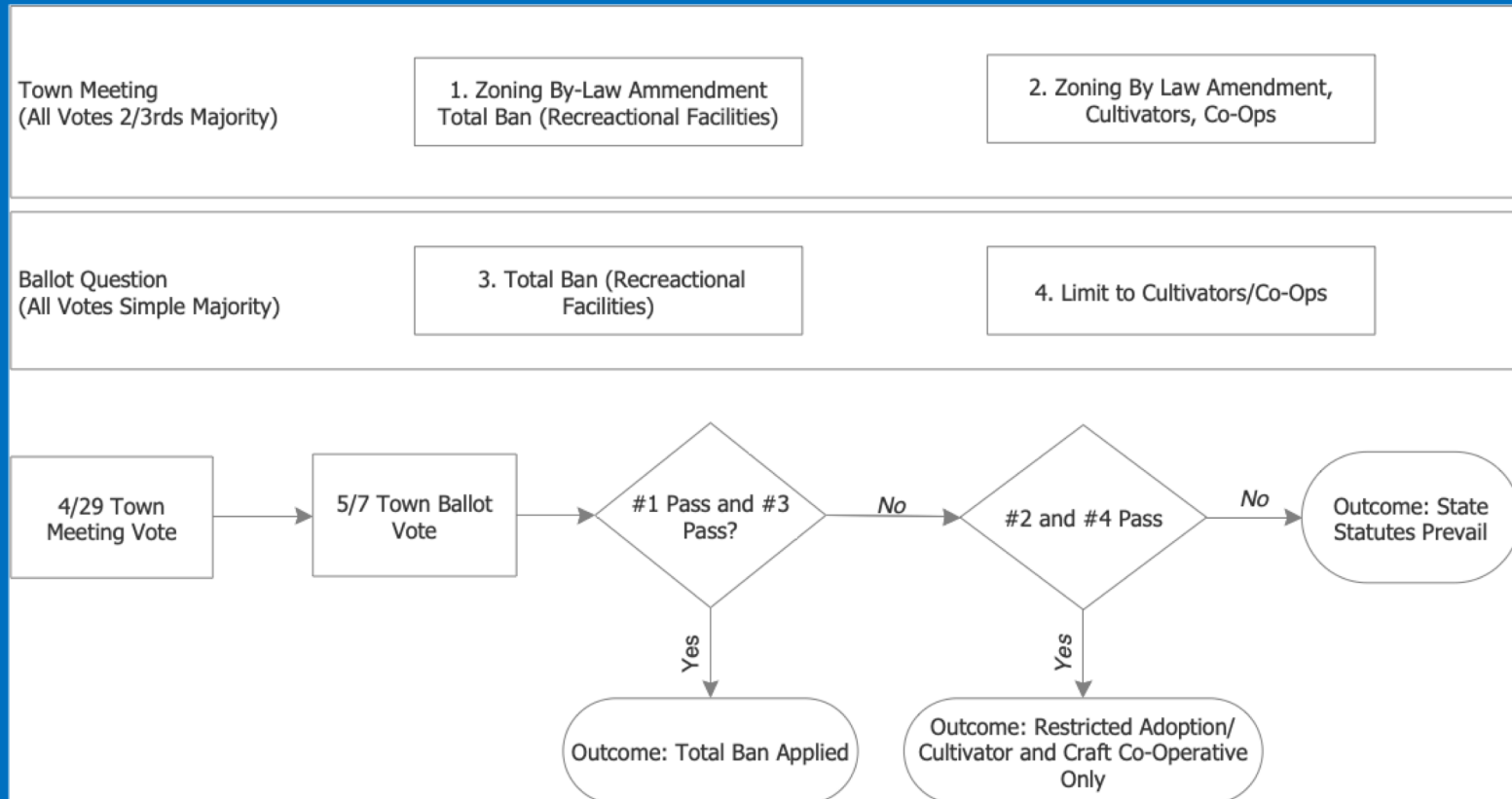
Neighboring Towns - Marijuana Zoning

What is being asked of the town.

- Four Total Votes:
 - 2 Votes in Town Meeting (Requires 2/3rds Majority) (4/29)
 1. Adopt By-Law to completely Ban Recreational Facilities in the Town Of Carlisle.
 2. Adopt By-Law to limit the establishment and placement of Recreational Facilities in the Town of Carlisle.
 - 2 Votes on the Town Ballet (Simple Majority) (5/7)
 1. Vote that the town wishes to have a full ban on recreational Marijuana Facilities.
 2. Vote that the town wishes to have a partial ban on recreational Marijuana Facilities.

TOWN MEETING AND TOWN ELECTION

How It Works



How it will work...

- If Votes for Full Ban pass at both Town Meeting and on the ballot:
 - A zoning bylaw specifying a complete ban of recreational facilities will be submitted to the Massachusetts AG.
- If Either vote for a Full Ban fails, and votes for the partial ban both pass:
 - A zoning bylaw specifying a partial ban of recreational facilities will be submitted to the Massachusetts AG.
- If Either of the Full votes fail, and either of the Partial votes fail, or they all fail:
 - The local laws will revert to the State Statutes with licensing and host agreement negotiation being the only tools to set terms.

One Important Note

- If you support a full ban, please also support a partial ban!

INTEGRATED PEST MANAGEMENT PLAN (INDOOR & OUTDOOR)

1.) General School Information

Carlisle Public School
83 School Street
Carlisle, Massachusetts 01741
Telephone: 978-369-6550
Fax: 978-371-2400
E-mail: flanned1@massed.net

Plan Prepared by: David R. Flannery
Supervisor of Buildings & Grounds

Submittal Date: January 1, 2002

2.) School IPM Coordinator

David R. Flannery
Supervisor of Buildings & Grounds
Telephone: 978-369-6550, Extension 2002
E-mail: flanned1@massed.net

3.) School IPM Team

David Flannery, Supervisor of Buildings & Grounds

Daniel Flannery, Custodial Supervisor

Joyce Lagadinos, Food Service Manager

Mr. Andy Goyer, Principal

4.) **PEST MANAGEMENT POLICY**
INTEGRATED PEST MANAGEMENT (IPM)

In accordance with Massachusetts General Law, Chapter 85 of the Acts of 2000, " An Act Protecting Children and Families from Harmful Pesticides ".

The Carlisle Public Schools is committed to providing a safe and properly maintained environment for all staff, students and visitors. To achieve this end, the school will implement integrated pest management procedures for its buildings and grounds.

The integrated pest management procedures shall include implementation of appropriate prevention and control strategies, notification of certain pesticide and herbicide used, record keeping, education and evaluation.

Integrated pest management procedures will determine when to control pests and what method of control to choose. Strategies for managing pest populations will be influenced by the pest species, location and whether and at what population level its presence poses a threat to people, property or the environment. The full range of alternatives, including no action, will always be considered.

I. OVERVIEW AND GOALS

- A. The Carlisle Public Schools shall develop and implement An integrated pest management program.
- B. An integrated pest management program is a pest control approach that emphasizes using a balanced combination of tactics (cultural, mechanical, biological, chemical) to reduce pests to a tolerable level while using pesticides and herbicides as a last resort to minimize health, environmental and economic risks.
- C. Pesticides and herbicides will be used only as a last resort, based on a review of all other available options.
- D. The integrated pest management program shall strive to :
 - 1. Reduce any potential human health hazard.
 - 2. Reduce loss or damage to school structures or property.
 - 3. Minimize the risk of pests from spreading in the community.
 - 4. Enhance the quality of facility use for school and community.
 - 5. Minimize health, environmental and economic risks.

II. RESTRICTIONS ON USE OF PESTICIDES AND HERBICIDES

- A. When pesticides or herbicides are used, they must be

classified as an EPA Category III or IV. Application of any pesticide or herbicide may be performed only by certified applicators.

- B. Application of pesticides and herbicides may only be accomplished during a school break or when the building will be clear of students for at least 48 hours.

III. NOTIFICATION OF PESTICIDE AND HERBICIDE USE

- A. When pesticides or herbicides are used outdoors, notice of their use will be provided to parents, staff and students and will also be posted in a common area.
- B. When pesticides and herbicides are used in a building, the site will provide a 48-hour pre-notification in the form of posting the product name, purpose, application date, time and method and the Material Safety Sheet on all entrance doors. A contact person will also be listed.
- C. In the event of an EPA registered pesticide or herbicide application in or around a building site during the school year or summer session, a notice (including the product name, purpose, contact person, and application date, time and method), will be sent home in writing with students in the affected building at least 5 days prior to application.

IV. RECORD-KEEPING

- A. The School will keep a record of pesticides and herbicides used, amounts and locations of treatments and will keep any Material Safety Data Sheets, product labels and manufacturer information on ingredients related to the application of the pesticides or herbicides.
- B. All records of pesticides and herbicides used and correspondence will be available for public review upon notice and during normal school hours.

V. STAFF RESPONSIBILITIES AND EDUCATION

- A. Designated staff (School Nutrition, Buildings and Grounds, etc.) will participate in sanitation and pest exclusion procedure appropriate to their roles. For example: keeping doors closed, repairing cracks, removing food waste within 12 hours, keeping lids on garbage receptacles and keeping vegetation properly cut.
- B. Ongoing education of all appropriate District Staff will be a priority to ensure a safe and clean environment.

Adopted by the Carlisle School Committee, 12/18/01
Source: Massachusetts Association of School Committee
Legal Reference: Chapter 85 of the Acts of 2000, " An Act to Protect
Children and families from Harmful Pesticides. "

Pests will be managed to:

- * Reduce any potential human health hazard or to protect against a threat to public safety.
- * Prevent loss of or damage to school structures or property.
- * Prevent pests from spreading into the community, or to plant and animal populations beyond the site.
- * Enhance the quality of life for students, staff and others

IPM Procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural, or biological means. IPM practitioners depend on current, comprehensive information on the pest and its environment and the best available pest control methods. Applying IPM principles prevents unacceptable levels of pest activity and damage by the most economical means and with the least possible hazard to people, property, and the environment.

The choice of using a pesticide will be based on a review of all other available options and a determination that these options are not acceptable or are feasible. Cost or staffing considerations alone will not be adequate justification for use of chemical control agents, and selected non-chemical pest management methods will be implemented whenever possible to provide the desired control. It is the policy of the Carlisle Public Schools to utilize IPM principles to manage pest populations adequately. The full range of alternatives, including no action, will be considered.

When it is determined that a pesticide must be used in order to meet important management goals, the least hazardous* material will be chosen. The application of pesticides is subject to the Federal Insecticide, Fungicide and Rodenticide Act (7 United States Code 136 et seq.), Carlisle Public School policies and procedures, Environmental Protection Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulation.

5.) Pests (Description of School Pest Problem)

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with use of the school site for human purposes. Strategies for managing pest populations will be influenced by the pest species and whether that species poses a threat to people, property, or the environment. Historically pests observed at the Carlisle Public School campus include ants, crickets, mice, bees, flies and mosquitoes. The presence of these pests occurs seasonally such as bees outside in the spring and fall. Mice have been seen on the first floor of the Wilkins and Grant buildings as well as in Corey Building. A monitoring program will be established in January 2002.

6.) Pest Management (School IPM Information Flow and Training)

David Flannery (IPM Coordinator) will meet with the custodial supervisor food service manager and principal in January 2002 to establish a pest activity log binder. The log binder will be kept in the office of the Supervisor of Buildings & Grounds and pest activity sheets distributed to teachers and staff. The sheet will indicate identification of the pest (if known), number seen, date, time, and location. The principal will be responsible for notifying the IPM Coordinator of logged complaints from staff. The Custodial Supervisor will respond to the log complaints. If any sanitation or structural or operational changes are noted, it will be written in the log along with remedial recommendations. Specific service reports will also be placed in the log binder that documents particular actions taken by the custodial supervisor or the pest control contractor.

Staff, students, pest managers, and the public will be educated about potential school pest problems and the IPM policies and procedures to be used to achieve the desired pest management objectives. This will be accomplished in meetings with faculty and staff as well as via mailings and postings at least annually.

Staff, teachers and students will be instructed on how to log pest complaints and be given a brief overview on pest identification and the conditions that promote pests. Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teacher's lounge. This information will focus on pest reduction strategies connecting people behavior such as over watering plants, feeding birds, and eating at desks to pest problems.

More specific training will be held annually and separately for Maintenance and Housekeeping, Waste Disposal Contractor and Kitchen Staff.

The Carlisle Public Schools take the responsibility to notify the school staff and students of upcoming pesticide treatments. Notices will be posted in designated areas at school and sent home to parents who wish to be informed in advance of pesticide applications.

7.) School Chemical Pesticide(s) Applied

Chemical pesticide will only be used after the pest has been identified and its presence verified. Chemical pesticide use will only be used when other control methods are not effective or not practical in resolving a pest problem.

Pesticide applicators must be educated and trained in the principles and practices of IPM, use only pesticides approved by the Carlisle Public Schools, and follow regulations and label precautions. Applicators must be licensed by the Commonwealth of Massachusetts and comply with the Carlisle Public Schools IPM policy and Pest Management Plan. A local licensed pesticide contractor will be selected in February 2002. A list of approved pesticides will be developed at that time.

If necessary the purchase of pesticides will be limited to the amount authorized for use during the year. Pesticides will be stored and disposed of in accordance with the EPA-registered label directions and state regulations. Pesticide must be stored in an appropriate, secure site not accessible to students and unauthorized personnel. IPM Strategies for indoor and outdoor sites developed by the EPA, Office of Pesticide Programs (Step 6 , Applying IPM Strategies) will be utilized.

* Precautionary statements are required on all pesticide labels. Signal words indicate the level of acute toxicity, the hazard to humans posed by the pesticide product. Every label bears the child hazard warning: Keep Out of Reach of Children.

8.) School Non-Chemical Actions

Whenever practical the Carlisle Public School will use non-chemical means to limit or control pests and to minimize the use of pesticides. Therefore, we have directed the Supervisor of Buildings & Grounds to perform a through inspection and provide the IPM Team with a report identifying conditions that are contributing to our ant, bee, fly and mouse problems. Also, sanitary/housekeeping deficiencies will be reported as well. Once this is done, a priority list will be generated to optimize a plan of corrective actions such as sealing openings with caulk and copper mesh, repairing leaks and screens, light management, trapping, sanitation/housekeeping, reducing clutter, organizing stored goods off the floor and away from walls. Along with these actions, mechanical traps will be used to reduce pests. IPM Strategies for indoor and outdoor sites developed by the EPA, Office of Pesticide Programs (Step 6 , Applying IPM Strategies) will be utilized.

9.) School IPM Program Evaluation

This plan will be evaluated in March 2002 and updated prior to July 2002 as necessary. In general our school IPM plan will be evaluated every four months and at least once each year. The IPM Team will meet with the pest control contractor to evaluate the success or failure of the IPM program. The plan will be updated on at least once each year.

10.) School IPM Plan Location & Record Keeping

Records of pesticide use will be maintained on site to meet the requirements of the state regulatory agency and School Board. Records must be current and accurate if IPM is to work. Pest surveillance data sheets that record the number of pests and other indicators of pest populations are to be maintained to verify the need for treatments. Diagrams and plans of the indoor and outdoor areas will be added to the plan. In addition the records will include service reports, log book, pesticide uses, postings, notifications, emergency waivers and maps. A copy of our indoor and outdoor IPM plans, annual and quarterly evaluations, pest contractor recommendations, and pesticide use records will be kept on file in the office of the Supervisor of Buildings & Grounds.

For more information

For more information on IPM go to the UMASS school IPM web site
<http://www.umass.edu/umext/schoolipm/> or the Department of Food and Agriculture
website *<http://www.massdfa.org/cpa/cpa.htm>* .

Integrated Pest Management

An integrated Pest Management (IPM) approach to controlling insects, rodents and weeds is used at the Carlisle Public Schools. Our IPM approach focuses on making the school buildings and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office, and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to use to address the problem. The techniques can include sanitation, modifying storage practices, sealing entry points, physically removing the pest, etc.

We only use chemicals (pesticides) when necessary to eliminate the pest problem. The school will try to use the least toxic products when possible. Applications will be made only when unauthorized persons do not have access to the area(s) being treated. These areas will be secured against access as necessary for the period specified and taking into account all precautions found on the pesticide label.

We will provide **notice of specific use** to any school staff, student or parent who requests this notification. You can request this notification by contacting the Supervisor of Buildings & Grounds at 978-369-6550, extension 2002 and providing your name, address and day telephone number. You can make this request at any time during the school year. We will try to provide anyone on our Pesticide Notification list with notice of any use of chemicals used to control insects, rodents, or weeds made between the time they have joined the list and the end of the school year. We will provide notice either in writing or by phone at least 24 hours prior to the application, if possible. Notice of pesticide applications made to control emergency pest problems will be provided as soon as possible after the application. The notice will include the following information:

- Who will make the pesticide application
- Name of the pesticide to be used
- EPA Registration number
- Purpose for making the pesticide application
- Area to be treated
- Date and approximate time of the scheduled application

Information from Tim Goddard, Carlisle Town Administrator

Attached are the draft Town Meeting warrant articles related to the solar project at the Transfer Station and CPS.

Regarding Art. 27, the article to amend the zoning overlay district, the Selectmen wish to define the new district as the school buildings and parking lot only. Currently Parcel 28 encompasses the parking lot, the wooded area and Spalding field. The Selectmen wish to exclude the wooded area and Spalding field at this time and consider expanding the district if and when a new project emerges down the line.

The paving article (Art. 29) is drafted for the Selectmen to let the contract for the work but I don't think there would be any objection of the SC wanted to bid and manage the paving project through your Facilities Manager.

Also, the Selectmen have discussed possibly creating a dedicated fund for the lease payments and PILOT that would be earmarked for future solar or energy efficiency projects. Unless that is done, all revenue just goes into the Town's General Fund. Since there would be two separate leases, CPS could establish a similar fund for any legal purpose, e.g., future capital projects, not necessarily the same purpose. Again, if neither the Town nor the School do so then all revenue goes into the General fund.

ARTICLE 27 – Amend the Carlisle Zoning Bylaws – Section 5.8, Revisions to Solar

District: To see if the Town will vote to amend the General Bylaws as follows:

1. By amending Section 5.8.7 to read as follows:

5.8.7 Large Scale Ground-Mounted Solar Photovoltaic Facility. The Solar Photovoltaic Facility Overlay District shall consist of an area of (1) approximately 7 acres comprised of Assessor's Map 21 Parcels 10 & 11 and a 200 ft x 200 ft portion of Map 20 Parcel 1 along its boundaries with Map 21 Parcels 10 & 9, and (2) Assessor's Map 14 Parcels 28, 29, 30 and 31 which shall be shown on a map entitled "Property Maps, Carlisle, Massachusetts." The location of the renewable energy generation facilities in the form of a Large-Scale Ground-Mounted Solar Photovoltaic Facility shall be permitted as of right in this district.

2. By amending Section 5.8.10 to read as follows:

5.8.10 Dimensional and Other Requirements. The height of all structures comprising a Ground-Mounted Solar Photovoltaic Facility shall not exceed 12 feet above the pre-existing natural grade; provided, however, that the height of a canopy-style Large-Scale Ground-Mounted Solar Photovoltaic Facility located within the Solar Photovoltaic Facility Overlay District shall not exceed 25 feet.

3. By amending Section 5.8.10.1 to read as follows:

5.8.10.1 For an Accessory or Intermediate Ground-Mounted Solar Photovoltaic Facility, all setbacks from lots lines shall be at least 40 feet, unless the abutting lot is owned by the same entity. The Planning Board may require, as a condition of a site plan approval, larger setbacks where appropriate for screening provided, however, that such larger setbacks shall not have the effect of rendering an Accessory Ground-Mounted Solar Photovoltaic Facility infeasible.

4. By amending Section 5.8.10.2 to read as follows:

5.8.10.2 For a Large-Scale Ground-Mounted Solar Photovoltaic Facility, all setbacks from lots lines shall be at least 40 feet, unless the abutting lot is owned by the same entity. As part of Site Plan Review, the Planning Board may require larger setbacks if appropriate for screening, provided, however, that such larger setbacks shall not have the effect of rendering a Large-Scale Ground-Mounted Solar Photovoltaic Facility infeasible.

or to take any action related thereto. (Sponsoring Board)

ARTICLE 28 – Authorize solar facility lease(s), PILOT Agreements, easements for

Transfer Station and CPS parking lot: To see if the Town will authorize the Board of Selectmen and the School Committee to take the following actions, with respect to parking lot solar canopy facility projects on parcels of land under their control:

1. To authorize the Board of Selectmen to lease approximately _____ square feet, plus or minus, of a portion of Town land located at _____, for a maximum of twenty (20) years, upon such terms and conditions as are acceptable to the Board of Selectmen, to a solar energy provider for the purposes of constructing, maintaining, and operating a parking lot solar canopy facility on the property, and further to enter into a Solar Power Purchase Agreement and to authorize the Board of Selectmen and Board of Assessors to negotiate and execute a structured tax agreement pursuant to Chapter 59, Section 38H of the General Laws with the owner of the parking lot solar canopy facility.
2. To authorize the Board of Selectmen to grant an easement to Eversource to install, maintain, operate, repair, reinstall, or replace utility pole lines and a substation for three phase power for a parking lot solar canopy facility installation at _____.
3. To authorize the School Committee to lease approximately _____ square feet, plus or minus, of a portion of Town land located at _____, for a maximum of twenty (20) years, upon such terms and conditions as are acceptable to the Board of Selectmen, to a solar energy provider for the purposes of constructing, maintaining, and operating a parking lot solar canopy facility on the property, and further to enter into a Solar Power Purchase Agreement, and to authorize the Board of Selectmen and Board of Assessors to negotiate and execute a structured tax agreement pursuant to Chapter 59, Section 38H of the General Laws with the owner of the parking lot solar canopy facility.
4. To authorize the School Committee to grant an easement to Eversource to install, maintain, operate, repair, reinstall, or replace utility pole lines and a substation for three phase power for a parking lot solar canopy facility installation at _____

or to take any action related thereto. (BOARD OF SELECTMEN/SCHOOL COMMITTEE)

ARTICLE 29 – SCHOOL PARKING LOT RESURFACING PROJECT: To see if the Town will vote to raise and appropriate, transfer from available funds, and/or borrow the sum of \$250,000 to resurface the Carlisle Public School parking lot, and further, to authorize the Board of Selectmen to enter into a contract or contracts, for said purpose, or to take any other action related thereto. (BOARD OF SELECTMEN/SCHOOL COMMITTEE)



Carlisle Public Schools

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

Academic Excellence

Creativity

Respect

Responsibility

Policy Overview Memo

To: Carlisle School Committee

From: Superintendent Jim O'Shea

Regarding: Policy Information Overview

During the March 13th School Committee meeting we will be reviewing 5 district policies including Policy on a Drug and Alcohol Free Workplace; Policy on Drug, Alcohol, Tobacco and Nicotine Use By Students; Policy on Tobacco products; Domestic Violence leave; and the Equal Opportunity Employment Statement.

It was thought best to address the first three policies mentioned above in one session as they are related. We have included in this packet our current Drug and Alcohol Free Workplace policy followed by the MASC model policy and then our recommended language for the policy. Our existing policy seems to address student use as opposed to the workplace so it makes sense to separate these by omitting the second part of the policy. The MASC model language increases the requirements of the district which is not recommended.

The second policy in this group pertains to Drug and Alcohol use by Student. The current policy is included in this packet. The MASC model language is also included in this packet as a reference. The proposed change for this policy is also attached and it includes a change in title to reflect the inclusion of tobacco and nicotine, thereby covering vaping and vaping paraphernalia.

The third policy in this group is the policy on Tobacco Products, which we should reaffirm at this time. While the previous policy directly pertains to students, this policy applies to all individuals, prohibiting the use of tobacco products by anyone on school grounds.

The Domestic Violence Leave Policy is included here with no recommended changes. It should be noted that the MASSC model language is exactly the same, which is why we did not include it in this packet.

With regards to our Equal Opportunity Employment statement we have provided our recommended language which is a change from the existing policy. The change includes the addition of protected status. We have also included the MASC model language which shares similar protected groups.

Carlisle Public Schools
Policy on a Drug and Alcohol Free Workplace
Policy #07.06.1997
11/18/1997
Reaffirmed 10-20-2004, 11-07-2007, 12-01-2010, 3-5-14

In accordance with the Drug-Free Workplace Act of 1988, the Carlisle Public Schools issues the following statement:

It is the policy of the Carlisle Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any drug-related arrests or criminal drug convictions within five (5) days. The Carlisle Public Schools have an obligation to notify the appropriate federal agency within ten (10) days of receiving a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment.

Further, in accordance with state mandate, the following is the policy of the Carlisle Public Schools.

The Carlisle School Committee will not tolerate supplying, selling, possessing, using, or being under the influence of illicit or illegal substances anywhere on school property or at school sponsored activities for students. This includes alcoholic beverages, the illegal use of prescription drugs, and the possession of drug paraphernalia. Such behavior will require disciplinary action. It is not only personally detrimental, but is destructive to the safe, productive environment, which is critical in the operation of our schools.

School personnel have a responsibility to take action regarding substance abuse in the school community, including faculty, staff, students, and families. The school health curriculum is intended to deter student use of illegal drugs, including alcoholic beverages, and to help students who seek and need assistance with drug/alcohol related problems. Programs for education, prevention, identification, intervention, and referral are within the scope of services provided or endorsed. It is the Carlisle Schools policy to take action that deters such behavior and rehabilitates those who seek assistance.



File: GBEC - DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

LEGAL REFS.: The Drug-Free Workplace Act of 1988

CROSS REFS.: [IHAMB](#), Teaching about Alcohol, Tobacco and Drugs

[JICH](#), Drug and Alcohol Use by Students

Carlisle Public Schools
Policy on a Drug and Alcohol Free Workplace
Policy #07.06.1997
11/18/1997
Reaffirmed 10-20-2004, 11-07-2007, 12-01-2010, 3-5-14

In accordance with the Drug-Free Workplace Act of 1988, the Carlisle Public Schools issues the following statement:

It is the policy of the Carlisle Public Schools to maintain an alcohol-free and drug-free workplace. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances or alcohol is prohibited while on duty or on school property. Any violations of this policy will be grounds for disciplinary action up to and including immediate suspension and dismissal.

It is a condition of employment that each employee abide by this policy and notify the Superintendent of Schools of any drug-related arrests or criminal drug convictions within five (5) days. The Carlisle Public Schools have an obligation to notify the appropriate federal agency within ten (10) days of receiving a notice of conviction. Further, no later than thirty (30) days after notice of a conviction, the Superintendent of Schools will take disciplinary action up to and including a recommendation to the School Committee that the employee be dismissed from employment.

DRUG AND ALCOHOL USE BY STUDENTS

Policy Number 07.21.2016

Approved 9/14/16

The use, possession, or consumption of any drug, except as noted in the Medication Administration Policy in the Health Policy Manual, or alcoholic beverage on school property or at any school function is prohibited.

Additionally, any student, regardless of age, who is under the influence of drugs or alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

SOURCE: MASC

LEGAL REF.: M.G.L. 272:40A

DRUG, ALCOHOL, TOBACCO AND NICOTINE USE BY STUDENTS

Policy Number 07.21.2016

Approved 9/14/16

The use, possession, or consumption of any drug, except as noted in the Medication Administration Policy in the Health Policy Manual, alcoholic beverage, tobacco or nicotine products or smoking or vaping paraphernalia on school property or at any school function is prohibited and student violators will be subject to disciplinary action up to and including expulsion.

Additionally, any student, regardless of age, who is under the influence of drugs or alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

SOURCE: MASC

LEGAL REF.: M.G.L. 272:40A

File: JICH - ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property, at any school function, or at any school sponsored event.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

The school district shall utilize, in accordance with law, a verbal screening tool approved by the Department of Elementary and Secondary Education to screen students for substance abuse disorders. The tool shall be administered by trained staff on an annual basis at grades 7 and 9.

Parents/guardians shall be notified prior to the opening of school each year. Parents/guardians shall have the right to opt out of the screening by written notice prior to or during the screening.

All statements made by a student during a screening are confidential and shall not be disclosed except in the event of immediate medical emergency or in accordance with law. De-identified results shall be reported to the Department of Public Health within 90 days of the completion of the screening process.

This policy shall be posted on the district's website and notice shall be provided to all students and parents/guardians of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC February 2018

LEGAL REFS.: M.G.L. [71:2A](#); [71:96](#); [71:97](#); [272:40A](#)

CROSS REFS.: [ADC](#), Tobacco Products on School Premises Prohibited

[GBEC](#), Drug Free Workplace Policy

[GBED](#), Tobacco use on School Property by Staff Members Prohibited

[IHAMB](#), Teaching About Drugs, Alcohol, and Tobacco

**Carlisle Public Schools
Policy on Tobacco Products
Policy #07.08.1997
11/18/1997**

Reaffirmed 10-20-2004, 11-07-2007, 11-02-11, 12-10-14

Pursuant to Chapter 71, Section 37H, as delineated in the Education Reform Act of 1993, the following is the policy of the Carlisle Public Schools regarding use of tobacco products.

The use of any tobacco products by any student, teacher, school personnel, or any other individual is prohibited within the Carlisle Public School buildings, the school facilities, on school grounds, or on school buses.

File: ADC - TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016

LEGAL REF: M.G.L. 71:37H; 270:6

CROSS REFS.: GBED, Tobacco use on School Property by Staff Members Prohibited

JICH, Alcohol, Tobacco and Drug Use by Students Prohibited

Carlisle Public Schools
Domestic Violence Leave Policy
Policy #10.06.2014
April 8, 2015

It shall be the policy of the Carlisle school district to permit an employee to take up to 15 days of domestic violence leave from work in any 12 month period. In order to be eligible for said leave:

- (i) the employee , or a family member of the employee must be a victim of abusive behavior;
- (ii) the employee must be using the leave from work to seek or obtain medical attention, counseling , victim services or legal assistance; secure housing; obtain a protective order from court; appear before a grand jury; meet with a district attorney or other law enforcement official; or attend child custody proceedings or address other issues directly related to the abusive behavior against the employee or family member of the employee; and
- (iii) the employee must not be the perpetrator of the abusive behavior against such employee's family member.

An employee seeking such leave shall exhaust all vacation and personal leave prior to requesting or taking domestic violence leave. The employer shall have the sole discretion to determine whether any additional domestic violence leave shall be paid or unpaid.

Except in cases of imminent danger to the health or safety of an employee, advanced notice of domestic violence leave shall be required. If such imminent danger exists the employee shall notify the employer within 3 workdays that the leave was taken. The notification may be communicated to the employer by the employee, a family member of the employee or the employee's counselor, social worker, health care worker, member of the clergy, shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior. If an unscheduled absence occurs, an employer shall not take any negative action against the employee if the employee, within 30 days from the unauthorized absence or within 30 days from the employee's last unauthorized absence in the instance of consecutive days of unauthorized absences, provides any of the documentation found in (1) to (7) below. An employer may require documentation that the employee or employee's family member has been a victim of abusive behavior and that the leave is consistent with clauses (i) to (iii) as above referenced; provided, however, that an employer shall not require an employee to show evidence of an arrest, conviction or other law enforcement documentation for such abusive behavior. The documentation shall be provided to the employer within a reasonable period after the employer requests it.

An employee shall satisfy this documentation requirement by providing any one of the following documents to the employer:

- (1) a protective order, order of equitable relief or other documentation issued by a court of competent jurisdiction as a result of abusive behavior against the employee or employee's family member;
- (2) a document under the letterhead of the court, provider or public agency which the employee attended for the purposes of acquiring assistance as it relates to the employee or family member;
- (3) A police report or statement of a victim or witness provided to police documenting the abusive behavior;
- (4) documentation that the perpetrator of the abusive behavior has admitted to sufficient facts to support a finding of guilt ; or has been convicted of , or has been adjudicated a juvenile delinquent by reason of any offense constituting abusive behavior;
- (5) medical documentation of treatment as a result of the abusive behavior;
- (6) a sworn statement, signed under the penalties of perjury, provided by a counselor, social worker, health care worker, member of the clergy, , shelter worker, legal advocate or other professional who has assisted the employee in addressing the effects of the abusive behavior;
- (7) a sworn statement, signed under the penalties of perjury, from the employee attesting that the employee has been a victim of or is a family member of a victim of abusive behavior.

All information related to the employee's leave shall be kept confidential and shall not be disclosed, except to the extent that disclosure is:

- (i) requested or consented to, in writing, by the employee;
- (ii) ordered to be released by a court of competent jurisdiction;
- (iii) otherwise required by applicable federal or state law;
- (iv) required in the course of an investigation authorized by law enforcement, including, but not limited to, an investigation by the Attorney General; or
- (v) necessary to protect the safety of the employee or others employed at the workplace.

The Superintendent shall ensure that notice is provided to all employees in the next school year and beyond by appropriately amending the district's employee handbooks, by whatever title they may be

known, or by direct notice about the Domestic Violence Law and securing the employees signature acknowledging receipt of the handbook/notice. The Superintendent shall be responsible for notifying all current employees, unless they have been notified through the handbook, of this policy in a manner that he/she deems appropriate.

No employer shall coerce, interfere with, restrain or deny the exercise of, or any attempt to exercise, any rights provided herein or to make leave requested or taken contingent upon whether or not the victim maintains contact with the alleged abuser. No employer shall discharge or in any other manner discriminate against an employee for exercising the employee's rights under law. The taking of domestic violence leave shall not result in the loss of any employment benefit accrued prior to the date of such leave. Upon the employee's return from such leave, he/she shall be entitled to restoration to the employee's original job or to an equivalent position. Definitions of 'abuse', "abusive behavior", "domestic violence", "employees" and "family members" may be found in the laws referenced below.

Legal Reference: M.G.L. 149:52E; Section 10 Chapter 260 of the Acts of 2014

Source: MASC

File: GBA - EQUAL EMPLOYMENT OPPORTUNITY

The School Committee subscribes to the fullest extent to the principle of the dignity of all people and of their labors and will take action to ensure that any individual within the District who is responsible for hiring and/or personnel supervision understands that applicants are employed, assigned, and promoted without regard to their race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy or pregnancy related condition. Every available opportunity will be taken in order to assure that each applicant for a position is selected on the basis of qualifications, merit and ability.

SOURCE: MASC March 2018

LEGAL REF.: M.G.L. 151B:4;

BESE Regulations 603 CMR 26:00

CROSS REF.: AC, Nondiscrimination

NOTE: Although it is not usually necessary to have a policy that simply restates existing law, in this case it is important to reaffirm the School Committee's commitment to equal opportunity and to remind the hiring authorities in the District that many considerations other than District educational goals are factors to be considered.

This is also the category in which to include an affirmative action policy and plans. Details of the affirmative action plan could follow the Committee's policy as a School Committee-approved procedure. The cross references are to related statements in this manual.

Carlisle Public Schools
Equal Opportunity Employment Statement
Policy # 10.01.1999
9-21-99
Reaffirmed 10-20-2004, 10/17/2007, Revised 1/5/2011, 12/5/2012
Reaffirmed 11/4/15

The Carlisle Public Schools is an Affirmative Action/Equal Opportunity Employer. The Carlisle Public Schools does not discriminate on the basis of race, color, religion, sex, age, gender identity, sexual orientation, national origin, genetic information, ancestry, disability, military or veteran's status, pregnancy or pregnancy related condition in any phase of the employment process from the initial application for employment, up to and including the retention, promotion, termination/discharge of employees from the Carlisle Public Schools.

The Carlisle Public Schools through the appropriate administrator pursuant to their responsibilities under the Education Reform Act and various state statutes, shall examine all its employment procedures and policies to ensure that they do not, purposely or inadvertently, discriminate against any person on the grounds of race, color, religion, sex, age, gender identity, sexual orientation, national origin, genetic information, ancestry, disability, military or veteran's status, pregnancy or pregnancy related condition in any phase of the employment process from the initial application for employment, up to and including the retention, promotion, termination/discharge of employees from the Carlisle Public Schools.

This responsibility to examine all procedures and policies to ensure that they do not have the effect of discriminating shall be the responsibility of the Superintendent and members of the administrative team.

Legal Reference: M.G.L 151B:4; BESE Regulations 603 CMR 26:00