

Civil Rights Training, Bullying,
Network, Health and Online
Communication Policies
Nashoba Regional School District
2017 - 2018

What is the Purpose of this Training?

- Annual training is mandated by the Department of Elementary and Secondary Education (DESE, formerly the Department of Education, or DOE)
- All employees are required to participate.
- This training protects individuals and the district and ensures that all employees know their rights and responsibilities.

What is Non-discrimination?

- The Nashoba Regional School District is committed to ensuring that all programs and facilities are accessible to all. This extends to staff, the general public, and individuals with whom it does business.
- NRSD has the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential.
- We actively seek to prevent discrimination or harassment on the basis of age, color, disability, national origin, religion, race, gender identity or sexual orientation.
- All students, regardless of race, color, sex, gender identity, religion, national origin, sexual orientation, disability or homelessness, have equal access to the general education program and the full range of any occupational/vocational education programs offered by the District.

NRSD Discriminatory Harassment Policy

It is the goal of the District to promote a workplace that is free of unlawful discriminatory harassment ("harassment") of any type, including sexual harassment. Harassment consists of unwelcome conduct, whether verbal or physical, that is based upon a characteristic protected by law, such as gender, gender identity, race, color, national origin, ancestry, religion, age, disability, genetics, military status, sexual orientation, or participation in discrimination complaint-related activities (retaliation). NRSD will not tolerate harassing conduct that affects employment condition, that interferes unreasonably with an individual's performance, or that creates an intimidating, hostile, or offensive work environment.

Harassment of employees occurring in the workplace, in connection with work-related travel, and/or work-sponsored events will not be tolerated. Further, any retaliation against an individual for having complained about harassment or retaliation against individuals for having cooperated with an investigation of a harassment complaint will not be tolerated.

Because the District takes allegations of harassment seriously, we will respond promptly to complaints of harassment. Where it is determined that 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 that is free of harassment as defined above, the policy is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable,

regardless of whether that conduct satisfied the definition of harassment.

Definitions

"Harassment" means unwelcome conduct, whether verbal or physical, that is pervasive and severe and is based on a characteristic protected by law. Harassment includes, but is not limited to:

1. Display or circulation of written materials or pictures that are degrading to a person or group as previously described
2. Verbal abuse, slurs, derogatory comments, or insults about, directed at, or made in the presence of an individual or group as previously described.

"Sexual Harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

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

Under this definition, for example, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

The definition of sexual harassment is broad. In addition to the above examples, other unwelcome sexually oriented conduct that has the effect, whether intended or not, of creating a work environment that is hostile, offensive, intimidating or humiliating to either male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances including the severity of the conduct and its pervasiveness:

Unwelcome sexual advances - whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;

Displaying sexually suggestive objects, pictures, cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;

Inquiries into one's sexual experiences; and,

Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual for having complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint will not be tolerated by the District.

Complaint Procedures

All employees, managers, and supervisors of the District share responsibility for avoiding, discouraging and reporting any form of discriminatory harassment. The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with Ann Marie Stoica, Director of Human Resources, extension 3009. Ms. Stoica is also available to discuss any concerns you may have and to provide information to you about the policy on harassment and the complaint process.

Complaint Investigation

When the District receives a complaint, it will be promptly investigated in a fair and expeditious manner to determine whether there has been a violation of the policy. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but confidentiality cannot be guaranteed. The investigation may include private interviews with the person filing the complaint and with witnesses. We will also interview the person alleged to have committed harassment. The complainant, the person alleged to have committed the harassment and all witnesses are required to fully cooperate with all aspects of an investigation. Employees' attorneys are not permitted to be present or participate in the complaint investigation. When we have completed our investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the misconduct of the results of the investigation.

Notwithstanding any provision of this policy, we reserve the right to investigate and take action on our own initiative in response to conduct which may constitute harassment or otherwise be inappropriate, regardless of whether an actual complaint has been filed. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may range from counseling to termination from employment, or may include such other forms of disciplinary action as we deem appropriate under the circumstances.

State and Federal Remedies

In addition to the above, if you believe that you have been subjected to discriminatory harassment of any type, including sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies. Each of the agencies requires that claims be filed within 300 days from the alleged incident or when the complainant becomes aware of the incident.

The United States Equal Employment Opportunity Commission ("EEOC")

One Congress Street, 10th Floor

Boston, MA 02114

671-565-3200

The Massachusetts Commission Against Discrimination ("MCAD")

Boston Office:

One Ashburton Place, Room 601, Boston, MA 02108

617-727-3990

Springfield Office:

424 Dwight Street, room 220, Springfield, MA 01103

413-739-2145

Worcester Office:

22 Front Street, 5th Floor, P.O. Box 8038, Worcester, MA 01641

508-799-6379

NRSD EQUAL EMPLOYMENT OPPORTUNITY POLICY

The Nashoba Regional School District prohibits unlawful discrimination in employment on the basis of:

Age (40 and above),

Criminal Record (applications only),

Physical, mental, or psychiatric disability,

Genetics (results from genetic testing),

Maternity Leave

National origin or ancestry,

Race or color,

Religion,

Sex,

Gender

Sexual orientation,

Gender Identity or Active

Military Status.

Unlawful discrimination against employees occurring in the workplace or in other settings in which employees may find themselves in connection with their employment will not be tolerated by the District. Further, any retaliation against an individual for having formally or informally complained about discrimination or having cooperated with an investigation of a discrimination complaint is prohibited. To achieve our goal of providing a workplace free from discrimination, the conduct that is described in this policy will not be tolerated, and we will implement the procedure described below to address any potential inappropriate conduct.

This policy applies to all employment practices and employment programs sponsored by the District. This policy shall apply, but not be limited to, the areas of:

Recruitment,

Selection,

Compensation and benefits,

Professional development and training,

Reasonable accommodation for disabilities or religious practices

Promotion,

Transfer,

Termination,

Layoff, and

Other terms and conditions of employment.

Discriminatory Harassment

The District's separate Harassment Policy details our commitment to a workplace free of any verbal or physical conduct which is unwelcome, severe and pervasive, and related to membership or perceived membership in a protected class.

Reasonable Accommodation

Employees seeking reasonable accommodation for disabilities or for religious practices may submit their request in writing to Ann Marie Stoica, Director of Human Resources.

Discrimination Complaints

If any of our employees believes that he or she has been subjected to unlawful discrimination, the employee has the right to file a complaint with the District. This may be done in writing or orally by contacting Ann Marie Stoica, Director of Human Resources, 978-779-0539 ext. 3009, 50 Mechanic Street, Bolton, MA 01740. Ms. Stoica is also available to discuss any concerns you may have, and to provide information to you about this policy and the complaint process. Alternatively, you may also contact your building Principal or supervising Director.

Discrimination Investigation

The District will promptly investigate the allegation in a fair and thorough manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances, but complete confidentiality cannot be guaranteed. The investigation may include private interviews with the person filing the complaint, the person alleged to have committed the discrimination, and relevant witnesses. When we have completed the investigation, we will, to the extent appropriate, inform the person filing the complaint and the person alleged to have committed the misconduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, we will act promptly to eliminate the offending conduct, and where it is appropriate we will also impose disciplinary action.

Disciplinary Action

If it is determined that inappropriate conduct has been committed by one of our employees, we will take such action as is appropriate under the circumstances. Such action may include counseling, verbal or written warning, suspension or termination.

State and Federal Remedies

In addition to the above, if you believe that you have been subjected to unlawful discrimination, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from also filing a complaint with these agencies. Each of these agencies has a rule requiring that you file such a complaint within 300 days of the event(s) giving rise to the claim.

1. The United States Equal Employment Opportunity Commission (EEOC); One Congress Street, 10th Floor, Boston, MA 02114; 617-565-3200
2. The Massachusetts Commission Against Discrimination (MCAD); Boston Office: One Ashburton Place, Room 601, Boston, MA 02108

617-994-6000

Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103

413-739-2145

Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608

508-799-8010

ONLINE COMMUNICATION POLICY

NASHOBA Regional School District recognizes the educational usefulness of online conversation and collaboration among staff, students, parents and guardians using internet-based applications that allow the creation and exchange of information. Our policy is to allow our staff to use district-owned resources and personal devices with care and professionalism to conduct such exchanges. All such interactions will be governed by the state and federal laws governing online communications and violations of such laws could result in work related sanctions. The district will provide staff with this policy each year which will include references to applicable laws and regulations.

Staff and volunteers may communicate and collaborate online with students, parents, guardians and other staff in agreement with NASHOBA Regional School District policies and protocols. Such accounts should be expressly for the intended audiences related to Nashoba Regional School District and privacy settings should clearly be set to enforce this provision. Such interactions may not contain any verbiage or photography that is in violation of this or any other district policy, regulation or law, state or Federal. In accordance with the Children's Internet Protection Act (CIPA) the Nashoba Regional School District includes the appropriate use of online tools in its curriculum. To the extent practical, staff supervises and monitors appropriate usage of the online applications. At all times, and in the use of any form of communications, staff members must adhere to student privacy rights (FERPA) and the rights of the employees to have their personal or medical information kept confidential. Information that is protected by state and Federal law from disclosure to third parties may not be communicated online in any way. The Children's Online Privacy Protection Act (COPPA) protects children under the age of 13 from websites that collect personal information. Staff must verify that the school administration obtained parental consent prior to the use of any social networking applications with students age 13 and under.

When a staff member communicates electronically as an employee of the district, and the intended audience is another staff member, student, parent or guardian, staff must use their NRSB email account and comply with all current and future policies relative to conduct becoming of an employee. In all communications with guardians, staff, parents, and students, staff must use professional etiquette and maintain appropriate boundaries. Professional etiquette is further defined in the protocol along with appropriate boundaries. Any actions that are suggested to be unbecoming will result in a thorough investigation of such actions and could result in disciplinary action. Said communications are made with the full understanding that they can be made public at anytime and there should be no misunderstanding of a right to privacy once they are released to the public.

Staff members who use personal devices for online activities that involve other staff, students, parents and guardians must know that those devices are subject to court-ordered subpoena and their private email relative to the above may be reviewed if questions of alleged activities arise that violate the law. The burden falls on the staff member to comply with all public record laws when using personal devices, email or social network accounts, or other software used to communicate.

In conjunction with this policy a protocol has been written to support its successful implementation.

References

Children's Internet Protection Act (CIPA) 2000

<http://www.fcc.gov/guides/childrens-internet-protection-act>

Children's Online Privacy Protection Act (COPPA) 1998

<http://www.coppa.org/comply.htm>

Family Education Rights Act (FERPA) 1974

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

NRSD PERSONAL DEVICE NETWORK USAGE POLICY

Personally owned devices connected to the Nashoba Regional School District network pose a risk for every other connected device and therefore users must abide by all NRSD Policies and Guidelines. The following guidelines must be followed if the Principal or Administrator of one of the buildings allows a user to access the NRSD network on personally owned devices. Personally owned devices include any networkable device that someone brings on to any of the Nashoba Regional School District campuses including: laptops, tablets, and or other handheld devices used to access the NRSD network.

District assigned computing devices will be the primary computer for teachers and students engaging in teaching and learning activities. Personally owned devices should only be used as a supplement tool for school related work. Personal devices shall not be used for any non-academic activities. The use of the district's network resources being consumed by streaming music, video, or downloading and uploading personal data for personal use will not be tolerated.

All network and Internet activities are closely monitored by the District Technology Department. Any violation of district policies or abuse of the network resources will result in the blocking of personal device usage on the NRSD network.

GUIDELINES FOR THE USE OF A PERSONALLY OWNED COMPUTING DEVICE AT NRSD

- Access to the Internet provided on the NRSD network will be filtered in accordance with the Child Internet Protection Act (CIPA).
- NRSD reserves the right to inspect any personally owned device if there is reasonable suspicion of illegal, malicious, or inappropriate activities. Inappropriate materials found on a personally owned device are considered a punishable offense.
- Only one personal device will be authorized for Internet access per staff /student, and used only in the staff/student assigned building.
- Technical support (including setup, configuration, training, or any type of trouble shooting) for personal devices will not be provided by the NRSD Technology Team.
- Individuals are solely responsible for the proper setup and usage of your own device. By utilizing a personal device on the NRSD network, the district is assuming you have the proper level of knowledge to configure and use the device within the boundaries of the district's network usage policies.
- No personal devices are allowed to be connected to or synchronized with any NRSD networked equipment, i.e. computer, server, printer, etc.
- The owner of the device is solely responsible for how the device is used regardless of who is performing actions on it.
- The owner of the device is solely responsible for the network configuration of the device and owns all necessary equipment for setting up the device.
- Peripherals such as power cables, network cards, or other connection cables will not be provided by the NRSD district.
- The owner and all users of the device understand that no workstation will be disconnected from the network in order to provide a free drop for the device.
- The owner of the device is solely responsible for the safety of the device, including but not limited to damage or theft.
- The device is not to be used for any illegal activity, such as peer to peer file sharing hacking or cracking.
- The device is not to be used for downloading /uploading large files, nor viewing (or listening) to non-academic streaming media.
- Internet sharing /hosting services are not allowed on personally owned devices.
- Failure to comply with these guidelines may result in, but is not limited to, loss of access to the network and/or referral to proper authorities for legal action.

Federal Law: Title IX

- Prohibits discrimination or harassment related to gender, including sexual harassment.
- Refer to the district sexual harassment policy for specifics regarding steps taken to investigate.
School personnel must contact an administrator or appropriate personnel if a complaint is made.
- Ann Marie Stoica is the Title IX Coordinator.
The Building Principal is the Building based Coordinator.

Federal Law: Title VI

- Protects against discrimination based on race, color, and national origin.
- Applies to students, parents, and employees.
- Prohibits discrimination in student class assignments or ability tracking and protects English language learners.

Title IX: Understanding Sexual Harassment

- Sexual harassment creates a hostile environment due to inappropriate sexual speech, materials, or actions.
- Sexual harassment is a form of sex discrimination and includes unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature.
- Sexual harassment interferes with school or work performance and creates an intimidating, humiliating, or offensive environment.
- Sexual harassment issues can involve student-to-student, student-to-staff, staff-to-student, or staff-to-staff behavior.

Title IX: Understanding Sexual Harassment

- Sexual harassment may include but is not limited to:
 - o Unwelcome sexual advances or requests for sexual favors
 - o Inappropriate touching, intentionally impeding movement, verbal comments, gestures or written communication of a sexually derogatory nature, or intimidation based on gender or sexual preference
 - o Continuing to express sexual interest after being informed that the interest is unwelcome (reciprocal attraction between peers is not considered sexual harassment)

Title IX: Understanding Sexual Harassment

- Sexual harassment may include but is not limited to {continued):
 - o Subtle pressure or requests for sexual activity
 - o Leering or voyeurism
 - o Displaying sexually suggestive pictures or objects anywhere in the workplace

DISTRICT CURRICULUM ACCOMMODATION PLAN

The District Curriculum Accommodation Plan (DCAP) is designed to support our vision of *to educate all students to their fullest potential*. This vision is further supported by our Core Value of *"enhancing the teaming and teaching process to enable and inspire students to achieve their potential."* The District Curriculum Accommodation Plan is designed to provide opportunities and instruction to all students through the general education program. The goal is to ensure that every effort has been extended on behalf of each student for the purpose of achieving his/her potential.

The District Curriculum Accommodation Plan (DCAP) is aligned with other District goals and policy documents including our Vision Statement, Core Values, District Improvement Plan, Strategic Plan, School Improvement Plans, and Professional Development Plan. The goals reflected in these documents include designing challenging learning experiences for all students, aligning state frameworks with district *Learning Expectations*, and developing an accountability system which safeguards against students progressing with unmet learning, which insures that students attain optimal academic progress.

Inherent in this vision is the expectation that natural partnerships are formed to support all students. All of our responses to intervention, including but not limited to targeted intervention strategies that engage differentiated instruction, best practices and in class supports from varied staff up to and including special education programming, and Section 504 plans are available depending on the circumstances, eligibility, and needs of the individual student. It is our goal to create a learning environment in which students receive the types of support and accommodations necessary to be optimally successful. These specific programs and services are designed to support and accommodate all students' needs. Any student may access accommodations included in the DCAP and in some cases a student will have a written plan outlining the specific accommodations from which he/she will benefit.

Federal Law: Section 504

- Requires that no qualified disabled person shall be discriminated against or be excluded from participation in an activity.
- A disability is a mental or physical impairment that limits a person's major life activities (self-care, walking, seeing, learning, breathing, speaking, working).
- Reasonable accommodations/modifications must be made to provide access to programs and/or facilities.
- No discrimination against a person with a disability will be permitted in any of the programs of the Nashoba Regional Public Schools.

Federal Law: Section 504

- Questions about eligibility and enforcement should be directed to the building-based 504 coordinator.
- When a 504 Accommodation Plan exists for a student, it is the responsibility of all educators who work with that student to provide the accommodations-this is a legal requirement.
- Recent case law indicates that educators who do not provide accommodations listed in 504 plans may be personally liable for failing to do so.

Federal Law: Title II (ADA)

- Prohibits discrimination against access to programs and facilities, a free appropriate public education for elementary and secondary students, and employment discrimination.
- Applies to special education services, evaluations, Individual Education Plans (IEPs), and student discipline.
- When an IEP exists for a student, it is the responsibility of all educators who work with that student to provide the accommodations and/or modifications - this is a legal requirement.

NOTICE OF NON-DISCRIMINATION

The Nashoba Regional School District does not discriminate on the basis of race, color, gender, religion, national origin, age, gender identity or disability in admission to, access to, treatment in, or employment in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Ann Marie Stoica, Director Human

Resources Title IX Coordinator

Non-Discrimination On The Basis Of Sex In Education Programs

Or Activities Receiving Federal Financial Assistance

NASHOBA REGIONAL SCHOOL DISTRICT

50 Mechanic Street

Bolton, Massachusetts 01740

Tel: (978) 779-0539 ext. 3009

Fax: (978) 779-6812

Building Coordinators. Title IX

Florence Sawyer School, Bolton - Joel Bates, Principal 978-779-2821

Mary Rowlandson Elementary School, Lancaster - Sean O'Shea, Principal 978-368-8482

Luther Burbank Middle School, Lancaster - Laura Friend, Principal 978-365-4558

Center Elementary School, Stow - Ross Mulkerin, Principal 978-897-0290

Hale Middle School, Stow - Kyle Grady., Principal 978-897-4788 Nashoba

Regional High School, Bolton - Paul Di Domenico, Principal 978-779-2257

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J. W. McCormack Post Office and Courthouse, Room 701, 01-0061, Boston, MA 02109-4557.

Ann Marie Stoica, Human Resources Director

Title VI Coordinator

The Civil Rights Act of 1964

Emerson School Building 978-779-0539 ext. 3009

Confidentiality of Student Records

Four sections of the Massachusetts General Laws deal specifically with public school student records. They read as follows:

G.L. Chapter 71, Section 340.

The Board of Education shall adopt regulations relative to the maintenance, retention, duplication, storage and periodic destruction of student records by the public elementary and secondary schools of the Commonwealth. Such rules and regulations shall provide that a parent or guardian of any pupil shall be allowed to inspect academic, scholastic, or any other records concerning such pupil which are kept or are required to be kept.

G.L. Chapter 71, Section 34E.

Each school committee shall, at the request of a parent or guardian of a student, allow such parent or guardian to inspect academic, scholastic, or any other records concerning such student that are kept or are required to be kept, regardless of the age of such student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her.

G.L. Chapter 71, Section 37L.

... A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

G.L. Chapter 71, Section 87.

The score of any group intelligence test administered to a student enrolled in a public school shall be removed from the record of said student at the end of the school year in which such test was so administered.

Note: Several other sections of the General Laws also mention student records. For example, G.L. c. 22A, s. 9 requires schools to "flag" the student records of a child who has been reported as missing. These other statutes are not reproduced here, but are referenced in the Student Record Regulations.

Federal Statute and Regulations

The federal Family Educational Rights and Privacy Act (FERPA, sometimes called the "Buckley Amendment") applies to schools that receive federal education funds. FERPA requires schools to protect the privacy of student records, and gives parents and students rights including inspection and review of student records. The FERPA statute is found at 20 U.S.C. sec. 1232g. The FERPA regulations are found at 34 CFR Part 99. The Massachusetts Student Record Regulations are consistent with the FERPA statute and regulations.

Responsibilities for the Care and Protection of Children Under 18

- All school personnel are mandated reporters in cases of suspected abuse or neglect of a minor.
- If school personnel have reasonable cause to suspect physical or emotional abuse or substantial risk of harm/neglect of a student, this must be reported as soon as possible after consultation with the school's principal. This is to affirm understanding and knowledge only.
- The school-based Child Abuse Prevention team will follow the reporting requirements of the Department of Children and Families (DCF, formerly known as the Department of Social Services, or DSS) and the policy of the Nashoba Regional Public Schools. The CAP team will determine whether a "reportable condition" exists and will act accordingly. This process must be confidential and only involve members of the CAP team.

Responsibilities for the Care and Protection of Children Under 18

- It is not the responsibility of staff to prove that a child has been abused or neglected; a reasonable cause for concern should trigger the process.
- As mandated reporters, school personnel who report with reasonable cause are presumed to be acting in good faith and are immune from any civil or criminal liability.
- Failure to make a report when there is a reasonable cause for concern can result in a fine of not more than \$1,000; more importantly, a child could suffer additional harm if a report is not made when there is reasonable suspicion of abuse or neglect.

Overview of Physical Restraint Guidelines

School Personnel Responsibilities

- All school staff should read and be familiar with physical restraint regulations, which can be viewed at <http://www.doe.mass.edu/lawsregs/603cmr46.html?section=a11>.
- Lack of knowledge of the law will not protect staff or students from the consequences of inappropriate actions.

Understanding the Terms

- Physical restraint: "The use of bodily force to limit a student's freedom of movement."
- Not physical restraint: "Touching or holding a student without the use of force" -- including physical escort, touching to provide instructional assistance, and other forms of physical contact that do not include the use of force.

Understanding the Terms cont.

- Physical escort: "touching or holding a student without the use of force for the purpose of directing the student."
- Extended restraint: "A physical restraint the duration of which is more than 20 minutes. Risk of injury is increased, requirement of additional written documentation."

Physical Restraint is implemented ...

- when other, non-physical, interventions have been tried and failed or are judged to be inadequate to the circumstances.

AND

- a student's behavior poses a threat of
IMMINENT, SERIOUS, PHYSICAL HARM to self
and/or others

De-escalation and Alternatives to Restraint

1. Know your environment - survey the physical surroundings
- 2 Use empathetic listening - hear the student and be able to paraphrase their point of view
- 3 Help the student generate choices towards possible solutions
4. Be aware of your own and the student's body language and demeanor (stance, facial expressions, non-verbal cues)
5. Respect personal space

De-escalation and Alternatives to Restraint

6. Prompt and reinforce behavior that reflects de-escalation
7. Modulation of force - the level and intensity of physical response should match the intensity of the aggression; exceeding force will prompt greater aggression
8. Minimum effect - the goal is always skills that tend towards de-escalation
9. Pliancy - remain flexible and avoid becoming rigid; pliancy allows for more rapid response, cushions impact, and provides a less-threatening non-verbal message
10. Threat perception - know when a defensive response is necessary and when a response is not required; prevent overreaction

Limitations On Use of Restraint

- Restraint may not be used:
 - When non-physical interventions could be used to de-escalate the situation or problem solving strategies could be implemented
 - As a means of punishment
 - As a response to property destruction, school disruption, refusal to comply, or verbal threats

Proper Use of Physical Restraint

- The Nashoba Regional School District utilizes CALM, a verbal and physical de-escalation program.
- Only staff trained in physical intervention should use physical restraints.
- Whenever possible, staff trained in restraint should have a witness who does not participate in the hold.
- Training requirements in 603 CMR 46.00 do not prevent a teacher, employee or agent of a school from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.
- Only the amount of force necessary to protect the student or others from physical harm or injury should be used.
- The safest method available and appropriate to the situation and the individual should be used.
- The hold should end as soon as possible.

Safety Requirements

- A student's color and respiration during a hold must be monitored. If there is any change in student's pallor, respiration, speech or other signs of physiological distress, the hold must be released immediately.
- Physical holding is implemented to prevent or minimize physical harm.

Communicate with Other Staff

- Communicate during a crisis. State what type of assistance you need.
- Post communication information in your classroom so that someone can contact help quickly.
- Try to ensure a witness is present during any crisis.
- Document the occurrence of each instance of aggression and/or use of physical restraint.

Follow-up Procedures After a Physical Restraint

- Staff take time to regain control physically, mentally, and emotionally.
- Staff members involved must have the opportunity to debrief with an administrator regarding the situation.
- Student must be evaluated by school nurse as soon as possible, by the end of the school day.
- Any injury to staff is reported to school nurse as soon as possible, by the end of the school day.

Staff Review Incident

- To determine if established procedures were followed.
- To identify patterns.
- To discuss difficulties and develop strategies.
- To get consensus on implementation of recommendations -- consistency is necessary for any procedure to work effectively.
- Note: Consultation with CALM trainer is available regarding implementation of techniques; will be provided within 2 days of request.

Reporting Requirements

- When to Report: Report all restraints using the Physical Restraint Report.
- Notify School Administration: Notify school administration of any physical restraint as soon as possible, and provide Physical Restraint Report by the next school working day.
- Notify Parents: The principal or designee must notify the parent verbally as soon as possible and by written report within three school working days.

Reporting to DESE by Administrator

- Extended restraints (over 20 minutes).
- Any time a restraint has resulted in serious injury.
- Reports are made within five school working days of restraint.
- The log for the 30 day period prior to restraint must be included.

Grievance Procedures

Any student or parent(s)/guardian(s) on said student's behalf, who believes that the District's standards have been violated (as stated in the Restraint Policy) by an employee of the Nashoba Regional School District should report the incident to the Superintendent within 14 days of the event. The Superintendent or designee shall conduct an investigation into the allegation within 5 days of receipt of the complaint. No action shall be taken or decision rendered without a comprehensive investigation.

Grievance Procedures cont.

Upon completion of the investigation, the superintendent may (actions will not be limited to the following):

- Require additional training for the involved staff member(s)
- Require review of the student's plan/Involve additional staff for the review
- Find no wrongdoing
- Find that the actions warrant disciplinary action

A written report of the investigation will be made within 10 days.

Legal References

- Title VI, Civil Rights Act of 1964
- Title VII, Civil Rights Act of 1964 as amended by the EEO Act of 1972
- Executive Order 11246 as amended by EO 11375
- Equal Pay Act, as amended by the Education Amendments of 1972
- Title IX, Education Amendments of 1972
- Rehabilitation Act of 1973
- Education For All Handicapped Children Act of 1975
- MGL 71B:1et seq. (Chapter 766 of the Acts of 1972)
- MGL 76:5; Amended 1993
- MGL 76:16 (Chapter 622 of the Acts of 1971)
- Board of Education chapter 622 Regulations Pertaining to Access
- Equal Educational Opportunity, adopted 6/24/75, as amended 10/24/78
- Board of Education 603 CMR 2600
- Board of Education Chapter 766 Regulation, adopted 10/74, as amended through 3/28/78

Acceptable Use of Networked Resources - Policy IJNDB

The Nashoba Regional School District recognizes the value and importance of network information sources and related technologies for a well-rounded education. The District supports access of students and staff within appropriate bounds.

The District makes telecommunications, electronic information sources, and networked services available for the enhancement of learning and teaching within various curricula. The District expects the staff to blend a thoughtful use of these educational avenues throughout the school experience and provide guidance and instruction to all students in the appropriate use of these resources.

Acceptable Use of Networked Resources - Policy IJNDB

The District realizes the positive and constructive use of these resources; it also recognizes the potential for possible misuse. Therefore, individual users must take full responsibility for their own actions. All users shall assume full liability, legal, financial or otherwise, for their actions. The District reserves the right to access, audit, and review usage. Use shall be governed by administrative regulations, procedures, user guidelines and user agreements. Information stored or transmitted on NRSD computer systems is the property of NRSD and may be reviewed by the District at any time.

Acceptable Use of Networked Resources - Policy IJNDB

In order to comply with the Children's Internet Protection Act (CIPA), this document will serve as

Nashoba Regional School District's Internet Safety Policy.

Nashoba Regional School District has a

content filter in place that blocks and filters Internet sites that are obscene, contain pornography, or

contain any material deemed to be inappropriate or harmful to minors as defined by CIPA

[Pub.L.No. 106-554 and 47 USC 254(h)].

Acceptable Use of Networked Resources - Policy IJNDB

Nashoba Regional School District includes in its curriculum Internet safety. The curriculum includes teaching students about appropriate and safe online behavior, including intellectual property, personal safety, and cyber-bullying awareness and response. To the extent practical, staff supervises and monitors appropriate usage of the online computer network and access to the Internet in accordance with this policy.

The district takes cyber-bullying seriously and appropriate action will be taken to protect students and staff from any form of cyber-bullying. Cyber-bullying is bullying through the use of technology or any electronic means, and includes the distribution of electronic communications or the posting of electronic material that may be accessed by one or more persons.

Acceptable Use of Networked

Resources - Policy IJNDB

Bullying is defined as the repeated use of a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, by one or more students directed at another student that has the effect of:

- causing physical or emotional harm to the other student or damage to his or her property;
- placing the other student in reasonable fear of harm to him or herself or of damage to his or her property;
- creating a hostile environment at school for the bullied student;
- infringing on the rights of the other student at school; or
- materially and substantially disrupting the education process or the orderly operation of a school.

Acceptable Use of Networked Resources - Policy IJNDB

Ethical participation in academic interactive web resources and electronic forms of communication is expected of all students and staff. Any text, voice or image that is considered inappropriate in the classroom is also inappropriate in all uses of interactive web resources and any electronic communications. This includes, but is not limited to, profanity, racist, sexist or other threatening or discriminatory remarks. Students should promptly inform a staff member if any messages received or material reviewed is inappropriate.

All personal or school-owned technology and electronic devices shall be monitored. All technology and electronic devices should be used primarily for academic purposes during official school hours.

Acceptable Use of Networked Resources - Policy IJNDB

Use of the network, technology and electronic devices shall be permitted only upon submission of signed agreement forms by both parents/guardians and students. Some networks may require an additional agreement by users; i.e. outlining standards for behavior and communication. User accounts shall be limited, suspended, or revoked if these resources are misused.

Acceptable Use of Networked Resources - Policy IJNDB

The following are not permitted:

1. Sending or displaying offensive messages or pictures
- 2 Using obscene language
- 3 Harassing,insulting or attacking others
- 4 Unauthorized access,including so-called "hacking" and other unlawful activities by minors online
- 5 Trespassing in others' electronic files or plagiarising others' work as their own
- 6 Violating copyright laws
7. Revealing identifying information such as first and last names, ages,addresses,phone numbers,parents' names,parents' employers or work addresses ,or photographs ,unless approved by a teacher for the purpose of meeting course requirements.

Acceptable Use of Networked Resources - Policy IJNDB

The following are not permitted:

8. Unauthorized disclosure ,use,and dissemination of person identification information regarding minors
9. Sharing a password or using others' accounts and passwords
10. Intentionally wasting limited resources (i.e. excessive printing, downloading or online streaming)
11. Employing the network for commercial or other non-academic purpose
12. Damaging computers, computer systems or computer networks

Publication of information shall be in accordance with the Nashoba
Regional School District

Publication of Personal Information Policy.

Ref: E-Rate Primer Central,2009

Children's Internet Protection Act (CIPA)

M.G.L.;Chapter 71,Section 370

STAFF/FACULTY CONTRACT FOR USE OF THE INTERNET THROUGH SCHOOL RESOURCES

1. I agree to abide by all rules which are listed in the Nashoba Regional School District's guidelines for acceptable use.
- 2 I realize that the primary purpose of the Nashoba Regional School District Internet connection is educational, and that as such, educational purposes shall take precedence over others.
- 3 I realize that the use of the Internet is a privilege and not a right. I accept that inappropriate behavior may lead to penalties.
- 4 I agree not to participate in the transfer of inappropriate or illegal materials through the Nashoba Regional School District Internet connection.
- 5 I agree not to allow other individuals to use my account for Internet activities nor will I give anyone my password.
- 6 I realize that the Nashoba Regional School District reserves the right to examine all data stored on all District machines to ensure all users are in compliance with District regulations.

STAFF/FACULTY CONTRACT FOR USE OF THE INTERNET THROUGH SCHOOL RESOURCES

Nashoba Regional School District makes no warranties (expressed or implied) with respect to the service it is providing. Nashoba Regional School District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Networked Information Resources is at your own risk. Nashoba Regional School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Bargaining unit members are responsible for supervising students and the employer shall use its best efforts to implement safety procedures, including blocks and filters to assist teachers in this effort. A bargaining unit member shall not be disciplined except for just cause in the application of this policy.

First Reading: May 27, 1999

Adopted: June 10, 1999

Revision: June 20, 2002

Revision: April 17, 2003

Revision: September 9, 2010

Employee Email Policy - GBDA

The Nashoba Regional School District (NRSD) views the purpose of email as to provide authorized users with the ability to communicate effectively and efficiently for educational purposes. Communication with peers for academic or school related business purposes is acceptable, as well as to email parents, students and the community.

The Nashoba Regional School District (NRSD) provides electronic mail (email) resources for its employees. Email is defined as a document created, transmitted, and/or received through the NRSD electronic system using either a personal computer or a computer owned by the school district.

Employee Email Policy - GBDA

It is the intent of the Nashoba Regional School District to maintain the privacy and integrity of email distributed on NRSD servers. Email, however, is a business communication tool and users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature, email seems to be less formal than other written communication, the same laws apply. Employees should be aware that any email generated is considered public record, and subject to the Massachusetts Public Records law, G.L. c.66 as well as the United States Electronic Communications Privacy Act, 18 U.S. Code Sections 2501 and 2701.

Overview of Positive Climate/Bullying Prevention & Intervention Guidelines

M.G.L.c.71s 370

All school staff should read and be familiar with the NRSD Positive Climate/Bullying Prevention and Intervention Policy and Plan which can be viewed at:
<http://www.nrsd.net>

The Nashoba Regional School District {NRSD} is committed to providing a safe, positive and productive educational environment where students can achieve their full potential. No student shall be subjected to harassment, intimidation, bullying, or cyber-bullying.

"Bullying" is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extra-curricular activity, or paraprofessional, of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target, a student(s) against whom bullying, cyber-bullying or retaliation has been perpetrated, that:

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

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

- Wire
- Radio
- Wireless communication devices
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Bullying and cyber-bullying are prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At school functions or programs whether on or off school grounds
- At school bus stops;
- On school buses or other vehicles owned, leased or used by the school district; or,
- Through the use of technology or an electronic device owned, leased or used by the NRSD schools;

Bullying and cyber-bullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the NRSD if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or the orderly operation of a school .

School Personnel Responsibilities

- A member of a school staff shall promptly report any instance of bullying the staff member has witnessed or become aware of to the school Principal/Assistant Principal. This report renders the staff member immune from discipline for making report.
- Designated staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student.
- Confidentiality shall be maintained, to the extent consistent with the school's obligations under law, to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying.

Ethics Law

Chapter 29 of the Acts of 2009 imposes new mandatory education and training requirements on public employer and public employees. As such, you must be given a summary of the 'Conflict of Interest Law' prepared by the Ethics Commission and you must complete the online training program prepared by the Commission.

In order to review the "Summary of the Conflict of Interest Law", goto: <http://www.mass.gov/ethics>

And then: Mandatory Training Requirements - Summaries, Online Training, and Revised Implementation Procedures

Here, you will review the "Summary of the Conflict of Interest Law for Municipal Employee"

Your confirmation of this powerpoint will suffice as acknowledgement of receipt of this summary.

Every two years, you must also complete the 'Online Training Program'. If you did not do so last year, you must complete this online training this year. At the end of the training, you will be given a 'Certificate of Completion' which should be printed and sent to Human Resources.

The Mandatory Online Training can also be found at: <http://www.mass.gov/ethics>

Exploitation

Exploitation is the full range of inappropriate activity between school employees and students, employee to employee or student to student. The Nashoba Regional School District has "Zero Tolerance" for any behaviors that make someone a victim. All formal complaints, informal complaints, hearsay or questionable behaviors or comments will be fairly and sensitively investigated.

RESPONSIBILITIES OF ALL NRSD STAFF

- Always inform the Principal if you must remain with a student in the classroom outside of the regular school day.
- Always keep door open when you are with a student.
- Only touch students in a manner that a reasonable person could interpret as appropriate.
- Do not meet students outside of school for a meal, soft drink or cup of coffee
- Only transport students in your own vehicle if there is an emergency.
- Do not engage students in conversations regarding their romantic or sexual activities.

- Do not entertain students in your home.
- Do not make sexual comments, make comments about a student's body or appearance, tell sexual jokes or share sexually oriented material with students.
- If you believe a student is in some type of trouble, refer them to the counselor or to the building administrator. Do not counsel students in nonacademic matters.
- Please keep in mind that your intentions and the student's interpretation may be different. Always consider the student's perception of your words and actions.

It is your duty as an employee of the Nashoba Regional School District to report any of the above behavior to your building Principal or a Central Office Administrator if you see it occurring or are told that it is occurring. Coaches may also report to the Athletic Director.

Our first priority to our students is to ensure their safety and well being. In so doing, you are also protecting yourself as a professional. It is important that everyone working with children is alert to all aspects of this issue. With this in mind, if you suspect inappropriate behavior, loyalty to colleagues must come second to your professional responsibility to our students.

To that end, the RESPONSIBILITIES OF THE PRINCIPAL are as follows:

- Make it clear that all staff members are expected to be alert for signs of possible exploitation.
- Acknowledge that exploitation may exist.
- Pay attention by daily observations in the school, asking questions, and looking into problems. All rumors, whispers and oblique complaints must be taken seriously.
- Don't allow bias to cause judgment errors. All administrators need to know and believe that sexual exploitation is very serious. Some educators sexually exploit children and often that educator is the one who seems to be above suspicion.
- Resist any inclination to discount data that points to a trusted colleague.
- Keep the Superintendent {and HR Director} informed of any potential problem before it becomes a crisis.
- Keep a log of each critical incident that occurs on campus.

Conclusion

- Thank you for reviewing the information regarding our various legal obligations regarding civil rights and the protection of students, and thank you for your ongoing efforts to ensure that everyone's rights are honored and that all members of our school communities are treated with respect.

NRSD Life-Threatening Allergy Protocol

JLGA
Protocol

NASHOBA REGIONAL SCHOOL DISTRICT
LIFE THREATENING ALLERGY PROTOCOLS

BACKGROUND

Allergic reactions vary, and can range from mild local reactions to anaphylaxis, a severe and potentially life threatening allergic reaction. Anaphylaxis refers to symptoms which affect multiple systems in the body; the most dangerous and potentially fatal symptoms of anaphylaxis are breathing difficulties and a drop in blood pressure or shock. Anaphylaxis may occur in allergic individuals after exposure to a specific allergen even when prior exposure has not resulted in anaphylactic symptoms. Reactions can occur immediately or several hours following allergen exposure. There are different ways to come in contact with a food allergen, such as: eating (oral ingestion), touching (skin contact) and, in rare cases, inhaling (breathing in) the food protein. If an allergen comes in contact with skin, it can accidentally get into the mouth, eyes or nose (where it can possibly cause a more serious reaction). Anaphylaxis is rapid in onset and may result in death if not treated promptly.

Epinephrine is the only treatment that can reverse the symptoms of anaphylaxis. Avoidance is the only way to prevent accidental ingestion and a possible life threatening allergic reaction. Students diagnosed with asthma in addition to allergies are at higher risk for a more severe reaction, including anaphylaxis.

The most common causes of anaphylaxis include, but are not limited to, allergies to:

- Foods (most commonly: peanuts, tree nuts, milk, dairy products, eggs, soy, wheat, fish and shellfish)
- Insect stings (yellow jackets, bees, wasps, hornets)
- Medication
- Latex

The school setting is known to be a high risk environment for students with allergies. Therefore, for the safety of students with LTA, it is important to identify a student at risk, have appropriate prevention policies in place to reduce the risk of allergen exposure, be prepared to recognize the signs and symptoms of an allergic reaction promptly, and be prepared to quickly activate the appropriate emergency response in the event of an allergic reaction.

PURPOSE AND GOALS

The Nashoba Regional Public School District recognizes the growing number of students enrolling in our schools with potentially life threatening allergies. As public educators we recognize our responsibility to develop appropriate health plans for students with allergies which detail emergency treatment while proactively addressing conditions to prevent exposure to specific allergens. We believe a collaborative partnership between school and family is the best way to achieve this goal, while thoughtfully increasing the student’s independence to care for him/herself as the student develops and matures. While the medical and health-related needs are unique for each child, the intention of this protocol is to establish a set of consistent, systemic practices within the district as a starting point. As an educational environment we believe in our capacity to educate our families, teachers, and students to better understand life threatening allergies. This will create school communities that regard strategies for allergy management with the same generous spirit and understanding demonstrated for differentiated learning styles and other health-related student needs.

A collaborative partnership among school, families, and medical personnel will provide a safe and healthy learning environment, which will help parents/guardians and their children with allergies make the transition between the safety of their home environment into the expanding world of a school. Classmates who do not have life threatening allergies will develop a greater understanding for individual differences, a capacity for flexibility, and increased compassion.

The goals of the district are to implement procedures that create, foster and maintain an allergy aware culture that, as defined:

- Identifies students who are at risk for anaphylaxis.
- Develops an Individualized Health Care Plan (IHCP) for each individual student.
- Develops an Allergy Action Plan (AAP) for each individual student.
- Strives to prevent life threatening reactions by reducing exposure to the allergen(s).
- Prepares the staff and student to respond to an allergic reaction.
- Ensures the social and emotional well-being of the whole child.

RESPONSIBILITIES

The implementation of the district policy, protocols and the IHCP for each student with LTA requires a team approach and cooperation among administrators, school nurses, teachers and other staff members, transportation personnel, school physicians, parents/guardians, and the student.

NASHOBA REGIONAL SCHOOL DISTRICT
LIFE THREATENING ALLERGY DISTRICT PROTOCOL - RESPONSIBILITIES

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Responsibility of StudentPage 10

RESPONSIBILITIES OF ALL NRSD EMPLOYEES IN MANAGING LIFE THREATENING ALLERGIES

- Be familiar with the NRSD Life Threatening Allergy Policy and protocols and actively participate in the management of the district LTA program
- Be knowledgeable about and follow applicable federal laws including ADA, IDEA, Section 504, and FERPA
- Participate in annual mandated district-provided training on life-threatening allergies which will include: Risk reduction procedures, emergency procedures, how to administer an epinephrine auto-injector in an emergency, and the physical, social and emotional needs of people with LTAs
- Monitor compliance with LTA protocols and educate others as needed
- Be able to identify the students with LTAs in your building/workspace
- Be familiar with the IHCPs and AAPs of students as appropriate
- Minimize the risks of exposure to allergens by maintaining a clean, allergy-aware environment
- Eliminate the use of food for incentives, rewards and fundraisers; establish use of non-food treats, rewards and fundraising activities
- Prohibit trading or sharing of food, beverages and utensils between students
- Be aware that frequent hand washing (using soap and water or hand wipes when soap and water are not available) is considered to be best practice for exposure prevention, especially before and after eating
- Conduct interactions with students that avoid endangering, isolating, stigmatizing or harassing those with food allergies

- Encourage interactions among students that avoid endangering, isolating, stigmatizing or harassing those with food allergies
- Be aware of how students with food allergies are treated; enforce school rules about bullying and relational aggression

RESPONSIBILITY OF DISTRICT ADMINISTRATIVE PERSONNEL

District Administrative Personnel will:

1. Establish system-wide plan to address life threatening allergies (LTA).
2. Be compliant with all state and federal laws which protect the rights of students with LTA.
3. Establish procedures for training of all staff, including auxiliary staff, on allergies, anaphylaxis and epinephrine auto-injector administration, held annually in each school.
4. Establish protocols for the use of food during before/after school-sponsored events.
5. Establish protocols for school bus transportation to allow for the safe travel of students with allergies.
6. Provide for review and revision of policy and procedures as needed.
7. Ensure a full time nurse is available in every school with students with LTAs.-
8. At the start of each school year, send all parents and students a letter that provides information about LTAs and a synopsis of the District's LTA Policy and Protocols

RESPONSIBILITY OF PRINCIPAL (or delegate)

The Principal will:

1. Include in the school's emergency response plan a written plan outlining emergency procedures for managing life threatening allergic reactions, modify the plan to meet special needs of individual students, and consider risk reduction methods for life threatening allergies (LTA) throughout the school.
2. Be compliant with Child Find regulations. Identify the school's 504 Coordinator.
3. Support faculty, staff and parents in implementing all aspects of the LTA management plan.
4. Provide emergency communication devices (two-way radio, intercom, walkie-talkie, cell phone) for all school activities, including transportation, that involve a student with LTA.
5. Inform parent/guardian if any student experiences an allergic reaction at school, and review IHCP/AAP with core team members and physician as soon as possible following a reaction.
6. Make sure a contingency plan is in place in case of a substitute teacher, nurse or food service personnel.
7. Have a plan in place when there is no school nurse available.
8. Inform all parents at the beginning of each school year about the presence and needs of student/s with LTAs in the school.
9. At the beginning of each school year, in coordination with school nurse, guidance counselors, and teachers, send all parents and students (of individual classrooms, grade levels or school buildings as appropriate) a letter informing them of the presence and needs of student(s) with LTA based on the individual students' IHCP/504 determinations .
10. Educate the school community on issues having to do with LTA, i.e. PAL program (or similar) materials and activities, parent/guardian information, letters to classmates and families, school websites, and school newsletters.
11. Work with other school staff to eliminate the use of food allergens in the allergic student's cafeteria purchased meals, educational tools, arts and crafts projects, or incentives.
12. Ensure that allergen-free tables in cafeteria and classroom areas are appropriately arranged (in consultation with school nurse and custodial staff) and consistently labeled with a universal allergy-free symbol.
13. Ensure there is no fundraising using food or candy during school hours.

14. Ensure that proper signage is posted stating food is being served and that foods without manufacturer's ingredient labels are marked as potentially allergenic for events held before/after school hours that will involve food consumption.
15. Encourage food-free celebrations.

RESPONSIBILITY OF SCHOOL NURSE

The School Nurse will:

1. Prior to entry into school (or, for a student who is already in school, immediately after the diagnosis of a life threatening allergic condition), meet/consult with the student (as appropriate) and parent/guardian and develop both an Individualized Health Care Plan (IHCP) and working with the student's healthcare provider, an Allergy Action Plan (AAP) - for the student. The plan will be reviewed annually with the parent/guardian to evaluate effectiveness and make revisions as needed.
2. Ensure that the AAP includes the student's name, photo, allergens, his/her history of symptoms of allergic reactions, risk reduction procedures, emergency procedures, and required signatures.
3. Provide names of students with life threatening allergies to all staff that come in contact with the student with allergies, including but not limited to: principal, administrators, teachers, specialists, food personnel, aides, physical education teacher, custodian, lunch monitors, coaches and extracurricular-activity advisors.
4. Create student alerts in district information management system (PowerSchool) for all students with LTAs.
5. Familiarize teachers with the IHCPs and AAPs of their students before the opening of school, or as soon as the plans are written. Other staff members who have contact with students with LTA should be familiar with their IHCPs and AAPs. Teachers to provide this information to substitute staff via substitute notebook/file.
6. Provide information about students with LTA and their photos (if consent given by parent) to all staff on a need-to-know basis (including food service, substitute teachers and nurses). Make sure there is a contingency plan in place in the case of a substitute school nurse.
7. Determine, in collaboration with the student's parent/guardian, teacher and principal, based on the student's IHCP and/or 504 Plan, whether the student's classroom/s will be allergen aware for snacks and whether the classroom/s will have dedicated allergy tables for snacks.
8. Conduct annual in-service training and education for staff regarding students' life threatening allergies, symptoms, risk reduction procedures, emergency procedures, and how to administer an epinephrine auto-injector.
9. Post school district's emergency protocol and have available all IHCPs and AAPs in the nurse's office.
10. Epinephrine and other lifesaving medication must be stored safely in the nurse's office in an unlocked, clearly marked cabinet or cart.
11. Periodically check medications for expiration dates and arrange for them to be current.
12. Discuss with parents the possibility of keeping an epinephrine auto-injector in the classroom containing necessary instructions, and help to arrange if appropriate. This auto-injector can be taken on field trips and be carried by staff/student during school day if stated in IHCP.
13. Instruct staff to access 911 for medical assistance and transportation of the individual to the hospital, should an epinephrine auto-injector be administered. Communicate with local EMS about location of student and type of allergy. Ensure the local EMS carry epinephrine and have permission to use it.
14. Consult with teachers/field trip organizers to plan for the needs of children with LTAs on field trips (see Teacher section, Item #16). Give parents of students with LTAs the opportunity to attend field trips. In the event that a parent cannot attend, a trained staff member designated by the school nurse will chaperone a student with a LTA on the field trip. Determine where the closest medical facilities are located, 911 procedures and whether local ambulances carry epinephrine, and ensure that teacher/chaperones have this information.

15. Annually review and implement the federal/state laws and guidelines protecting students with allergies as they relate to the school setting. Keep current with federal/state laws and guidelines re: allergy management, and update as needed.
16. After an allergy emergency, review how the event was handled with the school administrator, parents, staff members involved in the response, EMS responders, and the student to identify ways to prevent future allergic/anaphylactic emergencies and improve emergency response.
17. Work with principal and custodial staff to determine type and location of allergen-free tables in cafeteria.

RESPONSIBILITY OF TEACHER

The Teacher will:

1. Participate in team planning for students with life threatening allergies (LTAs) in collaboration with nurse and parents.
2. Keep functioning intercom, walkie-talkie, or other communication device for communication with the school nurse.
3. Know the location/s of the student's epinephrine auto-injector/s
4. Provide information about students with LTAs including IHCP, AAP, 504 plan, safeguards required and photos to substitute teachers, student teachers, aides, specialists and volunteers.
5. Include allergy education in classroom lesson plans or activities in an age-appropriate manner. Educate students on hand washing, not trading/sharing food or utensils, careful storage and disposal of food waste/packaging, and to promptly inform an adult if there is a problem.
6. Never question or hesitate to act if a student reports symptoms of an allergic reaction or possible exposure to an allergen.

Classroom Activities:

7. Avoid food in lesson plans and classroom supplies. In the event that food will be used, submit a "Use of Food to Support the Curriculum" form to the school nurse and principal for authorization. Then, follow district food policies/guidelines regarding food in the classroom to ensure no allergens are present: "When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate" (refer to NRSD Health and Wellness Policy JLG and protocols).
8. Each student is responsible for bringing his/her own food to an event. If events occur in the classroom, teachers are responsible for ensuring tables and chairs are cleaned and instructing students to wash their hands. Such events must be communicated in advance to all parents, administration and school nurse. The focus of any special events should be less on food and more on the meaning of the event
9. Promote food-free celebrations.
10. When recyclables are being used in a classroom project, use non-food related materials.
11. If an animal is permitted in the classroom, consider possible allergies to this animal, its food, and its habitat.

Snacks:

12. Instruct students to wash hands or use hand wipes before and after eating.
13. Encourage parents of younger students to send in a box of shelf stable "safe" snacks for student with LTA clearly labeled with his/her name in case food from home is forgotten.
14. In the event that a snack or meal is permitted in the classroom, avoid cross contact of foods by wiping down eating surfaces and chairs with district-provided cleaner and disposable cloths, before and after eating.

15. If a before or after school event is being held, avoid cross contact of foods by wiping down eating surfaces and chairs with district-provided cleaner and disposable cloths, before and after eating.

Field Trips:

16. Teachers will collaborate with the school nurse at the beginning of the field trip planning process, prior to requesting field trip approval from the principal. The nurse will determine whether the proposed trip is safe and appropriate for all students to participate in. Teacher and nurse will collaborate in preparing accommodations for students with LTAs. These include but are not limited to:
 - a. Ensure the student's safe participation in the field trip and transportation to and from the field trip. Avoid high risk places. Consider eating situations on field trips and plan for prevention of exposure for students with LTA.
 - b. Arrange for a field trip nurse when needed.
 - c. Ensure students' epinephrine auto-injectors are taken on the field trip.
 - d. Ensure that working, charged cell phone is taken on field trip.
 - e. Ensure that safe hand wipes are taken on field trip.
 - f. Eating will not be allowed on school bus or van routes. Exceptions will be provided for students with diabetes who may need a snack to treat a hypoglycemic episode or other specific circumstances.
 - g. Prohibit sharing and trading of food.
 - h. Invite parents of student with LTA to accompany their child on school field trips, in addition to other planned chaperones. However, student's safety or attendance must not be conditioned on the parent's presence.
 - i. If student is not accompanied by his/her parent on field trip, student should be placed in group accompanied by his/her teacher or other school personnel trained in LTA management and emergency procedures. Parent of student with LTA will be informed of who their child's chaperone will be prior to the field trip when requested.
 - j. Plan for children to wash hands before and after eating with soap and water, or to use hand wipes when soap and water are not available.
 - k. Follow district procedures for planning overnight field trips. Work with school nurse, parents and students to plan for the special needs of students with LTAs.

RESPONSIBILITY OF OTHER SUPPORT STAFF

Support Staff includes, but is not limited to, administrative support, librarians, media/IT specialists, lunch and recess monitors and security.

Support Staff will:

1. Instruct hand-washing before and after handling food to prevent cross contact of allergens using recommended procedures of soap and water or hand wipes when soap and water are not available.
2. If meals/snacks are permitted, designated staff will wash all tables/chairs before and after use for students with LTA, using district-provided cleaning supplies. Allergen-free tables are established as needed, and clearly labeled.
3. Identify and have a means of two-way communication (i.e. cell phone, two way radio, intercom).
4. Lunch Monitors will check with students at the allergen-free tables during each lunch period to ensure a safe environment (an allergen free table) is being maintained. This includes but is not limited to, a clean table/seats/floor, identified allergens are not present in foods to be consumed there, and there is adequate space at the table.
5. Food-allergic students will not be responsible for table washing.

RESPONSIBILITY OF COACHES, ACTIVITY ADVISORS AND BEFORE/AFTER SCHOOL PROVIDERS for school-sponsored extracurricular activities

Coaches, and Before/After school activity Providers will:

1. Request, collect and review Extracurricular Activity Registration forms with medical information provided by parents of students with life threatening allergies (LTA). Consult with school nurse to obtain copies of IHCPs/ AAPs. Review emergency procedures/plans with school nurse and ensure that student's parents have provided or students are carrying epinephrine auto-injector during the event or activity.
2. Instruct hand-washing before and after handling food to prevent cross contact of allergens using recommended procedures of soap and water or hand wipes when soap and water are not available.
3. Ensure that activities comply with school district policies and procedures regarding life threatening allergies (LTA).
4. Eliminate allergens from activities.
5. If meals/snacks are permitted, designated staff will wash all tables/chairs before and after use for students with LTA, using district-provided cleaning supplies. Allergen-free tables are established as needed, and clearly labeled.
6. Identify and have a means of two-way communication (i.e. cell phone, two way radio, intercom).

RESPONSIBILITY OF THE FOOD SERVICE DIRECTOR AND STAFF

The Food Service Director will:

1. Be aware and knowledgeable of procedures in operating the kitchen, food preparation and serving to avoid cross contact of allergens.
2. Establish communications and training for all school food service staff and related personnel regarding safe food preparation for student life threatening allergies (LTA).
3. Provide training to food service staff and related personnel in recognition of symptoms of anaphylaxis and emergency plans for students with known allergies.
4. Maintain current information concerning food ingredients or food labels.
5. Maintain contact information with vendors and purveyors to access food content information and require clear and complete labeling of all food products.
6. Annually review and implement the federal/state laws and guidelines protecting students with allergies as they relate to food services.
7. Be familiar with students with allergies. Review list provided by school nurse.
8. Provide safe food substitutions to be made at no extra cost for students with allergies that buy lunch.

The Food Service Director and Staff will:

1. Implement effective sanitation and cleaning measures. The school kitchen will prepare products in a manner that will reduce the risk of cross contact of foods. Ensure cross contact avoidance strategies and safe food handling practices are in place.
2. Implement hand-washing practices prior to handling of food to prevent cross contact of allergens using recommended procedures of soap and water or hand wipes when soap and water are not available.
3. Ensure all school kitchen staff will use only latex-free gloves.
4. The staff on duty will ensure that tables and chairs where students with LTA sit will be washed before meals and after each meal period with designated cleaning supplies for allergen free tables only. Food-allergic students will not be responsible for table washing

5. Eliminate the use of condiments containing top eight common allergens for communal use on cafeteria's condiment/utensil table. Keep these top eight common allergens in the kitchen buffet line for general use.

RESPONSIBILITY OF SCHOOL TRANSPORTATION PERSONNEL

School Transportation Personnel will:

1. School bus /van drivers shall be provided an annual LTA overview on prevention management, common allergens and how to recognize signs and symptoms of anaphylaxis. Drivers will receive training on what emergency procedures to follow in the event of an allergic reaction. The bus company will be responsible for providing this training.
2. Review health information forms sent to Bus / Van Company by parents and ensure that bus drivers receive information on the children riding their routes. Update drivers when changes occur.
3. Know the location of the epinephrine auto-injector and other emergency medications that students are carrying.-
4. Each school bus or van will have a working means of two-way communication and a plan to check the communication system periodically.
5. Eating will not be allowed on school bus or van routes. Exceptions will be provided for students with diabetes who may need a snack to treat a hypoglycemic episode or other specific circumstances.
6. Follow strict cleaning practices (i.e. bus surfaces, seats, handrails, etc.).

RESPONSIBILITIES OF CUSTODIAL STAFF

Custodial Staff will:

1. Maintain dedicated cleaning supplies for allergen-free table surfaces and seats, as well as other areas attended by students with LTA. Ensure that cleaners are effective in removing allergens.
2. Collaborate with principal and school nurse to implement cleaning practices that prevent cross contact of allergens throughout the school environment. Use disposable cleaning materials for allergen-free tables to prevent cross-contamination.
3. Do not place garbage containers near the "Allergen Free" table(s) in the cafeteria.
4. Work with school nurse and principal to determine the number and locations of allergen-free tables in each building's cafeteria.
5. Use only non-latex gloves and equipment.

RESPONSIBILITY OF PARENTS/GUARDIANS OF STUDENTS

Parents/Guardians will:

1. Provide physician's documentation of specific life threatening allergies (LTA) to school nurse prior to the start of school or as soon as possible after diagnosis.
2. Provide completed health forms to school nurse prior to starting school. This includes: student health history, release of confidential medical information, medication authorization, and medical statement for Special Meals/Accommodations if school meal substitutions necessary.
3. Work with the school nurse to develop child's IHCP or 504 plan and AAP.
4. Provide LTA information (NRSD Extracurricular Activity registration/medical form) to appropriate athletic staff and/or club advisor, if student will be participating in sports and/or a school club/program. Provide

epinephrine auto-injector to coach/advisor or ensure that their child is carrying it during the event/activity.

5. Provide LTA information to bus company using form provided by district.
6. Consider informing the bus or van driver, and any substitute driver when possible, about their child's LTA.
7. Provide the school nurse with enough up-to-date medication (including epinephrine auto-injectors, antihistamines etc.) with physician orders so that they can be placed in all required locations throughout the school year.
8. Provide school nurse with updates on the child's LTA status including a physician's statement if the student no longer has the allergy, annually or as needed.
9. Provide school with contact information (cell phone, pager etc.). Update as needed.
10. Provide school nurse with a current photo of the child each year, electronically if possible.
11. Arrange to meet with the school nurse and other staff members to review annually or as needed the IHCP/AAP for the student.
12. Work with food service staff to discuss acceptable foods that the student can be served in the cafeteria.
13. Provide safe foods for their child, including (for younger children) extra shelf-stable snacks clearly labeled with his/her name to be kept in classroom.
14. Determine with the school nurse if additional epinephrine auto-injectors will be kept at school aside from the nurse's office, and if so, where (i.e. in teacher's classroom, self-carried, backpack, etc.)
15. Determine in conjunction with nurse and teacher, based on student's IHCP and/or 504 plans, whether the student's classroom/s will be allergen aware for snacks and whether the classroom/s will have dedicated allergy tables for snacks.
16. Consider providing child with a medic alert bracelet or similar identification.
17. Consider attending field trips/sporting events with their child.
18. According to developmental maturity, teach their child to:
 - a. Recognize the symptoms of an allergic/anaphylactic reaction.
 - b. Know where the epinephrine auto-injectors are kept and who has access to them.
 - c. Communicate if he/she suspects symptoms of a reaction.
 - d. Carry his/her own epinephrine auto-injector.
 - e. Not to share snacks, lunches or drinks.
 - f. Report teasing, bullying or threats to a trusted adult authority promptly.
 - g. Read labels.
 - h. Wash his/ her hands before and after eating and avoid touching his/her face, mouth, nose and eyes.
19. As child gets older and is able to take on more responsibility for his/her LTA, consider teaching him/her to:
 - a. Communicate the seriousness of their LTA.
 - b. Communicate symptoms as they appear.
 - c. Read labels.
 - d. Carry his/her own epinephrine auto-injector.
 - e. Self-administer his/her epinephrine auto-injector.

RESPONSIBILITY OF STUDENT

Student will:

1. Be proactive in the care and management of his/her allergies and reactions based on his/her developmental level.
2. Not share food, beverages, or utensils with other students.
3. Wash hands before and after eating. Encourage other students to wash hands with soap and water or hand wipes before and after eating. Avoid touching face, mouth, nose and eyes.

4. Learn to recognize symptoms of an allergic reaction.
5. Promptly inform an adult if accidental exposure of an allergen occurs or if an allergic reaction is suspected.
6. Consider contributing to the development of the IHCP/AAP/504 plan as appropriate.
7. Consider wearing medic-alert bracelet or similar identification.
8. Not consume food with unsafe or unknown ingredients.

Blood-Borne Pathogens/Universal Precautions

- * THE FOLLOWING ARE EXAMPLES OF BLOOD BORNE PATHOGENS :
- * Hepatitis B
- * Hepatitis C
- * HIV

BLOOD-BORNE PATHOGEN AWARENESS:

- * All school staff should be aware of the risks
- * BBP are transmitted through blood and body fluids of an infected person
- * They cannot be transmitted through casual contact with an infected person
- * Consider all persons to be potentially infectious and take precautions – “Universal Precautions”
- * Receive the Hepatitis B vaccination series
- * Wear gloves when coming into contact with blood or body fluids
- * Contact a custodian immediately to clean up body fluids
- * Report any exposure to your school nurse

Nashoba Regional School District Health and Wellness Administrative Protocol

Health and Safety

1. As warranted by medical information from the parents and documented by a licensed practitioner, individual healthcare plans will be written by the school nurse in collaboration with parents and teachers.
2. For each classroom in which a child with an individual health care plan is in place, the school nurse will provide training for the child, parents, teachers, staff and other students as necessary to keep individual students safe.
3. Teachers will be required to note in their SUB FOLDER any precautions that must be taken for specific students in that classroom. It will also include the school nurse’s phone extension and recommend that the

substitutes call the nurse if they have any questions or concerns.

4. Training will be provided for all employees and students to keep their learning, teaching, and workspaces clean and to the best of their ability, free from pertinent allergens. This training will occur at the beginning of the school year and be ongoing as changes in student individual health care plans occur.
5. Hand washing with soap and water is recommended by CDC and other experts as a sensible strategy to promote good hygiene and to prevent the spread of illnesses. Students and adults should routinely wash their hands and their instructional areas to decrease the risk of infection and to eliminate substances known to cause allergic reactions that may have made surface contact.

Nutrition and Wellness

6. Realizing that healthy school meals provide energy and nutrients necessary for children to grow and learn, the NRSD will provide school lunches that meet the school meal nutrition standards developed by the U.S.D.A.
7. Vending machines available to students will contain only snacks and liquid refreshments approved annually by the Superintendent of Schools.
8. As an integral part of teaching health for grades PK -8, parents and students will be provided with information stressing the importance of proper nutrition, routine exercise, and the need for adequate sleep. Additionally, reminders about healthy lifestyles will be shared throughout the school year. The goal is to encourage students to become self-directed with regard to healthy lifestyles.
9. Physical activity should be promoted through all curricula where appropriate.
10. Students K-8 will have a daily recess period outside, weather permitting and should be dressed appropriately to participate fully in this activity.
11. Counseling services will be provided to improve students' mental, emotional and social health when requested by students, parents, or staff.

Instruction

13. When food is the focus of the curriculum activity and its presence is central to the understanding of the concepts, themes, or objectives, it is incumbent on the teacher to inform the parents and to make an alternative plan as necessary. The curriculum activity should be planned so that all students can participate.
14. Teachers may plan celebrations in which food is consumed; however, each student is responsible for bringing his/her own food to the event. If held in the classroom teachers are responsible for ensuring tables and chairs are cleaned and that students wash their hands. Such events must be communicated in advance to all parents, administration and school nurse.
15. The building principal and/or assistant principal will promote no sharing or trading of food or utensils in all schools with particular focus at the elementary level.
16. Birthday celebrations will focus on the child and be celebrated without food.

After school and Extracurricular Activities

17. Groups sponsoring after school events and who are using school space must post a sign on the door of the room being used, or on the main door if in hallways, if food is being served. Maintenance will be notified of rooms where food is being consumed and will clean after the event is finished.

Prevention and Supervision

18. An area in each cafeteria must be designated as food_allergen aware. Cafeteria workers and supervisory staff must be trained by the food service director to keep the area safe, clean, and allergen free, to the best of their ability.
19. All employees who are working in the cafeteria will receive training from the food service director and school nurses as to what precautions will be necessary to ensure that students and staff will be able to protect themselves and be a part of the cafeteria environment.
20. The proper cleaning fluids, paper products and other materials necessary for students and adults to properly wash their hands and keep their areas clean will be provided.
21. Food may not be consumed or exchanged on the school bus for runs to and from school.
22. If meals or snacks need to be scheduled during travel time for extended field trips, arrangements need to be made in accord with this protocol for students in grades PK-5. For students in grades 6-12, trip advisors will need to be sure that planned sharing of food does not compromise the health and safety of students by reviewing such plans with the school nurse or the nurse who is on the trip.
23. Student fundraisers should be planned consistent with not making unhealthy food or snacks made available during school hours or on the ride to or from school on the bus.
24. The Principal will review this policy and protocol annually at the beginning of the school year with all faculty, instructional support staff, custodians, and cafeteria staff.