



Farmington River
Regional School District

Annual Training



Continue 

Annual Required Training for All FRRSD School Employees

Required Annual Training

Training Topics

01

**Equal Education, Title IX, and
Civil Rights**

02

Bullying in Schools

M.G.L. Chapter 71, Sec. 370

03

**Child Abuse & Neglect
Reporting Requirements**

04

Physical Restraint Overview

05

**Student Records
and Confidentiality**

06

Allergy Awareness

Continue 

Required Annual Training

Training Topics

07

Technology Training

08

Drug Free Workplace Policy

09

FRRSD Professional Behavior
Practices

10

Ethics & Code of Conduct

11

Bloodborne Pathogens

12

McKinney-Vento Homeless
Education Assistance Act

Continue 

Topic 1



Equal Education, Title IX, and Civil Rights

Continue 

TOPIC 1: Equal Education, Title IX & Civil Rights

FRRSD

Anti-Discrimination Policy



The Farmington River Regional School Committee and Farmington River Regional School District are committed to maintaining an education and work environment for all school community members that is free from all forms of discrimination, including harassment and retaliation.

The Farmington River Regional School District does not exclude from participation, deny the benefits of, or otherwise discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities.

The Farmington River Elementary School requires all members of the school community to conduct themselves in an appropriate and respectful manner, consistent with this policy, with respect to all other members of the school community.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

FRRSD

Anti-Discrimination Policy



As Farmington River Elementary School is committed to providing an environment that is free from all forms of discrimination, including harassment and retaliation, it shall be a violation of the policy for any member of the school community to engage in any form of discrimination, including harassment and retaliation, or to violate any other civil rights of any member of the school community. Discrimination, including harassment and retaliation, in any form will not be tolerated.

It is a violation of our policy for any school community member to subject any other member of the school community to any form of retaliation, including, but not limited to, coercion, intimidation, interference, punishment, discrimination, or harassment, for reporting or filing a complaint of discrimination, cooperating in an investigation, aiding or encouraging another member of the school community to report such conduct or file a complaint, or for opposing any act or practice reasonably believed to be prohibited by the policy.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

FRRSD

Anti-Discrimination Policy



Harassment may include, but is not limited to, any unwelcome, inappropriate, or illegal physical, written, verbal, graphic, or electronic conduct, that relates to an individual's actual or perceived race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law, and that has the purpose or effect of creating a hostile education or work environment by limiting the ability of an individual to participate in or benefit from the district's programs and activities or by unreasonably interfering with that individual's education or work environment or, if the conduct were to persist, would likely create a hostile education or work environment.

Farmington River Elementary School will take the appropriate action against any member of the school community who is found in violation of our policy.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

FRRSD

Anti-Discrimination Policy



Any member of the school community who believes s(he) or another school community member has been the victim of any form of discrimination, including harassment and retaliation, should report the conduct or file a complaint. Students may make a report or complaint to any school faculty, staff, or administrator. Reports or complaints by any other member of the school community should be to the designated official specified in the applicable policy or grievance procedure.

Farmington River Elementary School will promptly respond to and investigate all reports or complaints, formal or informal, written, oral, or otherwise given notice, of any discrimination, including harassment and retaliation, or other violation of civil rights.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Accommodations Under ADA



For Students:

For benefits or services provided to be “equally effective,” they must afford students with disabilities an equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as other students.

For Employees:

A reasonable accommodation is one that would allow the person to perform the “essential functions” of their position with the accommodation.



TOPIC 1: Equal Education, Title IX & Civil Rights

Americans with
Disabilities Act (ADA)



A disability is defined as:

- ✧ A person who has a physical or mental impairment that substantially limits one or more major life activities, or;
- ✧ Has a record of such an impairment; or
- ✧ Is regarded as having such impairment.

Private employers, state and local governments, and labor unions from discriminating against students and qualified individuals with disabilities.

For more information go to:

<http://www.ada.gov/qandaeng.htm>

<http://www.ada.gov/regs2010/ADAregs2010.htm>

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Section 504 of the Rehabilitation Act



A 504 Accommodation Plan may be written for eligible students. A 504 Accommodation Plan is developed to provide equal access to general education and school activities as typical peers. A 504 Accommodation Plan is a legally binding document. Decisions regarding accommodations are made through a team process, although parental consent is not necessary.



Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Special Education – IDEA 2004



- ✧ Provides special education services to children, ages 3 - 22, who are found eligible due to an disability that affects their ability to make effective progress without specialized instruction and/or related services.
- ✧ Entitles eligible students with disabilities to a free and appropriate public education (FAPE) in the Least Restrictive Environment (LRE).
- ✧ Each student in special education has an Individualized Educational Program (IEP) that is a legally binding document between the families and the school district.
- ✧ All decisions are made through the Team process which includes special and general education teachers, service providers, and parents. Students are invited to participate in the Team process beginning at age 14.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

District Curriculum Accommodation Plan



- ✧ Every school district is required to have on record a District Curriculum Accommodation Plan (DCAP). (M.G.L. Chapter 71, Section 38P)
- ✧ These guidelines shall assist the principal in ensuring that appropriate support is available for students and teachers. Instructional support shall include remedial instruction for students, consultative services for teachers, availability of reading instruction at the elementary level, appropriate services for linguistic minority students, and other services consistent with educational practices and the requirements of M.G.L. c. 71B section 2.
- ✧ Efforts regarding accommodations and interventions for students and their results shall be documented and placed in the student's record and provided to the Special Education Team if the student is referred for a special education evaluation.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Types of Harassment



Disability Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that denigrates, demeans, or stereotypes a person and/or group based on disability or perceived disability, such as damaging or interfering with use of necessary equipment, imitating manner of movement, using slurs, or invading personal space to intimidate.

Gender Identity Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that denigrates, demeans or stereotypes a person and/or group based on actual or perceived gender identity, such as derogatory remarks, slurs, taunting, or invading personal space to intimidate.

National Origin, Ethnic Background and Ancestry Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic or electronic conduct that denigrates, demeans or stereotypes a person and/or group based on actual or perceived national origin, ethnic background, or ancestry, such as slurs, insults, or negative comments or graffiti about country of origin, surnames, customs, language, accents, immigration status, or manner of speaking.

Race or Color Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that denigrates, demeans or stereotypes a person and/or group based on actual or perceived race or color, such as racial slurs or insults, racial graffiti or symbols, hostile acts based on race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Types of Harassment



Religious Harassment includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that demeans, denigrates or stereotypes a person and/or group based on actual or perceived religion, such as slurs or derogatory comments, graffiti or symbols about a religion, religious beliefs, traditions, practices (including non-belief), or religious clothing.

Sexual Harassment

Hostile environment sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by a member of the school community is sufficiently severe, persistent, or pervasive so as to interfere with or limit the victim's ability to participate in or benefit from the district's programs or activities, or to interfere with or limit an individual's education or employment, by creating a hostile, humiliating, intimidating, or offensive educational or work environment. A victim may include a person reasonably affected by conduct directed toward another individual.

Quid pro quo sexual harassment means any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges, or placement services for a student or as a basis for evaluation of academic achievement; or
2. Submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions.

Sexual Orientation Harassment includes but is not limited to unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that denigrates, demeans or stereotypes a person and/or group based on actual or perceived sexual orientation, such as anti-gay slurs or insults, derogatory remarks, graffiti or symbols, taunting, or invading personal space to intimidate.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Harassment Defined



- **Harassment** includes, but is not limited to, unwelcome, inappropriate, or illegal physical, verbal, written, graphic, or electronic conduct that relates to an individual's actual or perceived Protected Class, that has the purpose or effect of creating a hostile education or work environment, or, if the conduct were to persist, would likely create a hostile education or work environment. A victim may include a person reasonably affected by conduct directed toward another individual.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Examples of Sexual Harassment or Discrimination



Some Examples of Verbal Harassment

- ✧ sexual innuendo or other suggestive comment
- ✧ humor or jokes about sex or gender-specific traits
- ✧ offensive written notes
- ✧ name-calling/nick-names
- ✧ sexual propositions
- ✧ insults, threats
- ✧ inquiries into one's sexual experiences
- ✧ sexual comments about a person's body
- ✧ and/or
- ✧ discussion of one's sexual activities

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Examples of Sexual Harassment or Discrimination



Some Examples of Nonverbal Harassment

- ✧ written notes or photographs of a sexual nature
- ✧ whistling
- ✧ making suggestive or insulting sounds and/or gestures
- ✧ suggestive leering
- ✧ unwelcome touching/massaging
- ✧ displaying suggestive reading materials
- ✧ obscene sexual noises
- ✧ and/or rude comments about a person's gender or sexual preference

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Title IX – Sexual Harassment/Hostile Environment



Hostile environment is where physical, verbal, written, graphic or electronic conduct is sufficiently severe, persistent or pervasive so that it interferes with or limits the ability of a student/staff to participate in or benefit from the district's programs or activities, or the ability of an individual to work in the Farmington River Elementary School.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Hate Crimes Defined



Hate Crimes are crimes motivated, at least in part, by hate or bias, or where the victim is targeted, selected, or chosen for the crime, at least in part, because of a person's actual or perceived race, color, religion, gender, sexual orientation, gender identity, national origin, ancestry, or ethnic background, or because the targeted person has a disability. A hate crime may involve, but is not limited to, an act of bodily injury, attempt to cause bodily injury, threat of bodily harm, physical or mental intimidation, or damage to another's property.

Indicators that a crime may constitute a hate crime include, but are not limited to:

- Use of racial, ethnic, religious, or anti-gay slurs
- Use of symbols of hate, such as a swastika or burning cross;
- Similar behavior towards others who are members of the same Protected Class;
- The perpetrator's protected class is different than the victim's;
- The incident occurs while the victim was promoting a racial, religious, ethnic or national origin, disability, gender, gender identity, or sexual orientation group, such as attending an advocacy group meeting, participating in a students' gay-straight alliance, or a disability rights demonstration.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Liability for Harassment



You may be personally liable for harassment issues between students or staff and students, if any school employee:

- ✓ has “actual knowledge” of the issue
- ✓ has the ability or authority to correct the issue
- ✓ responds with deliberate indifference

In accordance with our Non-Discrimination, including Harassment and Retaliation Protocol, which is available in the Employee and Student handbooks, all harassment must be reported. All employees are required to know this protocol, which is located in the employee and student handbooks and the school website.

Be sure to document date, time, and specifics of complaint and the actions you have taken.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

FRRSD

Anti-Discrimination Policy



- ✧ Farmington River Regional Elementary School will investigate all reports or complaints promptly and in an impartial and as confidential a manner as possible, to ensure prompt and appropriate action.
- ✧ Any member of the school community who is found, after investigation, to have engaged in any form of discrimination, including harassment and retaliation, against another member of the school community will be subject to appropriate disciplinary and corrective action.
- ✧ Additionally, appropriate remedial action will be taken as necessary.

Continue

TOPIC 1: Equal Education, Title IX & Civil Rights

Civil Rights Complaints/Grievances



The designated District ADA, Title VI, Title IX, and Sexual Harassment Coordinator, and Grievance Officer for the School Committee, administration, faculty, staff, volunteers in the schools, and for parties who are contracted to perform work for the Farmington River Regional School District, and can be reached at:

Title II ADA Coordinator and Section 504 Coordinator: staff and students

Michael Saporito, Director of Student Services – 413-269-4466, x139, msaporito@frrsd.org

Bullying/Harassment Coordinator: staff and students

Michael Saporito, Director of Student Services – 413-269-4466, x139, msaporito@frrsd.org

Grievance Coordinators: all employees

Timothy Lee, Supt. – 413-269-4466, x147, tlee@frrsd.org

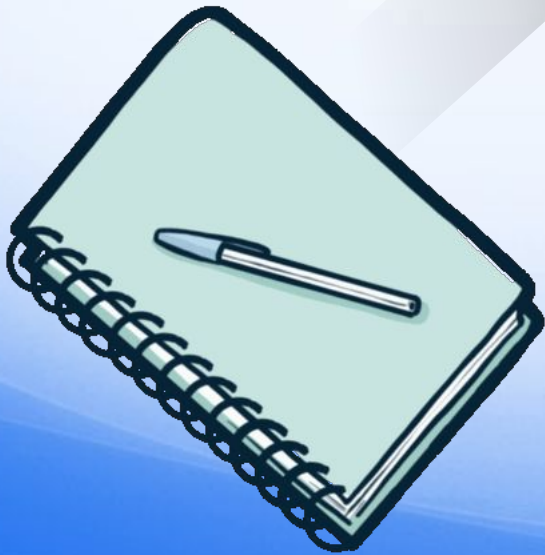
Title IX and Sexual Harassment Coordinator: staff and students

Timothy Lee, Supt. – 413-269-4466, x149, tlee@frrsd.org

Laurie Flower, Principal – 413-269-4466 x149 lflower@frrsd.org

Continue

Topic 2



Bullying Prevention and Intervention

Continue 

TOPIC 2: Bullying Prevention and Intervention

Bullying Prevention and Intervention



- ✧ In May 2010, the Governor signed Chapter 92 of the Acts of 2010 into law which addresses Bullying in Schools.
- ✧ In 2013 and again in 2014, the anti-bullying statute was amended by the state legislature. It updated definitions and imposed additional reporting and notification requirements for school districts.
- ✧ In 2015 the revised Bullying and Prevention Intervention Policy was adopted by the FRRSD School Committee. These documents and reporting forms can be found [here](#) and on the FRRSD website. All employees are responsible for knowing and understanding this information.

Continue

TOPIC 2: Bullying Prevention and Intervention

Definitions from An Act Relative To Bullying in Schools

Bullying: the repeated use by one or more students **or a member of school staff** of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

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



Continue

TOPIC 2: An Act Relative to Bullying in Schools

Definitions from An Act Relative To Bullying in Schools



Cyberbullying: bullying through the use of technology or electronic communication which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

In addition, it includes the creation of a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of these conditions enumerated in the definition of bullying.

Continue

TOPIC 2: An Act Relative to Bullying in Schools

Bullying Prevention



Bullying is common, but not benign.

- ✧ It is a dangerous behavior for everyone involved.
- ✧ Bullies are much more likely to grow up to have criminal or violent behaviors.
- ✧ Victims of bullies suffer disproportionately from mental health problems, school problems, and social problems.
- ✧ Children who witness bullying spend an inordinate amount of time seeking to avoid it and worrying about it.
- ✧ An association between bullying and school shootings has been established, which suggests that all persons in a school setting are at risk if bullying is unaddressed.

Continue

TOPIC 2: An Act Relative to Bullying in Schools

Bullying Prevention



Basic Principles in Bullying Prevention

Look for behavioral clues.

Is one student afraid of another?

Does a student seem afraid to report to you?

Students who are afraid of a bully will openly support the bully don't expect them to readily report to you.

Trust your own eyes and your own judgment. If you see something inappropriate, or a child who seems afraid to report, react – even if students assure you they were “just kidding.” You are the adult and you get to make the judgment.

Continue

TOPIC 2: An Act Relative to Bullying in Schools

Bullying Prevention



Bullying vs. Conflict

Be sure you understand the difference between bullying and conflict.

Conflict is a more common occurrence and simply means an argument or disagreement between two students who are, for the most part, not afraid of each other.

Bullying is a dynamic whereby one student has power to degrade and humiliate another, and the target feels afraid and powerless

Continue

TOPIC 2: An Act Relative to Bullying in Schools

Bullying Prevention



Separate – Don't Mediate

Never try to mediate if you think you have a bullying situation. In any mediation, both the bully and the target know that any truthfulness will result in the target being victimized even more severely. That's why children say that adults only "make it worse" and they're right - it will only worsen the situation, by showing the bully that there are no serious consequences and by underlining to the target that he or she should never report.

Instead, if you even suspect a bullying situation, dismiss the victim until a later time. Keep the alleged bully with you and address their behavior immediately. Sometimes you'll peg the wrong child as the "bully," but just do your best in guessing who the instigator is in the situation you're seeing.

Continue

TOPIC 2: An Act Relative to Bullying in Schools

Bullying Prevention



Separate – Don't Mediate (Cont.)

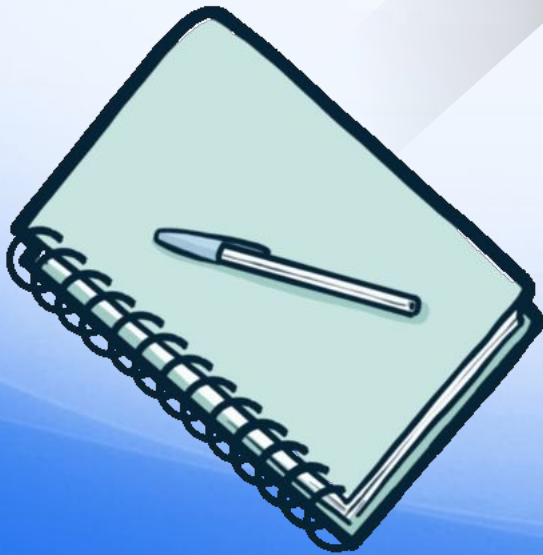
Don't get into a debate with a student over what you saw or did not see. Instead, own the problem for yourself. Tell the student that you have a problem with their behavior. Tell them that you are disturbed by how you see them treating others. Naming specific victims is not necessary.

Report any signs of bullying or harassment to the Director of Student Services (Bullying/Harassment Coordinator):

Michael Saporito, Director of Student Services – 413-269-4466, x139, msaporito@frrsd.org

Continue

Topic 3



Child Abuse & Neglect Reporting Requirements

Continue

TOPIC 3: Child Abuse/Neglect Reporting

FRRSD Guidelines for 51A Reporting



- ✧ **The Mandatory Reporting of Child Abuse Act** – Chapter 119, Section 51A, requires that school personnel report to the Department of Children and Families (DCF) whenever there is “reasonable cause” to believe that a child under the age of 18 is suffering physical and/or emotional injury from abuse and/or neglect. For more information [please click here](#).
- ✧ All reports are held in strict confidence and no person required to report shall be held liable in any civil or criminal action.

Continue

TOPIC 3: Child Abuse/Neglect Reporting

FRRSD Guidelines for 51A Reporting



- ✧ Any mandated reporter should inform the Principal or Administrator if there is suspicion of abuse and/or neglect.
- ✧ Prior to the end of the school day, the Principal will convene a meeting with the Child Abuse team to determine if there is reasonable cause to believe a reportable condition exists.
- ✧ The Child Abuse team consists of the Principal, nurse, counselor, classroom teacher, and other staff as appropriate.
- ✧ If the Team agrees that a reportable condition exists, the Principal will notify DCF by telephone and follow up with filing the written report within 48 hours. The Director of Student Services will be notified immediately of the report. A copy of the written report will be forwarded to the Student Services Director.

Continue

TOPIC 3: Child Abuse/Neglect Reporting

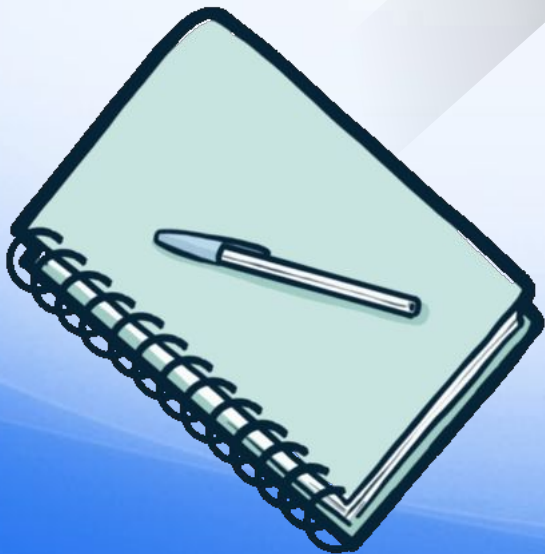
FRRSD Guidelines for 51A Reporting



- ✧ If there is no reasonable cause to believe the child has suffered from abuse/neglect, no report is made. The Principal may call DCF for consultation. When there is disagreement among the Team, the Director of Student Services will make the final decision about whether to file.
- ✧ The Principal or Administrator will make the decision about how, when, and by whom the family, including the child, will be notified of a report. Notification is not required by law.
- ✧ If a staff member believes a filing should be made, that person, as a mandated reporter, may file independently of the school district. DCF should be made aware that this filing is made individually rather than by the school district.

Continue

Topic 4



Physical Restraint Overview

Continue

TOPIC 4: Physical Restraint Overview

Student Physical Restraint

- Physical Restraint and Exclusionary Time-out (ETO) should be considered a last resort after less restrictive verbal de-escalation strategies have been tried and have not been successful.
- ✧ Only school personnel who have received in-depth training shall administer physical restraint or conduct ETO.
- ✧ The principal must approve restraints beyond 20 min. and ETO's beyond 30 min.
- ✧ Administration of physical restraint should always be witnessed by at least one person not involved in the restraint.
- Nothing precludes any teacher, employee or agent of a public education program from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Continue

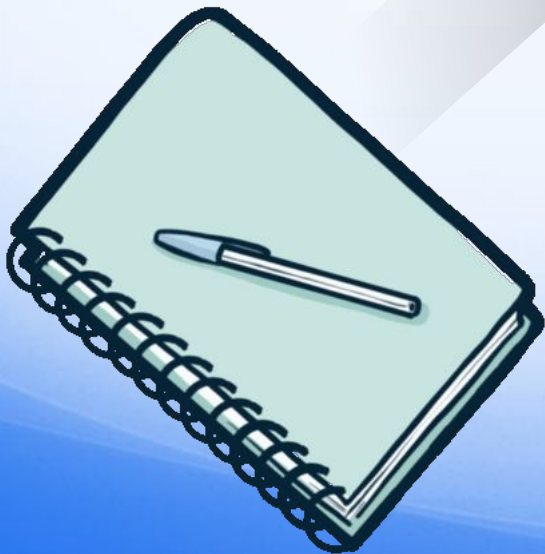
TOPIC 4: Physical Restraint Overview

Physical Restraint: Proper Administration

- Administration of restraint should end as soon as the student is no longer an imminent threat to self or others.:
- Any physical restraint or ETO must be reported to the principal or designee as soon as possible.
- Any use of physical restraint or ETO must be documented.
- Use the FRRSD Restraint or ETO Reporting Forms to document.
- IF ETO is specified in a behavior support plan it may be logged and a ETO report form is not needed.
- However, if during a time-out the door is held shut, then complete the FRRSD Exclusion Time-Out Reporting Form and send to parents/guardians.
- All restraint and ETO documentation should sent to the principal who will review the information.

Continue

Topic 5



Student Records & Confidentiality

Continue

TOPIC 5: Student Records & Confidentiality

Student Records

- 
- ✧ 603 CMR 23.00 Student Records Regulations ensures parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records.
 - ✧ These rights belong to the parents when the student is under age 14 and has not entered the 9th grade. The rights are shared by the parents and student when the child is 14 - 17 years of age or upon entering grade 9. At age 18, the rights belong to the student alone. (For a student receiving special education services, the student can be their own guardian, share educational decision making with the parent, or the parent may be designated as the sole decision maker for the student).
 - ✧ The student record consists of the transcript and the temporary record, including all information in any form that is organized on the basis of the student's name or in any manner that the student can be individually identified.

Continue

TOPIC 5: Student Records & Confidentiality

Student Records



- ✧ The Principal shall be responsible for the privacy and security of all student records maintained by the school.
- ✧ The Principal shall ensure that all records are kept physically secure and that all school personnel are educated as to the importance of information privacy and confidentiality.
- ✧ Records cannot be destroyed without providing notice to parents and/or students age 14 and older.
- ✧ A Log of Access shall be maintained in each child's record. The Log must indicate the name, position, date, part of record accessed, and purpose. The Log of Access does not apply to authorized school personnel, office clerical staff, or school nurses.

Continue

TOPIC 5: Student Records & Confidentiality

Student Records



- ✧ Non-custodial refers to physical custody, not legal.
- ✧ A non-custodial parent may have access to the student record after a written request is submitted. The school must immediately notify the custodial parent of the request by certified and first class mail. The custodial parent has 21 days to respond that the non-custodial parent cannot have access due to denial of legal custody, order of supervised or denied visits, restrictions under protective orders, or order of a probate and family court judge prohibiting the distribution of the record.
- ✧ No response from the custodial parent allows release of records to the non-custodial parent with the following condition:
 - ✧ All records provided to the non-custodial parent must have deleted information regarding the address, phone number (home and work of custodial parent), and must be marked to indicate that the records cannot be used for enrollment in another school.

Continue

TOPIC 5: Student Records & Confidentiality

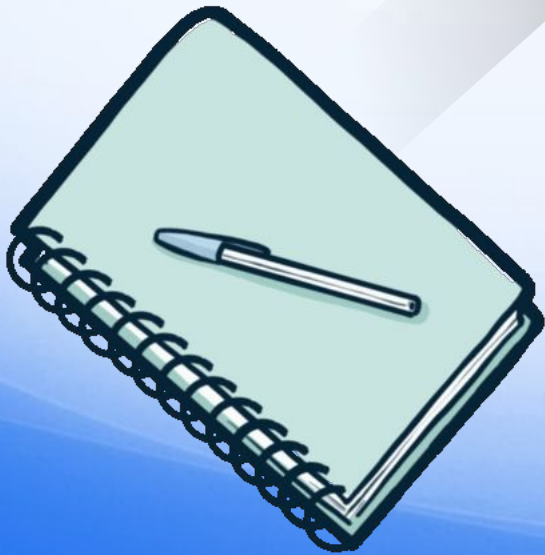
Student Records

- ✧ The term “student record” does NOT include personal notes maintained in the personal files of the school employee and are not accessible or shared with any other person.
- ✧ Emails are public records and may be considered part of the student record! **Be vigilant about your communication – what you say is part of the record once you press send!**



Continue

Topic 6



Allergy Awareness

Continue 

TOPIC 6: Allergy Awareness

Allergy Awareness

It is the School Committee's expectation that specific guidelines/actions will take into account the health needs and well-being of all children without discrimination or isolation of any child.



Continue

TOPIC 6: Allergy Awareness

Allergy Awareness



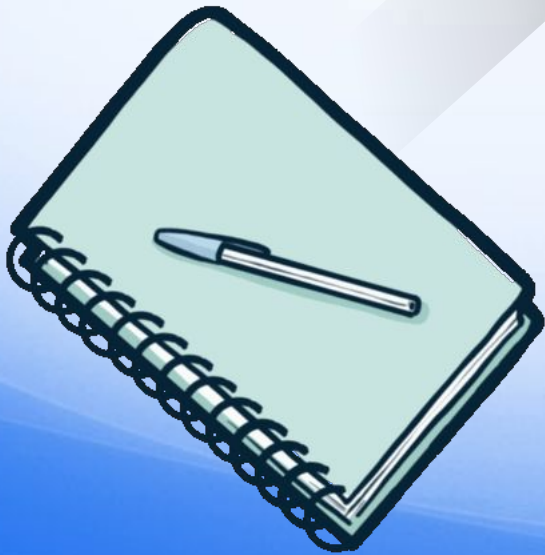
GUIDELINES

To minimize the risk of exposure to food allergens that pose a threat to FRRSD students and to educate the Farmington River Elementary School community about life-threatening food allergies:

- ✧ Required staff will be notified of student allergies.
- ✧ Individual Health Care Plan (IHCP) for all students with diagnosed life-threatening allergies, based on medical documentation will be established. This may include a 504 plan being written as well.
- ✧ Annual life-threatening allergy and epi-pen training for necessary staff will be provided.

Continue

Topic 7



Technology Training

Continue 

Required Annual Training

Technology Training Topics

7A

Password Protection

7B

Technology Acceptable Use Policy

7C

Email Protocols

7D

Social Media Policy

7E

Student Acceptable Use Policy

7F

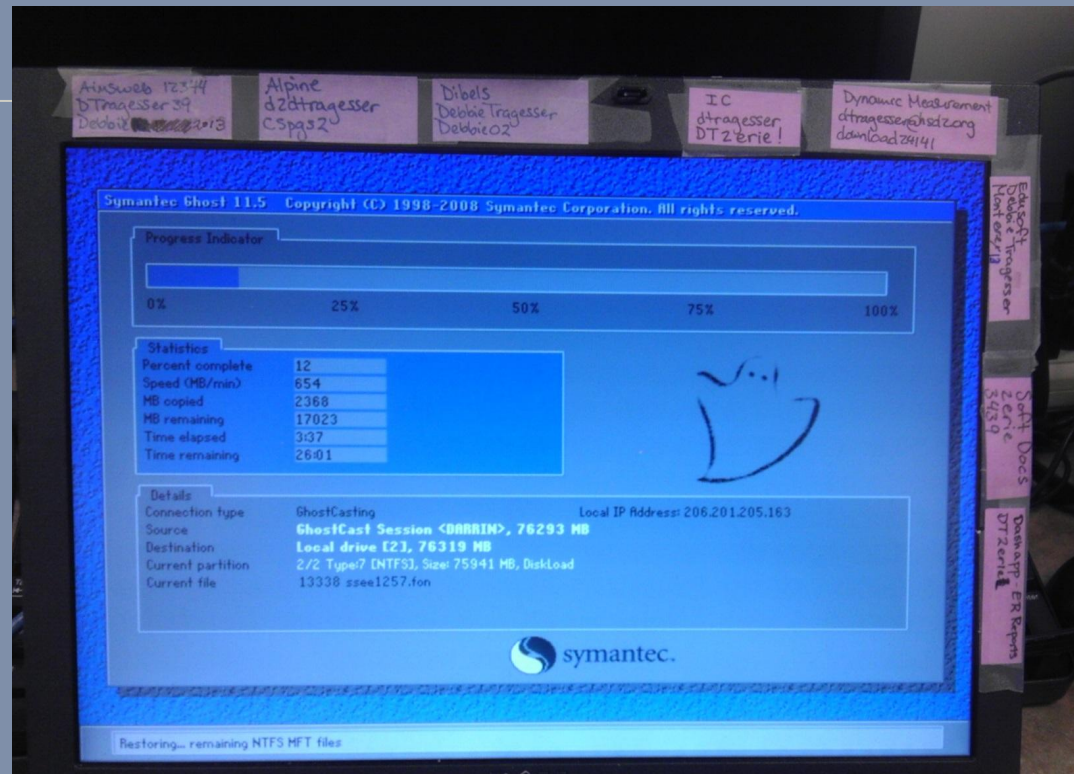
Cell Phone Use

Continue 

Topic 7A

Password Protection

What's wrong with this picture?

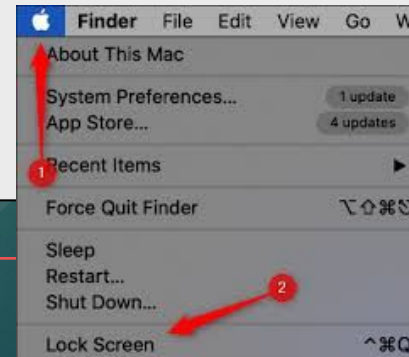


Continue

TOPIC 7A: Password Protection

Security and Safety

- Security on a District computer is a **high** priority.
- Staff members shall not use another employees password or any other identifier without written permission from the employee or the Director of Technology.
- Staff members must lock their computer when they are not at their machine (hold the Windows key and press the letter “L”) or (hold the command + control + press the letter Q on a Mac)
- **Why is this important?**



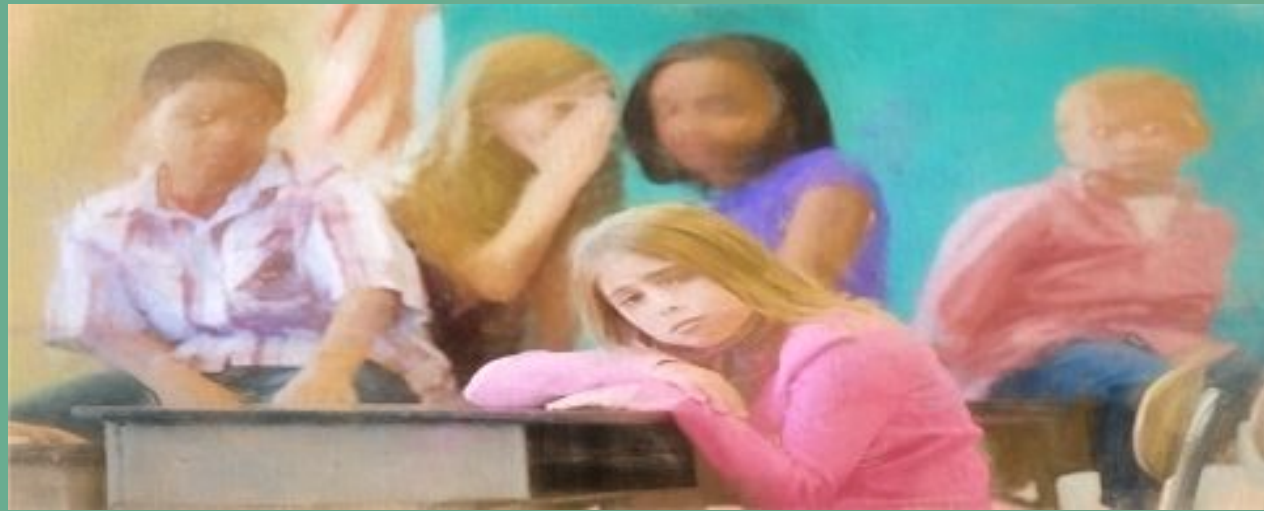
TOPIC 7A: Password Protection

CIPA

The Children's Internet Protection Act (CIPA) requires that K-12 schools and libraries in the United States use Internet filters and implement other measures to protect children from harmful online content as a condition for the receipt of certain federal funding. It was signed into law on December 21, 2000 and was found to be constitutional by the United States Supreme Court on June 23, 2003.

Continue

Topic 7B



Staff Acceptable Use Policy

Continue

TOPIC 7B: Staff Acceptable Use Policy

Staff Acceptable Use Policy



The school system will not be responsible or liable for the actions of the user. Users will assume full liability, legal, financial, or otherwise for their actions. The Farmington River Regional School District takes all reasonable precautions to filter out controversial materials. However, it is impossible to monitor all materials or controversial information. Since the positive access of materials outweighs the objectionable, the end user must submit to strict guidelines and responsibilities. If a Farmington River Regional School District faculty/staff member violates any of the provisions mentioned below, future internet access and use of school-owned computers/hardware may be denied or suspended and appropriate progressive disciplinary action will be taken by the Principal or Superintendent, and/or designees.

A. Educational Purpose: Limited to Educational Purpose including classroom activities (curriculum, instruction, assessment, lesson-planning, etc.), career development and limited high-quality self-discovery activities.

B. Faculty and Staff Internet Access:

- A school authority must pre-approve all personal web pages before they are uploaded.
- Material must be related to school activities.
- Users will be responsible for their own actions.

Continue ►

TOPIC 7B: Staff Acceptable Use Policy

Staff Acceptable Use Policy



B. Faculty and Staff Internet Access (Cont.):

- No user may attempt to “hack” into any computer or server.
- Users must immediately disclose to your administrator any message you receive that is inappropriate or makes you feel uncomfortable.
- Faculty/Staff users will abide by the Farmington River Regional School District expectations for maintaining confidentiality about all students. Information about our students is **confidential** and should never be discussed in public places or where the discussion may be overheard by others or read by others; this includes e-mail. No student data obtained via any type of electronic records (i.e. Edwin Analytics, Aimsweb) should be shared and will be considered Confidential. No passwords assigned by users of these programs may be shared with other Faculty/Staff/Admin users.

C. Unacceptable Uses:

- Posting of personal contact information about yourself or other students, teachers, or people. Personal information includes your address, telephone, school address, work address, photos, etc.
- Gaining unauthorized access to any file servers in the Farmington River Regional School District, outside file servers, or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files.
- Sending or displaying offensive messages or pictures.

Continue ►

TOPIC 7B: Staff Acceptable Use Policy

Consequences



Consequences of Violating Rules on Computer or Network Use

Violation will result in the **loss of internet/computer privileges** for a period of time commensurate with the offense and **progressive disciplinary action** by the School Administration. Faculty/Staff will be held responsible for any damage/loss they cause to all computers assigned to them for their school use and will be subject to school rules regarding damage/loss to school property. This will include, but is not limited to, repairs and/or replacement of damaged/lost computer hardware and repairs to the school network. If applicable, law enforcement agencies may be involved.

Continue

TOPIC 7B: Staff Acceptable Use Policy

Staff Guidelines for Using the Internet with Students



- Students must be aware of the Acceptable Use Policy (AUP) that is in place and adhere to it. Students must have parent permission and a signed agreement to access the Internet.
- Guidelines for students must be clear and specific. It is best if locations are chosen by the teacher for the particular needs of the class beforehand and student screens must be visible during use.
- Locations should be chosen that are age-appropriate for the particular group of students using them.
- Time limits of classes should be taken in consideration when downloading or receiving information.
- At times access to some locations is impossible due to peak periods of usage. **Always have a backup lesson on hand in the event that you cannot get on the Internet.**
- Web page addresses should be provided for students to avoid their surfing of an inappropriate site. It is best to have bookmarks ready or a handout for student use. Make sure you have tested the locations before giving them to the students.

Continue

Topic 7C



Email Protocols

Continue

TOPIC 7C: Email Protocols

District and School Emails



The Superintendent's Administrative Leadership Team encourages, supports, and applauds teachers' efforts to establish and maintain on-going communication between school and home. We know that such communication improves students' academic achievement and social skills. While using new technologies to assist us in developing and maintaining these communication tasks, we need to be aware of the possible pitfalls when using communication tools such as email.

Please Note: *All email sent by FRRSD staff, using FRRSD internet access and computers, for any reason, is a matter of public record, subject to the Public Records Regulations of Massachusetts and is the property of the FRRSD. School-produced email, like any other school document, can be subpoenaed by a court of law and can be used as evidence in a court of law. Your school emails are not subject to the Freedom of Information Act (FOIA) because FRRSD is not a federal entity.*

Because of these restrictions, we direct FRRSD staff to conduct all school business involving emailing on the school internet connection only, using their school email address only. Otherwise, if you conduct school business on your home internet connection, using your home internet address, the entire contents of your home/personal email cache is subject to the Public Records Regulations of Massachusetts and can be subpoenaed by a court of law and can be used as evidence in a court of law.

Do not mix FRRSD business emails with your home/personal emails.

Continue ►

TOPIC 7C: Email Protocols

District and School Emails



1. Never say anything by email that you wouldn't want published.
2. Never use email for matters of controversy or real distress. When you have a serious matter to discuss, it is always best to meet with the parent/guardian face to face.
3. Do not send multiple emails on the same topic within the same 24-hour period. Generally, the parent/guardian will respond as quickly as they can. If they haven't responded within 48 hours, you may try re-sending your last email.
4. The rules for civility in email are the same as for face-to-face meetings. Convey a positive tone in your email which can set the stage for a cordial working relationship with the parent/guardian.
5. Use complete sentences, proper grammar, correct spelling and the standard conventions of the English language. Proofread before sending! Remember, you are making a professional impression.

Continue

TOPIC 7C: Email Protocols

District and School Emails



6. Try to assure that your emphasis on a topic is not perceived as harassing. If you need more than two (2) emails on the same topic, you should call the parent/guardian to set up a conference.
7. Maintain strict guidelines for confidentiality of email contents, particularly regarding health, disability, and behavioral issues of all students. Do not use any student, staff, or parent names in your email.
8. Do not shout, scream, or yell. The use of ALL CAPS in an email is considered the equivalent.
If you really need to emphasize a word or a short phrase, try using italics or a different font style instead of capital letters.
9. Offensive language and threats are not allowed. Be civil and respectful.
10. Do not forward jokes, cartoons, photos, inspirational messages, or non-school business material.

Continue

Topic 7D



Social Media Policy

Continue

TOPIC 7D: Social Media Policy

Staff use of Social Networking Websites

- Do not fraternize with students using Facebook and similar internet sites or social networks, or via cell phone, texting, or telephone.
- Teachers may not list current students as “friends” on networking sites.
- All e-contacts with students should be through the district’s computer and telephone system, except emergency situations.
- All contact and messages by after-school activity coordinators (i.e. intramurals, chorus, band, clubs, etc.) with student members shall be sent to all student members.
- Teachers will not give out their private cell phone or home phone numbers without prior approval of the district.
- Inappropriate contact via e-mail or phone is prohibited.
- Do not post items with sexual content
- Do not post items exhibiting or advocating use of drugs and alcohol
- Monitoring can occur and penalties for improper use of district computers and technology can be implemented.

When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will promptly bring that inappropriate use to the attention of the staff member and may consider and apply disciplinary action up to and including termination.

Continue

Topic 7E



Student Acceptable Use Policy



Continue

TOPIC 7E: Student Acceptable Use Policy

Student AUP Contract



The use of the school's computers is a privilege afforded to all students and staff. Each student is expected to take this privilege seriously and abide by all the rules.

1. Treat equipment with care
2. Only use assigned programs
3. Do not delete or move files
4. Ask permission to print
5. Use only respectful language
6. Use only your passwords
7. Cite your sources
8. Ask permission to download



Continue

TOPIC 7E: Student Acceptable Use Policy

Consequences



Violation of the above rules may be determined at the building or classroom level, and the consequences will be:

First Offense: Student will lose his/her Internet privileges for **one week**, and the teacher will phone the parent or guardian. Any assigned work will be completed with pen and paper using traditional texts and resources.

Second Offense: Student will lose his/her Internet privileges for **one month**, and the teacher will phone the parent or guardian. Any assigned work will be completed with pen and paper using traditional texts and resources.

Third Offense: Internet privileges will be revoked for **1 Trimester**, the teacher will call the parent or guardian, and a written discipline report from will be sent home. To regain privileges, students will need to appeal to the administration.

Continue

Topic 7F



Cell Phone Use

Continue

TOPIC 7F: Cell Phone Use

Student Cell Phone Use



Student cell phones (and other types of communication devices) may be brought to school but must be turned off from the time the student arrives until the end of the school day when the student is dismissed from school. Any student observed using a cell phone (or other type of communication device) during the school day will have his/her cell phone or device confiscated, stored in the Principal's Office and the student's parents will be notified. The cell phone or device will be returned to the student at the end of the school day.

The Farmington River Regional School District is not responsible for any item lost, damaged or stolen.

Teachers can authorize use of cell phones for instructional purposes in their classrooms. Please monitor use carefully.

Continue

TOPIC 7F: Cell Phone Use

Consequences



1st Offense:

Discipline report filled out and sent home to parents. The student retrieves the device or phone at the end of the school day.

2nd Offense:

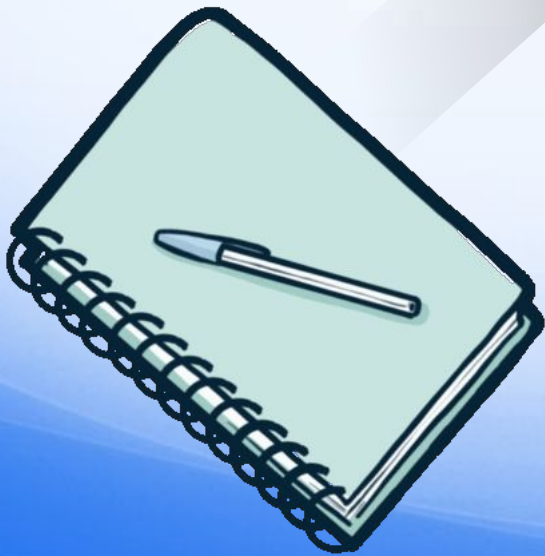
Discipline report filled out. Parent contacted by Principal for phone conference and the parent must retrieve the device or phone.

3rd Offense:

Suspension from school for one (1) day and a parent conference with the Principal will be held prior to student reinstatement.

Continue

Topic 8



Drug Free Workplace

Continue 

TOPIC 8: Drug-Free Workplace

Drug-Free Workplace Policy



- In accordance with the revised and adopted Farmington River Regional School District Drug-Free Workplace Policy, it is the intent and obligation of the Farmington River Regional School District to provide a drug-free, healthy, safe and secure work environment. The policy can be found on the district website.
- According to the policy as well as Massachusetts General Laws:
 - All employees are **prohibited** from unlawful distribution, manufacture, possession or use of a controlled substance (which includes marijuana), or alcohol on school premises or at any school-sponsored activity. Controlled substances include narcotics, cannabis, stimulants, depressants and hallucinogens. Alcohol is defined as alcoholic beverages including beer, wine and distilled spirits.

Continue

TOPIC 8: Drug-Free Workplace

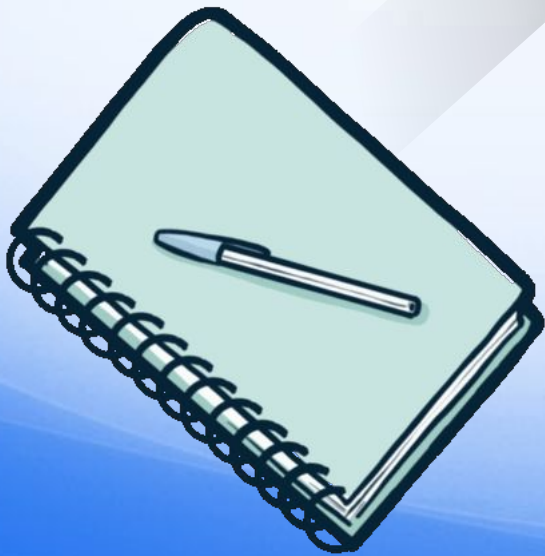
Drug-Free Workplace Policy



- Chapter 71, the Commonwealth of Massachusetts, An act Establishing the Education Reform Act of 1993, prohibits the use of any tobacco products within the school buildings and school facilities, on the school grounds or on school buses by any individual, including school personnel.
- The use of e-cigarettes is prohibited wherever smoking is prohibited Under M.G.L. Chapter 270, Section 22.
- Any employee violating any section of the Drug-Free Workplace Policy will be subject to disciplinary **action up to and including termination.**

Continue

Topic 9



FRRSD Professional Behavior Practices

Continue 

TOPIC 9: FRRSD Professional Behavior Practices

FRRSD Professional Behavior



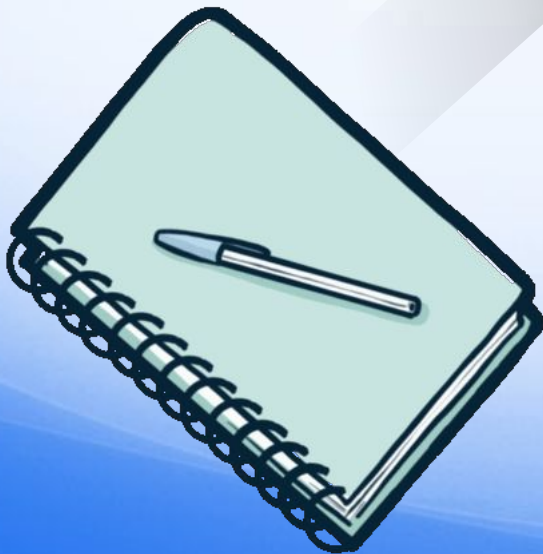
- The Farmington River Regional School District employs many individuals, each with unique perspectives and values. Unfortunately, disputes between co-workers are inevitable in an organization of our size. **Such disputes will be expected to be handled professionally and without raised voices, profanity and/or physical contact.** If you are involved in a dispute with a co-worker please contact your Principal and/or Supervisor for assistance to help to resolve it.
- All employees are responsible for knowing and understanding the FRRSD Policies as well as all protocols in both the employee and student handbooks.
- Farmington River Regional School District expects all individuals – employees and students alike – to **treat each other with dignity and respect.**

Continue

Topic 10



Ethics & Code of Conduct



Continue

TOPIC 10: Ethics and Code of Conduct

Ethics & Code of Conduct



STATE ETHICS COMMISSION CODE OF CONDUCT

A school department employee shall not knowingly:

- Act in a manner such that a reasonable person might conclude that he or she might act with bias.
- Secure unwarranted privileges for his/herself or others.
- Use state resources for private or personal use.
- Disclose confidential information.

Continue

TOPIC 10: Ethics and Code of Conduct

Ethics and Code of Conduct



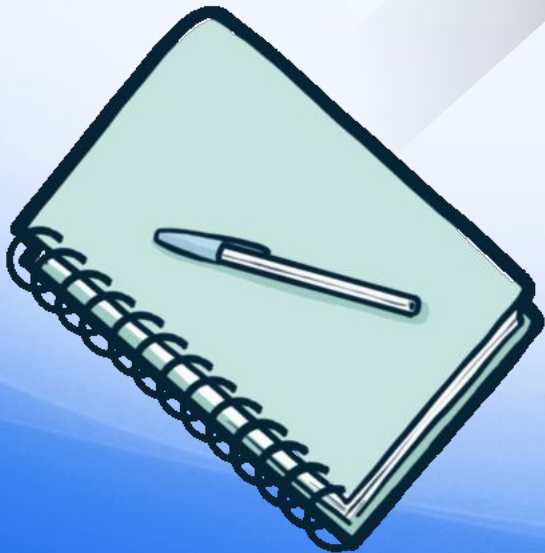
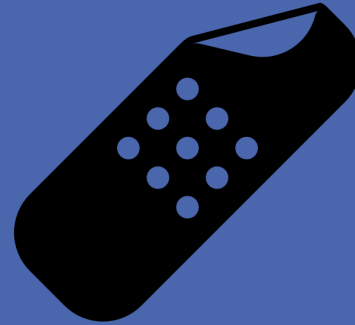
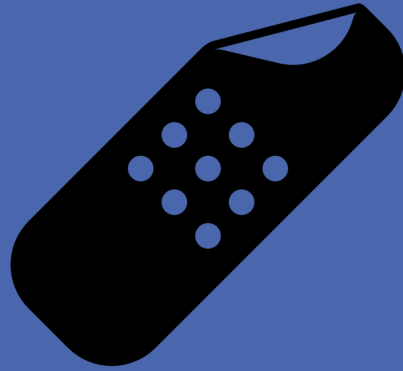
“...No municipal employee shall, otherwise than as provided by law for the proper discharge of official duties, directly or indirectly receive or request compensation from anyone other than the city or town or municipal agency in relation to any particular matter in which the same city or town is a party or has a direct and substantial interest.”

Massachusetts General Laws C268A-S17A&C

A municipal employee could be personally liable for civil penalties up to \$10,000 for not complying with the state code of ethics.

Continue

Topic 11



Bloodborne Pathogens

Continue 

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



OBJECTIVES

- Provide school staff with education regarding the safe handling of all bodily fluids
- Provide school staff with education regarding proper hand washing technique and proper technique to put on and remove gloves
- Provide school staff with information regarding proper disposal of contaminated materials
- Provide school staff with gloves and Band-Aids

H.I.P.P.A.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a federal law that required the creation of national standards to protect sensitive patient health information from being disclosed without the patient's consent or knowledge.

Failure to maintain confidentiality could result in fines or imprisonment.

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



WHAT ARE BLOODBORNE PATHOGENS?

Bloodborne pathogens are germs in the blood that can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV), Hepatitis C virus (HCV), and Human Immunodeficiency Virus (HIV), the virus that causes AIDS.

3 Most Common BBPs

<i>Disease</i>	<i>Characteristics</i>
Hepatitis B virus (HBV)	■ Hepatitis means inflammation of the liver. HBV can lead to cirrhosis, liver cancer, or death. ■ Most people recover. ■ HBV can be transmitted indirectly. ■ There is a vaccine.
Hepatitis C virus (HCV)	■ Hepatitis means inflammation of the liver. HCV can lead to chronic liver disease and death. ■ People can carry the virus for years without visible symptoms.
Human immunodeficiency virus (HIV)	■ HIV attacks the immune system. ■ People can carry the virus for years without visible symptoms. ■ In some cases, HIV develops into AIDS.

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



UNIVERSAL PRECAUTIONS

- Refers to a set of protocols for handling blood and bodily fluids properly (vomit, saliva, urine, feces)
- All substances are assumed to be potentially infectious
- Universal because you should treat everyone as if he or she were infected
- Precautions because they are intended to protect you and the person you are assisting
- Universal Precautions can protect you and prevent the spread of diseases while ensuring confidentiality

UNIVERSAL PRECAUTIONS INCLUDE: Hand washing, Avoiding punctures, Utilizing gloves when handling blood and body fluids, Using containers with plastic liners to dispose of contaminated tissues, Having special containers for disposing of contaminated sharp objects, Promptly washing blood and other body fluids from skin, and Cleaning hard surfaces with a disinfectant (e.g., diluted household bleach)

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



POSSIBLE BLOODBORNE EXPOSURES IN THE SCHOOL SETTING

Scrapes and abrasions

Puncture wound

Bloody nose

Loose tooth or tooth that falls out

Bites

Recess, physical education class, sport injuries

Sharps (needles and lancets)

UNIVERSAL PRECAUTIONS • Always wear gloves when you anticipate touching blood, bodily fluids or contaminated surfaces • Use disposable gloves when administering first aid • Cover any cuts with bandages before putting on gloves • Check gloves for visible tears or defects • Make sure gloves fit snugly

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



PUTTING ON GLOVES

- Pick up one glove with the right hand • Line the thumb of the glove up with the thumb of the left hand
- Slip the open end of the glove over the left hand and thumb
- Stretch the palm side of the glove with the right hand and pull the glove on to finger level
 - Position the fingers of the glove in line with the fingers of the left hand • Pull the remainder of the glove onto the left hand
- Pick up the second glove with the gloved left hand
- Line the thumb of the glove up with the thumb of the right hand
- Slip the open end of the glove over the right hand and thumb
- Stretch the palm side of the glove with the left hand, pull the glove on to finger level
 - Position the fingers of the glove in line with fingers of the right hand
 - Pull the remainder of the glove onto the right hand

Continue

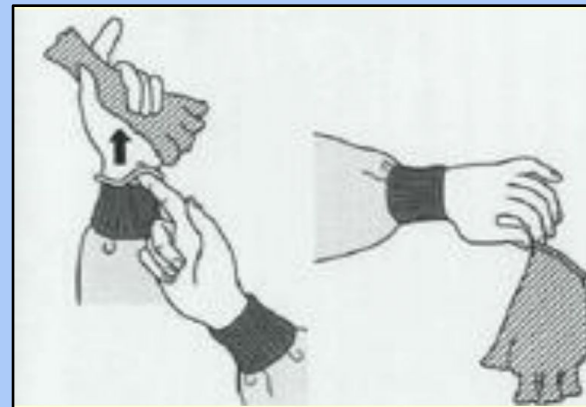
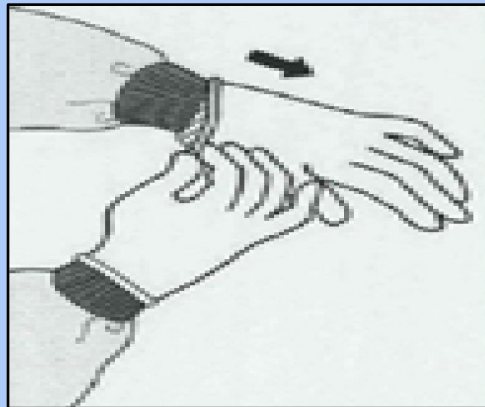
TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



PROPER GLOVE REMOVAL

- Grasp outside edge near wrist
- Peel away from hand turning glove inside-out
- Hold in opposite gloved hand
- Slide ungloved finger under the wrist of the remaining glove, be careful not to touch the outside of the glove
- Peel off from inside, creating a bag for both gloves Discard Wash hands thoroughly



Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



PROPER HANDWASHING TECHNIQUE

Wet hands thoroughly under warm water

Dispense soap into wet hands

Scrub hands with soap paying attention to cleaning in between fingers and rub fingernails in palms

Wash for at least twenty seconds (or sing Happy Birthday once)

Rinse hands well under warm running water

Dry hands with a disposable towel

Use towel to turn off the water and dispose of towel

ALCOHOL BASED HAND SANITIZER

- Apply about 1/2 tsp or quarter size drop of the product to the palm of your hand
- Rub your hands together, covering all surfaces of your hands until they are dry
- Wash hands with soap and water as soon as available

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



CLEANING

All blood spills, bodily secretions and excretion must be cleaned up promptly with a disinfectant solution such as a 1:10 dilution of household bleach mixed with tap water.

All disposable supplies and blood soiled refuse should be placed in a receptacle lined with a plastic waste bag, located in a specified area (nurse's office) and disposed of daily.

WHAT SHOULD I DO IN THE CASE OF AN EXPOSURE?

Consult your School Nurse if an exposure occurs.

Injury site should be cleaned with soap and water immediately.

Eyes or mouth should be flushed with tap water.

Continue

TOPIC 11: Bloodborne Pathogens

Bloodborne Pathogens



RESOURCES

Center for Disease Control and Prevention www.cdc.gov

National Institute for Occupational Safety and Health www.cdc.gov/niosh

MA Department of Public Health www.state.ma.us/dph

MA Division of Occupational Safety www.state.ma.us/dos

Continue

TOPIC 12: McKinney Vento Act

What is the McKinney-Vento Act

The McKinney-Vento Act is a federal law that seeks to ensure the enrollment, attendance, and success of homeless children and youth in school. Originally passed in 1987.

Amended by Every Student Succeeds Act (ESSA) in 2016 that strengthens and improves programs and the education of homeless students from early childhood through high school graduation

Works hand-in-hand with Title IA and other federal education programs. Designed to address the challenges that homeless students face when enrolling, attending, and succeeding in school

This legislation ensures that children and youth experiencing homelessness have full and equal access to an appropriate public education and that they experience success in school.

Continue

TOPIC 12: McKinney Vento Assistance Act

Definition of Homeless

The federal government's legal definition of homelessness based on the McKinney-Vento Homeless Education Assistance Act is anyone who...

- Lacks a regular, fixed, and adequate nighttime residence (sub-standard housing)
- Is sharing housing due to economic struggles (double-up)
- Is living in a shelter, hotel or motel
- Is living in a public place not designed for sleeping (cars, parks)
- Is an unaccompanied youth
- Is a child or youth awaiting foster care placement
- Is a child or youth abandoned in a hospital
- Is a migrant child who qualified under any of the above

Continue

TOPIC 12: McKinney Vento Assistance Act

Possible Ways to Identify Homelessness

Attendance at several schools

More than one family at the same address

Poor hygiene and grooming

Inappropriate dress for the weather

Hunger and hoarding food

Continue

TOPIC 12: McKinney Vento Assistance Act

Possible Ways to Identify Homelessness

Wearing the same clothing for several days

Inability to shower or have clean clothing

Not Prepared for Class

Lack of basic school supplies

Incomplete homework or missing homework

Frequent illnesses

Concern for safety of belongings

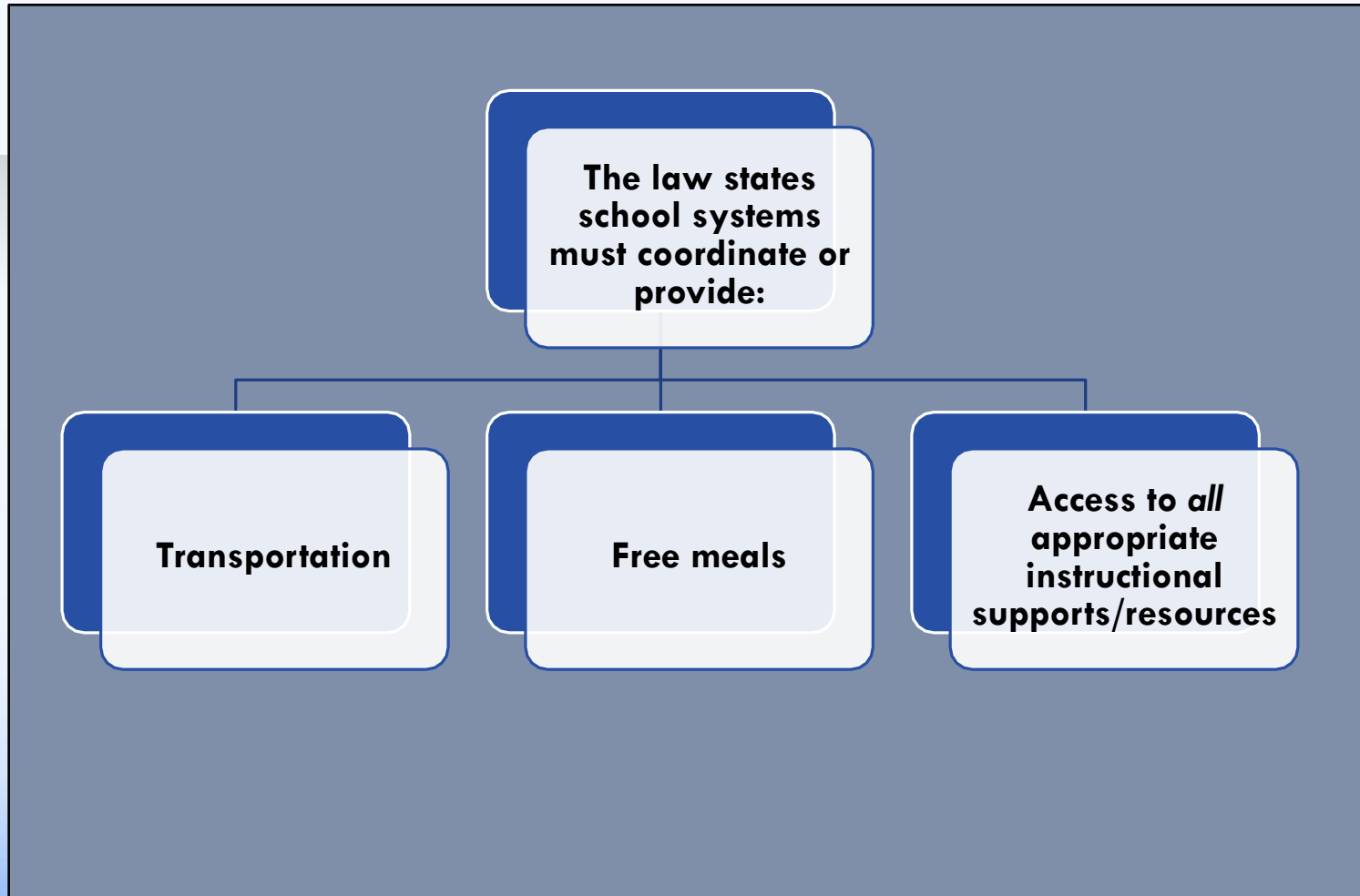
Inability to concentrate

Falling asleep in class

Continue

TOPIC 12: McKinney Vento Act

What Does the District Provide



Continue

TOPIC 12: McKinney Vento Act

Responsibilities

- If you suspect that a student is homeless, notify the director of student services, the principal or the adjustment counselor so that an appropriate referral can be initiated.
- Maintain confidentiality and only consult with one of the three people listed above.
- The district has one person to serve as liaison for homeless students carrying out duties as described in NCLB Title X, Part C, Sec. 722 (g) (6):

Michael Saporito
Director of Student Services
Farmington River Regional School District
555 North Main Road
Otis MA 01253
413-269-4466

Continue

Wrap Up

Further Questions

If you have any questions about the material contained in these slides, please contact the Superintendent, Principal or the Director of Student Services.

Continue

Thank you for your dedication
to the students and community
of the
Farmington River Regional
School District.

We wish you a fantastic
school year!