

CARLISLE PUBLIC SCHOOL



Non-Contractual Employee Handbook

2023-2024

Human Resources Office
83 School Street
Carlisle, MA 01741
www.carlisle.k12.ma.us

Rev. 1.29.24

NOTICE TO CARLISLE PUBLIC SCHOOL EMPLOYEES

The goal of this employee handbook is to familiarize you with the school district serving Carlisle and some of the benefits available to you relative to personnel procedures and practices. We hope that you will find the information in this handbook helpful. The contents of this handbook are presented as a matter of information only and as guidance to practices and policies.

The handbook contains current information as of the date of issuance and the information may change from time to time after the handbook is issued. Please be advised that this handbook supersedes all previous handbooks for employees.

The Carlisle School Committee has policies in place which should be reviewed by each employee. To find the school district policies, please see the School Committee tab on the district website.

Please read through the School Committee policies carefully as they contain information and guidelines that are important to your success here.

If you have questions regarding School Committee policies or the information contained in this handbook, please contact Human Resources.

Legal Disclaimer:

This handbook is not to be construed as a promise or contract of any kind between the Carlisle Public School and any employee. The Carlisle Public School retains the right to revise, change, add to, suspend, or cancel, in whole or in part, any of the policies contained in this handbook, at any time, without notice or to vary from the term of this handbook in particular circumstances as they may deem appropriate.

The Carlisle Public School reserves the right to terminate any employee whenever such action becomes necessary by reason of shortage of funds, lack of work, the abolition of a position, a material change in duties or organization, or for any other appropriate reasons. These policies are a guide only, and it is not the intent of the school to grant any employee any contractual commitment, expressed or implied, by its adoption. It is your responsibility to become familiar with and to know all the School Committee policies and the information contained in this handbook. The employment relationship between the employee and the Carlisle Public School is at will and may be terminated by either party at any time. This handbook is not a contract.

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Notice to Carlisle Public School employees; this policy covers all office, custodial, aides, and kitchen personnel hired on a non-contractual basis. A Non-Contractual Employee is an employee who is not in a collective bargaining agreement or contract with the Town of Carlisle. This policy takes precedence over any and all former statements regarding non-instructional and non-contractual service personnel.

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General Information

Section I

VISION & MISSION:

Carlisle Public Schools cultivate balanced learners who can stand confidently with one foot in the field and the other in the future.

We create a nurturing and individualized experience for our students and highly value personal relationships. We prioritize social-emotional and physical health. We include a project-based approach to help students develop their knowledge, skills, and interests. We provide multiple ways for students to demonstrate understanding and mastery, deemphasizing state standardized assessments. Students engage in the classroom and in the community, with educators, local experts, and Carlisle's natural resources to understand how their studies can be applied to civic life to help solve local and global problems. We break down barriers between traditional subjects and create opportunities for students to develop their understanding of the world and extend their perspective and thinking beyond our town borders.

A CPS GRADUATE IS:

- A resilient and adaptable **lifelong learner** who is empowered to pursue their interests.
- A self-aware and **reflective individual** who takes responsibility for their actions, outcomes and learning.
- A caring, kind and engaged **global citizen** who works to forward identified goals.*
- An **advocate for social justice** who acts with skill and courage against prejudice and towards equity.
- A creative and competent **problem solver**, appreciative of diverse thinking.
- An **independent thinker**, willing to question the status quo and weigh the evidence.
- An **effective communicator & collaborator** who can work with diverse teams, listen and articulate thoughts and ideas persuasively.

*Current goals are aligned with UN Sustainable Development goals.

D. Carlisle Public School Buildings

State Law prohibits smoking on school property at any time. (In buildings or on the grounds) Smoking, vaping and the use of tobacco products or e-cigarettes shall be prohibited.

Spalding Building; Houses the PreK-2 classrooms, Literacy and Math Specialists, as well as School Administration.

Robbins Building; Houses grades 3 & 4, the school library, the technology center, RISE, guidance/psych, Choral Music, Speech and the School Business Office.

Grant Building; Houses elementary art, world language, grades 5-6, the Student Support Services Office, the Engineering Room, and the grade 3-5 special education learning center.

Wilkins Building; Houses grades 6-8, Middle School Art, and the grade 6-8 special education learning center

Corey Building; Houses PE, Music, Central Supply, Food Service, and the Auditorium

E. DIRECTORY

School District Main Phone Number: 978-369-6550

Administration

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F. SCHOOL CALENDAR

Please visit the school website (<http://www.carlisle.k12.ma.us>) to view the school calendar.

G. SCHOOL CLOSURE OR CANCELLATION

If school is canceled or delayed, a telephone message and email will be sent to families using the School Messenger automated notification system. The following radio and TV stations and websites will also have the information:

- **WBZ 1030 AM/Channel 4 -- <http://www.wbztv.com>**
- **WHDH Channel 7 -- <http://www.whdh.com>**
- **WCVB Channel 5 -- <https://www.wcvb.com>**
- **WFXT Fox 25 -- <http://www.fox25.com>**

Human Resources & Payroll

Section II

A. Human Resources / Payroll Office

1. Location and Hours of Operation. The Human Resource Office of the Carlisle Public School is located at:

Business Office
Robbins Building
83 School Street
Carlisle, MA 01741
Phone: 978.369.6239
Fax: 978.369.0764

Regular business hours during the school year are 7a.m. to 4p.m. Regular business hours from the end of the school year until the opening day of school are 7:30 a.m. to 3:00 p.m.

2. Office Responsibilities. The Human Resources Office is the official site of all personnel records for school district employees, past and present. An employee should contact the Human Resources Office with any questions or concerns regarding the following topics: sick leave accumulation and use; accuracy of compensation; clarification of benefits available and entitlement to such benefits; the contents and inspection of personnel records; questions regarding leave, either paid or unpaid; absences for medical or other reasons; and any other matter pertaining to employment issues with the Carlisle Public School.

B. Pay Dates

Employees of the Carlisle Public School are paid every other Friday. Persons employed for a shorter period will be paid as required.

C. Payroll Procedures

1. Paperwork Requirements upon Employment. Every new employee of the Carlisle Public School is required to do the following: (1) have fingerprints done prior to the first day of work. (2) complete an IRS W-4 (tax withholding) form; (3) enroll in a retirement system or plan; (4) complete a CORI check authorization form; (5) complete an I-9 form as required by the U.S. Immigration and Naturalization service; (6) if being employed in a position requiring a license from the Mass. Dept. of Education, provide a current copy of the license, as appropriate; and (7) complete such other paperwork as may be required by the Human Resources Office. All employment packets are found to the right on the Business Office page of the school website.

Only upon completion of required paperwork will an employee be able to continue employment and receive a paycheck.

2. Closing of Payroll. Timesheets and other documentation required to ensure payment must be submitted to Payroll not later than the Wednesday of the week prior to the pay date on which payment is anticipated.

3. Making Changes in Benefit Coverage. Changes in an employee's health, dental, life and other benefits are made through the Human Resource Office.

Time is of the essence in making such changes. For example, if an employee needs to add a dependent to her/his health insurance, marries and needs health insurance coverage for her/his new spouse, or loses her/his coverage on another person's insurance and needs to enroll in the Town's health insurance coverage, then this must be done immediately when the benefits change is needed.

D. Direct Deposit

Direct deposit is available for all employees, and we encourage all to sign up for it. If you would like to participate in direct deposit, contact payroll for further instruction or fill out the form in the Appendix and send it to payroll.

E. Employees' Access to Their Personnel Records

The personnel records of the Carlisle Public School are maintained in the Business Office, 83 School Street, Carlisle, MA 01741. Any school system employee may view her/his personnel file during regular business hours.

Job Classifications, Wage Rates, Performance & Work Week Information

Section III

A. Job Classifications

1. Probationary Employees: are employees who have had less than six months of continuous service. During the probationary period the employee can be released at any time without cause. The probationary period may be extended at the discretion of the Superintendent, or upon recommendation of the employee's supervisor.
2. Regular Employees: are employees who have had six months or more of continuous service. (Middlesex County Retirement pension)
3. Full-time/Full-year Employees: are employees who are scheduled to work at least 35 hours per week for 52 weeks, and will qualify for full benefits. (Middlesex County Retirement pension)

Full-time/School-year Employees: are employees who are scheduled to work at least 35 hours per week for the weeks school is in session (36 weeks), and will qualify for full school year benefits. (Middlesex County Retirement pension)

4. Part-time/Full-year Employees: are employees who are scheduled to work at least 20 hours per week for 52 weeks to qualify for all benefits, pro-rated or otherwise. (Middlesex County Retirement pension)

Part-time/School-year Employees: are employees who are scheduled to work at least 20 hours per week for the weeks school is in session (36 weeks), and will qualify for pro-rated school year benefits. (Middlesex County Retirement pension)

5. Part-time Employees: are employees who are hired as regular or temporary to work **less than** twenty (20) hours per week for any set number of weeks per year. These employees **DO NOT** qualify for or receive any benefits. (OBRA pension)
6. Temporary Employees: A temporary employee is someone whose specified tenure of service is stipulated at time of hire, such as employees who are working on a temporary job or as a substitute. (OBRA pension)

B. Wages Rates

1. Wage rates: Rates for all job classifications will be established as scale positions by the Carlisle School Committee. New hire placement on scales will be based upon completion of supervisory review.
2. Probationary period: The employees first six months on the job are considered a probationary period. If during or at the conclusion of this probationary period the supervisor decides that the employee is not performing satisfactorily the employee can be terminated without written notice.

3. Performance reviews and salary increases. Regular employees whose performance is satisfactory may advance to the next higher step on the salary schedule on July 1, providing that they have been on active status for at least 10 of the previous 12 months. Any advancement to a higher step on the salary schedule is dependent upon the results of an annual evaluation by the employee's supervisor. Any increase may be withheld by the Superintendent.

All employees will receive an annual review from their direct supervisor. A sample of a performance review form is included in the Appendix. The supervisor and employee may use Carlisle Public Schools' Policy for Non-Contractual Personnel or an alternate, mutually agreeable evaluation form.

C. Work Week & Overtime

1. The normal work week for school year full-time staff shall consist of five days of seven hours each, the weeks children are in school. Full year staff work eight hours per / five days per week.
2. A *non-paid* one half hour lunch period shall be scheduled for personnel who work a continuous work day. However, if the job requirement as determined by the employee's supervisor dictates that certain school items must be attended to during the scheduled lunch break, that person will receive compensation for the one-half hour lunch break. Full-time employees whose work day commences at 1:00 p.m. or after will be scheduled for a seven-hour period or more with a dinner break included. Those employees who are scheduled for less than an eight-hour day or for a work year which corresponds to the school year, shall be compensated on an hourly basis applied to the number of hours worked.
3. Overtime.
 - A. Employees are expected to work overtime when called upon to do so by his/her supervisor.
 - B. Time and half shall be paid for all time worked in excess of forty (40) hours in one week and for all time worked on recognized holidays. No overtime compensation will be paid to an employee unless the supervisor requested, or specifically authorized the employee to work overtime. Part-time employees shall be paid at the overtime rate for all hours worked in excess of forty (40) hours per week.

4. Snow Days

A. If, because of acts of God and/or nature with the resultant closing of school, a full/part-time full-year employee is not required to come to work, such employee will be compensated at his normal rate of pay for a maximum of **three** such days during any one fiscal year

B. School year employees are **not** compensated for snow days, as they will be made up at the end of the year.

C. Custodial personnel who are required to work on such days will be compensated at the overtime rate.

1. Custodial personnel are required to report to work on “snow days.” These are days when school has been canceled due to snow. The custodial supervisor will determine hours and assignments of custodians on “snow days.” When custodians work on a snow day, they are compensated at their hourly overtime rate for that day. (Example; if a custodian works 5 hrs. they are compensated for 7.5 hrs.)
2. Custodians who do not report for work are not compensated, and are considered to be on leave without pay.

5. Delayed Openings: Currently, DESE regulations allow “delayed opening” school days to count toward the school year. Therefore, all school year employees would be expected to work, and would be compensated for their full day.

Explanation of Benefits

Section IV

A. Holidays and Holiday Pay

1. All full year employees, full and part-time full week (5 days), of the Carlisle Public Schools shall receive the following paid holidays. **Any non-contractual employee who works less than a full five-day week shall have their allowable days pro-rated per time worked.**

Labor Day	Martin Luther King Day
Indigenous Peoples'/Columbus Day	Presidents' Day
Veteran's Day	Patriot's Day
Thanksgiving Day	Memorial Day
Day After Thanksgiving	Juneteenth
Christmas Day	Independence Day
New Year's Day	

Holidays outlined above are available for all non-contractual employees who regularly work twenty hours a week or more. All holidays shall be observed on the day established by Massachusetts law or in the case of Patriots' Day, by the School Committee. When a paid holiday falls on a Sunday, it shall be observed on the following Monday. When a paid holiday falls on a Saturday it shall be observed on the Friday before the holiday.

2. School year employees shall receive three (3) paid holidays of their choice from those listed above. School year employees must notify the supervisor and business office during the week that such a holiday occurs that they wish to be paid for that holiday. Employees will be paid the number of hours they normally would be scheduled to work.

B. Vacation Time

1. Vacation pay is granted to all full year non-contractual employees who regularly work twenty hours a week or more. An employee will be eligible to use vacation from the end of the probation period. Vacation time will be accrued from the date of employment by the Carlisle Public School.

Vacation Accrual Rates			
Length of Credited Service	Monthly Accrual	Yearly Accrual	Maximum Accrual
0-4 Years	6 2/3 Hours	2 Weeks	20 Days
Beginning 5 th – 14 th Year	10 Hours	3 Weeks	20 Days
Beginning 15 th Year	13.5 Hours	4 Weeks	20 Days

2. An employee who is in paid status for more than $\frac{1}{2}$ of the workdays within a month will accrue vacation hours for the entire month.
3. For the purpose of this section, a full-time employee is one who works 35 hours a week.
4. Each full-year full-time employee regularly scheduled to work less than 35 hours per week shall accrue vacation at a pro-rated monthly rate based upon the portion of the 35-hour work week he/she is regularly scheduled to work.
5. Part-time full-year employees will accrue vacation according to the schedule set forth above with the further modification that the amount of time accrued for such personnel will be multiplied by the percentage of time they are working in an average work week.
6. Vacations will be taken at times mutually agreeable to the employee and the supervisor/administrator.
7. Upon termination of employment, and if appropriate notice was given, an employee will receive payment for up to twenty (20) days' vacation accrued to the effective date of the termination.

C. Credited Service

Credited Services is the length of continuous employment an employee has had with either the Carlisle School System and/or the Town of Carlisle. Credited service will serve as the basis for calculating vacation accrual rates and determining the extent of participation for employee benefits which vary according to length of continuous employment.

D. Disciplinary Policy and Procedures

1. After the probationary period, discipline or discharge of an employee may not be imposed without cause, as determined by the Employer. Whenever a supervisor determines that an employee's work is unsatisfactory or that an employee has engaged in misconduct so as to warrant discipline, discipline may be imposed or the employee may be discharged.
2. The following are examples of unsatisfactory work and misconduct.
 - Incompetence or inefficiency in performing assigned duties.
 - Inability to perform one or more critical elements of the position.
 - Refusal to perform a reasonable amount of work, a violation of any reasonable official order or failure to carry out any reasonable directions made by a proper supervisor.
 - Habitual tardiness or absence from duty.

- Use or possession of illegal narcotics while on duty.
- Inappropriate, improper, dangerous, or illegal conduct with children or members of the staff.
- Leaving school property without authorization while on duty.
- Violation of state mandated policies of the school system. See online staff policies: Staff procedures for Reporting suspected Child Abuse and Neglect, AIDS, Equal Education Opportunity, Policy on Drug Free Workplace, Equal Opportunity Employment, Sexual Harassment Policy, Anti-Hazing Policy, and Tobacco Products.
- Fraud (for example: in securing a position or reporting inaccurate hours).
- Disclosure of confidential information.
- Abuse of sick leave or absence without leave.
- Conviction of felony.

3. Notice of Discipline or Discharge

Notice of discipline or discharge shall be in writing. An employee aggrieved by a supervisor's decision to impose discipline upon or to discharge that employee shall have the right to an appeal as provided by the grievance procedure set out in Section E.

E. Grievance Procedure

Any employee who is aggrieved by a decision of an immediate supervisor shall have the right to appeal. If the grievance remains unresolved after appeal to the next supervisory level, the aggrieved employee shall provide a written statement of the grievance and the relief desired to the Superintendent of schools for final determination by the Superintendent.

F. Personal Days

1. Personal leave up to a maximum of three (3) paid days per fiscal year, non-cumulative, may be granted to a permanent employee at the discretion of the superintendent.
2. Personal leave shall be only for personal reasons which cannot be attended to at a time other than when school is in session.
3. Any request for personal time must be entered in the Frontline Absence Management system. Please give at least three (3) days' notice.
4. All regular employees over twenty (20) hours per week may receive up to 3 personal days in a year approved by his/her supervisor and the Superintendent of Schools.
5. A less than full week employee shall receive personal days pro-rated according to time worked.

6. Employees who are hired after April 1 of that school year may be granted one (1) day.
7. Such leave may be granted only for a full work day or one-half of a work day as requested and as approved by the immediate supervisor.
8. It is understood that personal days are **not** to be used in lieu of, or in connection with, holiday or vacation time.

G. Paid Personal Time Off (PTO)

1. *Coverage.* Permanent part-time employees under the Job Classifications #5, are eligible (i.e. Employees working under twenty (20) hours per week on a regularly scheduled basis). Employees working on an “as needed” irregular basis are not eligible.
2. *Policy.* Part-time employees working under twenty (20) hours per week who have completed one year of employment shall be entitled to paid Personal Time Off (PTO) hours pro-rated as follows: the average number of weekly hours worked during the prior year, divided by five (5), and multiplied by seven (7). For example, an employee working an average of ten (10) hours per week during the prior year shall receive fourteen (14) hours of paid PTO in the following fiscal year. An employee averaging 15 hours per week shall receive twenty-one (21) hours of paid PTO in the next fiscal year.
3. *Use of Paid PTO.*
 1. Use of PTO hours must be approved by the employee’s department head prior to time taken.
 2. PTO hours are available as of July 1 and must be used within that fiscal year.
 3. There is no carryover of PTO hours from year to year.
 4. There is no cash in lieu of PTO hours.
 5. PTO hours may be taken in no less than ½ hour increments.

H. Employee Sick Leave/ FMLA

- a. Family and Medical Leave Act (F.M.L.A.)

Basic Information. All employees who have worked for the Carlisle Public School for the preceding 12 months and who worked at least 1250 hours for the school system in those preceding 12 months, are entitled to the rights provided under the federal Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, qualified employees are entitled to up to 12 weeks of paid or unpaid leave for certain specified medical situations, either personal or familial, and for certain child-care or adoption situations.

Requesting FMLA Leave. To request a medical leave of absence, send a written request with a doctor's note to your supervisor. The supervisor will forward the request with his or her recommendation to the superintendent for approval. An employee can request leave for one of the following reasons:

- a) The birth, adoption, or placement of a child (foster care) and to care for such child;
- b) The care of the employee's spouse, child, or parent who has a serious health condition;
- c) The employee's own serious health condition.

Further Information. Specific information about the FMLA and employees who are covered by its provisions, may be obtained from the Human Resource office.

b. Absence for Childbirth

An absence associated with pregnancy and childbirth is considered to be a medical absence. An absence associated with pregnancy or childbirth is covered by such paid medical leave provided the employee has sufficient sick leave to cover the absence. If a female employee does not satisfy these eligibility requirements, such female employee, if she has completed the initial probationary period, shall be eligible instead for an eight (8) week maternity leave for the purpose of giving birth or adopting a child, in accordance with Massachusetts law, the Massachusetts Maternity Leave Act. These entitlements run concurrently, not successively, and therefore are not cumulative. Employees on child-bearing leave may apply accumulated sick leave for those days on which they are unable to work as a result of pregnancy or recovery from birth.

c. Sick Leave

Under no circumstances are sick days to be construed as a vested right. The intent of the sick day policy is to provide salary continuation during an employee's reasonable period of absence due to bona fide illness or injury. It is also the intent of this policy to allow employees to take sick time to care for dependents who are ill or injured; in this context, the word dependents is defined by State and Federal tax code. In all cases, a doctor's certificate may be required.

Each regular **full year** employee who works a minimum of 20 hours per week shall accumulate sick leave with pay. Sick leave with pay will be accumulated at the rate of 1.25 day for each month of active employment, for a total of **fifteen (15) days per year**, not to exceed a total accumulation of **one hundred twenty (120) days**. Full year /Part-time will be pro-rated.

School year employees working at least 20 hours per week accumulate sick time with pay, at the rate of 1 day for each full month of active employment for a total of **ten (10) days per year**.

Certification of Illness: After a three (3) consecutive day absence or after a series of repeated absences during the years of employment, a department head may request a physician's statement, which certifies the employee's inability to perform normal work duties. Additionally, the department head may arrange for a School-retained physician to examine an employee and submit a medical evaluation.

I. Bereavement Leave

Employees shall be entitled to a maximum of three (3) scheduled working days off with pay to be taken within seven (7) consecutive days from the date of a death occurring in the employee's immediate family to attend a funeral and for other personal business caused by a death in the immediate family. Immediate family shall be defined as parent, spouse, child, brother, sister, parent-in-law, son/daughter-in-law, brother/sister-in-law, grandparent or relative residing in the employee's household.

J. Leave without Pay

Leave without pay is only for unusual and imperative circumstances and should only be requested on rare occasions and for compelling reasons. Written requests for leave without pay must be made to the appropriate supervisor and require the recommendation of that supervisor with approval from the superintendent.

K. Military Leave

Employees in the Federal or State military reserve forces shall be granted a military leave of absence, for a period not to exceed two (2) weeks for each calendar year. Such employees shall be paid in an amount equal to their normal pay (less the amount paid for military service to the Federal or State government).

L. Jury Duty

Employees called for jury duty shall be paid for the amount equal to the difference between the compensation paid for the normal working period and the amount paid by the court, excluding allowance for travel. The amount due the employee shall be verified by the Business Manager upon presentation of proper evidence for monies received for jury duty.

M. Worker's Compensation

An employee, who by reason of an industrial accident receives statutory compensation (worker's comp), may receive, in addition, the amount necessary to make up his/her regular weekly compensation to the extent of his/her accumulated sick and vacation time applied on a pro-rated basis. Please note that worker's compensation is paid at the rate of 60% of the employee's regular pay and begins after the employee is out five (5) days from the injury. After twenty (20) days the first five are paid also. Worker's compensation is **NOT** tax free.

Report any job-related injury to a supervisor, nurse, or administrator immediately.

N. Professional Days

Each regular permanent employee may be eligible to apply for two (2) professional days, for the purpose of professional development activities relevant to the employee's work and/or consistent with the professional goals of the employee as determined by the employee's supervisor(s), with the approval of the superintendent.

All professional day requests must be made in writing and approved by the employee's supervisor and the Superintendent. An employee will only be reimbursed for a professional day taken on a scheduled work day. Please be sure to indicate if a substitute is needed. Funding for workshops/conferences is generally not available.

O. Physical Examination

A physical examination and a doctor's certificate that an employee is capable of performing his/her duties may be required by the employer prior to hiring any employee or prior to an employee returning to work after an illness of three (3) or more consecutive days. The cost of such a physical examination and certificate will be paid by the employer.

P. C.O.R.I. Checks / Fingerprint

By law, all schools must complete a C.O.R.I. check on all employees. Upon an offer of employment, a request is signed and sent to the Criminal History Systems Board for access to all conviction and pending data. The criminal record check is conducted.

As a new employee of the Carlisle School District, you will be required to have a national criminal background check by submitting your fingerprints before beginning work. Procedures have been established by the Department of Elementary and Secondary Education for taking fingerprints, submitting them to the national database, and returning reports to school employers.

Your employment in the Carlisle School District is conditional upon completion and assessment of a national criminal background check, in addition to the statewide CORI check.

The following website gives the location and hours of fingerprint centers, and you may go to any convenient location:

<http://www.identogo.com/FP/Massachusetts.aspx>

The school code for Carlisle is 00510025, and this code is required in order to register for your appointment. We have found that it is a good idea to take this code with you to the appointment in case it is needed for verification. As long as you use the correct school code, your fingerprint report will be sent directly to the school.

Q. Miscellaneous

No employee shall:

- a. Accept gratuities of money or goods having substantial value from any person dealing with the Carlisle Public School system in furnishing supplies, equipment, or services.
- b. Participate as an official representative of the Carlisle Public School system in charity drives, special observances or promotional activities without the express written authorization of the Superintendent.
- c. Accept a “substantial gift” with a value of fifty dollars or more from any parent, relative, or community member. This may have the appearance of conflict of interest.

Appendix



Carlisle Public Schools

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

Performance Evaluation 2023-2024

Name:	
Position:	Paraprofessional Grade
Supervisor:	
Date of Evaluation:	

Demonstrates Job Knowledge and Job Competence	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Demonstrates their expertise in subject matter and teaching strategies by creating learning experiences that engage all students in authentic and meaningful tasks. They actively seek to understand each student's unique needs and abilities and create learning opportunities that support and develop complex knowledge and skills. The educator guides other staff members in developing similar practices through modeling and coaching.	Demonstrates a wide range of teaching strategies and resources to promote a deep understanding of the subject matter. They foster all students' critical thinking and problem-solving skills and encourage them to connect classroom learning and real-life situations.	Demonstrates some factual knowledge of the subject matter and teaching strategies required to promote engagement and understanding. Feedback needs to be more specific and consistent use of technology.	Demonstrates limited knowledge of the subject matter and/or its pedagogy; relies heavily on others or resources to develop the factual content. Rarely engages students in learning experiences focused on complex knowledge or skills.
RATING/COMMENTS:				

Maintains Effective Working Relationships & Environment	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Ongoing effective support with colleagues to collaborate in areas such as examining student work, analyzing student performance, and planning appropriate interventions to support engagement and success. Develops strategies and actions that contribute to the learning and productive behavior of all students at the school. Takes the initiative to share observational data and can model this element in all meetings.	Consistently collaborates with colleagues to examine student work, analyze student performance, and plan appropriate interventions. Reinforces school wide behavior and learning expectations for all students and contributes to their learning by sharing responsibility for meeting their needs. Collects accurate data upon request.	Does not consistently collaborate with colleagues in ways that support productive team effort and student achievement. Inconsistently reinforces school wide behavior and learning expectations for all students and/or makes a limited contribution to their learning by inconsistently sharing responsibility for meeting their needs. Requires reminders to gather and share data.	Rarely and/or ineffectively collaborates with colleagues; conversations often need more focus on improving student learning and engagement. Rarely reinforces schoolwide behavior and learning expectations for all students and/or makes a limited contribution to their education by rarely sharing responsibility for meeting student needs.

RATING/COMMENTS:

Demonstrates Knowledge of Student Emotional Needs	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Consistently supports students to ensure any frustrations or confusion is quickly addressed. Recommends and implements supportive intervention to promote a growth mindset in students and positive self-esteem. Displays an in-depth understanding of their student(s). Can model skills for peers.	Consistently supports all students to ensure any frustrations or confusion is addressed. Implements plans and guidelines that promote student growth and self-concept. Makes ample use of collaborative activities and group work to promote student engagement.	Occasionally supports students to ensure engagement and positive self-esteem. They may only sometimes present as patient and understanding during stressful situations. Requires guidance from peers to ensure successful interaction.	Rarely supports students and may be contributing to maladaptive behaviors or self-esteem issues.

RATING/COMMENTS:				
Actively Participates in Professional Growth and development	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Consistently seeks out professional development and learning opportunities that improve practice and build expertise of self and other educators in instruction and leadership. Initiates sharing newly acquired information with others.	Consistently seeks out and applies, when appropriate, ideas for improving practice from supervisors, colleagues, professional development activities, and other resources. Observed to successfully apply newly learned skills with students.	Participates only in required professional development activities and/or inconsistently or inappropriately applies new learning to improve practice.	Participates in few, if any, professional development and learning opportunities to improve practice and/or applies little new learning to practice.
RATING/COMMENTS:				
Organizational Requirements & Demonstrates Dependability	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Consistently fulfills all professional responsibilities to high standards. Can model this element for others. Excellent attendance and punctuality.	Consistently fulfills professional responsibilities; is consistently punctual and reliable with paperwork, duties, and assignments; and is rarely late or absent from school.	Occasionally misses or is late to assignments, completes work late, and/or makes errors in records. Requires reminders for paperwork.	Frequently misses or is late with assignments, makes errors in records, and/or misses paperwork deadlines; frequently late or absent.
RATING/COMMENTS:				

Demonstrates confidentiality	<i>Exceeds Standard</i>	<i>Meets Standard</i>	<i>Needs Improvement</i>	<i>Unmet Standards</i>
	Demonstrates sound judgment and acts appropriately to protect student and staff confidentiality, rights, and safety. She/He is viewed as a role model when interacting with peers, parents, and students.	Demonstrates sound judgment reflecting integrity, honesty, fairness, and trustworthiness and protects student and staff confidentiality appropriately. Includes others in all communication with parents.	Sometimes, demonstrates questionable judgment and/or inadvertently shares confidential information. Does not share information communicated with parents.	Demonstrates poor judgment and/or discloses confidential student and staff information inappropriately.
RATING/COMMENTS:				

Feedback received from coworkers:
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Supervisor's Signature:	Paraprofessional's Signature:
Date:	