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Policy & Parent Information

# H A N D B O O K

Policy & Parent Information

**CARLISLE PUBLIC SCHOOLS**

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Updated September 2013

## **Vision Statement**

The vision of the Carlisle Public Schools is to inspire intellectual and ethical excellence so our students are prepared to participate with integrity in a global community.

## **Mission Statement**

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.

## **Core Values**

Academic Excellence      Creativity      Respect      Responsibility

A fuller expression of these values would include . . .

- We always look beyond what we now know.
- We constantly work to know more.
- We are respectful toward all in our community.
- We use what we know to help others.
- We take responsibility for ourselves and for others.

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<sup>1</sup>As mandated by the Commonwealth of Massachusetts

<sup>2</sup>N.B. The full text of all policies summarized in this Handbook is available at the Main Office of the Carlisle Public Schools and on the school website: [www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us).

# Quick Reference

## Telephone Numbers

Main Office/Principals & Guidance	978-369-6550
24 Hour Voicemail System (Absences)	978-369-0261
Office of the Superintendent/Principal	978-369-4102
Special Education Office/Integrated Pre-School	978-369-3758
Business Office	978-369-6239
Business Manager	978-369-6239
Fax Number	978-371-2400
Title II Compliance Officer	978-369-6550

## Web Site

[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)

## Hours of the School Day

### Standard Hours:

Kindergarten (T, Th):	8:50 a.m. – 12:00 noon
Kindergarten (M, W, F):	8:50 a.m. – 3:05 p.m.
Grades 1 - 4:	8:50 a.m. – 3:05 p.m.
Grades 5 - 8:	7:50 a.m. – 2:22 p.m.

Early Release Days: One Tuesday per month

Grades K - 4:	8:50 a.m. – 12:30 p.m.
Grades 5 - 8:	7:50 a.m. – 11:51 a.m.

Note: Kindergarten parents - on early release days, the kindergarten day runs until 12:30 p.m.

## Any Other Questions?

978-369-6550

## Disclaimer

While the Carlisle Student Handbook seeks to provide you with guidance regarding Carlisle School Committee and District policies and procedures, it is not meant to be all-inclusive. The full Policy Manual is available on the school website (<http://www.carlisle.k12.ma.us>), and additional copies of specific policies are available through the Main Office. All policies and procedures of the Carlisle School Committee and Carlisle Public Schools are subject to periodic review and modification. Paper copies of this handbook are available upon request.

## “Must Know” Info

### Attendance

Regular attendance is essential. Students should not miss school except for illness or family emergencies. Parents are asked not to remove students from school during non-vacation periods. *Teachers are not required or expected to prepare assignments in advance nor provide extended make-up for students who go on trips during school time.* The Carlisle School Committee's Policy on School Attendance was updated and revised as of May 3, 2004. You may access the full policy online at the school's website, <http://www.carlisle.k12.ma.us> or request a printed copy by calling the Main Office at 978-369-6550.

### **Absences and Tardiness (978-369-0261)**

Parents / Guardians should inform the school by 9:00 a.m. of a student's absence or tardiness. Absences and tardiness should be reported to the twenty-four hour voicemail system by calling 978-369-0261. If necessary, absences may also be reported by calling 978-369-6550 after 9:00 a.m. This communication between home and school helps to ensure every student's safety. When children return to school after an absence the parent should send a note to the teacher detailing the reason for the absence.

Tardy students must report to the Main Office. If arrival is after 7:50 am for middle school students or 8:50 am for elementary students, they are considered tardy. Middle school students must report directly to the Main Office and elementary students, accompanied by one of their parents/adult, should be walked to the Main Office before proceeding to class.

Eight or more unexcused latenesses within a trimester may result in detentions or loss of recess and parents will be contacted.

### **Health Services**

The goal of the health office is to provide safe and comprehensive care to a sick or injured child. Communication between the school nurses and parents is essential to this goal. Please give time and thought to completing the school medical update sent home by the schools, as no one knows a child better than the parent.

Please keep the nurses informed of any changes in the student's health.

### ***Medication Policy***

To ensure the safe administration of medication, all medications that are to be given at school must meet the following state-regulated guidelines:

1. *All medications need to be in an original pharmacy bottle with the student's name, type of medication and correct dosage clearly marked.* When filling a prescription, you may request two bottles – one for school and one for home.
2. *A signed order sheet from the prescribing physician stating the diagnosis, type of medicine, time of administration and any expected side effects must accompany the medication.*

*A new order form is needed for each academic year. Forms are available in the health office.*

3. If the student has an allergy to food, to bee stings or any other substance and requires an Epi-Pen, the parent must provide one for the school health office. (Please see information regarding pharmacy bottles for the health office.)
4. All children who have inhalers for asthma in grades 4 through 8 will be allowed to carry their medically prescribed inhalers during the school day. This is the only over-the-counter or prescription medication a student may carry. A parent permission form must be filled out each academic year. Parents of students in K through 3 who may need an inhaler at school should bring the inhaler to the health office where it will be available for use when needed.

### ***Physicals***

State laws and Carlisle School health policy require a complete physical examination of every child before entering school and at the fourth and seventh grade levels. Additionally, those students transferring from another school system are required to have a physical during the year of transfer. Completed physical forms should be brought to the health office in September. Forms used by your doctor are acceptable. Physicals performed within one year of the beginning of school are acceptable. The second MMR (measles, mumps and rubella) immunization should be administered either before or at the time of the seventh-grade physical. This is required by state law. If your seventh-grader does not have evidence of a second MMR by September of the school year, s/he will not be permitted entrance.

### ***Sports Physicals***

A comprehensive physical examination is required to participate in intramural or interscholastic school athletics. To be eligible, documentation from the student's doctor or practitioner must be presented to the school nurses before a student can participate in any try-outs for teams. An exam is valid for one calendar year and must cover the time period that the sport is being played. To cover all sports for the upcoming year, a physical examination should be administered over the summer months. Fall sports begin the second week of school. A physical form is available from the physical education instructors or from the school nurse.

### ***Helpful Tips***

Whenever a physical is given, please send a copy to the health office. A current physical on file is a helpful resource and may be copied if a parent needs one for another activity during the year.

Children who have sore throats, severe colds, rashes or fevers are encouraged to avoid school and they should be kept home. Students should be fever-free for 24 hours before returning to school.

If an illness or injury occurs at school, the student will be sent to the nurse's office. A parent will be notified if deemed necessary.

### ***Chicken Pox and Strep Throat***

Chicken pox and strep throats are reportable diseases. Please call the nurse if your child contracts either of these. All chicken pox eruptions must be scabbed before the student will

be permitted back to school. Upon return, s/he should report to the health office to be checked before entering the classroom.

When a throat culture is done for strep throat, please keep the student at home until the result of a negative culture is confirmed. If the results are positive, s/he may not return to school until a full 24 hours of antibiotic therapy has been given.

### ***Head Lice***

Throughout the year, head lice are occasionally seen. Please examine your child's head frequently and particularly before the opening of school. If head lice are found, please contact the health office. This will enable head checks on other students to reduce the likelihood of spreading the condition. We realize that this is a sensitive and upsetting occurrence. It will be handled as discreetly as possible.

### ***Life Threatening Allergies***

It is imperative that the School Nurse be informed of any students who require an Epi-Pen for a life-threatening allergy. We have an extensive allergy program and work to keep all our students safe at school. PLEASE AVOID SENDING PEANUT/NUT PRODUCTS FOR CLASSROOM CONSUMPTION.

### **Telephone Use**

Students need to make their after-school plans before coming to school. Students are only allowed to use the Main Office telephone in an emergency situation. Should you find it necessary to telephone the school regarding changes in plans for your child, the message will be relayed to him/her. This should be done only in an emergency situation. If possible, all instructions should be given to your child before s/he leaves home in the morning. Personal electronic devices may not be used by students during school hours and are to remain off and in backpacks. Students needing to contact parents may use a personal electronic device only with the permission and supervision of a staff member. Misuse will result in phone confiscation. Parents will be required to retrieve phones from the Main Office after the second infraction.

### **School Policies**

Although many policies are referred to in this handbook and some are provided in their totality, full descriptions of every policy approved by the School Committee can be found on the school's website, <[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)>.

### **Field Trips**

Field trips are planned as part of the core curriculum, with the expectation that all students will participate. A signed permission slip is required for any off-campus activity and should be returned to school two days prior to the field trip. On any field trip, students, as representatives of the school community, are expected to be on their best behavior, and all school rules apply. The Field Trip Policy and the Policy for Out of State/Oversight Field Trips are found on the school's website, <[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)>. You may request a printed copy by calling the Main Office at 978-369-6550.

### **School Visitor Policy**

For the safety of students, staff and visitors, it is required that while school is in session, all visitors sign in at the Main Office and obtain a name tag before proceeding to their destinations. The only exception to this rule would be for school group events, such as class or grade level science fairs or concerts, when visitors may proceed directly to the event.

Visitors who wish to observe in classrooms must make appointments with an administrator in advance through the school office. Such visits will be scheduled to minimize disruption of the educational process. (See website for complete policy.)

### **Equal Educational Opportunity Policy**

No person shall be excluded from or discriminated against in admission to the public schools of Carlisle, for admittance to state and federally funded grant programs, or in obtaining the advantages, privileges, and courses of study presented in the Carlisle Schools on account of race, color, sex, religion, national origin, sexual orientation, or disability.

The Superintendent of Schools shall develop and/or modify procedures required to implement this policy in conformance with state and federal laws and regulations.

### **Financial Assistance**

Families requesting “scholarships” or “financial assistance” for activities, sports, bus fees, field trips, etc. must meet the criteria for the free and reduced lunch program. When requesting any type of financial assistance or scholarship, the federal free and reduced lunch form must be completed and turned into the Business Office. We encourage families to apply for the free and reduced lunch program at any time throughout the school year, should family circumstances change. This program is handled in a totally confidential manner, and may be initiated by requesting an application from the school or by calling the School Business Office or Principal.

# **The School Day**

## **Arrival**

Students should not arrive at school earlier than ten minutes prior to the start of school (7:40 a.m. for grades 5 through 8, 8:40 a.m. for grades K through 4), and should report directly to their classrooms or homerooms. Visitor parking is available in the lower parking lot.

Students must be on time. Teaching begins promptly and late arrivals are disruptive. Students arriving late to school must check in at the Main Office before proceeding to class or they will be registered as absent.

## **Dismissal**

Children in grades 5 through 8 will be dismissed at 2:22 p.m. and children in grades 1 through 4 will be dismissed at 3:05 p.m. Kindergarten students will be dismissed at noon on Tuesdays and Thursdays, and at 3:05 p.m. on Mondays, Wednesdays and Fridays. Early release dismissal for students is 11:51 a.m. for grades 5 through 8 and 12:30 p.m. for grades K through 4.

Dismissing your child before the end of the school day is discouraged except in an emergency. If you must pick up your child early, send a dated note to the teacher specifying the time. Your child will be sent to the Main Office and await your arrival there.

If you are picking up your child at dismissal time, be sure to notify the school in advance and meet him/her before s/he gets on the bus. All regular pick-ups will take place at Corey. Teachers/staff members will escort students in grades K-3 to the Corey Dining Room for parent pick-ups in the afternoon. Parents need to go into the Corey lobby to pick up students in grades K-3. Students in grade 4 being picked up will be directed to line up outside adjacent to the Corey building near the main entrance.

Please wait for your child in the Corey lobby. If you are not waiting when your child is dismissed, s/he will be taken to the Main Office until you arrive.

For everyone's safety, when arriving by car in the lower parking lot, please pull completely into the lot. Do not block the entrance or exit.

## **Emergency Information (VERY IMPORTANT)**

It is important that all parents return the emergency form that indicates where parents can be reached if they are not at home. Parents must designate the person (e.g. parent, grandparent, neighbor, friend, day care provider) who will be notified in case of an emergency requiring your child to be sent home (e.g., illness). A second person should be listed in case contact cannot be made with the first. This person should be local, if possible, as s/he is the person expected to assist your child if you cannot be reached in an emergency.

## **Bicycles**

Riding a bicycle to school is a privilege reserved for students in grades four through eight. Any student who rides a bicycle to school is required to wear a helmet. Upon arriving at

school, students are to walk their bicycles and park them in the bicycle racks. Students must use a lock and take all valuables, as the school is not responsible for loss or damage.

## **Bus Routines**

Please refer to *The Mosquito* the week before school begins in September for bus route start times and pick-up locations in your neighborhood.

Pick-up and drop-off times may vary early in the school year, especially for kindergarten students, until the routes become more familiar and routine. Please allow a ten minute window on either side of your established pickup time as weather and local traffic may also affect the time required for each bus to complete each route.

Special notes for students who usually travel home on the early bus:

- Middle school students who usually take the early bus who have school-related activities after school may ride home on the elementary bus, with a permission slip from a teacher or administrator, and provided that the capacity exists on the late bus.
- Middle school students may not leave the campus and return to take the elementary bus.

Special notes for kindergartners:

- Parent volunteers ride kindergarten buses to school for the first two days of the kindergarten school year.
- Kindergarten students must be met when dropped off at their bus stops. The bus driver cannot leave a student unattended. If no one is at a stop, the child will be returned to school to wait in the Main Office until someone can be reached.

Violations of the transportation policy may result in suspension of a student's riding privileges.

## **School Bus Policy** **Transportation Policy**

The Carlisle Public Schools undertake to provide safe and economical transportation for its students. Under Massachusetts state law Chapter 71, Section 68, schools are only required to transport pupils in grades K-6 who live two or more miles from the school. At the discretion of the Carlisle School Committee, a fee may be instituted as deemed necessary and appropriate for all students living within two miles of the school and for all students in grades 7 and 8. (A copy of the pertinent regulation is available in the school office.)

1. When establishing routes and setting bus collection areas, the administration shall consult with the bus contractor. A maximum walking distance to a bus collection area of approximately 3/4 mile is established for children in grades 4 through 8, and approximately 1/4 of a mile for children in grades K through 3. Children in kindergarten will be dropped off as close to home as possible on K early release days.
2. Students shall not change buses or routes without the prior written permission of the administration. Such changes must be for an extended period of time and must occur on a regular basis within that time period, or must be for bona fide emergency purposes only. Middle School students attending a school activity may ride the

elementary bus home if space is available, and if they have a late bus pass issued by the teacher in charge of the activity.

3. Transportation is restricted to the students of the Carlisle Public Schools, and under circumstances to be determined by the administration, to school employees.
4. In the absence of a written parental request to the student's teacher, students in kindergarten and grades 1 through 4 will be required to board the buses after school.
5. The school bus is an extension of the classroom and students riding the bus are subject to the Code of Behavior, which appears in the Carlisle Public Schools Handbook. In addition, specific bus-related rules and regulations will be established by the administration and included in the handbook.
6. The bus driver shall enforce all regulations governing the conduct of students assigned to the bus while on the bus. Drivers have the same responsibility for and authority over their riders as classroom teachers have with their students. Students who do not follow the driver's instructions will be reported to the school administration.
7. Transportation on the school bus is a privilege. Students who do not obey the rules and regulations established by the administration risk the loss of that privilege.

### **School Bus Stops**

1. Buses will not enter dead-end streets, cul-de-sacs, or developments unless a dangerous situation exists at the intersection or for bus efficiency.
2. Routes will not be established over private ways, unless travel on such roads is needed for bus or route efficiency.
3. Students will be picked up and dropped off only at their designated bus stop. However in the case of emergency or extenuating circumstance, students may ride a bus other than their own with the approval of the principal.
4. Designated stops will be determined based upon location of students and safety in order to maximize timeliness of transportation services. The district is not able to provide a street-to-street or door-to-door pick up or drop off service, with the exception of the kindergarten half-day runs as additional stops increase journey time.
5. The location of bus stops may change according to service demand.
6. Parents/guardians are responsible for getting their child to the correct bus stop safely and for ensuring their safety at the bus stop.
7. When the safety of a stop is in question, the bus coordinator will visit the site and consult with the bus company to determine the safety of the stop. If the matter is not resolved, the decision may be appealed to the principal and then to the superintendent.

## **Bus Rules and Regulations**

Pupils at the Carlisle Public Schools become the school's responsibility when they board the school bus and responsibility ends when the pupils are returned to the home bus stop. During the above-mentioned time, pupils are to be well behaved, courteous, and respectful. They must adhere to procedures that seek to protect the health and safety of all pupils. Failure of a student to cooperate will lead to disciplinary action. The bus driver has the same authority on the bus as a teacher has in the classroom.

1. Pupils waiting for buses are to remain well back from the roadway and are to refrain from throwing things or playing in the roadway.
2. Pupils will board their buses in an orderly manner and go directly to their seats.
3. Pupils are to remain seated until they have arrived at their destination and have been dismissed by their driver.
4. Pupils should be aware that distracting the driver can cause an accident. Appropriate interaction with the driver is necessary.
5. Pupils will not shout, use inappropriate language, push, "rough-house," or throw things on the bus.
6. Pupils will keep all parts of their bodies and extraneous objects inside the bus.
7. No animals, including any type of pet, will be allowed on the school bus.
8. There will be no defacing and littering of school buses. Students found vandalizing school buses will be billed for the cost to repair the particular item damaged. Additional disciplinary action may also be taken.
9. Pupils are not allowed to bring items on school buses that will interfere with bus operations. What constitutes such items will be determined by the drivers themselves.
10. Pupils will be picked up and unloaded only at regularly scheduled bus stops.
11. Parents wishing to pick up their grade K-4 children must write a dated note to the school stating the time for pick-up. If pick-up is during the day parents should meet their child/ren in the Main Office. For end of the day, meet your child/ren in the Corey lobby.
12. Pupils must keep their feet, books and other items out of the aisles when the bus is in motion.
13. Emergency doors on buses are to be used for emergencies only. They are to be clear at all times.

14. All safety devices are placed on the bus for a purpose and they are to be used only when the bus driver so instructs.
15. Pupil cooperation is a must on our school buses. Only through cooperation between the driver and his/her pupils can safety be maintained.
16. The driver is responsible to direct the instruction of all pupils on the bus as to the proper methods to be followed by the pupils when getting on and off the bus. This includes road-crossing techniques and bus stop procedures.
17. The drivers of all buses shall post in a conspicuous place on the bus the Rules and Regulations governing pupils who ride buses.
18. When stopping the bus on the roadway, the driver, after checking the roadway, will signal the pupils when to cross in front of the bus and wait until the pupils are seen to be out of danger before moving on.
19. No driver will start the bus without checking to see if all pupils are seated and orderly. No driver will leave the bus without checking each seat to verify disembarkation is complete.
20. Drivers, once they have dismissed their riders, must bring all discipline cases to the attention of the Administration.
21. Drivers must refuse permission to additional riders other than usual riders on their bus.
22. Students will not engage in any behavior that presents a danger to himself/herself or others.
23. Due to safety and allergy concerns, students should not eat or drink on the bus, unless medically necessary. Any food should remain in backpacks.

### ***Discipline***

1. If there is an infraction on the bus, the bus driver will present a Bus Conduct Report to an Administrator who will meet with the student to discuss the concern.
2. If the problem continues, the parents of the student will be contacted and the student may be denied the privilege of riding the bus for one day.
3. If the infraction occurs again, the parents will meet with the child and the principal to discuss recommendations. The child may also be denied bus privileges for up to five days.
4. In the case of serious offenses that threaten the safety of children on the bus, the previous disciplinary steps will be eliminated and the privilege of riding the bus will be denied indefinitely until the matter has been settled to the satisfaction of the school administration.

### **Contact Person**

Questions with regard to discipline or policy should be directed to the school principal, at 369-6550. Questions of a general nature regarding buses and bus routes should be directed to the Main Office.

### **Emergency Closings Policy**

The superintendent may close the schools, delay the opening or dismiss early in the event of hazardous weather or other emergencies that threaten the health or safety of students and personnel.

In making the decision to close schools, the superintendent will consider those factors relating to the fundamental concern for the safety and health of the children.

These may include:

1. Weather conditions, both existing and predicted.
2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of any emergency condition that would make the operation of schools difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The superintendent will weigh these factors and take action to close the schools if necessary. Students, parents and staff will be informed early in each school year of the procedures that will be used to notify them in case of emergency closings.

### **Cancellation of School**

In the event school must be cancelled because of inclement weather and/or unsafe road conditions for buses and children, WBZ radio (1030 AM), and TV channels 4, 5, 7, and 25 will broadcast the Carlisle "no school" announcement and will have this information on their websites. The town fire whistle will sound three rounds of 3-3 at 7:00 a.m. if there is no school. Calls will also be placed to student home phone numbers using the automated calling system.

### **Delayed Opening of School**

If inclement weather and/or unsafe road conditions occur early in the morning, but improvement in conditions is expected later, there may be a delay in the opening of school. In this case, the scheduled arrival times would be as follows:

Length of Delay	Grades K – 4 Start Time	Grades 5 – 8 Start Time
1 hour	9:50	8:50
90 minutes	10:20	9:20
2 hours	10:50	9:50

Please note that if a delay occurs on a scheduled half-day for Kindergarten and Pre-School, those classes will be canceled for the day.

The fire alarm signal for a delayed opening is three rounds of 2-6 blown at 7:00 a.m. The delay will also be announced on WBZ (1030 AM) radio, and TV channels 4, 5, 7, and 25, as well as on the websites for these media outlets, and the automated calling system will be used.

## **Emergency Release**

Parents play a central role in assuring the safety and comfort of their children. Emergency release would be a rare event, one that cannot be foreseen, but one for which parents must prepare their child(ren). With limited staff and telephone equipment, the school cannot possibly relay messages to all students, make bus changes or call every parent. Therefore, the school utilizes a computerized calling system. (Please note that this system may be used to impart important and timely non-emergency information from time to time, at the discretion of the superintendent.)

This computer assisted notification system, “One Call”, allows customized telephone messages to be created and then sent to two telephone numbers of your choice through an automatic dialer. You will receive a form at the beginning of each school year on which you should indicate what telephone numbers you wish us to use for this emergency notification program. In the event of an emergency release, a message will be created and all numbers on our “One Call” system will be called. You must provide your child with whatever instruction you feel he or she will need to be safe if school is unexpectedly released early.

It is critical that you discuss with your child what he or she should do if school is released early and you are not at home. Remind him or her of your instructions as often as you feel is necessary for your particular child. Please do not ask your child to call you from school in the event of an unscheduled early release. The telephones in the school office will be tied up in the event of an emergency and cannot be used by students.

Once again, we stress it is imperative that children are briefed on the emergency arrangements so the information is fresh in their minds. Parents’ attention to this important matter is vital to the well being of all students.

## **Emergency Plans**

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff; it also strengthens the morale of all concerned to know that plans exist and that students and staff have been trained in carrying out the plans.

The superintendent will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters. This will be referred to as the Carlisle Public School Crisis Management Plan.

The building principal will meet all requirements for conducting fire, evacuation and lockdown drills to give students practice in moving with orderly dispatch to designated areas

under emergency conditions and in lockdown procedures, and to provide the staff with practice in carrying out their assigned responsibilities for building evacuation and lockdown. Fire drills will be conducted at least 4 times per school year and a lockdown and evacuation drill will be conducted at least once each per school year.

## **Safety Program**

Accidents can result in tragic consequences -- bodily harm, loss of school time, property damage, legal action, and even fatality. The school committee will guard against such occurrences by taking reasonable steps to protect the safety of all students, employees, visitors and others present on school property or at school-sponsored events.

The committee will comply with safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as these pertain, for example, to the school plant, special areas of instruction, student transportation, school sports and occupational safety.

The practice of safety will also be considered a facet of the instructional program of the schools. Instruction will occur in accident prevention as well as fire prevention; emergency procedures; traffic, bicycle, and pedestrian safety.

The superintendent will have overall responsibility for the safety program of the school system. It will be the responsibility of the superintendent to see that appropriate staff members are kept informed of current state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Efforts directed toward the prevention of accidents will succeed only to the degree that all staff members recognize that preventing accidents is a daily operational responsibility.

## **Student Safety**

The school committee expects that proper attention will be paid to the safety of pupils on school property during the normal school day, during their participation in school sponsored extracurricular activities on school grounds, and at school functions scheduled away from school property.

The superintendent or designee is responsible for developing a district wide program that emphasizes safety of pupils on school property during the normal school day, at school district sponsored extracurricular activities on school property, and at school functions scheduled away from school property.

The school committee recognizes that it is the parents' responsibility to supervise students on their way to and from school, with the exception of students who ride to school on district provided transportation. Students riding to school on district provided transportation will be subject to the rules and regulations developed for their safety.

It is the responsibility of the principal to arrange for adequate supervision of students on school property during the normal school day, as well as at extracurricular activities

sponsored by the school district on school property, and school sponsored functions held off school property. Special attention should be given to the prevention of accidents and to the development of habits of good citizenship.

Students shall be taught safe practices in such subject areas as physical education, technology, health, and laboratory courses in science as well as in extracurricular athletic activities.

# **Day-to-Day Info**

## **Dress Code**

The intent of our school dress code is to promote a safe and positive learning and working environment for our students and staff. This dress code provides guidance for what is appropriate school attire and applies to all middle school students during school hours.

The following expectations will be met:

- Hats, hoods and sunglasses should be removed when students arrive at their classrooms (heads may be covered for religious reasons and spirit days)
- Clothing must provide adequate coverage while standing or sitting
  - \* Undergarments will be covered by clothing at all times
  - \* Length of shorts will be a minimum of 5 inches from the bottom of the front hip pocket. No Daisy Duke type/style shorts will be worn.
- While we encourage individual expression, clothing cannot have any insignia or slogans promoting the use of alcohol, drugs or tobacco, racial/ethnic slurs, violence, homophobia, profanity, gender bias, or any illegal activity or activity not allowed in Carlisle Public Schools.
- Slippers will not be worn to school except on pajama spirit days.

The school administration reserves the right at all times to determine what is or is not appropriate school attire. We encourage students to consult with parents if there is a concern about an item of clothing that s/he may consider wearing to school.

## **Communication from the School**

Your child's class schedule will be distributed by his/her teacher either in a newsletter home or at Parents' Night. Be generally aware of your child's daily schedule and what days your child has certain activities so that s/he is prepared and dressed appropriately.

Ask your child daily for important papers, including:

- Periodic newsletters from the teacher contain valuable information regarding upcoming events, classroom needs, field trips, updates, book orders, and other important information for students and families. Please pay particular attention to these newsletters so that your child does not miss exciting opportunities and events at school.
- *The Buzz*, Carlisle's school newsletter, is produced at the beginning of each month and is available on the school website. Parents who subscribe to *The Buzz* listserv will be notified by email when a new issue is available. *The Buzz* contains general information on upcoming school events as well as the monthly lunch menu and CSA news regarding CSA events and fundraisers. A printed copy of *The Buzz* is available in the Main Office for anyone requiring one.

Please also refer to the school's web site, [www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us), which has links to teachers' web pages, newsletters, the lunch menu, special events and other important information.

### **Policy on the Distribution of Information**

Information being sent home with pupils or through email should relate to school matters or pupil-related community activities. Except when it pertains to the individual pupil, and except when it pertains to usual and customary materials relating to classroom assignments and activities, all such materials must be approved in advance by the superintendent or his/her designee.

Pupils and/or email shall not be used to distribute partisan materials or partisan information pertaining to a school or general election, budget or bond issue, or negotiations. Pupils and/or email shall not be exploited for the benefit of any individual, group or profit-making organization.

The distribution of any information related to fundraising either to students or through students must be approved in advance by the superintendent or his/her designee. Any use of the school's name for fundraising purposes must be approved in advance by the superintendent or his/her designee.

All surveys, questionnaires or similar items requiring pupil or parent/guardian response shall be reviewed by the superintendent prior to distribution.

### **Homework Policy - Grades 1- 8**

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

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

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

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

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

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

### **Recess**

All students (grades K through 8) have a recess period at lunch. During recess periods, students play outside and should dress appropriately. When temperatures are below 20°F or when there is inclement weather, students remain indoors. Please refer to the Code of Behavior for appropriate behavior and expectations.

### **Snacks**

Students are encouraged to bring a healthy mid-morning snack due to varying lunch periods.

### **Lunch**

Students may bring a packed lunch or purchase a hot or cold lunch with milk. Students are encouraged to pay for lunch by the week or the month by depositing their money into our new point of sale system, which eliminates the need for lunch tickets. Instead of receiving lunch tickets, we will have their money deposited into their account. Deposits to your child's account can be made by going to the link for Mealtime found on the school website under General Information. Checks made out to the "Town of Carlisle" should be given to the dining room manager. Students will then access that account number by using their student ID number and the money will automatically be deducted. When the account becomes low you will be notified. All outstanding lunch tickets will be honored and cash will always be accepted. The price for school lunch for students will be \$2.00 (prices are subject to change). In the event a child forgets his/her lunch or lunch money, a lunch will be provided with payment expected the next school day. The lunch menu will be posted in *The Buzz* monthly.

All classrooms are locked during lunchtime. Students, especially Middle School students, are not to leave the dining room or reenter the classroom area or hallways except with the permission of the classroom teacher.

### **Physical Education**

Physical education is required unless a student is excused by a physician or parent in writing. Gym attire is required. (This means sneakers, no boots or sandals.) Middle school students change into gym clothes (e.g. shorts and T-shirts) prior to class.

### **Library**

The Carlisle School Library Media Center welcomes all students to use our facility. The Media Center is open each school day from 8:00 a.m. until 3:00 p.m. and is staffed by a certified Library Media Specialist and many parent volunteers.

The philosophy of the Library Media program is based on the Information Power Guidelines of the American Library Association (1998). The mission being:

- to ensure that students and staff are effective users of ideas and information by providing access to a range of materials in all formats.

- to provide instruction which fosters competence and stimulates interest in reading, viewing, and using information and ideas.
- to work with the school's educators to design learning strategies which meet the needs of individual students.

Classes in Preschool through grade 5 typically visit the library for book selection each week. Books may be checked out for a one-week period and renewed as needed with an occasional exception for best seller and reserved items. If library materials have been lost or damaged, a bill will be sent home for the replacement cost of the title. Students are encouraged to return books in a timely manner so they may check out other resources. All students are invited to use the library on a regular basis with a pass from their teacher or the lunch recess monitor. In addition, middle school students may visit after school with a note from their parent and prior permission from the Library Media Specialist. Bus passes, based on seat availability, may be available for middle schoolers but must be signed at the office before boarding the late bus.

The school library offers a variety of reference materials, books and periodicals which support the district curriculum for research and also for reading pleasure. Elementary students participate in weekly story times, book browsing, and mini-lessons on library citizenship. Computers are available to access our electronic card catalog for online resources. A library website is maintained to direct users to online reference tools, subscription databases, homework help, and curriculum related Internet sites. Students using the Internet in the library must have a current "acceptable use policy" approved by a parent on file at the school.

Please refer to more information regarding the Internet Acceptable Use Policy under the "Code of Behavior" section of this Student Handbook.

### **Art**

All students attend an art class at least once a week, and should remember to wear old clothes or a smock, as paints or other hard-to-remove products may be used.

### **Music**

Elementary (K-3) music class is held twice each week. Grades 4 through 6 attend music class once each week. Encourage your student to share what he/she is learning in music.

### **Band / Instrument Lessons**

Beginning in third grade music class, students are introduced to instruments with recorder lessons.

In fourth grade and beyond students have the opportunity to receive beginning level lessons on all standard band instruments, once a week, along with a weekly band rehearsal. In the fourth grade, all students are in Fourth Grade Beginning Band. In fifth grade, all fifth graders participate in the Fifth Grade Band. In fifth grade, if skill indicates, they may audition for the Middle School Symphonic Band or Middle School Concert Band. Further, those in the Middle School Concert Band may participate in the Jazz Band.

Fourth grade students and interested parents will be invited to an assembly shortly after school begins in September, at which time necessary information regarding instrument rentals, scheduling, expectations, etc. will be distributed and discussed. Older students

wishing to begin an instrument should plan to meet with the Instrumental Band Director personally as soon as possible after school opens to discuss their particular needs. The Instrumental Band Director urges all students who might have individual concerns regarding choice of instrument or other personal matters to schedule an appointment in early September so that valuable teaching/learning time is not wasted.

Students entering their second through fifth year of instruction in the fall will be asked to continue their lessons privately with a qualified music specialist outside the Carlisle Schools. Naturally, students and parents are free to pursue this quality instruction on their own; however, you may wish to consider participation in the After School Music Program. This program offers quality private instruction on all instruments on an after-school basis at mutually agreeable times between student and teacher. All details regarding registration and participation are distributed in a comprehensive letter in the fall.

For a period prior to the MICCA State Music Festival (in the spring), Middle School Concert Band members are strongly encouraged to attend an additional weekly rehearsal at night.

The Carlisle Public Schools band program is very successful and has received much recognition over the last two decades.

### **Social Competency**

All students in grades kindergarten through five participate in the Social Competency program within their grade level classrooms.

Concepts and skills are presented in developmentally appropriate ways at each grade level, kindergarten through fifth grade. Through this program children develop the competencies necessary to create a cooperative classroom environment, to build self-esteem and positive relationships and to encourage and advance problem solving skills. The curriculum further provides an arena for discussion of other issues important to the class.

### **Advisor-Advisee Program**

The advisor-advisee programs in grades 6 through 8 provide a vehicle for educating students in small groups about study skills, personal decision making strategies, methods for identifying personal and occupational goals, and inter-group communication and peer mediation skills. In addition, they serve as a forum for conflict resolution on student and school-wide issues. Teachers and specialized support staff (administration and school psychologists) ensure that groups average approximately ten students. The advisor-advisee groups have also served as a catalyst for students' involvement in community service and for middle school students serving as mentors to our younger elementary students.

### **D.A.R.E.**

D.A.R.E. (Drug Abuse Resistance Education) is a program for fifth graders taught by a specially trained police officer. This program emphasizes building self-esteem and making healthy choices.

### **Student Council (for Middle School)**

The Student Council is a group of grade 5-8 students elected annually by their peers to form an executive council consisting of president, vice president, treasurer, secretary, sergeant at arms, two activities directors, and representatives for each homeroom. The students are fully responsible for organizing fundraising activities, social events and community service

projects. Supervision is provided by a student council advisor (a school psychologist or teacher).

### **Locker Use (for Middle School)**

Classroom lockers are assigned to Middle School students in September. Students are responsible for keeping them clean and free of markings. Appropriate materials may be attached by magnet only. For security reasons students should not share combinations with anyone. Students should not bring valuables to school. Please note that students are not allowed to carry backpacks during the school day. Each student should place his/her belongings in his/her locker. Students will have time to access lockers several times throughout the day. They are expected to conduct themselves in an orderly manner and to be on time for the next class. School lockers, student backpacks, and all additional school property may be subject to inspection by school administration.

### **Math Placement (for Middle School)**

Middle school math students participate in either an honors or enriched math program. Placement for sixth through eighth graders is dependent upon teacher recommendations that are based on the following:

- Standardized test scores (as applicable)
- Final math test scores
- Classroom performance
- Student characteristics

### **After School Activities**

Middle school students remaining after school for activities, extra help, make-up, or detention should report to their assigned room immediately following period 8. Upon completion of the activity, students must report directly to their assigned late bus or pick-up spot. Students are not allowed to remain in the building or on school grounds before or after school hours unless they are involved in a designated, supervised activity.

### **Interscholastic and Intramural Sports**

Developmentally appropriate sports programs are an integral part of the middle school program. The school's goal is to have as many sixth, seventh and eighth grade students as possible participating in an intramural and/or interscholastic sport. The focus is to assist our middle school students in setting goals which reflect their current interests and abilities. With this in mind, coaches emphasize improvement over competition.

The Carlisle Schools offer the following Interscholastic sports:

Fall:

- Co-educational cross country (This activity is open to 5<sup>th</sup> grade students as well.)
- Girls soccer
- Boys soccer
- Girls field hockey

Winter:

- Girls basketball
- Boys basketball

Spring:

- Boys baseball

- Girls softball

The Carlisle Schools may offer the following Intramural sports, subject to funding:

Fall/Winter:

- Co-educational basketball

Winter/Spring:

- Co-educational floor hockey

Sports offerings in all categories are subject to change according to funding, the availability of coaches, student interest, etc.

### **STEAM Clubs**

The Science, Technology, Engineering, Arts and Math program (STEAM) offers students clubs to explore specific science and technology areas through a fee-based program. Offerings include topics such as hydropower, automotive engines, computers, physics, electricity, and Lego Robotics. Clubs are offered throughout the school year for grades K – 8.

If you are interested in offering a STEAM related course, please contact the school.

### **Math League (for Middle School)**

Math League is an enrichment program for mathematics, geared to middle school students. Participation is voluntary. Those who do participate are expected to attend weekly practice sessions during recess and compete five times per year. The competitions take place on five Thursdays between October and April and are held after school.

Buses are provided to transport the students to and from the different schools for the competition. Permission slips are required from parents each time their child participates in a competition and stays after school.

### **Destination Imagination (DI)**

DI is an international educational organization to which the Carlisle Public Schools subscribes. Each year members receive the set of five long-term problems assigned that year. Parents coach teams of six to eight students whose objective is to choose one of the problems and solve it creatively.

The program allows for students in any grade to participate, as long as there are coaches to support the effort. Grade levels represented may change from year to year. Please watch for notices about Destination Imagination if you are interested in participating.

In March there is a regional tournament. If a team places in the top of its field, it advances to the state tournament, which is typically held in Worcester at WPI. State finalists then progress to the world finals. Since 1995 Carlisle is pleased to acknowledge that it has sent teams to both the state finals and world tournaments.

### **Extra Help - Tutorial Period & After School (for Middle School)**

Middle School students wanting extra help with work should ask their teacher for assistance. Teachers are usually available before and after school for this support. Weekly tutorial periods (grades 6-8) are also set aside for this purpose. Homework Clubs at each Middle School grade level (grades 5-8) meet after school.

# **Student Services**

## **School Psychologists**

The school psychologists are listeners and helpers. They are available to see students individually or in small groups to discuss academic difficulties or interpersonal conflicts. These confidential meetings are opportunities for students to voice concerns and make good choices.

## **Report Cards**

Report Cards for grades kindergarten through 8 are sent home with the students in December, March and June. The school calendar (in the *Husky Handbook*) details the specific dates. Halfway through each trimester, middle school students (grades 5-8) receive an interim report reflecting their progress to date. Middle school students (grades 5-8) must have their report card envelopes signed by one of their parents/guardians and return it to their homeroom teachers.

## **Conferences**

Specific dates are set aside for parent-teacher conferences in December and March. Parents are notified of the dates and are encouraged to participate. Additionally, teachers are most happy to arrange appointments to discuss specific issues at any time during the year. However, they are not available for conversations about a student during school hours.

## **Teacher Contact**

Parents may contact a teacher through a written note, by telephone or by email. For email addresses, call the school or refer to the directory at the school's website, <[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)>. Teachers may not be reached during instructional periods so it is best to leave a message and the teacher will return the call. Parents are encouraged to contact the teacher if there are questions or concerns. Email is often the preferred means of contact.

## **Student Records**

In February 2005, the Massachusetts Board of Education revised the regulations pertaining to student records. These regulations ensure parents' and students' rights of confidentiality, inspection, amendment and destruction of student records. The federal "Family Educational Rights and Privacy Act" also pertains to the rights of parents, legal guardians and eligible students regarding student records.

The Carlisle School Committee adopted these regulations and approved the accepted procedure for their implementation.

Accordingly, this outlines the rights of parents and the rights of students 14 or older with regard to the confidentiality, inspection, amendment and destruction of student records.

### ***Student Record Information***

Parents and legal guardians have the right to inspect and amend school records of their children. Students may also inspect their own records upon reaching age 14.

Please refer to the school psychologist or Student Support Services Office for information about non-custodial access, and the annual notice of your rights under state and federal law provided by this school.

***Procedure***

A student's record must be made available to the student and/or his or her parent or guardian within ten consecutive weekdays after an initial request to the school psychologist or the principal of the school.

Copies of the record shall be furnished, upon request, for a reasonable fee equivalent to the cost of reproduction.

A professionally qualified school staff person shall be available upon request, to interpret any of the contents of the record. In addition, the eligible student and/or his or her parent may have the student record inspected or interpreted by a third party of their choice.

A school may release a student's name, address, email address, telephone listing, date and place of birth, class, participation in activities and sports, honors, awards, and post-high school plans without the consent of the student or parent so long as the school gives public notice of the information it may release and permits an eligible student or parent to object. Otherwise, no information in a student record shall be given to a third party without the specific, written consent of the student and/or his or her parent, except upon the receipt of a court order, or to the appropriate parties, including municipal officers and/or the Department of Social Services in connection with a health or safety emergency, or when given anonymously in statistical form to the Department of Education or independent researchers, or as requested by representative of the Department of Education acting for the Commissioner in connection with the enforcement of federal and state education laws, or when forwarded to the school to which the student is transferring , unless the student or parent requests that such information not be transferred.

***Types of Student Records***

All information kept in student records shall be limited to information relevant to the education needs of the student. (A full description of the Student Records policy can be found on the school's website.)

Transcript: Shall contain the minimum data necessary to reflect the student's educational progress and is limited to the name, address, phone number and birth date of the student; the name, address and phone number of the parent or guardian; and the course titles, grades, highest grade level completed and year completed. Please note that under Section 4155 of the Elementary and Secondary Education Act, as amended by No Child Left Behind (NCLB), there is language specifying the inclusion of suspension and expulsion records when the records are transferred to another "public or private elementary school or secondary school for any student who is enrolled or seeks, intends or is instructed to enroll."

Temporary Record: Shall contain all information not contained in the transcript, such as standardized test results, and teacher and psychologist evaluations. Special education records are included in this category.

A student's record is kept at the school s/he is presently attending or from which s/he graduated or last attended. Special Education records are kept in the central Special Education office.

A *temporary* record is destroyed no more than five years after graduation, transfer or withdrawal of the student from the school system. The student or parent will receive prior written notice of the approximate date of destruction of the record and of their right to receive a copy of the information contained therein. Since the information contained may not be available from other sources, a complete special education file should be retained by the student or parent. These files are destroyed in a timely manner pursuant to state and federal regulations.

A *Transcript* is maintained for 60 years following graduation, transfer or withdrawal.

Since we belong to a regional school system, all active records are transferred to the Concord-Carlisle Regional High School (or Minuteman Regional if requested by a parent or student to do so) upon graduation from grade 8, or upon turning age 14 in the case of some special needs students.

The school principal is responsible for the privacy and security of all school records maintained in the school. The school will ensure that the staff is educated as to the importance of information privacy and confidentiality, and that electronically stored records are secure.

#### ***Amending the Student Record***

The student and/or his or her parents shall have the right to add information, comments, data or any other relevant written materials to the student record.

The above persons have the right to request of the principal the deletion or amendment of any information contained in the student record. They shall also have the right to conference with the principal to make objections known regarding material contained in the record.

In the event any decision of a principal is not satisfactory, the student and/or his or her parents may then appeal to the superintendent in writing for a review of the objections. A further appeal is possible to the School Committee if the superintendent's response is not satisfactory. A hearing shall be conducted by the School Committee within four weeks of written notice of appeal. The student and/or the parents may be represented by an advocate of his or her choosing to cross-examine witnesses, and to present evidence. Written notice of the decision will be furnished to the student and/or the parents.

#### ***The Family Educational Rights and Privacy Act (FERPA)***

FERPA requires schools to protect the privacy of student records, and gives parents certain rights regarding review and inspection. There is also a clause requiring that certain discipline records be forwarded to a student's next school placement. The full text of the FERPA policy is available online. A notification of your rights under FERPA will be distributed each year as required by law. The school's policy regarding FERPA is available, as are all school policies, through the Main Office of the school.

### **Protection of Pupil Rights Amendment (PPRA)**

PPRA is a federal law that affords certain rights of notice and/or consent to parents of minor students with regard to surveys that ask questions regarding certain protected areas, including political affiliations; potentially embarrassing mental and psychological problems; sex behavior and attitudes; illegal, anti-social, self-incriminating, and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians and ministers; religious practices or affiliations, or beliefs of the student or the student's parents; income, other than that required by law to determine eligibility for financial assistance. This law also pertains to parents' rights of notification of certain instructional materials, the use of information for marketing purposes and the administration of certain non-emergency physical examinations. The school's policy regarding PPRA is available, as are all school policies on the school website or through the Main Office of the school.

### **Parental Notification Relative to Human Sexuality Education**

In accordance with General Laws Chapter 71, Section 32A, the Carlisle School Committee has adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues.

Prior to any courses involving human sexuality education being taught, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent of Schools or his/her designee is responsible for sending the notice. Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation.

Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable.

A parent/guardian who is dissatisfied with a decision of the Principal concerning notice, access to instructional material, or exemption for the student under this policy may send a written request to the Superintendent for review of the issue. The Superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the Superintendent's decision may send a written request to the School Committee for review of the issue. The School Committee will review the issue and give the parent/guardian a timely written decision, preferably within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute.

## **Policies Pertaining to Regulations: Section 504, Title VI and Chap. 76, Sec. 5**

### ***Section 504***

The Carlisle Public Schools has established policies pertaining to Section 504 of the Federal Rehabilitation Act, which is a federal act prohibiting discrimination against persons with a handicap in any program receiving federal assistance. A handicap is defined as a mental or physical impairment, which substantially limits one or more major life activities; has a record of having such impairment; or is regarded as having such an impairment. (The complete policy is on the school's website.)

The school has the responsibility to identify, evaluate, and, if a child is found eligible under Section 504, to afford access to the appropriate educational services. The school has a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

Complaints of discrimination against persons with a 504 handicap should be directed to any of the 504 coordinators listed below.

Director of Student Support Services  
School Principals  
School Psychologists

These 504 Coordinators may be reached at 978-369-6550, or at

The Carlisle Public Schools  
83 School Street  
Carlisle, MA 01741

Coordinators may investigate complaints according to the procedures set forth in this policy, informally to assist with resolution, or help of complainant to file a formal complaint if desired. Formal complaints are to be filed with the Superintendent of Schools, Carlisle Public Schools, Carlisle, MA 01741.

Complaints will be processed according to the procedures outlined in this policy. The full text of the school's Section 504 Grievance and Complaint Procedures, updated in 2006, is available on the school website (<http://www.carlisle.k12.ma.us>) or through the Main Office of the school.

There are state and federal agencies with whom complaints may be filed in the event resolution cannot be reached. These are:

Massachusetts Commission Against Discrimination One Ashburton Place Boston, MA 02108-1518 617-727-3990	Equal Opportunity Commission One Congress Street Boston, MA 02114-2010 617-565-3200 or 800-669-4000
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Office for Civil Rights  
U.S. Department of Education  
Room 701, 01-0062  
J. W. McCormack Post Office and Courthouse  
Boston, MA 02109-4557  
617-223-9662

### ***Title VI***

Title VI of the Civil Rights Acts of 1964 prohibits discrimination in federally assisted programs on account of race, color or national origin. The school has a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on account of race, color or national origin will knowingly be permitted in any of the programs and practices in the school system.

If you believe you have been discriminated against on account of race, color or national origin, you should contact the school's Title VI Coordinator, the Director of Student Support Services. The Director of Student Support Services will carry out an informal investigation, mediation and/or consultation at the building level as appropriate, or you may file a formal complaint at any time. If you witness or learn about discriminatory practices toward an individual, you should contact the Director of Student Support Services, who may be reached at:

Director of Student Support Services  
Carlisle Public Schools  
83 School Street  
Carlisle, MA 01741  
978-369-3758

Employees are required to report this information if a student is the alleged victim.

Complaints will be processed according to the procedures outlined in this policy. The full text of the school's Title VI Grievance and Complaint Procedures is available through the Main Office of the school.

There are state and federal agencies with whom complaints may be filed in the event resolution cannot be reached. These are the Massachusetts Commission Against Discrimination, the Equal Opportunity Commission, and the Office of Civil Rights for the U.S. Department of Education. Addresses and telephone numbers are listed above.

### ***Chapter 76, Section 5***

Massachusetts General Law Chapter 76, Section 5 prohibits discrimination on account of race, color, sex, religion, national origin or sexual orientation or disability.

The school has a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person on account of race, color, sex, religion, national origin or sexual orientation or disability will knowingly be permitted in any of the programs and practices in the school system.

If you believe that you have been excluded from or discriminated against in admission to the Carlisle Public Schools, or in obtaining the advantages, privileges and courses of study at the

Carlisle Public Schools on the basis of race, color, sex, religion, national origin or sexual orientation or disability, you should contact the Chapter 76, Section 5 Coordinators, the principals. The principals will carry out an informal investigation, mediation and/or consultation at the building level as appropriate, or you may file a formal complaint at any time. If you witness or learn about discriminatory practices toward an individual, you should contact the appropriate principal. They may be reached at:

Carlisle Public Schools  
83 School Street  
Carlisle, MA 01741  
978-369-6550

Employees are required to report this information if a student is the alleged victim.

Complaints will be processed according to the procedures outlined in this policy. The full text of the school's Chapter 76, Section 5 Grievance and Complaint Procedures is available through the Main Office of the school.

There are state and federal agencies with whom complaints may be filed in the event resolution cannot be reached. These are Massachusetts Commission Against Discrimination, the Equal Opportunity Commission, and the Office of Civil Rights for the U.S. Department of Education. Addresses and telephone numbers are listed above.

### **Special Education**

Special Education services are provided for students with identified disabilities which interfere with making effective progress within the regular education program. Using state and federal guidelines, services are determined by the special education team, including the student's parents, classroom teacher(s), and special education personnel.

Special education law requires that every effort be made to accommodate a student's learning needs within the regular education classroom prior to any referral for a special education evaluation. These efforts must be documented and the documentation becomes part of the student record. Specific accommodations may include modifications to the curriculum, use of specific teaching strategies, adapted teaching environments or materials, and/or the use of support services, consultation with special education personnel, or any other regular education initiative that may help the student to progress effectively. Documenting how the student responds to these interventions is generally the determining factor in whether or not a referral for a special education evaluation is conducted.

Team evaluations are conducted to determine if the student has a disability and if special needs programming is necessary for a child. If special services are implemented, an individualized educational program (IEP) is developed. Parental permission is necessary for all team evaluations, and individualized educational plans are subject to parental approval.

If you have any questions regarding your child's school progress or a suspected special need, please contact your child's teacher. If you have questions regarding the special education referral process, please call the Director of Student Support Services.

# **Code of Behavior**

## **Philosophy Statement**

The Carlisle Public Schools is a caring community of students and staff who work together sharing the joy of learning. It is a unique community of individuals who represent a great number of backgrounds, beliefs, attitudes, and abilities. Excellence in education is the common goal. We come together in order to prepare for the future and to learn from one another. The following guidelines have been written to create an atmosphere in which all may feel safe, included, and respected.

The Carlisle Public Schools subscribe to a philosophical approach that focuses on the whole child as a growing, thinking individual. The emphasis is on a process approach to teaching and learning, with the belief that the product of a successful school experience is a student who values learning and has the ability to think and make connections. As students experience a core of common knowledge and acquire fundamental skills, including the ability to analyze, draw inferences, and solve problems, they strive to become increasingly independent, responsible, and accountable. Our efforts focus on fostering satisfaction in accomplishment and on teaching students the value of collaboration, cooperation, and competition. Evaluation and grading are intended to enhance growth as students learn to deal with successes and failures and to initiate, develop, and follow through with tasks involving individual expression.

The Carlisle Public Schools build opportunities to ensure the success of ALL students. School citizens are expected to show sensitivity toward human relationships and respect for abilities, values, and attitudes of others. Students are enabled to see themselves as active and responsible citizens in their class, school, community, society, and world.

It is the purpose of the Carlisle Public Schools to promote a sense of self as well as community. We wish to minimize conflict and promote an atmosphere in which we all feel comfortable, supported and successful. We have placed a renewed emphasis on actualizing respectful behavior throughout the school community. With this notion in mind, we ask you to spend a few minutes reviewing the Carlisle Public Schools Behavioral Expectations (see page below for more details.) We urge you to discuss with your child(ren) these expectations and ways in which they can be fulfilled. To this end, the following rights, responsibilities, and behavior code are set forth.

Student responsibilities include regular school attendance, best effort in classroom work and homework, and adherence to all school rules.

## **Student Responsibilities**

It is the responsibility of each student to respect the rights of teachers, students, administrators and all other people in the schools. It is the responsibility of the students to follow all rules to make this work. No student should interfere with the education of his/her fellow students. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others. Harassment and dangerous or destructive behaviors will not be tolerated. When all follow the rules, we become a caring, respectful school community.

# **Behavioral Expectations**

*It is the responsibility of students to be aware of all rules and regulations for behavior and conduct themselves in accordance with them during school hours and for all school sponsored events.*

## **Citizenship**

Responsible behavior exemplifies good citizenship and includes doing one's best at all times. Good citizenship is demonstrated in the classrooms, hallways, buses, dining room, auditorium, gymnasium, bathroom, plaza, the Castle, sports fields, and any other venue.

Citizenship is demonstrated in these ways:

- Following school rules.
- Accepting responsibility.
- Working and playing cooperatively with others.
- Showing politeness and respect for ALL people in the school at all times.
- Displaying a positive attitude.

## **Effort**

Effort is demonstrated in these ways:

- Following directions.
- Doing the best one can.
- Showing good manners at all times.
- Taking advantage of available resources and seeking help to overcome difficulties.
- Making positive contributions to class activities and discussions.
- Taking calculated risks.
- Completing all class work and homework.

## **Fire Drill Behavior**

Fire drills must be taken seriously. Students are expected to use the proper exit from any part of the building. Proper exits are posted in each room. Students must be ready to act in case of an emergency, think clearly, and avoid confusion. Students must walk in an orderly fashion with the classroom teacher and maintain silence. Absolute silence is required in order that instructions can be heard.

## **General Behavior Guidelines**

These behavioral expectations are to be followed campus-wide by all staff, students, and community visitors at all times.

- Treat others in a caring and considerate manner; use respectful language.
- Listen silently when others are speaking, use the "school listening look."
- Wait patiently for a turn to speak, to participate, or to ask for help.
- Follow instructions the first time.
- Keep your hands, feet, and objects to yourself.
- Take good care of property that belongs to others or to the school.
- Do your best at all times.
- Hats are to be removed prior to entering any school buildings.
- Cell phones and other electronic devices must remain in backpacks and be turned off during school hours.

- Do not take photos or videos of other students or teachers at school without permission from the principal.

Acts such as stealing, gambling, defacing school property, or use of any alcoholic beverages, smoking material, illegal drugs, weapons or explosive devices, including fireworks, are prohibited.

### **In the Classroom**

While in class, all are expected to comply with the General Behavior Guidelines outlined.

### **In the Hallways**

- Comply with the General Behavior Guidelines.
- Walk quietly through the halls so as not to disturb other students and keep to the right.
- Respect hallway displays.
- Always walk. No jumping, running, or sliding down banisters.
- When waiting to enter a classroom, stand quietly to the side and do not block the door.

### **In the Dining Room**

- Comply with the General Behavior Guidelines.
- Always walk, never run.
- Wait quietly in line and line up when directed.
- Use good table manners; leave area clean and neat.
- Be certain not to throw food or take food belonging to others.
- Use quiet "indoor voices."

### **In the Auditorium**

- Comply with the General Behavior Guidelines.
- Enter the performance area quietly and in a line.
- Remove hats before entering any school building.
- Clap appropriately to show respect for the performers; never boo, hoot, whistle, or make rude noises.
- Keep food, drink and gum out of the Auditorium.
- Stay seated for the entire performance except in case of an emergency.

### **In the Bathrooms**

- Comply with the General Behavior Guidelines.
- Let every child have his/her own privacy.
- Keep the bathroom clean.
- Never clog the sink, drains, or toilets with paper towels or other objects.
- Never stand on the toilet or sinks. Do not climb on the stalls.
- Do not write on the walls as this is known as "defacement" of school property and is a suspendable offense.

### **In the Gymnasium**

- Comply with the General Behavior Guidelines.
- Walk on the sidewalk on the way to and from the gym.
- Walk quietly into the lobby and wait quietly in line, to the right, so as to not block the entrance.
- Be prepared – wear sneakers and appropriate clothes.
- Demonstrate good sportsmanship.
- No food, drink or gum is allowed in the gymnasium.

### **On the Plaza / Castle**

- Comply with the General Behavior Guidelines.
- Be cooperative. This means listening, being helpful and trying to make recess fun for everyone.
- Include others in your play.
- Demonstrate good sportsmanship.
- Use the playground equipment safely - take turns and play in designated areas.
- Play games that do not involve pushing, shoving, or tackling.
- Ask permission to leave the playground or lunchroom.
- Wear boots and snow pants in winter to play in the snow.
- Line up when you hear the whistle. Wait quietly and patiently to be dismissed.
- Do not throw snowballs as this violates the safety of others and will not be permitted at any time during the school day.
- Keep the Plaza and Castle clean. Put trash in the barrels.
- Note that the following items are prohibited on school days until after 4:00 pm: skateboards, headsets, in-line skates, hard balls, remote control cars, bats, and hockey sticks.
- Do not use cell phones, ipods, electronic games, and other electronic devices in school. If a child has a cell phone in his/her backpack to communicate with the parent after school, the school certainly wouldn't object. If, however, the cell phone or other electronic device is used without permission during the school day, the device will be confiscated.
- DO NOT FIGHT OR ENGAGE IN PHYSICAL VIOLENCE. If a student is involved in a fight or starts a fight, he/she will be sent to the principal's office, parents will be called, and serious consequences will result.

Please note that kindergarten students are not to play in the Castle area during school hours because the equipment is designed for older student use.

### **Behavior with Substitute Teachers**

- Comply with the General Behavior Guidelines.
- Show substitute teachers respect and cooperation at all times. Being sent to the principal's office by a substitute teacher will be regarded as a serious offense.

## **Student Discipline Policy**

Discipline is the dual responsibility of the home and school.

The Massachusetts General Laws require the school committee to adopt written policies, rules and regulations not inconsistent with law, which may relate to study, discipline, conduct, safety and welfare of all students, or any classification thereof, enrolled in the public schools of the Carlisle School District.

The implementation of the general rules of conduct is the responsibility of the principals and the professional staff of the schools. The general rules of conduct apply across the school campus and at any school related activity.

The purpose of disciplinary action is to restore acceptable behavior and to teach appropriate behavior to the child(ren) involved. When disciplinary action is necessary, it shall be administered with fairness and consistency in accordance with the Student Handbook and adherence to Individual Education Plans when applicable.

Students violating any of the policies on student conduct will be subject to disciplinary action. The degree, frequency, and circumstances surrounding each incident shall determine the method used in enforcing these policies. Most of the situations which require disciplinary action can be resolved within the confines of the classroom or as they occur by reasonable but firm reprimand, and/or by teacher conferences with the student and/or parents or guardians.

Further disciplinary action will be under the direct supervision of the principal.

If a situation should arise in which there is no applicable written policy, the staff member shall be expected to exercise reasonable and professional judgment.

### **Discipline Procedures Pre-K thru 8**

In all cases, student offenses shall be treated on an individual basis, and the administration shall develop disciplinary measures appropriate for each offense. When possible, constructive tasks commensurate with the infraction shall be considered, and counseling shall be part of the disciplinary procedure when appropriate.

When rules are broken, fair and clear consequences must follow. Making mistakes is a part of the learning process. We understand that students are going to make mistakes as they grow. In short, we expect our students to learn from their mistakes. Teachers, administrators, and school psychologists will work together to enable our students to make better choices as they are faced with daily life situations. If there is administration involvement, parents will generally be notified of any significant consequences affecting their son or daughter. To this end, the staff will employ clear expectations and fair consequences when dealing with disruptive behavior. Some of the consequences might look like this:

1. Student will be reminded of the expectations for behavior in our school.
2. She/he will meet with the other party involved in a dispute to settle differences. A teacher, principal, or school psychologist will serve as mediator.

3. She/he will be given a time-out or miss recess(es). When necessary, parents will be informed of the consequence assigned.
4. She/he will eat lunch in the office.
5. As restitution, a student may rebuild or repair the damage.
6. Parents will be asked to meet with the administration, teacher, and/or school psychologist.
7. She/he will participate in a community service activity.
8. She/he will stay after school for one or more days in detention.
9. Student may face a possible suspension or expulsion from school.
10. Respect is a core value of our community. We have zero tolerance for the harassment/bullying of other students, and consequences will be given for repeated offenses. It is important that we celebrate our diversity and accept differences. Name calling, put downs, bullying, etc. are unacceptable in our school.

Violence, such as fighting and punching, toward anyone in our schools is not tolerated. In the rare situation when a student is violent toward another child or adult, serious consequences will be immediately implemented. Close consultation among school personnel result in the following actions: student removed from the situation, loss of privileges, and possibly suspension, as determined by the school administrator, and parents of both parties notified of the incident.

Close communication with the families of children involved is an important component of the school's response. All efforts will be made to ensure that our children understand that violence is unacceptable and not to be engaged in again.

Please refer to anti-bullying/harassment protocols attached as Appendix A.

### **Detention**

Classroom detention may be assigned at the discretion of the teacher and administrators. Inappropriate behavior, missing homework or incomplete assignments may be reasons for assigning classroom detention. Teachers will communicate the reason for a detention to parents and student as well as state the designated day that the student will serve the detention. During the detention, the student will follow the rules designated by the teacher.

Detentions are also given for excessive tardiness, disruptive and/or disrespectful behavior. Detentions from the principals are to be served on the day following the infraction or later, as determined by the administration. Failure to report to detention will result in further action by the administration. Communication between the administration and parents may take place prior to a student serving a detention. When serving a detention, a student is expected to work quietly in a designated space such as the Main Office or to perform relevant community service.

### **Exclusion/Suspension for Serious Misbehavior**

Respect is a core value of Carlisle Public Schools. We celebrate diversity and appreciate the differences in people. The staff of Carlisle Public Schools has zero tolerance for harassment/bullying of others. Harassment/bullying can be verbal, written, physical or sexual. Also, harassment/bullying through emails, websites, blogs or other internet and computer devices may result in consequences or school suspension; even when messages are

written at home, consequences may be given in school as this unacceptable behavior hurts other students and interferes with the learning process. Respectful behavior helps everyone feel comfortable and promotes learning in school.

Certain inappropriate behaviors such as repeated harassment/bullying of others, profane or discriminatory language, abusive back-talk, physical violence, noncompliance, and threats to safety will lead to suspension to be served in the school or at home. The student is responsible for all class work that s/he misses during the suspension.

Cases of serious threats to the health, welfare, safety, morals or effective functioning of the school community will lead to exclusion from school, as will illegal acts committed by students while in attendance at the Carlisle Public Schools. Illegal acts such as bomb threats, fires, serious vandalism, possession of weapons, alcohol, drugs, bullying, etc. shall be reported to the Carlisle Police Department, as required by law.

#### SUSPENDABLE OFFENSES

- No student will be allowed to interfere with the rights of other students either by physical action, verbal abuse or harassment/bullying.
- Students will be expected to behave in an orderly fashion. Such behaviors as pushing, shoving, fighting, wrestling, running, loud noise, or disruptions that interfere with the educational process in the school, are prohibited.
- The use of any tobacco product is not allowed in the school buildings, on buses or on school grounds.
- Acts such as stealing, defacing school property, pulling fire alarms or using fire extinguishers unnecessarily are against the law. These acts are considered to be extremely serious. Each case will be dealt with individually with possible referral to the police and/or fire department.
- Students must show due respect toward their peers and the staff of the Carlisle Public Schools. Any disobedience, insubordination, or talking back to a staff member will be considered a serious offense.
- Behavior on school buses must comply with all rules and regulations in the school building or on school property.
- The use of profane, obscene, or abusive language is prohibited.
- Students must not bring to school, possess, or use any alcoholic beverage, smoking material, illegal drugs, any weapons, or any explosive device, including fireworks. In addition to being against school regulations, some of these acts are illegal and therefore, referral may be made to the police department.
- Students are not allowed to have matches or lighters on school buses or school grounds at any time. Possession and/or use of these things may lead to suspension.

All after school and evening school sponsored activities are subject to the relevant rules and regulations stated above. Students who are suspended out of school are not allowed to participate in school activities or to be on school grounds while suspended. Students who are given in-school suspension are not allowed to participate in school activities during their suspension.

## **Vandalism Policy**

In all cases where damage to school property is attributable to a student, the parents will be informed of the incident and billed by the administration for such costs as are incurred in repair or replacement necessary to correct the damage.

In cases of damage to school property while facilities are being used by non-school groups, the person assuming responsibility when reserving the facilities shall be held responsible and will be billed by the administration for such costs.

## **Discipline Procedures for Students with Special Needs**

If a special needs student is not expected to meet the regular discipline code of the school, a statement of modifications required shall be included in the student's Individualized Educational Plan (IEP).

If suspension is proposed for a student with special needs, and the suspension totals more than ten cumulative days, the following procedure is implemented:

The TEAM shall be convened to review the student's IEP and needs. A determination will be made as to whether the misconduct is related to the special need, or is related to a deficiency in special education services.

If the TEAM concludes that the student's misconduct is related to the student's disability or placement in an inappropriate special education setting, the student shall not be suspended. Instead, the district completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the TEAM reviews and modifies it, as necessary, to address the behavior.

If the TEAM concludes that the misconduct is not related to the special needs nor is it the result of inappropriate services, the school may impose suspension to exceed ten cumulative days. However, the school will provide an alternative plan for the delivery of services. In addition, the district will offer, if appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address behavior so it does not recur.

In the event that a student with special needs demonstrates instances of dangerously assaultive or self-abusive behavior, an emergency evaluation and placement may be made with parental consent or by a hearing officer. Under special circumstances the district may place the student in an interim alternative educational setting for up to 45 days.

## **No Smoking Policy**

Pursuant to Chapter 71, Section 37H of the Education Reform Act, the use of tobacco products by any student, teacher, school personnel, parent, or any other individual is prohibited within the school buildings, in school facilities, on school grounds, on the school fields or on school buses at all times.

## **Policy on a Drug Free Workplace**

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 arrests or criminal convictions within five (5) days of such a conviction. The Carlisle Public Schools have an obligation to notify the appropriate federal agency within ten (10) days of receiving such 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.

If any employee, parent, or community person has any questions regarding this policy, he/she may contact the Superintendent of Schools at 978-369-4102.

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 which deters such behavior and rehabilitates those who seek assistance.

The Carlisle School has collected information from various drug assistance and/or rehabilitation programs. This information is available from the Elementary School Psychologist.

### **Anti-Hazing Policy**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Hazing is defined in Chapter 269, Section 17 of the Massachusetts General Laws as follows:  
*The term "hazing" shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.*

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days.

Any student determined by the principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant.

In all cases relating to hazing, students will receive procedural due process.

### **Anti-Bullying Policy**

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

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that does one of more of the following:

- Causes physical or emotional harm to the target or damage to the target's property
- Places the target in reasonable fear of harm to him/herself or of damage to his/her property
- Creates a hostile environment at school for the target
- Infringes on the rights of the target at school
- Materially and substantially disrupts the education process or the orderly operation of school

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

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

School staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee. The District will investigate allegations of bullying. Teachers who observe bullying will address and document the behavior, provide consequences, and refer continuing and serious problems to the principal. The principal will immediately investigate all such complaints and provide appropriate consequences, as outlined in the Carlisle School Bullying Prevention and Intervention Plan and the Administrative Response Rubric for Peer Aggression. In addition, teachers, staff, and principals will work with students to encourage them to report all incidents of bullying they observe as bystanders.

**LEGAL REF.:**

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

Title VII, Section 703, Civil Rights Act of 1964 as amended

Federal Regulation 74676 issued by EEO Commission

Title IX of the Education Amendments of 1972

Board of Education 603 CMR 26:00

SOURCE: MASC

## **Sexual Harassment Policy**

All persons associated with the Carlisle Public Schools including, but not necessarily limited to, the Committee, the administration, staff, and students, are expected to conduct themselves at all times so as to provide an atmosphere free from sexual harassment. Any person who engages in sexual harassment while acting, as a member of the school community, will be in violation of this policy. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating in an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated.

Because the School Committee and the Carlisle School community take allegations of sexual harassment seriously, Carlisle Public School will respond promptly to complaints of sexual harassment and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a workplace and school environment that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace or school conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

**Definition of Sexual Harassment:** Unwelcome sexual advances or unwanted attention; requests for sexual favors; or other verbal, electronic, written, or physical conduct of a sexual nature may constitute sexual harassment where one or more of these factors are present:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or education decisions affecting such individual.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment.

The Grievance Officer: Director of Student Support Services, Carlisle Public Schools, 83 School Street, Carlisle, MA 01741 978-369-6550, ext. 2212.

The Director of Student Support Services will serve as sexual harassment grievance officer, unless otherwise designated by the superintendent who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with the procedure set out below:

**Complaint Procedure:**

1. Any member of the school community who believes that he/she has been subjected to sexual harassment will report the incident (s) to the grievance officer. All complaints shall be investigated promptly and resolved as soon as possible.
2. The grievance officer will attempt to resolve the problem in an informal manner through the following process:
  - a. The grievance officer will confer with the aggrieved party in order to obtain a clear understanding of that party's statement of the facts, and may interview any witnesses.
  - b. The grievance officer will then meet with the accused party in order to obtain his/her response to the complaint.
  - c. The grievance officer will hold as many meetings with the parties as he/she deems necessary to establish the facts. At this stage of the proceedings the parties may present witnesses and other evidence, and at any stage, both parties may also be represented by an attorney or other advocate. (Moved from section 3 below.)
  - d. On the basis of the grievance officer's perception of the situation he/she may:
    - Attempt to resolve the matter informally through reconciliation.
    - Report the incident and transfer the record to the Superintendent or his/her designee, and so notify the parties by certified mail.
3. After reviewing the record made by the grievance officer, the Superintendent or designee may attempt to gather any more evidence necessary to decide the case, and thereafter impose any sanctions deemed appropriate, including a recommendation to the School Committee for termination or expulsion. The parties, to the extent permissible by law, shall be informed of the disposition of the complaint. All matters involving sexual harassment complaints will remain confidential to the extent possible. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct.

4. The grievance officer, upon request, will provide the aggrieved party with government agencies that handle sexual harassment matters.

LEGAL REFS.:      Title VII, Section 703, Civil Rights Act of 1964 as amended 45  
                        Federal Regulation 74676 issued by EEO Commission  
                        Education Amendments of 1972, 20 U.S.C. 1681 et seq. (Title IX)  
                        Board of Education 603 CMR 26:00

SOURCE: MASC and Concord Public Schools

# **Acceptable Use Policy For The Technology Network And Internet**

## **PURPOSE**

The Carlisle Public School (CPS) offers computing and Internet access to its students, faculty, and staff. The primary purpose of the CPS Internet service is to support the educational objectives of the CPS and Carlisle's educational community in general.

## **RULES/GUIDELINES**

**Respect:** It is expected that CPS network users only communicate in ways that are appropriate, polite and respectful.

**Identity theft:** Passwords are confidential. Users must:

- keep their password secret
- log in only to their own accounts
- not view, use, or copy passwords, data, or networks to which they are not authorized
- not pretend to be someone else when sending information over the computer network.

**Illegal Use:** Users shall not intentionally access, transmit, copy, or create material that is illegal (such as copyrighted material, threatening or obscene material, or material protected by trade secret, stolen materials, or illegal copies of copyrighted works).

**Copyright:** Any material obtained from the Internet or email to use in one's own work must be cited and credited by name or electronic address. Information obtained through E-mail or news sources must also be credited according to an accepted scholarly publishing format such as Modern Language Association (MLA).

**Cyberbullying:** Users must not access, transmit, copy, or create defamatory remarks, sexual or racial slurs, or use obscene or profane language

**Commercial purposes:** Users may not advertise or sell products or services using the CPS network.

**Security:** If a user can identify a security problem on the school network or Internet, they must notify an administrator or teacher.

**Personal wireless devices:** Students' personal wireless devices (cell phones, PDAs, etc.) are not to be used to access the network.

**Pictures/video:** No student picture or video shall be posted online without written authorization from a parent or guardian.

**Integrity and security of all electronic resources:** Safeguard the integrity, availability and security of electronic resources by the following:

- Respect and protect the intellectual property of others. Honor the legal rights of software producers, network providers, copyright and license agreements.
- Do not attempt to alter or destroy data of another user on the network or over the Internet.

- Do not cause any damage to computers, the network, or any other electronic device. Vandalism could result in financial responsibility for any damages.
- Do not waste resources such as bandwidth, disk space, or printing capacity.

**Privacy:** All users should respect the privacy of others by not accessing their accounts, emails or files without permission. Copies of all information created, sent or retrieved from school accounts are stored on the computer network's back-up files. In addition, all school email is archived off-site. School IT officials may review files to maintain system integrity, facilitate school business, and comply with legal requests. For this reason, users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent, received or stored on the network and/or on all CPS computers.

**Filters:** CPS uses network software to filter or block material harmful to children, as required by the Children's Internet Protection Act. Efforts to bypass the filtering system are prohibited and may lead to disciplinary action. Teachers should immediately advise the Tech Department of any inappropriate sites discovered while on the school network.

Teachers, administrators and other school personnel who are using the Internet as part of their teaching may request a specific site to be blocked or unblocked

**Consequences:** Users who violate the Acceptable Use Policy may be subject to appropriate disciplinary action and/or prosecution.

**Disclaimer:** The CPS makes no warranties of any kind, whether expressed or implied, for the services it provides. The CPS will not be responsible for any damage suffered including, but not limited to, loss of data, interruption of service, delays, non-deliveries, or mis-deliveries for any reason.

While this policy outlines acceptable use, it does not attempt to articulate all good and bad behaviors by users of this network. The CPS administration reserves the right to change these rules at any time without notice.

*Note: Signing the Student Handbook agreement indicates acceptance of this Acceptable Use Policy by parents and students.
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## **Carlisle Public Schools' Web Page Publishing Policy**

The Carlisle Public Schools' website, and any web pages that are linked to it, are a means of communicating information electronically to students, parents, staff and the general public. Through our website and web pages, we hope to make available instructional materials and resources for students and staff and to share with citizens of the Carlisle learning community and the rest of the world, information about our curriculum and instruction, school-authorized activities, and other facts relating to the Carlisle Public Schools and our mission.

**Who can publish web pages?** Only authorized members (also known as "authors") of the Carlisle Public Schools' administration and faculty can publish, or post, web pages to the Carlisle Public Schools' website.

A designated Webmaster(s) shall grant authority to publish pages based on an acknowledged understanding of the Policies and Procedures for publishing pages (see "Faculty Webpage Publishing Agreement" attached).

1. The Webmaster shall have the right to review all published pages and to rescind publishing privileges without notice if the rules and guidelines are not being followed.
2. The Webmaster may require that all pages be reviewed before publication.
3. The "author" may, with permission and appropriate security, publish student or other work, but the author assumes full responsibility for all content published with his or her authority.

### *Rules and Guidelines*

#### **Safety**

- **Media Release** - All students publishing on the CPS site must have on file a media release agreement signed by a parent or guardian.
- **Student Safety** - To assure student safety, a student's picture or work may be identified by first name only or by an alias chosen by the student. Student personal information (last name, home address, email address, home phone number) shall not appear in published material

#### **Content**

- **Educational Value** - Material to be published must not display, access, or link to sites deemed offensive by the CPS Acceptable Use Agreement. All published material must have educational value and/or support the district guidelines, goals and policies.
- **Credits Page** - If you use external resources on your site include a "credits" page.
- **Advertising** – Individuals are not to use CPS resources for any advertising, and minimize links to sites that include advertisements.
- **Navigational Links** - It is suggested that each page contain clear links to the home page and/or higher-level pages. There should always be navigational clues to help users find their way around (a "back" button is not always adequate).
- **Contact Information** - Out of courtesy to Internet users, each page shall contain contact information for the author and a "mailto" link to contact them.
- **Copyright Notice** - Each page should contain a copyright notice which reserves the publisher's right.
- **Update Information** - Each page should contain the date the page was last updated.

- **Student Work** – Student work should be checked to ensure all content represents academic quality.
- **Content Monitoring/Auditing** – The Carlisle School District Administration or Information Technology Specialist reserves the right to remove a site deemed inappropriate.

### **Development**

All developers of Carlisle School websites must follow the development guidelines maintained by the webmaster.

### **Keeping Current**

- **Active Links** - The web is a very dynamic resource. Links to external existing sites should be checked regularly to insure that CPS sponsored links are not going to sites that do not meet the CPS Acceptable Use Agreement.
- **Current Files** - Only active files should be stored on the Internet Server.

All web pages are subject to ongoing administrative team review to insure that they comply with Carlisle Public Schools policies and guidelines.

## **Other Important Policies**

Among other policies that students and/or parents may wish to review are the following, which are available at the Main Office of the school. The full text will be supplied to you upon request. Policies are also on file at the Selectmen's Office in Town Hall and at the Gleason Library. This does not represent the full list of policies. School Policies are also available on line at the school website: <[www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)>

- AIDS (Acquired Immune Deficiency Syndrome)
- Attendance Policy
- Buildings and Grounds Security
- Carlisle Public Schools Residency Policy
- Equal Opportunity Employment Statement
- Facility Use Policies & Rules
- Field Trip Policies and Procedures
- Field Trips - Overnight/Out of State
- Formation of a School Council
- Integrated Pest Management
- K and Grade One Entrance Policy
- Physical Restraint Policies and Procedures
- Reporting Suspected Abuse and Neglect
- Volunteer Policy
- Protection of Pupil Rights

Policies are subject to review, amendment, and/or rescission at the discretion of the Carlisle School Committee.

## **Events & Activities**

Below is a monthly listing and explanation of annual events that take place at the school or are affiliated with the school. The exact dates and locations are publicized in *The Buzz* closer to the events. Some of the events may not occur in every year. All will be publicized in advance so check *The Buzz* or *The Mosquito* for current information. Further information can also be obtained from the volunteer responsible for the event. Check the listings under Volunteers Appointed by the Board section of the Husky Handbook.

### **September**

#### ***Faculty & Staff Luncheon - Fall***

A buffet lunch for faculty/staff and administrators is provided usually on the first early release day of the school year. The luncheon is organized by the CSA, with the food and decorations provided by parents. The luncheon is a means for the community to thank the school staff members for their efforts.

#### ***Gift Wrap Sale***

A CSA fundraiser, parents and relatives can order gift wrap and accessories from a catalog distributed at school. The merchandise is delivered to the school so that parents may pick it up.

#### ***Annual Spring T-shirt Sale***

An opportunity to order children's and adults' T-shirts and sweats with Carlisle logos. The sale is a CSA fundraiser.

#### ***Parents' Night (Elementary)***

An opportunity for parents of grades K-4 students to visit their child's classroom(s) in the evening and hear a presentation by the teacher(s). Curricula for the year are provided; there is usually a question and answer period scheduled. The library, music room, art room, and gym are also open with teachers present to answer any questions. This is a parent-only event, that is, children are not to attend.

#### ***Parents' Night (Middle School)***

An opportunity for parents of grades 5-8 students to visit their child's classroom(s) in the evening and hear a presentation by the teacher(s). Curricula for the year are provided; there is usually a question and answer period scheduled. The library, music room, art room, and gym are also open with teachers present to answer any questions. This is a parent-only event, that is, children are not to attend.

#### ***First CSA Kick-off Meeting***

The CSA holds its first meeting of the year. All parents are invited. This is an opportunity to learn about CSA activities and to pick up a Husky Handbook.

## **October**

### ***School Pictures***

During school hours pictures are taken of every child for school records. Parents must submit advance orders if they wish to purchase pictures.

### ***Spaghetti Supper***

Sixth grade families provide a spaghetti supper in the school dining room as their major fundraiser to support middle school activities. All members of the community are encouraged to attend. Tickets are available from sixth graders and in various locations around town.

### ***Halloween Parade***

For this activity, usually held on Halloween morning, students (PreK - 5) dress up for Halloween and congregate on the plaza, where the parade route begins. The parade proceeds onto Church Street, up School Street and ends back on the plaza. Parents and siblings are encouraged to watch and admire along the 15 minute route. Often parties for the marchers take place in the classrooms at the end of the parade.

## **November**

### ***Sixth Grade Outdoor Education***

This sixth grade off-campus program is normally held in October or November. The objective of the three day event is to use an outdoor education experience to enhance the interdisciplinary curriculum, to extend team building skills and to have fun. This is a fee-based trip per student paid by parents. Faculty members chaperone the event.

## **December**

### ***Choral and Instrumental Concert***

An opportunity for members of the various Carlisle choral groups and bands to perform for parents, relatives and townspeople. The concert takes place in the evening and is usually about an hour long.

### ***Citrus Sale***

Band members raise funds selling Florida grapefruits and oranges.

## **January**

### ***Course Selection and Visit to CCHS or Minuteman Tech.***

Eighth graders begin the process of “moving up” to High School. Campus visits and assistance with course selection help with this important transition. Parents receive specific information from the guidance office.

## **February**

## **March**

### ***Seventh Grade Play***

The Seventh Grade Play is a fun and enriching grade-wide activity sponsored by the school, professionally directed, and supported by a large number of parent volunteers. A play committee meets early in the seventh-grade year with the school principal to set the calendar, choose a director, and guide the organization of the play. Although it is not a required activity, all seventh grade students are highly encouraged to participate in this event. After approximately seven weeks of rehearsals, students find it a very fulfilling experience, whether they are on stage or behind stage, to participate in the production with their classmates, to the delight of family, friends, schoolmates and townspeople.

## **April**

### ***Social Dance Classes***

A CSA coordinated activity for middle school students. Interested students attend a series of evening classes with instruction in ballroom dance and etiquette.

## **May**

### ***Annual CSA Book Fair***

A CSA sponsored, week-long, fundraiser for new school library materials. New books are available for sale (both for children and adults) in the school library. Students visit the sale during school with their classes; books may also be purchased after school hours and on designated evenings

### ***Fifth Grade Transition***

Parents of fourth grade students are invited to an informational evening at which the fifth grade teachers present the curriculum and expectations for students in middle school.

## **June**

### ***Choral and Instrumental Concerts***

Evening concerts for parents and relatives of band members, and community members. It is usually about one hour long.

### ***Track & Field Day***

All grades take part in a series of track events that take place on the school playing fields. Students compete with those in their grade; parents and siblings are encouraged to attend and support the athletes. The event lasts about an hour for each grade.

***Faculty & Staff Luncheon – Spring***

A buffet lunch for faculty/staff and administration is provided usually on the last early release day of the school year. The luncheon is organized by the CSA, with the food and decorations provided by parents. The luncheon is a means for the community to thank the school staff for their efforts.

***Treasury Ceremony***

An opportunity for eighth graders to celebrate their development as writers. A unique event, which parents of 8th graders attend.

***Eighth Grade Graduation Proceedings***

The eighth grade takes part in preparing the campus for graduation, participating in rehearsals, 8<sup>th</sup> grade graduation dance, as well as in the ceremony itself. The ceremony is traditionally held at 7:00 p.m. on the evening of the last day of school.

# The Community

Our Carlisle Public Schools are part of the Carlisle community. As such, they do not stand alone. There are numerous organizations that provide support to the school and help to connect the school to the greater community. Here are a few:

Volunteers  
Carlisle School Committee (CSC)  
Carlisle School Council  
The Carlisle School Association (CSA)  
Carlisle Education Foundation (CEF) - The Foundation  
Carlisle Extended Day Program, Inc.  
Carlisle Recreation Programs  
Carlisle Youth Commission

The Carlisle Public Schools rely heavily on the talents and assistance that volunteers bring to the school program, both for regularly scheduled work aid and for occasional special projects. Please reference the CSA's *Husky Handbook* for more information.

## Volunteers

### ***Volunteer Policy***

Volunteers' wishes as to the role they serve within the schools are strongly considered. However, volunteers may be asked to serve in whatever capacity meets the needs of the administration or the needs of classroom teachers.

The administration will stress to volunteers that respect for the rights of others is essential in the school environment. Faculty, staff and students are to be accorded privacy. Volunteers will not be allowed to work in any area where confidentiality is likely to be compromised. However, should a volunteer, in the course of performing his/her duties, overhear, observe or otherwise become privy to information which is confidential or sensitive, it is expected that s/he would refrain from discussing such information with anyone.

Volunteers are also expected to respect the faculty and staff's personal spaces and to refrain from entering the Teachers' Rooms without express invitation.

All Volunteers are expected to sign and abide by the Carlisle School Volunteer Guidelines and Contract.

### **CORI Policy, as Pertains to Volunteers**

Volunteers whose duties include the potential for unmonitored contact with children (which we believe to be all volunteers in the school setting) must sign a permission slip for a Criminal Records Offenders Information check. This "C.O.R.I." check is mandated by state and federal law, and will be processed according to the Policy on Criminal Offender Records Information Checks, which is available at the Main Office. This check is required once every three years.

## **Carlisle School Committee (CSC)**

The Carlisle School Committee (CSC) is a five-member board elected by the town for overlapping three-year terms. Their purpose is to set school policy, oversee the budget, employ and evaluate the superintendent and negotiate contracts. As duly elected officials, the CSC is governed by Massachusetts General Laws (M.G.L.). Two of the members are appointed by the committee to serve on the Concord-Carlisle Regional High School Committee to represent Carlisle in issues related to high school (grades 9 through 12). The public is welcome to attend CSC meetings. Those who wish to see the minutes of the meetings may obtain them from the Gleason Library, Town Hall, or the school office.

## **Carlisle School Council**

The Carlisle School Council is an advisory group mandated by the State Education Reform Act of 1993. Members serve a two year term and usually consist of the principals, teachers, elected parents and one community member. The group assesses and updates the School Improvement Plan and presents its findings to the School Committee at the end of the year.

## **Carlisle School Association (CSA)**

The Carlisle School Association (CSA) is the parent organization for the Carlisle Public Schools. Its mission is to support the school administration and teachers and provide communication to the parent community.

Working cooperatively with the school, the CSA organizes volunteers and raises funds that are used primarily to fund teacher grants and the Curriculum Enrichment program.

### ***Fundraisers***

The CSA sponsors several fundraisers during the year in support of teacher grants and the Curriculum Enrichment program. In the past, the CSA has sponsored a gift wrap program, House Tour (held every other year in the fall), a fashion sale, book sale, classroom supply kits and in conjunction with the CEF, a dinner dance/auction in the spring. These fundraisers bring together parents, students and community members and provide much needed programs for the school that are not in the school's budget. Please refer to the Events and Activities section of this handbook for details and to the *Husky Handbook* and *The Buzz* for specific dates.

### ***Grants and Curriculum Enrichment***

Money raised by CSA fundraisers is funneled to the school primarily through two programs - CSA Grants and Curriculum Enrichment.

CSA Grants to the school are typically awarded in the fall and spring. Members of the school community submit proposals that are reviewed by representatives from the CSA Board, the principals and teacher representatives. In the past, grants have been awarded for educational materials for the classroom, equipment, technology or pilot programs.

The Curriculum Enrichment Program offers diverse cultural events to the school in the form of storytellers, naturalists, craftspeople, music and dancing ensembles, and more. The program is organized by a group of dedicated CSA volunteers who work closely with the school administration and teachers to provide a program that supports the curriculum of each of the grades.

Other gifts may be awarded to the schools as a result of votes taken at CSA business meetings.

### ***School Volunteers***

The CSA cannot be effective without the countless parent volunteers who support the school and our children in the classroom, on the plaza during lunch hours, and who serve on committees and the board. We urge all parents to volunteer in any way they can. Parents interested in volunteering should fill out a volunteer form that is included in the packet of information sent out in the spring and again in the fall.

Room Parents: Each year two Room Parents are appointed in each classroom with the responsibility for supporting the teacher, involving all interested parents in classroom activities, and ensuring timely communication of classroom information. Starting in June, people are asked to express their interest in becoming a Room Parent for the following school year. *The Buzz* and *The Mosquito* carry notices directing interested people to contact the appropriate Room Parent coordinator. For Room Parents, priority is given to those who have not previously served. An orientation meeting at the beginning of the year provides key information and guidelines.

Library Volunteers assist the librarian in a variety of ways, including checking out and shelving books, reading to students, and helping with research.

Lunch/Playground Volunteers provide additional eyes and ears at recess for improved safety and quick problem resolution. All volunteers will be provided with clear student behavior guidelines.

Other School Volunteer Programs include preparing meals for the Spring and Fall teacher luncheons, assisting on committees, and helping with classroom projects and events.

### ***Information Dissemination***

Through open meetings, monthly newsletters, and the *Husky Handbook*, the CSA offers basic information on school policies and programs, introductions to school administration and staff, and updates on school issues.

The Husky Handbook was developed by the CSA in conjunction with the school administration.

Husky Handbook is a phone book purchased with your membership fee to CSA. It contains staff listings, student addresses and student / family phone numbers, a school calendar, names of CSA board members and chairpeople, and board members of other organizations associated with the schools.

CSA Business Meetings are usually held monthly to conduct the business of the CSA and to vote on disbursement of funds for grants and gifts.

CSA Speaker and Discussion Programs are regular programs scheduled on curriculum issues, ideas regarding child development, the school budget, and other topics of immediate concern to parents.

CSA News is included in the on-line school newsletter (*The Buzz*). It reviews meetings and publicizes upcoming CSA events and fundraisers.

The Carlisle Mosquito carries information regarding the Carlisle Public Schools on its Education page. Here you'll find coverage of School Committee meetings and / or CSA activities.

The CSA Website, [www.csa.org](http://www.csa.org) is also linked through the school's website at [www.carlisle.k12.ma.us](http://www.carlisle.k12.ma.us)

### ***Social and Community Networking***

COA Liaison is an outreach program to the Council on Aging.

CSA Newcomer Liaison is a CSA committee member who contacts new school community members to provide school and CSA information.

### ***How to Become Involved***

We would like to see every parent become involved in the CSA and are always looking for new members. There are many opportunities to volunteer, from serving on the board, to running a fundraiser, to just helping out where you can.

We are always looking for people with energy and enthusiasm to help out on an "as needed" basis with signs, promotion, database entry, hospitality, and other projects. Let us know if you have a particular interest or area of experience!

Everyone is invited to attend CSA Business Meetings, Coffees, and Speaker / Discussion programs. These are great places to find out more about the CSA and meet the people involved. If you develop an interest in a CSA position, please feel free to call a member of the Nominating Committee or the current holder of the position to obtain a job description and find out more. Refer to the *Husky Handbook* for the current listing of CSA office holders.

## **The Carlisle Education Foundation**

The Carlisle Education Foundation is a non-profit volunteer organization that relies on the generosity of our community to help support and maintain the educational excellence of the Carlisle Public Schools.

For over 20 years, our donors have enabled the Foundation to fund numerous pilot projects, new academic initiatives, multiple opportunities for professional teacher development, and technology enrichment for our classrooms. Proceeds from our programs go directly to fund projects that might not otherwise be possible due to school budget limitations. Recently, the CEF raised more than \$150,000 in a landmark fundraising campaign to assist in outfitting the new Science and Engineering Lab and the Multi-Purpose Music Room with state-of-the-art equipment and technology. In addition, the Foundation has provided monies for professional teacher development; funded expert consultant visits in language arts, math and sciences; provided technology for classrooms including white boards, mobile Mac computer labs and

networking capabilities; funded pilot programs in world languages for grades K-5 and Chinese for middle school students, and provided seed money for the STEAM program that holds workshops on electronics and robotics. As the primary fundraising arm of the Carlisle Public Schools, the Foundation actively seeks to strengthen our philanthropic efforts and build an endowment that will support our school programs for many years to come. Our board consists of parents and business people in the Carlisle community who are committed to help supplement the tools and teacher training necessary to maintain the high level of education already offered in the Carlisle Public Schools. Our vast volunteer base of parents and local residents offer the guidance and financial support necessary to successfully pursue our charitable goals each year.

The CEF actively seeks volunteers to assist with our efforts. For more information on our activities and ways that you can help, please visit [www.carlislecef.org](http://www.carlislecef.org) <<http://www.carlislecef.org/>> .

### **The Carlisle Extended Day Program**

The Carlisle Extended Day Program is a nonprofit, parent-run corporation that provides before and after school care for children enrolled in the Carlisle Public Schools. It was established in 1981 to provide constructive options for Carlisle children and their parents. The Program is available to children for socialization as well as for coverage while parents work. It is licensed by the Massachusetts Office of Child Care Services.

The staff at Carlisle Extended Day are experienced teachers who provide the children with an array of informative and enjoyable activities, both indoors and out. An emphasis is placed on providing a supportive and safe environment.

All parents are members of the corporation and are welcome and encouraged to participate in the overall direction of the program.

For more information, contact the Program Director at P. O. Box 285, Carlisle, MA 01741. The telephone number is 978-369-5558.

### **Carlisle Recreation Programs**

The Recreation Program, sponsored by the Town of Carlisle Recreation Commission, focuses on offering a range of athletic, academic and art programs for pre-kindergarten, school-age, adult, and senior Carlisle residents in addition to our neighbors in surrounding communities.

Carlisle Recreation offers before and after school classes during the fall, winter and spring, as well as programs during Early Release Days, Professional Days, and School Vacation periods. The Recreation Department also offers a 6-week summer program. Intergenerational classes are offered to promote adult/child recreational interactions.

Brochures are mailed to town residents four times per year. Additional copies are available at the Town Hall Recreation Office or at the Gleason Public Library. Information about other recreation programs in the area may also be obtained through the Recreation office. The *Carlisle Mosquito* carries a *Recreation News* item on a regular basis.

For more information, call: 978- 369-9815 or fax: 978-371-6686, or write: Carlisle Recreation, P.O. Box 827, Carlisle, MA 01741.

### **Carlisle Youth Commission**

The Carlisle Youth Commission (CYC) is a five-member town board appointed by the selectmen.

Its primary responsibility is to provide a monthly activity for Carlisle middle-school-age students from both public and private schools. Friday Night Live (FNL) is designed to provide a safe, entertaining place for children to socialize with their peers. It is a well-chaperoned event held monthly from October through June in the Corey Gym and Exercise Room.

Music for dancing is provided by DJs, along with an opportunity to play basketball, ping-pong, checkers, and chess. Pizza and soda are available for a nominal fee. An entrance fee allows the program to cover the cost of entertainment and miscellaneous expenses. Permission forms are required for each participant. Questions and comments may be directed to the CYC chairperson through Town Hall.

*(Appendix A)*

## **Administrative Protocol - Peer Aggression**

While it is expected that all classroom teachers will deal swiftly with minor bullying episodes using classroom-based consequences, the following guidelines will pertain to more serious in-class bullying and to bullying beyond the classroom. When disciplining, Carlisle's educators and administrators are committed to helping each student *accept responsibility* for the inappropriate behavior exhibited and to *identify a way* to support him or her "make right" the situation.

### **Standard Administrative Protocol:**

When a student is sent to the principal, a general administrative protocol may include:

- (1) A student's written or verbal completion of a Reflection Form
- (2) A review of its contents (student and principal together)
- (3) A call home.

Disciplinary responses may exceed rubric-indicated responses when deemed necessary. Students with special needs may be assigned alternative consequences.

## Administrative Response Rubric Grades K-4 Peer Aggression

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>
<b>Teasing or Exclusion</b>	Administrative Protocol 1 & 2 (possibly 3)	Administrative Protocol 1-3  Writes letter or makes personal apology  Loss of recess	Administrative Protocol 1-3  Possibly writes and personally delivers letter of apology  Supervised lunch & recess  Possible meeting with School Psychologist
<b>Threats</b>	Administrative Protocol 1-3  No recess & supervised lunch	Significantly longer time out  Parent/child meeting  Apology  No recess & supervised lunch for additional days	1 day suspension  Counseling/Admin. Intervention  Parent/child re-entry conference  Written & verbal apology  Possible meeting with School Psychologist
<b>Violent Behavior</b>	Administrative Protocol 1-3  Significant time out  Writes letter of apology	1 day suspension (in school)  Apology  Meets with School Psychologist	Suspension  Parent/child re-entry conference  Apology with restitution or community service component  Possible meeting with School Psychologist

## Administrative Response Rubric for Grades 5-8 Peer Aggression

<b>Behavior</b>	<b>First Time</b>	<b>Second Time</b>	<b>Third Time</b>
<b>Teasing</b>	Administrative Protocol 1 & 2 (possibly 3)	Administrative Protocol 1  No recess and/or supervised lunch  Apologize to target	Administrative Protocol 1-3  No recess and/or supervised lunch  Possible involvement with School Psychologist
<b>Exclusion</b>	Administrative Protocol 1 & 2 (possibly 3)	Administrative Protocol 1-3  No recess and/or supervised lunch  Apologize to target	Administrative Protocol 1-3  No recess and/or supervised lunch  Possible involvement with School Psychologist
<b>Threats</b>	Administrative Protocol 1-3  No recess and supervised lunch or must remain after school  Possible police involvement if threat involves physical harm	Administrative Protocol 1-3  Apology  Parent/child meeting  No recess and supervised lunch and remain after school  Possible involvement with School Psychologist  Possible police involvement if threat involves physical harm	Administrative Protocol 1-3  Apology  Possible suspension and possibly community service  Possible involvement with School Psychologist and/or School Resource Officer  Possible police involvement if threat involves physical harm
<b>Violent Behavior</b>	Administrative Protocol 1-3  Apology  Possible suspension  Possible police involvement if threat involves physical harm	Administrative Protocol 1-3  One day suspension  Possible involvement with School Psychologist  Community service, no recess, and/or supervised lunch; essay on conduct; and/or restitution if necessary	Administrative Protocol 1-3  Suspension (one or more days); restitution if necessary, and possibly community service; possible police involvement  Possible involvement with School Psychologist and/or School Resource Officer

<b>Violent Behavior (Cont'd)</b>		Possible police involvement if threat involves physical harm	Possible police involvement if threat involves physical harm
<b>Harassment</b>	Administrative Protocol 1-3	Administrative Protocol 1-3  No recess, and/or supervised lunch; essay on conduct	Administrative Protocol 1-3  Suspension (one or more days), possible police involvement  Possible involvement with School Psychologist and/or School Resource Officer

*Harassment procedures outlined in policy will be followed. Police may be contacted immediately in any of the above situations if they are deemed to involve bullying. Before imposing consequences all aspects of a situation will be assessed.*

CARLISLE PUBLIC SCHOOLS HANDBOOK ACKNOWLEDGEMENT  
September 2013

**THIS PAGE IS TO BE SIGNED AND RETURNED**

Please review the Carlisle Public School Handbook in the following pages. The Handbook is also published on the school website: <http://www.carlisle.k12.ma.us>. It can be found under the “General Information” tab on the homepage. If you would like a printed copy of the Handbook, copies are available in the Main Office of the school.

By my signature below, I indicate that I have read and shared with my child/ren enrolled in the Carlisle Public Schools the *Carlisle Public Schools Handbook* dated September 2013, and that we understand the policies therein, including the Internet Acceptable Use policies, and agree to abide by all policies and regulations therein. I am aware that I may address any questions on any policy, practice or procedure to an administrator by calling the main office at 978-369-6550 to request assistance. I understand that if I do not return this sign-off form, school administrators will assume that I have read and accepted the handbook policies.

Parent/Guardian's Name (Please Print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Student's Name(s) (Please Print)

Student's Signature

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(A student's signature is required for students in grades 5-8 and optional for students in grades K-4.)

Date: \_\_\_\_\_