

Staff Handbook
2023-2024

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Overview

This handbook provides faculty with information about the policies and procedures governing Fall River Public Schools. All staff members are responsible for carrying out the policies and procedures outlined in this document as well as those outlined in the Student Handbook, and the District Policy Manual.

This publication summarizes laws, policies, regulations, and practices that are important to the Fall River Public Schools. It is not intended to be a complete directory of all the laws and policies relating to staff. Federal and state laws, district policies, regulations, and practices at the system-wide and school building levels are subject to change.

Fall River Public Schools reserves the right to interpret, amend, or revoke any portion of this handbook at any time, with or without notice.

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Sign-off Sheet: Handbooks

Fall River Public Schools Mission Statement:

The mission of the Fall River Public Schools is to provide a quality education so that all students will attain their fullest potential and become responsible members of society. We are committed to providing quality teaching and learning in a respectful, safe, healthy, and supportive environment that links students, parents and staff in a community of lifelong learners and capable problem solvers.

As we endeavor to accomplish our educational mission, we also strive for inclusiveness. **Not only do we prohibit discrimination of any kind, based upon race, color, gender identity, religion, national origin, sexual orientation, homelessness or disability, we moreover strive to reach out to all students, in a proactive and vigilant manner, to ensure that they are made aware of, and are included in, all programs, and extracurricular activities. Equal educational opportunity is not only a legal requirement, but something we strongly value.**

Vision Statement

The Fall River Public Schools shall be one where we strive for individualization and personalization of learning and teaching, where excellence for all is expected, and where collaboration and communication among all stakeholders are the norms. As such, our graduates will be reliable, personally and socially responsible, culturally proficient, physically fit, emotionally mature, technologically skilled, and civically engaged - locally, nationally, and globally. Our graduates will be appreciative of the fine and performing arts, athletics, and the value of lifelong learning; they will demonstrate personal integrity and compassion for others by being neighborly without distinction.

CONTRACTUAL ISSUES AND PROCEDURES

A. Employee Absence

If you are absent, please follow procedures outlined by your principal or supervisor. Absences should be recorded in the Frontline system. Staff should have school and administrator contact information in the event there is a need to contact the school during restricted frontline access.

B. Attendance

Fall River Public Schools will monitor attendance for all staff. Sick days are intended to be used for illness in accordance with provisions of your respective contract. Using sick days for circumstances other than illness is inappropriate and is grounds for discipline.

C. PROFESSIONAL DAYS

Staff wishing to participate in professional development opportunities must notify their principal or supervisor. Professional days are encouraged and supported, but participation is limited. The request must be approved by the principal or supervisor.

D. PERSONAL DAYS

Personal days may be requested through your supervisor following this procedure:

1. Submit the request to your principal or supervisor. They can tell you if the day you requested is available. **Please do not call the superintendent's office to inquire about availability unless required to do so.**
2. Your principal or supervisor approves the day.

E. PERSONNEL CHANGE OF INFORMATION

If you have changed your name, address, phone number, or work location, please notify Human Resources and they will send the required form.

F. NON-DISCRIMINATION POLICY

It is the policy of the Fall River Public Schools not to discriminate on the basis of race, gender, gender identity, color, religion, sexual orientation, national origin, age, handicap, or homelessness in its education programs, services, activities, or employment practices as required by Chapter 151B of the General Laws of 1947; Chapter 622 of the Acts of 1971, Massachusetts General Laws, Title IX of the 1972 Education Amendments; and Section 504 of the Rehabilitation Act of 1973.

G. EVALUATION

The purpose of evaluation of staff in the Fall River Public Schools is to enhance

professionalism and accountability, which assists all students to perform at their best.

The procedures are designed to improve the performance of all staff through evaluation, feedback, self-reflection, and targeted professional development activities.

H. PROGRESSIVE DISCIPLINE

Progressive discipline is a procedure of the supervision process used when a situation requires corrective measures or action. There are steps within the process, although the goal is to correct the situation immediately without the need to proceed to further steps. When an incident is serious enough, it may require immediate intervention or a shift to a higher step in the progressive discipline process appropriate to the situation. These steps are a suggested guide and not the rule for supervisory intervention.

Step 1: Corrective Action—“a private conversation with a staff member about their behavior or actions.

Step 2: Verbal Warning or Reprimand—A verbal warning or reprimand explains the nature of the situation or failure to meet expectations and should include a warning statement that if the situation occurs again, further disciplinary action will result. . . . The warning has been given and documented, and has been given to the employee.

Step 3: Written Reprimand or Warning—The incident or concern is captured in writing and presented to the employee, and a copy will be placed in the employee’s personnel file.

Step 4: Suspension (with or without pay) and a Final Warning—The staff member is notified of the suspension and a copy given to the employee and placed in the employee’s personnel file.

Step 5: Termination or Discharge

I. SECURITY AND SAFETY

Building security and the safety of students and staff is the responsibility of all. Any staff member who notices an individual(s) in the building not wearing an I.D. or visitor’s badge must notify building administration immediately. All employees of the Fall River Public Schools are expected to ensure that all students and staff are safe at all times.

All school staff must wear the ID badge issued to them by the school department when entering and exiting the schools and throughout the day. ID’s must be visible, either clipped to a shirt or worn from a strap around the neck.

J. NO SCHOOL Emergency Dismissal Announcements

In the event of a severe weather alert, heavy snowfall, icy streets or when other hazards make streets unsafe, the school session may be cancelled. Cancellation announcements may also be sent via the district’s automated messaging service (Parent Square) using email and the phone number in your records. To ensure delivery of announcements, employees are responsible for keeping their

contact information up to date, and regularly checking for current communications and information. Faculty, support staff and community members can also listen to the radio and television stations listed below, as well as checking the Fall River Schools website for school cancellations beginning at 5:30 am.

Radio	Television
WHTB (1400 AM)	Cable News 2
WSAR (1480 AM)	Channel 6
WCTK (New Bedford 98.1 FM)	Channel 10
WJFD (Portuguese Radio 97.3 FM)	Channel 12
FRED TV Channel 17	

Procedure

In cases of inclement weather, the following procedures will be followed:

Step 1: Superintendent will make a decision in conjunction with his executive team no later than 5:15 am, unless the decision is made the previous day/evening.

Step 2: When said decision is made, there are three options/possible outcomes:

- School as usual ***A
- Two hour delay ***B
- Cancel school for the day ***C

Step 3: The decision will be communicated centrally through Parent Square, posted on the district's website and via media on social media (Twitter, Facebook).

***A After school and athletic events will be decided on by the site level principal.

***B Faculty and instructional staff are expected to be at their school sites no less than two-hours after their normal contractual time barring any safety issues.

***B In the event of a two-hour delay, all morning ½ day programs will be cancelled.

***C If school is cancelled, the day it is still a work day for 12-month employees. It is expected that 12-month employees will be in their respective buildings at their contractual time barring any safety issues. If snow/emergency travel restrictions are announced, only essential personnel are required to report. Unless the employee has called in, if an employee chooses not to report to work on a day when the building is expected to be open, a personal or vacation day will be deducted.

PROFESSIONAL ISSUES

A. CONFIDENTIALITY

It is important to respect the confidentiality of students and parents. There should be no casual discussion of individual student behavior or performance; including on social media platforms.

Conversation about students or staff should take place between appropriate staff in a setting that ensures confidentiality, not in the corridors, staff rooms, or public areas. Conversations with parents should also be conducted in a nonpublic area.

There are policies regarding e-mail, network use, and social media. Please see those policies. All staff should be aware that e-mail communication is subject to release under the Freedom of Information Act.

B. CRIMINAL OFFENDER RECORD INFORMATION (C.O.R.I.)

It shall be the policy of the Fall River Public Schools to obtain all available Criminal Offender Record Information (C.O.R.I.) from the criminal history systems board of prospective employee(s) or volunteer(s) of the school department; including any individual who regularly provides school related transportation to children, who may have direct and unmonitored contact with children prior to hiring the employee(s), or to accepting any person as a volunteer. State law requires that school districts obtain C.O.R.I. data for employees of companies that have contracted with the schools to provide transportation to pupils.

C.O.R.I. is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years. C.O.R.I. may be shared with the individual to whom it pertains, upon their request, and in the event of an inaccurate report, the individual should contact the criminal history systems board.

C. FINGERPRINT REQUIREMENT

In accordance with Education Law 603 CMR 51.00 Criminal History Checks for School Employees (See website <http://www.doe.mass.edu/lawsregs/603cmr51.html>) Section 51.05:

All FRPS employees are required to have processed their finger prints through the SAFIS program

1. This is a State regulation that also relates to individual DESE license.
2. When registering, staff members will be asked to pay (\$55 for licensed teacher, \$35 for non-DESE licensed support staff) prior to making an appointment.
3. This is a professional responsibility to comply with this process. Only finger print processing for public school service through SAFIS meets this requirement; finger prints obtained by staff members from other obligations (example: Firearm ID Card...) do not meet this requirement.
4. Staff members will receive a receipt from the SAFIS finger print center; please hold on to this receipt, you may be asked for it if there is an issue with your results returning to the district. The district is typically notified within 72 hours of the results, but we may need a receipt to verify your compliance if we are not notified.

D. DRESS

Educational staff dress and appearance should reflect the professional position of an educator, and should be a model to the students whom they teach. All support staff should be neat, clean and dressed appropriately including any dress requirements within their respective contracts.

E. GUIDELINES FOR ACCESSING STUDENT INFORMATION

The Fall River Public Schools encourages its teachers and staff to use available technology to analyze data and to use this data to inform their instruction.

F. JURY DUTY

Pursuant to M.G.L. c. 234A, § 34, an individual who is called to serve as a **grand juror** may postpone that duty for up to a year. They may specify as a starting date for that service either January, April, July or October.

G. MEDIA INQUIRIES

Any media (TV, newspapers, radio, etc.) inquiries should be directed to the principal or supervisor who will then refer them to the office of the Superintendent. Staff should not talk with the media without prior approval from their principal or supervisor.

H. PARENTAL RIGHTS FOR TEACHER QUALIFICATION INFORMATION

The FRPS makes every effort to assure that all teachers meet the NCLB guidelines for highly qualified teachers. Parents/guardians of students attending Title I schools have the right to be informed of their children's teachers' educational background, including completion of state requirements for licensure, and also information about the qualifications of paraprofessionals working with their children. This information is available through a request to the superintendent of schools.

I. NO TOBACCO/ALCOHOL USE

Both the Department of Public Health and the Department of Education require that we make increased efforts to enforce our no-tobacco policy. To that end, the Fall River Public Schools will enforce our tobacco-free schools policy.

THERE SHOULD BE NO SMOKING AND NO CONSUMPTION OF ALCOHOL AT ANY OF THE EVENTS THAT STUDENTS OR CHILDREN ATTEND.

J. PERMISSION TO PUBLISH RELEASE

From time to time staff may be videotaped for an educational event, or may be photographed, or their names or written work may be used in a newspaper, newsletter, at award ceremonies, web pages, yearbooks, or other related purposes. Staff that do **NOT** wish to be videotaped, photographed, or to have their name or work product used in this way should send a letter indicating this to their supervisor. (Permission to Publish Forms for students are in Appendix B)

K. PAYROLL

Teachers and Administrators earn their salaries on a contractual basis for each school year. Each educator's yearly salary will be divided by twenty-six (26), and paid in bi-weekly installments according to the school year. Any remaining unpaid salary will be paid in the final paycheck in June.

1. During each year teachers will receive (directly deposited) the first check of the school year on the Friday of the first week of school.

2. All other checks for the school year will be distributed biweekly until the last day of the school year, at which time teachers will receive all remaining checks due to them. All such checks will be payable on the last day of the school year.

L. PHYSICAL RESTRAINT REGULATIONS

Effective April 2, 2001 all public schools in Massachusetts must have a physical restraint policy and procedures. (See Appendix A for the Physical Restraint Policy)

M. SUPERVISION OF STUDENTS

Safety of children is of utmost concern. Students are not to be left unsupervised.

N. DELAYED OPENING

In the event of a delayed opening, all faculty and staff are required to report according to the directives in the announcement or as close to their normal start time as is safely possible.

O. ELECTRONIC STORAGE

Under no circumstances should any faculty or staff member store private student/staff information on a portable electronic device (flash drive, ipad, laptop, etc.).

P. STAFF MAILBOXES

No material shall be placed in staff mailboxes except with the permission of the Superintendent or their designee. Department email lists should not be used without the permission of the Superintendent or their designee.

Q. HOMELESSNESS

The McKinney-Vento Act requires all school districts and school department staff to identify and ensure adequate educational services are provided to homeless students. Staff members who become aware that a student is newly known to be homeless should notify their building principal who will then contact the PACE Center for the district's Homeless Education Liaison.

The Massachusetts Department of Elementary and Secondary Education (<http://www.doe.mass.edu/mv/>) defines homelessness as follows:

Homeless children and youths: individuals who lack a fixed, regular, and adequate nighttime residence. It includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals.
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (as defined in section 1309 of the Elementary and Secondary Education Act of 1965, as amended) who qualify as homeless because they are living in circumstances described above.

R. FRATERNIZATION POLICY

The School Committee has approved a policy on fraternization and relationships between staff members in order to clearly communicate the expectations for conduct in the workplace. See the policy in Appendix A, r.

HEALTH INFORMATION

A. STAFF EMERGENCY FORM

For school/medical personnel to respond effectively to staff emergencies, we ask that every staff member provide contact information at the beginning of each school year and whenever information changes.

B. EMPLOYEE INJURIES or ACCIDENTS

Any staff injured while on their job are required to immediately report their injury to their principal or supervisor. They must complete the "First Report of Injury" form (in Appendix B) and return completed form to the principal or supervisor. Forms are also available through HR if needed.

If the accident or injury results in 5 or more days out of work, additional forms may be required.

C. EMPLOYEE MEDICAL CARE POLICY

Whenever, in the judgment of a school nurse or an administrator, a staff member is in need of emergency medical care which requires transportation to a hospital, the nurse or administrator will call for an ambulance, regardless of whether the staff member has medical insurance and regardless of whether the staff member consents.

D. MEDICATION POLICY

The Fall River Public Schools does not allow students of any age to carry medications with them during school hours.* Only licensed personnel or those non-licensed staff who are approved by the Department of Public Health and have completed an authorized training program may distribute ANY medication(s). This policy complies with Massachusetts General Laws.

This policy includes any over-the-counter (OTC) medications. Examples of common OTC drugs are Tylenol, Advil, cold medicine or cough syrups, and supplements. If a student is suffering with any health related distress, the school nurse will assess the student and take any necessary action.

If a student requires any kind of medication during school hours, a Medication Plan should be written by the school nurse in collaboration with the student (when applicable), parent, and the child's care provider. This information will be available to all appropriate school personnel. Medication plans will include a schedule for administering medication on field trips.

*NOTE: It is sometimes necessary that a student has immediate access to a medication as needed (examples: an inhaler or an epinephrine pen for allergies.) The school nurse, in collaboration with the student and parent or guardian will make the determination.

E. UNIVERSAL PRECAUTIONS

The use of *universal precautions* for the prevention of communicable diseases includes a high standard of protection against direct contact with blood or body fluids.

Universal precautions involves the following considerations: Gloves

Gloves must be used when direct contact with blood / body fluids could occur. Gloves may not be required if a 'no touch' technique is used. When potential exposure to body fluids or substances could

occur, gloves must be used for protection.

The nurse can supply gloves if needed. Replacement gloves are available in the nurse's office. Persons with latex sensitivity should inform the school nurse and an alternative can be sourced.

Custodians should be called to clean any blood or bodily fluids (examples: blood, vomit, urine) in accordance with acceptable OSHA standards.

F. SUICIDE INTERVENTION PROTOCOL

Any school employee who identifies a student as expressing self-harm or harm to others will notify an administrator immediately. If you cannot contact an administrator, notify the counselor, social worker/psychologist, and/or school nurse with these concerns. The expression of a desire to harm themselves or others may be presented verbally, in writing, drawings, or behavior changes.

Administration will investigate in order to assess the appropriate response, which may include questioning the student and notifying appropriate parties. (Parents, Crisis Response, etc.)

FIELD TRIPS

Educational field trips can be an important part of education. Appropriately planned and approved field trips can be part of our curriculum. Field trips that align with standards from the Frameworks have the greatest likelihood of approval. Since field trips can be educational experiences, no child should be denied for discipline reasons unless they are on social corrective action or suspended from school. The principal or designee will make the decision if a child will participate in the field trip after appropriate communication with the student's family.

Approval for field trips should be submitted and approved prior to beginning any arrangements for a field trip. Completed parent permission slips must be provided to school nurse prior to trip (with appropriate lead time) in order to arrange for medical accommodations, if needed.

CLASS ACTIVITY/FIELD TRIP POLICY:

1. Staff planning an activity off of the school grounds during school hours or after, will make a written request to the principal no later than four (4) weeks prior to the date of the planned event or activity.
2. The application should be accompanied by a description to include:
 - a. Date of trip
 - b. Specific destination
 - c. Time of departure and estimated time of return
 - d. Itinerary
 - e. Transportation
 - f. Cost of trip per student if applicable
 - g. Objective for the event
 - h. Coverage arrangements are to be made with administration
 - i. Arrangements for chaperones or volunteers
 - j. Financial Accounting and arrangements must be given if money is involved
3. Upon approval, the teacher or teachers in charge must see that:
 - a. Parent permission slips are returned signed by parent of each student.
 - b. Information is available to families regarding destination, time, cost, etc.
 - c. That Grades 6-12 students be provided with notification forms prior to the date of the trip so their teachers can plan accordingly.
 - d. Completed permission forms must be given to the school nurse a minimum of one week prior to the field trip to arrange for medical needs.
 - e. That adequate chaperone coverage is planned. Administration suggests no higher than 20-1.
 - f. Notify Nutrition Department at least a week in advance, of the number of students taking the trip.
 - g. Determine if students are responsible for any work missed due to the trip.
 - h. No penalty should be assigned for non-participation. Teacher must arrange with administration for supervision of non-participating students.
 - i. If the field trip returns prior to end of day, students attend remaining classes.
 - j. While on the trip, representing the Fall River Schools, appropriate communication, dress, and conduct is to be maintained by all participants.
 - k. A summary of the trip, related information, incidents and any recommendations for staff members planning same or similar trips.
 - l. Any teacher who does not want a student to be able to participate in a field trip must contact administration to explain the reason.

4. Advisors who are compensated through their respective activity or club accompanying a class or club on non-school days or after school are to do so without compensation.
5. Advisors /chaperones are responsible for maintaining conduct and behavior by all participating students.

CLASSROOM ISSUES

A. NON CUSTODIAL PARENTS RIGHTS TO STUDENT RECORDS

A recent change in Massachusetts's law (M.G.L. Chapter 71, Section 34G) has greatly affected the rights of non-custodial parent's ability to access their child's records. Either parent, regardless of who has physical custody of the child, has access to student records including report cards, progress notes, etc. Teaching staff should work with an administrator to ensure appropriate compliance.

B. POLICY ON TEACHING ISSUES WHICH COULD BE CONTROVERSIAL:

The Fall River Public Schools administration recognizes that controversial issues are inherent in the education process and accepts responsibility for assisting school staff in dealing effectively with them.

Nothing in the policy allows teaching methods or materials contrary to the laws of the Commonwealth of Massachusetts or the Constitution of the United States.

1. Opinions differ between individuals. When opinions are combine with such issues, emotions can complicate the issue. Educators should provide students with learning experiences which develop the ability to examine the issues and think critically.
2. Teachers should deal with controversial situations when they occur and provide a constructive learning experience. If the planned topic is not appropriate for classroom discussion because it is in bad taste or is beyond the maturity level of students, or violates policy, or is simply unsuitable, then the teacher should not use class time for it.
3. Dealing with controversial topics appropriately is developed through well planned discussion of any controversial issue related to the curriculum.
4. The objectives for the consideration of controversial issues are:
 - a. To develop ability to distinguish between fact vs. opinion.
 - b. To develop critical thinking skills.
 - c. To identify the use of propaganda.
 - d. To encourage reflection into bias and prejudice.
 - e. To appreciate respect for the rights of others to their opinions.
5. Teachers need to be skilled to deal with controversial situations. The approach should be objective, impartial, unbiased, and dispassionate. Students should be taught to discuss opinions on either side of an issue. Critical thinking is developed when the discussion points out main points of opinions. Students should understand the purpose of questions or comments related to unpopular causes.
6. Administration is responsible for assisting in developing skills needed to deal with controversial topics. Supervisor assistance in preparation, presentation, and methods is available and should be sought before proceeding with lessons that may be controversial.
7. Discussion of controversial issues can be expected to create misunderstanding in the school community. The administration will support teachers who have followed the protocol and handle the topics with reasonable preparation and skill in line with these steps.

PROCEDURE:

1. Teacher confers with principal, before any controversial lessons and takes the following action:
 - a. Outlines the topic and "consideration" to be given, to the topic of the lesson.

- b. Presents lesson plan.
 - c. Presents to principal, in detail, the outcome resulting from the lesson.
 - d. If the lesson is approved, debriefs and reports back to principal on the lesson.
2. The principal either approves the lesson, and revises or rejects the planned lesson.
 - a. If approved, the lesson or activity is observed to assess the educational value.

C. REQUIRED READING POLICY

Students are required to read and study material assigned in a class curriculum. If a parent/guardian or student objects to a particular selection of literature or topic of study due to their religious, spiritual, or personal reasons, the following course of action should be taken:

1. A letter of objection should be filed with the teacher and administration within five days of the assignment. The letter should include the student name, grade, and reasons for the objection. The reasons should be clearly and rationally supported. The letter should be signed by the parent or guardian and student.
2. The parent or guardian, the student, and the teacher should discuss and agree upon a suitable substitute to the assignment or topic. The replacement should be of similar value and related to the curriculum.
3. The alternative should be approved by the administration.

D. CLASSROOM PET AND ANIMAL POLICY

We, as a school community, believe that the proper care of classroom animals helps foster the teaching of respect for life and a greater understanding of life processes.

However, the selection of appropriate species for study and classroom display must be carefully considered. In selecting an animal for a classroom, the following guidelines must be followed:

- The principal must approve of any animal brought into a school.
- Due to the potential of allergy concerns, parents /staff must be notified of any classroom animals.
- Care of all classroom animals is the responsibility of the teacher.
- Any animals in a classroom must be clean and healthy and free of any disease.
- Wild animals are prohibited.
- The classroom habitat should replicate the animal's natural habitat.
- Animals must be tolerant of handling by staff and students.
- Animals should be simple to care for.

Properly equipped laboratories and classrooms may house animals with properly care.

E. PREVIEW OF MATERIALS

All materials (video, electronic, paper) must be previewed by the teacher and appropriate administrator prior to use in a classroom. Material must be age/grade appropriate.

Any video must be directly related to the curriculum. Videos shown for entertainment purposes only are not approved. Videos should be previously approved by administration for appropriateness.

F. ELECTRICAL EQUIPMENT

Electronic devices, including but not limited to radios or players, fans or space heaters, toaster ovens, microwaves, coffee-makers, etc. may not be used in the classroom without administration approval.

G. UNIVENTS / Classroom Climate control units

Properly functioning univents are critical to classroom air quality. DO NOT shut off, cover, block or restrict the airflow from the univents.

H. CELL PHONES / ELECTRONIC DEVICES

We recognize that the occasional emergency situation may require quick access to personal cell phones. Your full attention should be supervision of students and delivering instruction. Personal use of electronic devices in the presence of students should be avoided.

I. COMPUTER CLOSE-DOWN

Please appropriate steps to shut down your computer:

1. When leaving the classroom or the building, log off and please shut off any monitor.
2. Smart boards should be turned off when not in use.
3. **Staff is responsible for safeguarding confidential information on school computers.**
4. Procedures may be subject to change from the technology department.

J. SURVEYS

School systems are occasionally asked for to administer surveys. Do not administer surveys which have not been approved by the administration.

K. FUND-RAISING AND GIFTS

Fundraising activities for clubs, sports teams, and other school-related activities must be approved in advance by the principal and superintendent. In addition, all gifts over \$100.00 require School Committee approval before acceptance. The district has "crowd funding policy, and this includes fund raising through such on-line venues as Donor's Choose, Go Fund Me, etc.

L. REPORTING FIGHTS

Staff are asked to submit ASAP (before leaving for the day) a written description of any fight or assault that they have witnessed. This report should include:

1. The names and a description of the students involved.
2. Whether the students stopped immediately when directed to by staff.
3. Whether actual punches were thrown and any contact that occurred.
4. Was there uncontrolled behavior by either student.

All reports are to be submitted to the administration.

M. REFRESHMENTS

- Beverages in school except plain water, (including but not limited to coffee, tea, etc.) should be consumed in a covered container.
- Food items and beverages are not to be distributed in the classroom without principal permission, in consideration of the wellness policy and allergies, etc.

N. 504 PROCEDURES

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal statute which prohibits discrimination on the basis of disability. It is unlawful for a qualified individual to be denied participation in or benefits from any program or activity receiving federal financial assistance. Questions about Section 504 should be addressed to your school's 504 coordinator. Additional information on 504 procedures can be found on the following pages.

504 Plan FAQ Frequently Asked Questions

1. **Q. What is a 504 plan?** A 504 plan is a legal document falling under the provisions of the Rehabilitation Act of 1973. It is designed to plan a program of services to assist students who are in a regular education setting. A 504 plan is not an Individualized Education Program (IEP) as is required for special education students. However, a student moving from a special education to a regular education placement could be placed under a 504 plan.
2. **Q. How is a student considered for a 504 plan?** A student with a physical or emotional disability, or who has an impairment (i.e. Attention Deficit Disorder) that restricts one or more major life activities.
3. **Q. What are examples of "major life activities"?** Major life activities include caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, working, and learning.
4. **Q. What is the process for placing a student on a 504 plan?**

There are essentially four steps:

 1. Student is referred by for assessment. Occasionally, a student may initiate a self-referral.
 2. A 504 plan meeting is held.
 3. A plan for the student is developed
 4. A review date is set.
5. **Q. Who is involved in the process?** The student, parent/legal guardian, teachers, principals, 504 coordinator, support staff (i.e. nurse, counselor, psychologist, language/speech pathologist) as well as the student's physician or therapist may be involved in the process including the 504 meeting
6. **Q. What is the teacher(s) role/responsibility in the 504 placement process?** If you have a concern regarding a child's performance and/or behavior that you believe may be caused by a disability, you should initiate a referral after consulting with support staff or administration. You may be asked to participate in meetings where a 504 plan may be developed. You should be prepared to offer pertinent information or documentation: test scores, referrals, and other information to assist with creating the 504 plan.
7. **Q. What accommodations can be included in the 504 plan?** Attached is a sample list of accommodations: Preferred seat assignment accommodates a disability.
Diabetic children may be permitted to stop and eat during class.
A child may be permitted to go to the office for medication.
Assignments or testing conditions may be adjusted (extra time, question modifications).
Note: This is a team process; all members of the team may have responsibilities in the 504 plan.
8. **Q. Once the plan is approved, what are my responsibilities?** You are expected follow and implement the plan and may be asked to participate in the review process.

Q. If I sign off on a 504 plan, what am I accountable for? There is a responsibility to implement the accommodations and strategies of the plan. You may maintain regular documentation to show that you have attempted to implement the plan. Examples: You may have a file of student work, write notes in the journal or gradebook, or keep personal notes. Keep any adjusted tests, assignments, or behavior plans, and keep communication with parents/guardians.

Section 504

Section 504 of the Rehabilitation Act of 1973 is a federal statute, which prohibits the discrimination of a qualified individual on the basis of disability from participating in, or being denied benefits of, any program or activity receiving federal financial assistance

Fall River Public Schools follows the protections related to disciplinary action that is afforded to students with disabilities identified under Section 504. This action ensures that students with a disability(s) will not lose access to a free appropriate public education (FAPE). Students with disabilities will not be removed from school for more than 10 school days due to disciplinary action unless a manifestation determination meeting is held. The manifestation determination committee will decide whether or not the conduct or behavior is a manifestation of the disability.

Appendix A – Policies and Procedures

1. Tobacco Policy
2. Drug-Free Workplace
3. Anti-Harassment Policy
4. Sexual Harassment Policy
5. Bullying Policy
6. Student Welfare (Mandated Reporter) Policy.....
7. Acceptable Use Policy
8. Social Networking Policy
9. Fraternalization Policy
10. Physical Restraint Policy
11. Student Records Policy.....
12. Wellness Policy
13. Admissions and Residency Policy
14. Gifts to and Solicitations by Staff
15. Online Fundraising and Solicitations – Crowdfunding.....
16. Administering Medication to Students

Appendix B- Common Forms

1. Personal day (Also: Use the software in **Frontline** to schedule when approved)
2. Emergency Contact Form
3. Direct Deposit Form (Requires copy of voided check)
4. CORI Form (Requires copy of Picture ID)
5. Fingerprint Processing Information
6. Change of Employee Information
7. First Report of Injury
8. Field Trip form
9. Permission to publish
10. FMLA- For employee
11. FMLA- for care of another
12. Request for Travel / School Business Day (Professional Development - (Requires prior approval)
13. Travel Reimbursement Form (Requires prior approval)
14. Expense Reimbursement Form (Requires prior approval)

FALL RIVER PUBLIC SCHOOLS
2023/2024
STAFF HANDBOOK

I have read, understand, and acknowledge receipt of the policies/procedures included in the attached manual.

Signature: _____

Date: _____

Printed Name: _____

Schools Directory

<u>Elementary</u>	<u>Principal</u>	<u>'23-'24</u>	<u>Phone</u>	<u>Address</u>
Fonseca Elementary	Kate Cobb	8:30 AM - 3:22 PM	508-675-8325	160 Wall Street Fall River, MA 02723
Greene Elementary	Elizabeth Dunn	8:50 AM - 3:22 PM	508-675-8325	409 Cambridge Street Fall River, MA 02721
Letourneau Elementary	Sean Sibson	8:20 AM - 2:52 PM	508-676-2170	323 Anthony Street Fall River, MA 02721
Silvia Elementary	Patrick Lenz	7:40 AM - 2:12 PM	508-675-9811	1899 Meridian Street Fall River, MA 02720
Spencer Borden Elementary	Eric Bradley	8:50 AM - 3:22 PM	508-675-8202	1400 President Avenue Fall River, MA 02720
Tansey Elementary	Erek Bratt	8:50 AM - 3:22 PM	508-675-8206	711 Ray Street Fall River, MA 02720
Viveiros Elementary	Tricia Whitty	8:50 AM - 3:22 PM	508-675-8300	525 Slade Street Fall River, MA 02724
Watson Elementary	Celeste Hoeg	8:50 AM - 3:22 PM	508-675-8240	935 Eastern Avenue Fall River, MA 02720
<u>PreK-8</u>	<u>Principal</u>	<u>Hours</u>	<u>Phone</u>	<u>Address</u>
Doran Community K-8	Jason Souza	7:40 AM - 2:12 PM	508-675-8225	101 Fountain Street Fall River, MA 02721
Henry Lord Community K-8	Shammah Daniels	8:50 AM - 3:22 PM	508-675-8208	151 Amity Street Fall River, MA 02724
Stone Therapeutic	Mary Shaw	7:40 AM - 2:40 PM	508-675-8210	276 Maple Street Fall River, MA 02720
<u>Middle</u>	<u>Principal</u>	<u>Hours</u>	<u>Phone</u>	<u>Address</u>
Kuss Middle	Melissa Rouette	7:20 AM - 2:20 PM	508-675-8335	52 Globe Mills Avenue Fall River, MA 02724
Morton Middle	Nicholas Bettencourt	7:20 AM - 2:20 PM	508-675-8340	1135 N. Main Street Fall River, MA 02720
Talbot Middle	Brian Raposo	7:20 AM - 2:50 PM	508-676-2170	323 Anthony Street Fall River, MA 02721
<u>High</u>	<u>Principal</u>	<u>Hours</u>	<u>Phone</u>	<u>Address</u>
Durfee High School	Matthew Desmarais	7:55 AM - 2:55 PM	508-675-8100	360 Elsbree Street Fall River, MA 02720
Resiliency Prep. Academy	Kyle Riley	8:30-3:30 PM Wed: 8:30-1:48	508-675-8230	290 Rock Street Fall River, MA 02720

Administration Building Contacts
417 Rock Street, Fall River, MA 02720

To access the administration or administrative support staff at the Administration Building, please dial (508) 675-8420. The phone attendant system should guide the caller to the correct extension. When you hear the main greeting, you may also dial the extension of the person you are trying to reach.

Superintendent	Maria Pontes	53702
Executive Assistant to Superintendent	Paula Soares	53800
Assistant Superintendent/Chief Academic Officer	Tracy Curley	53801
Assistant Superintendent, Special Education	Lori Obenchain	55262
Assistant Superintendent, Student Services	Aimee Bronhard	53662
Executive Assistant to Assistant Superintendents	Linda Sineiro	53710
Clerk to Assistant Superintendents	Ronda Ferreira	53811
School Committee Administrative Assistant	Debra Cabral	53701
Chief Financial Officer	Kevin Almeida	53706
Chief Operating Officer	Ken Pacheco	53704
Executive Director, Human Resources	Thomas Coogan	53708
Human Resources Coordinator	Crisleine Da Graca	53661
Administrative Assistant	Lori Midura	53664
Administrative Assistant	Anna Poon	53663
H.R. Clerk/Switchboard	Natalie Mejia	53667
Director of Assessment, Accountability, Data & Research	Elizabeth Lewis	53805
Custodian	Al Petrasso	53902

Appendix A – Policies and Procedures

1. Tobacco Policy

2. Drug-Free Workplace

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5. Bullying Policy

6. Student Welfare (Mandated Reporter) Policy.....

7. Acceptable Use Policy

8. Social Networking Policy

9. Physical Restraint Policy

10. Student Records Policy.....

11. Wellness Policy

12. Admissions and Residency Policy

13. Gifts to and Solicitations by Staff

14. Online Fundraising and Solicitations – Crowdfunding.....

15. Administering Medication to Students

16. Fraternalization Policy

TOBACCO PRODUCTS ON SCHOOL PREMISES PROHIBITED

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

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

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

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications. Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

SOURCE: MASC July 2016 FRSC Approved 2016

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

DRUG-FREE WORKPLACE POLICY

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

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

The Fall River School Committee holds high performance expectations for all employees. Our commitment is to a drug-free and alcohol-free workplace, consistent with applicable laws and regulations. Our expectation is that no employee will possess, use, manufacture distribute, or dispense illegal drugs while on duty or off district property. We recognize that substance impaired employees in the school environment may constitute a direct threat to the students they supervise and influence and have an adverse impact on the educational program and school system due to poor performance, absenteeism and tardiness.

However, given the complex personal and legal challenges surrounding substance abuse, we want to recognize the need to provide assistance and support to those dedicated employees

Off Duty and Off Site Conduct

Fall River Public School employees are expected to conduct themselves professionally at all times. As such, inappropriate, illegal off-duty conduct may affect the employee's ability to perform his/her work duties and, therefore, could result in disciplinary action, if convicted of such illegal activity, up to and including termination. If any employee has been arrested or charged with a felony, misdemeanor or violation that involves drug or alcohol use or abuse outside of the workplace and the matter comes to the attention of the Fall River Public Schools, the Superintendent will determine the appropriate course of action to follow on a case-by-case basis while pending the outcome of trial. It is expected that the Superintendent will follow all appropriate confidential personnel guidelines in this determination.

SOURCE: MASC - Updated 2022, Fall River School Committee 2023

LEGAL REFS.: 41 USC 81

CROSS REFS.: IHAMB, Teaching about Drugs, Alcohol, and Tobacco
JCH, Drug and Alcohol Use by Students

HARASSMENT POLICY: PROMOTING DIVERSITY

This country is strong because of its ethnic and cultural diversity. Fall River has a proud tradition of embracing diverse groups and weaving them into the fabric of our community. The Fall River School Department is committed to the advocacy of all students and staff in order to maximize their personal, creative and academic potentials as they move toward becoming lifelong learners and responsible world citizens. Given these beliefs, the Fall River School Department strongly prohibits harassment of any kind related to one's race, color, sex, religion, national origin, sexual orientation, or disability.

Such harassment includes any related comments, behaviors or actions which are unwanted, offensive, or intimidating to others. Adults and students must refuse to engage in speech or other behaviors which demean others. Slurs of an ethnic, racial or sexual nature should never be tolerated. In addition, individuals should refrain from jokes which are insulting to minorities or others who might be perceived in some way as different. Such acts may contribute to a hostile environment. In determining the existence of a hostile environment, school officials must examine the context in which such conduct occurs.

Anyone who witnesses such behavior should intervene, first through discussions with the offending person, or, if such talks are not possible or are unsuccessful, through referral to a person in authority.

Other behaviors which may contribute to a hostile environment, and are also prohibited, include: intimidation or an implied threat, physical acts of aggression, and other criminal offenses which are motivated by race, color, national origin or sexual orientation, including the use of technology in the harassment.

Research suggests that creating a supportive school climate is the most important step in preventing harassment. This policy seeks not only to curtail harassing behavior, but also to promote an atmosphere of mutual respect where learning can be optimized. Differences should not just be tolerated or accepted, but celebrated.

This policy should be disseminated to all students and staff annually. In addition it should be posted in teacher's rooms, principal, vice principal and guidance offices. A copy should also be posted in a well traveled area where it will be-visible to students.

SEXUAL HARASSMENT POLICY

File: ACAB

Sexual harassment, in all its forms, is not tolerated in the Fall River Public Schools. It is the policy of the Fall River School Department that no School Department employee who has engaged in sexual harassment or sexual abuse of a child shall be allowed to resign in exchange for a "neutral, dates only" job reference.

It is the policy of the Fall River School Department that in the case of any School Department employee who is discharged for cause related to sexual harassment and/or sexual abuse of a child, that the Superintendent transfer notice of such discharge for cause to the appropriate state credential file for such employee, so that there will be a record of such employee's discharge and the grounds for discharge. Copies of this notice shall be provided by the superintendent to the School Committee immediately.

It is the policy of the Fall River School Department that in the case of any School Department employee who is convicted of criminal charges related to child sexual abuse, that the Superintendent transfer notice of such conviction to the appropriate state credential file for such employee so that there will be a record of such employee's grounds for discharge.

The Fall River School Committee hereby directs its employees, agents, and attorney not to enter into any agreement or arrangement whereby a School Department employee who is suspected of sexual harassment and/or sexual abuse of a child is allowed to resign in exchange for a "neutral dates-only" job reference.

For purpose of this policy, "sexual harassment" shall be defined as:
any sexual comments, behaviors, or actions which are unwanted, offensive or intimidating to others.

Such behaviors may include verbal comments, subtle pressure for sexual activity, pinching, patting and other forms of unwanted touching, as well as more severe manifestations such as assault, rape or attempted rape. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature constitute harassment 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 an employment decision affecting such an individual; or (3) Such conduct which comes within the definition of unlawful sexual intercourse, attempted rape, open and gross lewdness and lascivious behavior, indecent exposure, and such other proscribed sexually related conduct as these terms are used in the Massachusetts General Laws, Chapter 272, and cases decided pursuant thereto.

Procedures for Dealing with Sexual Harassment (Student to Student):

1. Each school will designate one or more persons to be the mediator(s) for all such complaints. The identities of these individuals should be disseminated to all students. These mediators will be principals, vice principals, counselors or others who have received training in this area.
2. All students' complaints regarding sexual harassment should be referred to an appropriate mediator who will then inform the building principal before proceeding. The student making such a complaint has the option of including any other person in addition to the mediator at his/her discretion.
3. Informal Resolution: On the first complaint the mediator will assist the victim in communicating to the harasser, in writing or verbally, a description of the harassing behaviors, how the behavior made, the victim feel, noting any consequences to school performance, and a request to stop the

harassment. The mediator will be present when such communication is made and should record the date, time and substance of said communication for later reference. If the victim chooses, the communication to the harasser may be made by the mediator alone. Care should be taken not to place the total onus for this communication on the victim, In either instance the mediator must inform the alleged harasser of the disciplinary consequences should the harassment not cease or if any retaliation follows the communication.

NOTE: When sexual harassment is more than verbal, involving serious sexual behavior, an informal resolution is not desirable. In such cases, after consultation with the principal, a referral should be made for a formal investigation.

4. Formal Investigation: According to prior experience, in most cases an informal resolution will resolve harassment. However, when the victim brings a second complaint, a more formal investigation will be made by the principal or his/her designee (vice-principal) to determine if disciplinary action is now warranted. This investigation, in which witnesses and additional evidence is gathered, should be conducted while maintaining confidentiality and without violating the due process rights of the accused.
5. If the principal or designee finds sufficient cause, the harasser may be suspended from school as outlined in the School Discipline Code. The appropriate suspension forms should be completed and forwarded to the student/parent, with a copy to the Student Services office. In addition, a separate file of all records related to the resolution of a sexual harassment dispute should be kept in the principal's office.

PLEASE NOTE: If at any time during this process a mediator or school official is made aware of behavior which may constitute a criminal offense, he/she is obliged by law to report such actions to the legal authorities as described in the discipline code.

In addition, any behaviors observed by any school official which detract from the good order of the school or inhibit the educational process may lead directly to disciplinary action as already outlined in the discipline code.

Procedures for Dealing with Sexual Harassment (Adult to Student, Adult to Adult, Student to Adult)

All complaints of sexual harassment involving adults must be reported to the building principal (or in locations where there is not principal, the immediate supervisor). For the location of individual school buildings, and the work telephone numbers of individual principals and/or supervisors, persons making a complaint may contact the Office of the Superintendent of Schools, 417 Rock St. Fall River, MA. Telephone number: 675-8443.

Informal Resolution:

1. In cases where alleged harassment is of a verbal nature and clearly not suggestive or criminal activity or sexual abuse, the principal or his/her designee will call in the alleged harasser, communicate the complaint, and seek an informal resolution. The date, time, and substance of this meeting will be recorded.
2. When an informal resolution does not resolve the complaint, the principal will notify the superintendent of schools who will make a decision regarding additional action to be taken.

Formal Action:

1. When a sexual harassment complaint suggests a criminal offense or sexual abuse, a report must be filed with the appropriate legal authorities for an independent investigation. In cases involving adult to student sexual behavior, the principal must file a 51A with the Department of Social Services.
2. After such a report has been filed, the principal will immediately notify the superintendent of schools who will make a decision regarding any interim action while the independent investigation is taking place.
3. Upon completion of the independent investigation, the superintendent will take any additional action deemed necessary based upon the ultimate findings of such investigation. Such action could include (but not be limited to) an oral or written reprimand, a suspension, or in severe cases, termination.

Mandatory Reporting:

According to the Massachusetts General Law: Chapter 119-Section 51 A, school department employees are mandated to report all cases of physical or sexual abuse of any child under the age of eighteen to the Department of Social Services should an investigation reveal reasonable cause to do so.

Note:

The following state and federal agencies may also provide assistance in matters pertaining to sexual harassment. Phone numbers are included for your convenience:

Commonwealth of Massachusetts
Commission against Discrimination
1 Ashburton Place
Boston, Mass. (617) 727-3990

U.S. Equal Employment Opportunity Commission
Washington, DC 20507
(202) 663-4447

Grievance Officer:

Thomas Coogan
Executive Director of Human Resources
417 Rock Street
Fall River, MA
508-675-8420 ext. 53708
tcoogan@fallriverschools.org

The sexual harassment grievance officer who will be vested with the authority and responsibility of processing all sexual harassment complaints in accordance with established procedures

BULLYING PREVENTION

The Fall River Public Schools endeavors to maintain a safe learning environment where students can achieve the highest academic standard. The Fall River Public Schools is committed to creating an environment in which every student develops emotionally, academically, and physically, in a caring and supportive atmosphere, free of harassment, intimidation, bullying or cyber-bullying. To that end, bullying, cyberbullying and/or retaliation shall be prohibited.

Definitions

“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 extracurricular activity or paraprofessional of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target’s property;
- places the target in reasonable fear of harm to 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 a: wire, radio, electromagnetic, photo- electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

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

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyber-bullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used, it is intended to denote either bullying or cyber-bullying.

“Aggressor” is a student or 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 extracurricular activity or paraprofessional who engages in bullying or retaliation,

“Retaliation” means any form of intimidation, reprisal or harassment directed against a person who reports bullying, provides information during an investigation about bullying, or witnesses or has

reliable information about bullying.

"Hostile environment", a situation in which bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

"Target" means a student victim of bullying or retaliation.

Prohibitions

Bullying is prohibited:

- On school grounds;
- On property immediately adjacent to school grounds;
- At school-sponsored or school-related activities;
- At 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 Fall River Public 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 Fall River Public School district if the act(s):

- Creates a hostile environment at school for the target;
- Infringes on the rights of the target at school; and/or
- Materially and substantially disrupts the education process or the orderly operation of a school.

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Prevention and Intervention Plan

The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially.

Each Principal is responsible for the implementation and oversight of the bullying prevention and implementation plan within his or her school.

Publication and Notice

Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. This written notice may

be provided through the student handbook,

Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school,

Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook.

The bullying prevention and intervention plan shall be posted on the Fall River Public Schools website.

LEGAL REFERENCES:
MGL 71:37O; 603 C.M.R. 49.00

Fall River Public Schools 2021

Fall River Public Schools Policy

STUDENT WELFARE

Supervision of Students

School personnel assigned supervision are expected to act as prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member will leave their assigned group unsupervised except when an arrangement has been made to take care of an emergency.

During school hours or while engaging in school-sponsored activities, students will be released only into the custody of parents/guardians or other persons authorized in writing by a parent or guardian.

Reporting to Authorities - Suspected Child Abuse or Neglect

Any school official or employee shall report any suspected child abuse or neglect as required by M.G.L. Ch. 119, S 51A.

In accordance with the law, the District shall establish the necessary regulations and procedures to comply with the intent of the Act consistent with the District's responsibility to the students, parents/guardians, District personnel, and the community.

Student Safety

Instruction in courses in industrial arts, science, homemaking, art, physical education, health, and safety will include and emphasize accident prevention.

Safety instruction will precede the use of materials and equipment by students in applicable units of work, and instructors will teach and enforce all safety rules set up for the particular courses. These include the wearing of protective eye devices in appropriate activities.

Safety on the Playground and Playing Field

The District shall provide safe play areas. Precautionary measures, which the District requires, shall include:

- A periodic inspection of the school's playground and playing fields by the Principal of the school and others as may be deemed appropriate;
- Instruction of students in the proper use of equipment;
- Supervision of both organized and unorganized activity during the school day while school is in session.

Fire Drills and Reporting

The District shall cooperate with appropriate fire departments in the conduct of fire drills. The Principal of any public or private school, containing any of grades 1 to 12, shall immediately report any incident of unauthorized ignition of any fire within the school building or on school grounds, to the local fire department. Within 24 hours, the Principal shall submit a written report of the incident to the head of the fire department on a form furnished by the Department of Fire Services. The Principal must file this report whether or not the fire department responded.

LEGAL REFS: MGL 71:37L; 148:2A
CROSS REFS.: EB, Safety Program EBB, First Aid
SOURCE: MASC - Reviewed 2022 FRSC Approved 8/2023

INTERNET AND NETWORK ACCEPTABLE USE POLICY

IJNDB R

The Fall River Public Schools provide employees and students with access to the Fall River Public Schools Data Network (also referred to as the FRPS network), which also serves as our gateway to the Internet. Access to the FRPS Network and the internet has been developed for educational purposes. It is intended to assist in preparing students for a successful life in the 21st century. The FRPS network provides access to a wide range of information resources and the ability to communicate with people throughout the world. The term "educational purposes" includes use of the network for curriculum activities, and professional or career development activities related to education.

Additionally, the FRPS network will be used to enhance productivity through increased communication within the District and assist its employees in upgrading their skills through greater exchange of information with their peers. The network will also assist the District in communicating with parents, social service agencies, government agencies, and businesses.

The School Committee recognizes the need for students to be prepared to contribute to and excel in a connected, global community. To that end, the district provides ongoing student instruction that develops digital citizenship skill sets for using technology as a tool. Information and communication technology are an integrated part of our curriculum across subjects and grades in developmentally appropriate ways and are aligned with the Massachusetts Curriculum Frameworks and Standards, including seeking knowledge and understanding; thinking critically and solving problems; listening, communicating, and interacting effectively; and engaging and competing in a global environment.

Scope of Acceptable Use and Technology Policies

This policy and all FRPS technology policies, guidelines, and rules refer to all computing and electronic devices (including but not limited to: computers, mobile web enabled devices, Chromebooks, iPads, players, portable memory storage devices, calculators with interfacing capability, cell phones, digital cameras, etc.) peripheral devices (including but not limited to devices for printing, storing, duplicating and receiving information), technology infrastructure, and/or software.

Further, this policy and all FRPS technology policies, guidelines, and rules apply to any and all computing or electronic communication devices owned by, leased by, in the possession of, or being used by students and/or staff that are operated on the grounds of any district facility or connected to any equipment at any district facility by means of web connection, direct connection, or any other type of connection.

This policy and all FRPS technology policies, guidelines and rules apply to all computing, network access, and network infrastructure, regardless of whether it is accessed from school or off-campus and regardless of whether it is accessed during or after school hours. All FRPS email and files, either downloaded or copied from the FRPS system, that are accessed through a user's home computer or any other non-FRPS computer or device, are Fall River Public Schools' property and should be used and protected according to this policy and other applicable policies and laws governing information confidentiality and security. Records of electronic device use may be subject to public records law and may be discoverable in criminal or civil proceedings.

This policy and the Acceptable Use Policy Agreement also applies to any online service provided directly or indirectly by the Fall River Public Schools for student and/or staff use, including but not limited to: Google Apps for Education accounts, Email, Calendar, Clever, and Aspen.

The privilege of using FRPS technology resources is not transferable or extendable by students to people

to groups outside the district and terminates when a student is no longer enrolled in FRPS or employee is no longer employed by FRPS.

Due to the changing nature of information technology, not all circumstances may be anticipated or addressed in this policy and the associated Acceptable Use Agreement. All users are expected to comply with both this policy as written and the spirit of this policy and show good judgment in their use of technology resources.

Implementation of this Policy

The Superintendent or designee(s) may develop and implement administrative regulations, procedures, terms and conditions for use, and user agreements consistent with the purposes and mission of the Fall River Public Schools as well as with applicable laws and this policy. If any portion of this policy is inconsistent with either an applicable collective bargaining agreement or any statute, the applicable collective bargaining agreement or statute shall take precedence in defining the Fall River Public Schools rights and obligation with regard to that portion. The invalidity or modification of a portion of the policy, however, shall not affect the validity and/or applicability of the policy as a whole.

District Responsibilities

The Director of Technology Integration /Management or designee will oversee access to the FRPS network and will establish processes for establishing the following: individual and class accounts; authorization for installation of all software; quotas for disk usage on the system; retention and archival schedules; District virus protection process; review of filtering issues, and other necessary activities.

The principal/supervisor or designee will serve as the site based coordinator for each school for the FRPS network. The site based coordinator in partnership with the Director of Technology Integration/Management will approve building-level activities. Together they will ensure employees receive proper training in the use of the network and the requirements of this policy. In addition they will establish a system to ensure that students using the FRPS network receive adequate supervision and network orientation. The building principal/supervisor or designee will post the network policy in appropriate locations, and be responsible for interpreting and enforcing the District Internet/Network Acceptable Use Agreement at the school/building level.

When using the Internet for class activities, teachers will select material appropriate to the students and relevant to the course objectives. In order to determine the appropriateness of the material contained on, or accessed through websites, teachers will preview required materials prior to student use. Teachers will provide guidelines and resource lists to assist their students in developing the necessary skills to ascertain the reliability of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who may hold divergent views.

The Fall River Public Schools will maintain a web presence and will continue to develop dynamic web pages that will present information about the District and our community. With the approval of the Chief Information Officer, the Principal and the Director of Technology Integration/Management, schools and classes may establish web pages on the District web site that present information about the school and/or individual class activities.

The Fall River Public Schools uses filters and/or software designed to block access to inappropriate sites in accordance with the Children 's Internet Protection Act (CIPA).

Access to the System

All District employees and students will have Internet access through the District's network.

Parents/Guardians may specifically request that their children not be provided such access by indicating so on a letter to the principal of the school in which the student is enrolled. Upon receipt of such letter, the Fall River Public Schools will make its best effort to restrict all Internet access. However, there can be no guarantee that such a student can be restricted at all times.

E-mail access will be provided to all staff as necessary. Student accounts, including email, may be assigned to students for educational purposes only to access educational services, including remote learning services. Student email accounts are restricted such that they can only be used to communicate within the Fall River Public Schools network.

A guest, such as a visiting teacher or student, may receive an individual account at the discretion of the Chief Information Officer or designee if there is a specific, District-related purpose requiring such access. Use of the system by a guest must be specifically limited to district-related purposes. An account agreement, including agreement to this Acceptable Use Policy and all Fall River technology policies will be required and a parent/guardian signature will be required if the guest is a minor.

Parent/Guardian Notification and Responsibility

The District will publish and make available to all parents/guardians this Acceptable Use Policy and all FRPS technology policies governing use of the FRPS network and/or FRPS-owned or -leased mobile electronic devices on its website. In addition, staff, students, parents and guardians are required to sign an Internet/Network Acceptable Use Agreement before they are allowed network access.

The Fall River Public Schools Acceptable Use Agreement contains restrictions on the access of inappropriate material. There is a wide range of material available on the Internet, some of which may not be in concert with the particular values of the families of students. It is not practically possible for the Fall River Public Schools to monitor and enforce a wide range of social values in student use of the Internet. Further, the District recognizes that parents/guardians bear primary responsibility for transmitting their particular set of family values to their children. The district will encourage parents/guardians to specify to their children what material is and is not acceptable for their children to access through the FRPS Network.

Fall River Public Schools will provide students and parents with guidelines for the student's personal safety while using the Internet.

Use of 1:1 Fall River Public Schools' Technology/Devices

FRPS teachers and administrators believe that excellence in education requires a seamless integration of technology into the curriculum and instruction and that Chromebooks, laptops, or other mobile electronic devices constitute an innovative and powerful tool to increase students' access to technology and prepare them for college and the 21st century workplace.

In order to support the implementation of the local curriculum and common core learning standards, enhance learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking, and promote life-long learning, the Fall River Public Schools may provide students and/or staff with a 1:1 digital learning device, such as a Chromebook, laptop, or other mobile electronic device.

Students and staff provided with a 1:1 digital learning device must abide by all terms of the FRPS Acceptable Use Policy at all times, including before and after school hours, regardless of the user's physical location. All students issued a 1:1 device for educational purposes must abide by the specific device loan agreements set forth by the Fall River Public Schools and/or the device provider.

Students provided with a 1:1 device are responsible for ensuring the device is charged and ready for school each day. Only labels or stickers approved by FRPS may be applied to a FRPS-owned or leased device. Students must use mandatory FRPS-provided cases for their 1:1 device. Devices that malfunction or are damaged must be reported to FRPS. FRPS will be responsible for repairing malfunctioning 1:1 devices. Students/parents/guardians are responsible for the entire cost of repairs to FRPs owned or leased devices that are damaged intentionally. Students are responsible for regularly syncing with the FRPS network prior to submitting any mobile device claims; any unsaved data may be deleted/removed. 1:1 devices that are stolen must be immediately reported to the FRPS and the School Resource Officer.

Use of Personal Devices within FRPS (Bring Your Own Technology)

The administrative team of each school may choose to allow students to bring their own technology devices to school to assist their learning experiences. Each school's administrative team may set forth rules and guidelines to fit the needs of their particular learning community; however, any changes may not supersede the guidelines set forth in this Acceptable Use Policy.

The use of technology to provide educational material is not a necessity but a privilege. A student does not have the right to use his or her laptop, cellphone or other electronic device while at school without the approval of school personnel. When abused, privileges will be taken away.

When respected, they will benefit the learning environment as a whole. Students who cannot bring in outside technology will be able to access and utilize the school's equipment; no student will be left out of instructional activities. For purposes of this section, "Technology" means a privately owned wireless and/or portable electronic hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, internet capable gaming devices, portable Internet devices, handheld entertainment systems or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording and information transmitting/receiving/storing, etc.

Only the Internet gateway provided by the Fall River Public Schools may be accessed while on campus. Personal Internet connective devices, such as, but not limited to, cell phones/cell network adaptors are not permitted to be used to access outside Internet sources at any time.

Responsibility to keep the personal device secure rests with the individual owner. The student takes full responsibility for his or her technology device. The school is not responsible for the security of student owned technology. FRPS is not liable for any device stolen or damages to it on campus. If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify a student's personal device from others. Protective cases for technology are encouraged.

District Limitation of Liability

The Fall River Public Schools makes no warranties of any kind, either expressed or implied, that the functions or the services provided by or through its network, network infrastructure, or FRPS-owned or -leased mobile electronic devices will be error-free or without defect. The district will not be responsible for any damages users may suffer, including but not limited to, loss of data or interruptions of service caused by any reason, or personal, physical, psychological, or monetary damages.

The district is not responsible for the accuracy or quality of the information obtained through or stored on the system. The district will not be responsible for unauthorized financial obligations arising through the use of the system. Parents or guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the FRPS network, and the Fall River Public Schools will not be responsible for financial obligations arising through the use of technology, including but not limited to the computer network.

Parents and guardians agree to reimburse the Fall River Public Schools for any expenses of damages incurred in the use of district-owned or -leased devices such as Chromebooks, mobile computing devices, or other devices provided to the student.

Due Process and Consequences for Violations of the Acceptable Use Policy, Technology Policies, Acceptable Use Agreement, Device Loan Agreement, or other school rules violations.

Fall River Public Schools will cooperate fully with local, county, state, and federal officials in any investigation concerning or relating to any illegal activities conducted through the FRPS Network or on FRPS-owned or -leased mobile electronic devices.

Violations of the Internet/Network Acceptable Use Policy and Agreement may carry serious consequences and may result in the immediate suspension of the user's privileges. Further disciplinary action may be taken by the Administration of the Fall River Public Schools and/or City, County, State or Federal authorities. Disciplinary actions will be tailored to meet specific concerns related to the violation, and will reflect appropriate procedures as designated in the student handbook, employee handbook, or applicable collective bargaining agreement. These disciplinary actions may include termination, suspension, or expulsion.

The Chief Information Officer, the Network Manager or the Director of Technology Integration/Management, may terminate the account privileges of a user by providing notice to the user. Guest accounts not active for more than 30 days may be removed, along with the user's files, without notice to the user.

Monitoring and Privacy

- Users of the FRPS network become an extension of the Fall River Public Schools are expected to abide by the rules of conduct set forth by the District. Students and staff should reference the applicable Student or Staff Handbook. Inappropriate behavior will not be allowed.
- Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images.
- If a student or staff member should receive communication containing inappropriate or abusive language or if the subject matter is questionable, he/she must report it to a teacher or appropriate administrator.
- Users will not participate in fraud, electronic forgery, or other forms of illegal behavior.
- Users will not post information that could cause damage or disruption. This includes, but is not limited to, the posting of broadcast messages or other actions that cause congestion of the network or interfere with the work of others.
- Users will not engage in any form of cyber-bullying, as defined in M.G.L. c. 71 §370 This includes, but is not limited to, email, text messages, cell phone calls, or website postings.
- Users will not engage in personal attacks, including prejudicial or discriminating attacks.
- Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- Users will not install unauthorized hardware, software, wireless routers, or download unauthorized software from any remote location.
- Users will not attempt to go beyond their authorized access, make deliberate attempts to disrupt system performance, destroy data (by spreading computer viruses or by any other means), or engage in other illegal activities.
- The user will not disseminate passwords, codes, access telephone numbers, or account information to unauthorized persons.
- Users will not give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up Internet accounts including those necessary for chat rooms, Ebay, email, etc.
- The user will not access or disseminate material that is profane or obscene (e.g., pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (e.g., hate literature).
- Technology may not be used to cheat on assignments or tests; sites selling term papers, book reports, or other forms of student work may not be accessed.
- Use of anonymous messaging services such as MSN Messenger, ICQ, Yahoo Messenger, and WhatsApp or similar platforms are prohibited.
- Students may only access files on the computer or Internet sites which are relevant to the classroom curriculum.
- Students must comply with a teacher's request to shut down the computer or electronic device.
- Users acknowledge that the school's network filters will be applied to one's connection to the Internet and will not attempt to bypass them through any means.
- Bringing on the school premises or infecting the FRPS network with a Virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is a violation of this policy and may result in disciplinary action.

The FRPS network is the property of the school department and its storage systems are therefore subject to inspection by the administration at any time. System users have a limited privacy expectation in the contents of their personal files stored on the FRPS network and any information transmitted over the FRPS network.

Information on the FRPS network, including email and chats, is not private and is subject to review by the technology department at the request of FRPS administration to substantiate inappropriate activity, violation(s) of the Acceptable Use Policy and Agreement, FRPS school rules, or the law. The nature of the investigation will be in the context of the nature of the alleged violation.

Routine maintenance and monitoring of the system may lead to discovery that a user has violated or is violating the District Internet/Network Acceptable Use Policy or Agreement, other school committee policies, school rules, or the law. In such circumstances, the nature of the investigation will be in the context of the nature of the alleged violation.

The Fall River Public Schools will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Fall River Public Schools.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

The Fall River Public Schools prohibits the use of camera and audio recording functions on any equipment, including but not limited to personal cameras, personal camera telephones, and/or school-issued devices, at school or school-sponsored events, except when specifically authorized by school administration or staff and with knowledge and consent of the participants. In no event should any photographs or video be taken of confidential information, nor should photographs, audio, or video recordings be made without knowledge of the subjects. Audio recording without the consent of the individuals recorded may result in criminal felony charges, M.G.L. c. 272 § 99.

Acceptable Uses of Technology Resources and the FRPS network

The FRPS network may not be used for personal commercial purposes, including but not limited to, offering, providing, or purchasing goods and/or services for personal use.

Existing copyright law will govern the use of material accessed through the FRPS Network, and/or FRPS mobile electronic devices of any kind. Because the extent of copyright protection of certain works found on the Internet is unclear, users will make a standard practice of requesting permission from the holder of the work and respect copyright law.

When using the FRPS network or FRPS technology devices, the user agrees to take full responsibility for his or her own connecting to the Internet through this network. Therefore, all users shall assume full liability, legal, financial, or otherwise, for their use of the FRPS network.

Guidelines and Rules for acceptable use of the FRPS network include, but are not limited to:

- The Internet connection is not to be used for any non-educational purposes including, but not limited to, commercial solicitations.
- Processing or accessing information on school property related to "hacking," altering, or bypassing network security policies is in violation of this policy.

- The school district has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection.
- Students will not use a personal cellular connection to access the internet.

Modification

The Fall River Public Schools School Committee reserves the right to modify or change this policy and related implementation procedures at any time.

Approved by FRPS 11.09.20

Social Networking Websites

SOCIAL NETWORKING POLICY OF THE FALL RIVER PUBLIC SCHOOLS

1. Internet AUP still in force

This policy is adopted in addition to, and not as a substitute for, the School District's Internet Acceptable Use Policy, which governs use of the school district's technological resources.

2. General Concerns

The Fall River Public Schools recognizes the proliferation and, in some instances, usefulness, of online conversation between teachers and students and/or their parents or guardians. However, due to the nature of social networking sites, there exists a risk, without care and planning, that the lines between one's professional life and personal life will be blurred. Our staff should always be mindful of how they present themselves to the world, online and otherwise. Should an educator or employee "friend" a student on Facebook, subscribe to a student's "twitter" account, regularly engage in email "chat" with a student, exchange text messages with students or engage in other electronic communication, the school district is concerned, and the educator or employee should be concerned, that such activities may undermine the educator's authority to maintain discipline, encourage inappropriate behaviors and compromise the educator's ability to remain truly objective with their students.

In addition, any online communication using one's own personal resources, as opposed to school district resources, compromises the employee's, as well as the school district's, ability to retain public records in accordance with the requirements of the Commonwealth's public records laws. The law requires public employees who send, receive or maintain records in their capacity as public employees, to retain, disclose and dispose of such records in compliance with strict provisions of the public records law. This law applies whether or not the record is in the form of a paper document or an electronic communication. When staff members communicate through school-based resources, such as staff email or school sponsored web pages, such records are retained and archived through the school's information technology department. If, however, an employee communicates outside of these resources, such information is not retained. The burden falls on the employee to comply with public records laws when using personal email or social network accounts to communicate with students and/or parents and guardians.

3. Expectations of Staff

With these concerns in mind, the Fall River Public Schools has instituted this "Social Networking Policy," and announces its expectations for staff members' use of social networks such as Facebook, Linked-in, Twitter, personal email accounts, text message features of cell phones, use of blogs, and other electronic or technologically based communication systems.

1. Before endeavoring to establish any social networking account, employees should familiarize themselves with the features of any account they choose to use. For example,

Facebook requires account holders to take specific steps to “privatize” the information they place online. You must educate yourself to these features of Facebook or any other social networking site you select. You will be responsible should any information you intended to be “private” becomes “public” due to your own ignorance of the features of the social network you have decided to use or your failure to properly use such features.

2. You must also know that any information you share privately with a recipient could be re-distributed by such recipient, without your knowledge or consent. The same principles you apply to communication that takes place in person should be applied to online conversation: use discretion, and do not place your trust in individuals who have not proven themselves trustworthy. In essence, nothing you post online is ever truly “private.”

3. The school district expects you to keep the line between your professional life and your personal life clearly drawn at all times. There is no reason why this cannot be done, even in light of the proliferation of social networking sites. All that is required is some forethought before using social networking for both your professional and personal life, to be sure that these lines never become blurred. For example, if the district does not maintain a web portal for staff to communicate outside of school hours as necessary with students and families, and an educator wishes to establish a Facebook or personal email account through which he or she will communicate with students, he or she should establish a Facebook identity and email identity that is separate from his/her “personal” Facebook identity or personal email account. He/she should only use his/her educational Facebook account or educational email account to communicate with students and/or parents and guardians on matters directly related to education. The “friends” associated with such educational Facebook account should only be members of the educational community, such as administrators, teachers, students, and parents of such students. It is strongly recommended that teachers will reject friend requests from individuals who do not fit into any of these categories.

4. At all times, and in the use of any form of communications, staff members will always adhere to student privacy rights and the rights of employees to have their personnel and medical information kept confidential. Information that is protected by law from disclosure to third parties will not be communicated online in a way that unreasonably exposes such information to retrieval by those third parties. For example, through an educational Facebook account, a teacher may not post confidential student information on the “wall,” the “information” section, or through any part of that Facebook account that would be accessible to other of the Teacher’s (or staff member’s) Facebook “friends” associated with that account. If a teacher/staff member wishes to communicate privately with a student through the educational Facebook account, such communication shall be conveyed only through the private email/message feature of Facebook, so that only the student may view the message and respond to it.

5. Teachers and staff are encouraged to communicate with students and parents on educational matters only, and only through school-based resources, such as school-provided email or web portal accounts. Use of one’s personal email account or social

networking account to discuss school business with students and parents is discouraged. It should be noted that, just because a teacher uses his/her personal email as opposed to a school email account, this does not shield such email from the provisions of the public records law or from discovery in litigation. It only prevents the archiving of such messages through the school district's automatic email archiving system. We again remind teachers that information sent or received by them, even through personal email or social network accounts, that are related to their capacity as a school employee, are still subject to public records retention, exemption and disclosure requirements."

6. If a teacher or staff member conveys school related messages to students and parents on his/her private account, he/she should save such email or any communication conveyed through a social networking site, or print and save a paper copy of such email or other online communication, and file it, and regard its privacy, as he/she would any other document concerning that student. The teacher or staff member should forward copies of any such emails or online communications to his or her school based email account so that it can be properly retained and archived in compliance with the requirements of the public records law. Any document created or received by a public employee in his or her capacity as such is subject to retention, and perhaps disclosure under the public records law.

7. No matter what medium of communication a teacher or staff member selects, they should adhere to appropriate teacher/student boundaries. You are a role model, not a student's friend, you are their teacher, and as the adult, you should always conduct yourself in accordance with this understanding.

8. This policy is not intended to infringe upon a teacher's or staff member's right to speak publicly on matters of public concern, or to communicate with fellow members of their union on workplace issues, so long as such communication adheres to appropriate time, place and manner restrictions and does not interfere with the performance of your job duties. However, when you speak via social networking sites or tools on matters concerning your work, you are speaking as an employee and not as a citizen, restrictions may be placed upon your freedom to express yourself. Those restrictions are intended to preserve student confidentiality, maintain your status as an educator who should command and receive the respect of students, be able to maintain order and discipline in your classroom, and remain objective with respect to your students.

9. Teachers and staff are discouraged from using home telephones, personal cell phones, personal email accounts and personal Facebook accounts to communicate with students. Your communications with students, even if you do not use school resources for such communications, are within the jurisdiction of the school district to monitor as they arise out of your position as an educator. Any conduct, whether online or not, that reflects poorly upon the school district or consists of inappropriate behavior on the part of a staff member, may expose an employee to discipline up to and including discharge. Even if you are not using a school telephone, computer, classroom or the like to engage in contact with a student that such contact is not outside of the school district's authority to take appropriate disciplinary action. If your behavior is inappropriate, undermines

your authority to instruct or maintain control and discipline with students, compromises your objectivity, or harms students, the school district reserves the right to impose discipline for such behavior. A teacher or staff member may also face individual liability for inappropriate online communications with students and/or parents and guardians, as well as exposing the district to vicarious liability in certain instances.

At the same time, the district recognizes that, in limited cases, use of cell phone text messages or cell phone calls or emails outside of regular school hours may be reasonably necessary. For example, in connection with school sponsored events for which teachers or staff members serve as duly appointed advisors, they may need to convey messages in a timely manner to students and may not have access to school based email accounts, school provided telephones or school based web pages. In such limited circumstances, the district anticipates that teachers will make reasonable use of their cell phones or smart phones to convey time sensitive information on scheduling issues and the like.

10. Teachers and staff may not access their personal email accounts or private Facebook accounts using school district computer resources.

11. If you are communicating as an employee of the district in your online communications, you must be aware that readers will assume you “speak for the school district.” Therefore, all of your online communications, when you are actually acting on behalf of the district, or creating the appearance that you are doing so, must be professional at all times and reflect positively on the school district.

12. In the use of your Facebook account or other social networking site, you may not, without express permission from the superintendent of schools, use the school’s logo, likeness or any school photographs or other property that belongs to the school.

13. References to “Facebook” are not included to limit application of their policy to use of that program. All online, electronic or computerized means of communication are subject to this policy. Given the rapid pace of technological change it is not possible to identify all proprietary or commonly named or identified means of such communications.

PHYSICAL RESTRAINT OF STUDENTS

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, students of the district are protected by law from the unreasonable use of physical restraint. Such restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring themselves, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm.

The definitions of forms of restraint shall be as defined in 603CMR 46.02.

The use of mechanical restraint, medical restraint, and seclusion is prohibited.

The power of the School Committee or of any teacher or other employee or agent of the Committee to maintain discipline on school property shall not include the right to inflict corporal punishment upon any student.

Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

The Superintendent will develop procedures identifying:

- Appropriate responses to student behavior that may require immediate intervention;
- Methods of preventing student violence, self-injurious behavior, and suicide including crisis planning and de-escalation of potentially dangerous behaviors among groups of students or individuals;
- Descriptions and explanations of alternatives to physical restraint as well as the school's method of physical restraint for use in emergency situations;
- Descriptions of the school's training and procedures to comply with reporting requirements; including, but not limited to making reasonable efforts to orally notify a parent/guardian of the use of restraint within 24 hours of its imposition;
- Procedures for receiving and investigating complaints;
- Methods for engaging parents/guardians in discussions about restraint prevention and use of restraint solely as an emergency procedure;
- A statement prohibiting: medication restraint, mechanical restraint, prone restraint unless permitted by 603 CMR 46.03(1)(b), seclusion, and the use of physical restraint in a manner inconsistent with 603 CMR 46.00,
- A process for obtaining Principal approval for a time out exceeding 30 minutes.

File: JKAA

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint.

In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others.

Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting;

The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

This policy and its accompanying procedures shall be reviewed and disseminated to staff annually and made available to parents/guardians of enrolled students. The Superintendent shall provide a copy of the Physical Restraint regulations to each Principal, who shall sign a form acknowledging receipt thereof.

SOURCE: MASC – Updated 2023

LEGAL REF.: M.G.L. 71:37G; 603 CMR 46.00

PHYSICAL RESTRAINT OF STUDENTS - GUIDANCE

I. OVERVIEW

The Fall River Public Schools (“the District”) seeks to ensure that every student is free from the use of physical restraint that is inconsistent with the requirements of 603 C.M.R. 46.00. Physical restraint is an emergency measure of last resort. It may be administered only when necessary to protect a student and/or school community member from assault or imminent, serious physical harm. When, based on this standard, physical restraint is necessary, staff will strive to prevent or minimize any harm to the student as a result of the use of physical restraint. The District will annually review its Restraint Prevention and Behavior Support Policy and Procedures, provide it to all District staff, and make it available to parents of enrolled students.

II. DEFINITIONS

Mechanical Restraint: the use of any device or equipment to restrict a student’s freedom of movement. The term does not include devices implemented by trained school personnel, or utilized by a student that have been prescribed by an appropriate medical or related services professional, and are used for the specific and approved positioning or protective purposes for which such devices were designed.

Examples of such devices include: adaptive devices or mechanical supports used to achieve proper body position, balance, or alignment to allow greater freedom of mobility than would be possible without the use of such devices or mechanical supports; vehicle safety restraints when used as intended during the transport of a student in a moving vehicle; restraints for medical immobilization; or orthopedically prescribed devices that permit a student to participate in activities without risk of harm.

Medication Restraint: the administration of medication for the purpose of temporarily controlling behavior. Medication prescribed by a licensed physician and authorized by the parent for administration in the school setting is not medication restraint.

Physical Escort: a temporary touching or holding, without the use of force, of the hand, wrist, arm, shoulder, or back for the purpose of inducing a student who is agitated to walk to a safe location.

Physical Restraint: direct physical contact that prevents or significantly restricts a student’s freedom of movement. Physical restraint does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Principal: instructional leader of a public school education program or their designee.

Prone Restraint: a physical restraint in which a student is placed face down on the floor or another surface, and physical pressure is applied to the student’s body to keep the student in the face-down position.

Seclusion: involuntary confinement of a student alone in a room or area from which the

student is physically prevented from leaving. Seclusion does not include a time-out as defined below.

Time-Out: a behavioral support strategy, developed pursuant to 603 CMR 46.04(1), in which a student temporarily separates from the learning activity or the classroom, either by choice or by direction from staff, for the purpose of calming. During time-out, a student must be continuously observed by a staff member. Staff shall be with the student or immediately available to the student at all times. The space used for time-out must be clean, safe, sanitary, and appropriate for the purpose of calming. Time-out shall cease as soon as the student has calmed. DESE's *Technical Assistance Advisory SPED 2016-1*, issued on July 31, 2015, provides the following additional definitions pertaining to time-out:

Inclusionary time-out: when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom.

Exclusionary time-out: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

III. PROHIBITIONS

Chemical restraint, mechanical restraint and seclusion are prohibited in all public school education programs.

IV. SPECIFIC RIGHTS

Neither 603 C.M.R. 46.00 nor this policy prohibits: (1) any teacher, employee or agent of the District from using reasonable force to protect students, others or themselves from imminent, serious, physical harm; (2) any individual from reporting to appropriate authorities a crime committed by a student or other individual; (3) law enforcement, judicial authorities or school security personnel from exercising their responsibilities, including the physical detainment of a student or person alleged to have committed a crime or posing a security risk; or (4) an individual from reporting neglect or abuse to the appropriate state agency, pursuant to M.G.L. c. 119 § 51A.

V. DESE TECHNICAL ASSISTANCE ON USE OF TIME-OUT

DESE's *Technical Assistance Advisory SPED 2016-1*, issued on July 31, 2015, explains the differences between "Inclusionary time-out" and "exclusionary time-out" as follows

Inclusionary time-out: when the student is removed from positive reinforcement or full participation in classroom activities while remaining in the classroom. The use of "inclusionary time-out" functions well as a behavior support strategy while allowing the student to remain fully aware of the learning activities of the classroom. "Inclusionary time-out" includes practices used by teachers as part of their classroom behavior support tools, such as "planned ignoring," asking students to put their heads down, or placing a student in a different location within the classroom. These strategies, used to reduce external stimuli in the student's environment while keeping the student physically present and involved in learning, have proven to be useful tools for classroom management. If the student is not "separated from the learning activity" or the classroom, the student will be in "inclusionary time-out" and the requirements that accompany the use of "exclusionary time-out," listed

below, do not apply.

A student is not “separated from the learning activity” if the student is physically present in the classroom and remains fully aware of the learning activities. “Inclusionary time-out” does not include walled off “time-out” rooms located within the classroom; use of those is considered to be “exclusionary time-out.”

- “*Exclusionary time-out*”: the separation of the student from the rest of the class either through complete visual separation or from actual physical separation.

The following requirements apply to the use of “exclusionary time-out”:

- “Exclusionary time-out” may be used only for the purpose of calming;
- During “exclusionary time-out,” the student must be continuously observed by a staff member;
- The staff member will either be with the student or immediately available to the student at all times;
- The space used for “exclusionary time-out” must be clean, safe, sanitary and appropriate for calming;
- Unless it poses a safety risk, a staff member must be physically present with the student who is in an exclusionary time-out setting;
- If it is not safe for the staff member to be present with the student, the student may be left in the time-out setting with the door closed. However, in order to ensure that the student is receiving appropriate support, a school counselor or other behavioral support professional must be immediately available outside of the time-out setting where the individual can continuously observe and communicate with the student as appropriate to determine when the student has calmed;
- Students must never be locked in a room;
- For students displaying self-injurious behavior, a staff member must be physically present in the same setting with the student;
- An “exclusionary time-out” must be terminated as soon as the student has calmed; and
- An “exclusionary time-out” may not extend beyond thirty (30) minutes without the approval of the Principal. A Principal may grant an extension beyond thirty (30) minutes based only on the individual student’s continuing agitation.

VI. REQUIREMENTS FOR USE OF PHYSICAL RESTRAINT

Legal Standard for Use

Physical restraint is considered an emergency procedure of last resort. This means that it may be used only when the student’s behavior poses a threat of assault or imminent, serious, physical harm to self and/or others; *and* the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions, or such interventions are deemed to be inappropriate under the circumstances.

Physical restraint may never be used for punishment. Physical restraint may not be used as a response to a student’s property damage, disruption of school order, refusal to comply with rules/directions, or verbal threats, unless the above harm standard is also met.

STUDENT RECORDS

In order to provide students with appropriate instruction and educational services, it is necessary for the school district to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information.

The Superintendent will provide for the proper administration of student records in keeping with state and federal requirements, and shall obtain a copy of the state student records regulations. The temporary record of each student will be destroyed no later than seven years after the student transfers, graduates or withdraws from the School District. Written notice to the eligible student and their parent/guardian of the approximate date of destruction of the temporary record and their right to receive the information in whole or in part, shall be made at the time of such transfer, graduation, or withdrawal. The student's transcript may only be destroyed 60 years following their graduation, transfer, or withdrawal from the school district.

The Committee wishes to make clear that all individual student records of the school district are confidential. This extends to giving out individual addresses and telephone numbers.

LEGAL REFS: Family Educational Rights and Privacy Act of 1974,
P.L. 93-380, Amended
P.L. 103-382, 1994
M.G.L. 66:10; 71:34A, B, D, E, H,
603 CMR 23.00

SOURCE: MASC February 2019

CROSS REF: KDB, Public's Right to Know

FALL RIVER SCHOOL WELLNESS POLICY

The Fall River School District promotes healthy schools and students by supporting comprehensive wellness initiatives as part of the total learning environment. Schools contribute to the basic health status of children through the support and promotion of good nutrition and physical activity based on documented evidence that shows improved health optimizes student academic performance.

District Goals which will provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors for students and staff.

1. To provide a safe, healthy school environment.
2. To support and promote proper dietary habits and healthy food choices.
3. To provide and support opportunities for physical activity
4. To establish and maintain a District Wellness Advisory Council

A. Nutrition Education

- Nutrition education shall be integrated into various areas of classroom learning activities.
- Nutrition education shall be an integral part of food service programs and activities.
- Nutrition education shall be shared with families and the broader community to positively impact students and the overall health of the community.
- Student health services staff shall recognize conditions such as obesity, eating disorders, food allergies and other nutrition-related health problems, and initiate appropriate intervention and/or referral strategies.

B. Nutrition Standards for Foods Items

- All foods made available during the school day shall comply with current USDA Dietary Guidelines.
- All food items provided for classroom or school celebrations shall be arranged through the District's food service department.
- Food items shall not be used as incentives or rewards for individual student behavior or accomplishment.
- School staff shall neither accept nor provide home-baked goods for distribution to students.
- Food items shall not be used as classroom project materials.
- Foods and beverages sold or provided at beyond-the-school-day school sponsored events (i.e. school dances) shall include healthy choices that comply with USDA Dietary Guidelines. (Refer to John C. Stalker Institute Food and Nutrition A-List.)

- Any food item to be sold as a school fundraiser by staff or school support group shall meet USDA Dietary Guidelines or be offered along with either a second food item that does meet those Guidelines, or a non-food item.

C. School Meal Program

- The District shall contract with a food service provider that is properly qualified, certified and/or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements.
- The District shall maintain a coordinated and comprehensive outreach, promotion and pricing plan to ensure maximum participation in the school meal program.
- Students shall be provided adequate time to eat lunch, at least 10 minutes for breakfast and 20 minutes for lunch.
- Lunch periods shall be scheduled as near to the middle of the school day as possible.
- Students shall be encouraged to start each day with a healthy breakfast.
- School staff shall promote participation in all available nutrition programs (e.g. school lunch, school breakfast, after-school snack, and summer food service programs).

D. Physical Activity

- The District's Physical Education Department Head shall ensure that all physical activity goals are continually being met.
- Physical education courses shall create an environment where students learn, practice and are assessed on developmentally-appropriate motor skills, social skills and knowledge.
- All physical education instructors shall be state-certified in physical education.
- Physical education classes shall have a student/teacher ratio that is in compliance with the District's current teacher contract.
- The time allotted for physical education shall be consistent with research, national and state standards.
- *Elementary schools shall provide at least one daily recess period.
- Physical education classes shall not be withheld from students for classroom misbehavior or for such remedial work as interventions, tutoring, instrument lessons or academic make-up work.
- *Recess shall not be withheld from students for classroom misbehavior or for such remedial work as interventions, tutoring, instrument lessons or academic make-up work, except in the case of misbehavior that occurs during recess.
- Physical education courses shall include individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity.
- Adequate equipment shall be available for all students to participate in physical education classes.
- Schools shall provide physical environments that are safe and meet the needs of all students.
- Information shall be provided to families to help them incorporate physical activity into their children's lives.
- Schools shall provide physical activity programs for students outside of the normal school day.
- Schools shall encourage families and community members to help institute programs that support physical activity.

* Refer also to the District's Student Handbook for more information regarding recess.

E. School-Based Activities

- After-school programs shall encourage physical activity and healthy habit formation.
- Wellness Policy Standards shall be followed when planning all school-based activities such as school events, field trips, dances, and assemblies.
- The District and individual schools shall endorse opportunities to work with families, students and community organizations to provide nutrition education, physical activity and other options for promoting student wellness.

F. Wellness and Staff

- Positive nutritional and physical environments shall be promoted.
- Wellness opportunities shall be provided for all staff.

Updated July 2017

SCHOOL ADMISSIONS

All children of school age who reside in the district will be entitled to attend the public schools, as will certain children who do not reside in the district but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in the spring. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of the individual holding legal guardianship may also be required by the school administration.

SOURCE: MASC February
2019

LEGAL REFS.: M.G.L. 15:10; 76:1; 76:5; 76:15; 76:15A
603 CMR 26.00

CROSS REFS.: JLCA, Physical Examination of Students
JLCB, Immunization of Students
JFBB, School Choice
JFABD, Homeless Students; Enrollment Rights and Services
JFABE, Educational Opportunities for Military Children
JFABF, Educational Opportunities for Children in Foster Care

NOTE: Statements on exceptions to general residency requirements, tuition charges for nonresident students, admission of students from neighboring towns on a transfer basis, should be filed under the appropriate following categories:

JFAB, Admission of Non-resident Students
JFABA, Non-resident Tuition Charge
JFABD, Admission of Homeless Students
JFABB, Admission of Foreign Students

Approved by FRSC 10.19.20

GIFTS TO AND SOLICITATIONS BY STAFF

Gifts

The acceptance of gifts worth \$50 or more by school personnel in a calendar year when the gift is given because of the position they hold, or because of some action the recipient could take or has taken in his or her public role, violates the conflict of interest law. Acceptance of gifts worth less than \$50, while not prohibited by the conflict of interest law, may require a written public disclosure to be made.

In keeping with this policy, no employee of the school district will accept a gift worth \$50 or more that is given because of the employee's public position, or anything that the employee could do or has done in his or her public position. Gifts worth less than \$50 may be accepted, but a written disclosure to the employee's appointing authority must be made if the gift and the circumstances in which it was given could cause a reasonable person to think that the employee could be improperly influenced. The value of personal gifts accepted is aggregated over a calendar year (4 gifts of \$20 value is the same as 1 gift of \$80 if given in the same calendar year).

In general, homemade gifts without retail value are permissible because a reasonable person would not expect an employee would unduly show favor to the giver, so no disclosure is required. Such gifts could include homemade food items (cookies, candy, etc), handpicked flowers, and handmade gifts worth less than \$10 (ten) dollars.

Class Gifts

There is a specific exception to the prohibition against accepting gifts worth \$50 or more, when the teacher knows only that the gift is from the class, not from specific donors. A single class gift per calendar year valued up to \$150 or several class gifts in a single year with a total value up to \$150 from parents/guardians and students in a class may be accepted provided the gift is identified only as being from the class and the names of the givers and the amounts given are not identified to the recipient. The recipient may not accept an individual gift from someone who contributed to the class gift. It is the responsibility of the employee to confirm that the individual offering such gift did not contribute to the class gift.

Gifts for School Use

Gifts given to a teacher solely for classroom use or to purchase classroom supplies are not considered gifts to an individual employee and are not subject to the \$50 limit. However, an employee who accepts such gifts must keep receipts documenting that money or gift cards were used for classroom supplies.

Solicitations

In spirit, the School Committee supports the many worthwhile charitable drives that take place in the community and is gratified when school employees give them their support. However, the solicitation of funds from staff members through the use of school personnel and school time is prohibited by the conflict of interest law. Therefore, no solicitations of funds for charitable purposes should be made among staff members. Staff members of course remain free to support charitable causes of their own selection.

SOURCE: MASC - Updated 2023 FRSC Approved 2023

LEGAL REFS.: M.G.L. 268A:3; 268A:23
930 CMR 5.00

CROSS REFS.: KHA, Public Solicitations in the Schools
GBEBD, Online Fundraising and Solicitations – Crowdfunding
KCD, Public Gifts to Schools

ONLINE FUNDRAISING AND SOLICITATIONS - CROWDFUNDING

School District employees shall comply with all of the following provisions relating to online solicitations and the use of crowdfunding services for school-related purposes as well as all applicable laws, regulations and district policies. No online fundraising may occur except as provided below.

The Superintendent shall have final authority to approve any online fundraising activities by school district employees and shall determine and communicate to Principals the circumstances under which online fundraising proposals shall require Superintendent or School Committee approval in accordance with law and school district policy. The Principal of each school shall approve all online fundraising activities within their buildings prior to any employee posting any such fundraising solicitation.

Any solicitation shall be for educational purposes only (field trips, supplies, supplemental materials, books, etc.). The solicitation of personal items (coats, nutritional snacks, etc.) shall only be to benefit students directly. To the extent an employee solicits any technology or software, the employee shall secure the prior written approval of the Director of Technology or designee prior to any such solicitation. Any employee seeking to display or post a photograph of a student in conjunction with a fundraising solicitation must first secure the written consent of the student's parent or guardian.

Employees shall not use a crowdfunding source, or set up their appeal in such a way, that they are asking for donations directly from people over whom the employee making the request has authority, or with whom the public employee is having official dealings (such as parents/guardians of student's in a teacher's classroom - the solicitation can say "Classroom X needs tissues and crayons," but it shouldn't be directed to parents/guardians who have shared email addresses with the teacher for purposes of communicating about their student).

Employees using crowdfunding services shall periodically disclose in writing to the Superintendent the names of all individuals whom the employee has directly solicited in any manner including but not limited to oral, written, or electronic solicitation. The Superintendent shall maintain these disclosures as public records available for public review.

Employees may only use crowdfunding services that send the items or proceeds solicited by the employee directly to the employee's school or to the school district. Employees must verify under the crowdfunding service's terms and conditions that they meet all requirements for such solicitation. Items or proceeds directly sent to employees are considered gifts to the employee and may result in violation of state ethics laws.

If an employee's proposal is approved by the crowdfunding service, the employee agrees to use the donated materials solely as stated in the employee's proposal.

If a solicitation is not fully funded within the time period required by the crowdfunding service, or the solicitation cannot be concluded for any reason, every attempt will be made to return donations to the donors. Donations unable to be returned shall only be used as account credits for future solicitations.

Unless otherwise approved by the Superintendent in writing, all goods and/or proceeds solicited and received through any online solicitation shall become the property of the School Committee, and not of the individual employee who solicited the item(s) or funds. The employee is prohibited from taking any such item(s) or funds to another school or location, without the Superintendent's written approval.

LEGAL REFS: MGL 44:53A; 71:37A; 268A:3; 268A:23;
Ethics Commission Advisory Opinion EC-COI-12-1;

CROSS REFS: GBEA, Staff Ethics/Conflict of Interest;
GBEBC, Gifts To and Solicitations by Staff;
KCD, Public Gifts to Schools

SOURCE: MASC - Updated 2023 FRSC Approved 10/ 2023

NOTE: Crowdfunding services are defined as any online service used for the solicitation of goods, services, or money from a large number of people via the internet or other electronic network. Examples include (but are not limited to) GoFundme, Kickstarter, Indiegogo, YouCaring, and DonorsChoose.

Fall River Public Schools

Adopted October, 2023

ADMINISTERING MEDICINES TO STUDENTS

JLCD

The Fall River School Committee approves the following policy governing administration of medications by school department nurses in the schools under its jurisdiction in accordance with Massachusetts Department of Public Education regulations.

The goal is to ensure that students requiring prescription medication during the school day will be able to attend school and to ensure that prescription medications are safely administered in school.

Consistent with this law, it shall be the responsibility of the school nurse to manage the total medication administration program.

These regulations require that the following forms must be on file in the student's health record:

- A signed consent by the parent or legal guardian to give the medication
- A signed medication order form from a licensed prescriber which is renewed at the beginning of each academic year and as needed.

Medications should be brought to the school by a parent/guardian or designated responsible adult in a pharmacy or manufacture-labeled container and sealed in the pharmacy bag as dispensed by the pharmacy.

No over-the-counter medication, including aspirin or Tylenol, will be given in school without the required signed medication forms.

It is recommended that medication be administered at home. However, students who must receive medication during the school day are required to comply with the above recommendations.

Delegation/Supervision: The Massachusetts Department of Public Health has given approval for "limited delegation" for unlicensed school personnel, as designated by the school nurse, to administer prescribed medication(s) in limited situations, i.e. field trips and administration of prescribed Epinephrine by auto-injection.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

LEGAL REF.: M.G.L. 71:54B Dept. of Public Health Regulations: 105 CMR 210.00

Fraternization Policy

The Fall River School Department holds its staff to the highest ethical and professional standards. As such, the School Committee has created a fraternization policy that outlines our guidelines regarding employees forming personal relationships with each other. Our goal is to protect the well-being of our employees and retain the professional working environment.

Employees of the School Department are encouraged to develop and maintain professional relationships in the workplace, as long as, these relationships do not interfere with the effective functioning of the workplace and the goals of our School Department. This policy does not prevent the development of friendships or even romantic relationships between coworkers, but it does establish boundaries as to how relationships are conducted during working hours and within the working environment.

Conduct or behavior that negatively impacts the workplace resulting from those relationships is not allowed. If a relationship interferes with the school community or culture and disrupts or causes distractions in the workplace or impacts staff productivity, the School Department may discipline staff accordingly, up to and including transfer, suspension, reassignment and/or termination.

Individuals in supervisory or managerial positions and those with authority over other employee's terms and conditions of employment are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the employment of individuals in subordinate positions. Staff working in administrative, managerial, or supervisory assignments must be aware that any relationship (or even the appearance of a personal relationship) with any employee who is supervised or is in a direct report to them creates problems. These relationships can be perceived as misuse of authority, preferential treatment (favoritism) or even lead to potential allegations of sexual harassment. Close friendships between any supervisor or administrator and staff reporting directly to them are discouraged.

Fraternization is not allowed for any employee who reports to a supervisor or administrator and who has employment conditions that could be impacted by the supervisor or administrator. (Examples include, but are not limited to: Evaluation, promotional advancement and pay increases, and preferential assignments). Any supervisor, manager or administrator who engages in a romantic relationship with a member of his or her team must report it to the human resources department immediately. Once reported, the School Department will analyze the situation to determine a resolution. Failure to comply may result in suspension, termination, departmental transfers or reassignment to a different supervisor.

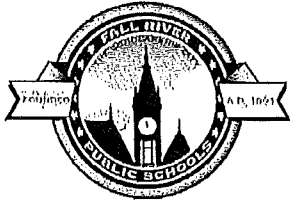
These actions may be applied separately from, or in conjunction with the Fall River Public Schools prohibitions on sexual harassment and discrimination under both state and federal law.

These actions may be applied separately from, or in conjunction with the Fall River Public Schools prohibitions on sexual harassment and discrimination under both state and federal law.

SOURCE: Fall River School Committee – 2023
LEGAL REF: M.G.L. c. 268A, § 23(b)(2)), (3)
CROSS REF.: AC, Non-Discrimination and Harassment

Appendix B- Common Forms

1. Personal day (Also: Use enter in **Frontline** to schedule)
2. Emergency Contact Form
3. Direct Deposit Form (Requires copy of voided check)
4. CORI Form (Requires copy of Picture ID)
5. Fingerprint Processing Information
6. Change of Employee Information
7. First Report of Injury
8. Field Trip form
9. Permission to publish
10. FMLA- For employee
11. FMLA- for care of another
12. Request for Travel / School Business Day (Professional Development - (Requires prior approval)
13. Travel Reimbursement Form (Requires prior approval)
14. Expense Reimbursement Form (Requires prior approval)



Fall River Public Schools – Personal Day Request-Cancellation Form

Requestor Name _____

Request Date _____

School/Department _____

Position _____

Half Day Full Day

Date(s) requested _____

of days available _____

Date(s) to be cancelled _____

Supervisor _____

Approved Not approved Approval Date _____

Supervisor's Signature _____

Approved Not approved Approval Date _____

Superintendent's Signature _____



Fall River Public Schools – Employee Emergency Contact Info

Employee Information

Full Name _____ Location _____

Emergency Contact Information

Full Name _____ Relationship _____

Complete Address _____

Home _____ Cell _____ Work _____

Full Name _____ Relationship _____

Complete Address _____

Home _____ Cell _____ Work _____

Full Name _____ Relationship _____

Complete Address _____

Home _____ Cell _____ Work _____

I have voluntarily provided the above contact information and authorize the Fall River Public Schools and its representatives to contact any of the above on my behalf in the event of an emergency.

Employee Signature _____ Date _____



CITY OF FALL RIVER

Direct Deposit Authorization Agreement

I authorize the City of Fall River to automatically deposit any funds owed to me to my account at the Depository Financial Institution named on this form.

I understand that this agreement may be terminated by me or by the City of Fall River at any time by written notification. Any such notification requires a reasonable time to act upon it. *(Refer to Collective Bargaining Agreement to see if you can opt-out)*

I authorize the City of Fall River to debit my account only for the purpose of correcting an erroneous credit previously deposited to my account and to make adjustment entries, if necessary, only under the above conditions.

REQUEST FOR DIRECT DEPOSIT CODE 9999

EMPLOYEE NAME _____

PLEASE PRINT

TELEPHONE # _____

I have read and understood this form;

SIGNATURE DATE

For savings accounts or checking accounts please have your bank list the numbers needed below and attach a voided check.

I authorize the CITY OF FALL RIVER to automatically deposit my NET CHECK owed to me to my checking or savings account

at _____
FINANCIAL INSTITUTION

CHECKING _____ SAVINGS _____ (PLEASE CHECK ONE)
BANK ROUTING NUMBER _____ ACCOUNT NUMBER _____

REQUEST FOR PARTIAL DIRECT DEPOSITS

CHECKING _____ SAVINGS _____ (PLEASE CHECK ONE)
FINANCIAL INSTITUTION NAME _____
BANK ROUTING NUMBER _____ ACCOUNT NUMBER _____
AMOUNT TO BE DEPOSITED BI-WEEKLY \$ _____

CHECKING _____ SAVINGS _____ (PLEASE CHECK ONE)
FINANCIAL INSTITUTION NAME _____
BANK ROUTING NUMBER _____ ACCOUNT NUMBER _____
AMOUNT TO BE DEPOSITED BI-WEEKLY \$ _____

INTERNAL USE ONLY:

PAYROLL PERIOD ENDING _____

DEPT. CODE# _____ DATE SUBMITTED: _____

DEPT. _____ SUBMITTED BY: _____ DATE: _____

One Government Center Fall River, MA
02722 TEL: (508) 324-2205
FAX (508) 324-2204



For Office Use Only:
Date _____
Authorization Given _____

Fall River Public Schools – CORI Request Form

Fall River Public Schools has been certified by the Criminal History Systems Board for access to all criminal case data including conviction, non-conviction and pending. As an applicant/employee for the position indicated below I understand that a criminal record check will be conducted for conviction, non-conviction, and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

Position desired: *(please select one)*

- Employee at _____ school
- Renewal
- Volunteer at _____ school
- Other _____

Applicant/Employee Signature Date

Last Name First Name Middle Name Suffix

Maiden Name/Alias Place of Birth Mother's Maiden Name

Date of Birth Social Security Number (required) ID Theft Index (if applicable)

Current Address _____
Street Address City State Zip

Former Address _____
Street Address City State Zip

Sex Height ft. in. Weight Eye Color State Driver's License #

The above information was verified by reviewing the following form of government issued photographic identification:

Requested by (please print) Signature of CORI authorized employee

*The CHSB Identify Theft Index PIN Number is to be completed by those applicants that have been issued an Identity Theft PIN Number by the CHSB. Certified agencies are required to provide all applicants the opportunity to include this information to ensure the accuracy of the CORI request process.



Fall River Public Schools – MA Fingerprinting Instructions

To set up an appointment for fingerprinting in the state of Massachusetts:

- Go to <https://ma.ibtfingerprint.com/>
- Enter your first name and last name, then click Go
- Select the appropriate selection from the Agency/Sector drop down list, then click Go
 - Department Of Early Education and Care (EEC)
 - Pre-K-12th Grade Education (ESE)
- Select the appropriate applicant type, then click Go
 - Adoptive and Foster Care (EEC)
 - Family Child Care/Group, Center-based or Residential Care/Non-Relative Caregiver (EEC)
 - Licensed Educator (ESE)
 - All Other School Personnel (ESE)
- Confirm your agency by clicking Yes
- Enter 00950000 in the Provider ID form, then click Go

HUMAN RESOURCE OFFICE
CHANGE OF EMPLOYEE INFORMATION FORM

(Name, Address, Telephone Number, etc.)

Date: _____

Name: _____ New Name: _____

Address: _____ New Address: _____

Telephone #: (____) _____ - _____ New (____) _____ - _____

Position:

Administrator	_____	Teacher	_____	Custodial	_____
Other:	_____	Paraprofessional	_____	Maintenance	_____
Clerical	_____	Nurse	_____	Security	_____
				Cafeteria	_____

Please submit the completed form to the Human Resource Department. In the case of a name change, please come to the HR Office. (Name changes require updating W4 and payroll tax changes and you will need to bring supporting documentation- Marriage licenses, court documents, etc.)

Human Resources: _____ Payroll: _____

SIS department: _____ School/Department: _____



CITY OF FALL RIVER
 One Government Center 6th Floor
 Fall River, MA 02722

FIRST REPORT OF INJURY

File # _____
 FOR OFFICE USE ONLY

THIS FORM MUST BE FILED IMMEDIATELY AFTER KNOWLEDGE OF ANY WORK RELATED INJURY PLEASE PRINT OR TYPE

EMPLOYEE	1. Employee Name (Last, First, MI)		2. Home Telephone ()	3. Social Security Number
	4. Home Address (No. & Street, City, State, Zip Code)		5. Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married	6. No. of Dependents
	7. Date of Hire (MM/DD/YY) / /	8. Date of Birth (MM/DD/YY) / /	9. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	10. Hourly Wage
	11. Place of Injury? <input type="checkbox"/> Place <input type="checkbox"/> Home	12. Hours Worked Per Day	13. Days Worked Per Week	14. Reg. Occupation

DEPARTMENT	16. Dept. Name		18. Supervisor's Name	19. Payroll Acct. Name
	17. Reg. Worksite		20. Dept. Telephone () -	21. Payroll Acct. No.
	18. Dept. Address (No. & Street, City, State, Zip Code)		22. Occupation When Injured	
	23. Name & Address of Witnesses			

INJURY INFORMATION	24. Date of Injury / /	25. Time of Injury <input type="checkbox"/> A.M. <input type="checkbox"/> P.M.	26. If Injured Has Died, Enter Date of Death / /	
	27. Address Where Injury Occurred		28. On Employer's Premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	29. Was Employee Paid In Full For This Day? <input type="checkbox"/> Yes <input type="checkbox"/> No
	30. Did Employee Lose More Than 4 Hours of Work on Date of Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No		31. Has Employee Lost 8 Days of Work? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	32. First Lost Work Day / /		33. Fifth Lost Work Day / /	
	34. Probable Length of Lost Work Time		35. Returned to Regular Occupation? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	36. If Employee Has Returned to Work, Date of Return (MM/DD/YY) / /			
	37. Source of Injury or Illness (e.g., Machine, Tool, Substance, etc.)			
	38. To Whom Was Injury or Illness Reported?		39. Date Reported. / /	
	40. Nature of Injury(ies) or Illness (Burn, Fracture, Cut, etc.)		41. Injured Body Part(s) Description (Arm, Leg, Back, etc.)	
	42. Physician Name and Address			
43. Hospital Name and Address		44. Describe How Injury or Illness Occurred (e.g., Struck by, Fell From, Exposed to, etc.)		
45. What Was Employee Doing When Injured?		46. Could This Injury Have Been Prevented? If so, how?		

47. Preparer's Name (Please Print Or Type)	48. Title
49. Preparer's Signature	50. Date Prepared (MM/DD/YY) / /

*Disclosing Social Security Number is voluntary. It will be used to coordinate all filings with the Department of Industrial Accidents and to process your report.
 IS-LAW-009



FALL RIVER SCHOOL COMMITTEE

Out-of-State Travel Request – Student Field Trips

Date of Request:

Principal _____ of _____ school requests permission to travel:

<i>DESTINATION</i>	
<i>OBJECTIVE(S) OF THE TRIP:</i>	
<i>CLASS/CLUB/GRADE</i>	
<i># OF ADULT CHAPERONES</i>	
<i># OF STUDENTS</i>	
<i>TEACHER(S) IN CHARGE</i>	
<i>DATE(S)</i>	
<i>DEPARTURE/RETURN TIME</i> <small><i>**travel between midnight and 6:00 AM require special consideration</i></small>	
<i>MEANS OF TRANSPORTATION</i>	
<i>COST PER STUDENT</i>	
<i>FUNDING SOURCE(S)</i>	

- *All travel requests must be in the School Committee office ten (10) days prior to a Regular School Committee Meeting. Meeting dates are posted on the website.*
- *One request per form, please. Kindly submit to Rebecca L. Caron, School Committee Office, or electronically to rcaron@fallriverschools.org.*
- *You may attach any additional information you may have.*
- *Even if there is no cost to the district or student, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.*

PRINCIPAL'S SIGNATURE OF APPROVAL: _____



Permission to Publish Student Information

This letter is to both inform you and request permission for your child's picture, voice, video, work and/or full name to be published on the Fall River Public School's website and/or other print/news media outlets. Student images/work are used to promote student activities and celebrate student work. However, there are potential dangers associated with posting personally identifiable information because the School District cannot control who may view these media outlets.

Accordingly, the Fall River Public Schools will not release any information without prior written consent from you, the legal guardian. Please return this form to your child's teacher or Principal to indicate that your child's picture, voice, video, work and/or full name may be used for publishing. This permission will be applicable to any use of your child's picture, voice, video, work and/or full name in the school year in which permission is given and will remain in effect until the child's image, work, and/or name is removed from the published media. As a parent or legal guardian, you may withdraw your consent at any time by sending a written letter, along with a new form, to the principal of your child's school. Thank you for your anticipated cooperation.

Student's Last Name

First Name

School

Grade

Parent/Guardian Signature

Date

Certification of Health Care Provider for
Employee's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT

OMB Control Number: 1235-0003
Expires: 6/30/2018

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave due to a serious health condition to submit a medical certification issued by the employee's health care provider. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

Employee's job title: _____ Regular work schedule: _____

Employee's essential job functions: _____

Check if job description is attached: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave due to your own serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form. 29 C.F.R. § 825.305(b).

Your name: _____
First Middle Last

INSTRUCTIONS to the HEALTH CARE PROVIDER: Your patient has requested leave under the FMLA. Answer, fully and completely, all applicable parts. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the employee is seeking leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), genetic services, as defined in 29 C.F.R. § 1635.3(e), or the manifestation of disease or disorder in the employee's family members, 29 C.F.R. § 1635.3(b). Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: () _____ Fax: () _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Mark below as applicable:

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?

No Yes. If so, dates of admission:

Date(s) you treated the patient for condition:

Will the patient need to have treatment visits at least twice per year due to the condition? No Yes.

Was medication, other than over-the-counter medication, prescribed? No Yes.

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?

No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Use the information provided by the employer in Section I to answer this question. If the employer fails to provide a list of the employee's essential functions or a job description, answer these questions based upon the employee's own description of his/her job functions.

Is the employee unable to perform any of his/her job functions due to the condition: No Yes.

If so, identify the job functions the employee is unable to perform:

4. Describe other relevant medical facts, if any, related to the condition for which the employee seeks leave (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF LEAVE NEEDED

5. Will the employee be incapacitated for a single continuous period of time due to his/her medical condition, including any time for treatment and recovery? No Yes.

If so, estimate the beginning and ending dates for the period of incapacity: _____

6. Will the employee need to attend follow-up treatment appointments or work part-time or on a reduced schedule because of the employee's medical condition? No Yes.

If so, are the treatments or the reduced number of hours of work medically necessary?
 No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Estimate the part-time or reduced work schedule the employee needs, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

7. Will the condition cause episodic flare-ups periodically preventing the employee from performing his/her job functions? No Yes.

Is it medically necessary for the employee to be absent from work during the flare-ups?
 No Yes. If so, explain:

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency : _____ times per _____ week(s) _____ month(s)

Duration: _____ hours or _____ day(s) per episode

ADDITIONAL INFORMATION: IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER.

Certification of Health Care Provider for
Family Member's Serious Health Condition
(Family and Medical Leave Act)

U.S. Department of Labor
Wage and Hour Division



DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.

OMB Control Number: 1235-0003
Expires: 6/30/2018

SECTION I: For Completion by the EMPLOYER

INSTRUCTIONS to the EMPLOYER: The Family and Medical Leave Act (FMLA) provides that an employer may require an employee seeking FMLA protections because of a need for leave to care for a covered family member with a serious health condition to submit a medical certification issued by the health care provider of the covered family member. Please complete Section I before giving this form to your employee. Your response is voluntary. While you are not required to use this form, you may not ask the employee to provide more information than allowed under the FMLA regulations, 29 C.F.R. §§ 825.306-825.308. Employers must generally maintain records and documents relating to medical certifications, recertifications, or medical histories of employees' family members, created for FMLA purposes as confidential medical records in separate files/records from the usual personnel files and in accordance with 29 C.F.R. § 1630.14(c)(1), if the Americans with Disabilities Act applies, and in accordance with 29 C.F.R. § 1635.9, if the Genetic Information Nondiscrimination Act applies.

Employer name and contact: _____

SECTION II: For Completion by the EMPLOYEE

INSTRUCTIONS to the EMPLOYEE: Please complete Section II before giving this form to your family member or his/her medical provider. The FMLA permits an employer to require that you submit a timely, complete, and sufficient medical certification to support a request for FMLA leave to care for a covered family member with a serious health condition. If requested by your employer, your response is required to obtain or retain the benefit of FMLA protections. 29 U.S.C. §§ 2613, 2614(c)(3). Failure to provide a complete and sufficient medical certification may result in a denial of your FMLA request. 29 C.F.R. § 825.313. Your employer must give you at least 15 calendar days to return this form to your employer. 29 C.F.R. § 825.305.

Your name: _____
First Middle Last

Name of family member for whom you will provide care: _____
First Middle Last

Relationship of family member to you: _____

If family member is your son or daughter, date of birth: _____

Describe care you will provide to your family member and estimate leave needed to provide care:

Employee Signature _____ Date _____

SECTION III: For Completion by the HEALTH CARE PROVIDER

INSTRUCTIONS to the HEALTH CARE PROVIDER: The employee listed above has requested leave under the FMLA to care for your patient. Answer, fully and completely, all applicable parts below. Several questions seek a response as to the frequency or duration of a condition, treatment, etc. Your answer should be your best estimate based upon your medical knowledge, experience, and examination of the patient. Be as specific as you can; terms such as "lifetime," "unknown," or "indeterminate" may not be sufficient to determine FMLA coverage. Limit your responses to the condition for which the patient needs leave. Do not provide information about genetic tests, as defined in 29 C.F.R. § 1635.3(f), or genetic services, as defined in 29 C.F.R. § 1635.3(e). Page 3 provides space for additional information, should you need it. Please be sure to sign the form on the last page.

Provider's name and business address: _____

Type of practice / Medical specialty: _____

Telephone: (_____) _____ Fax: (_____) _____

PART A: MEDICAL FACTS

1. Approximate date condition commenced: _____

Probable duration of condition: _____

Was the patient admitted for an overnight stay in a hospital, hospice, or residential medical care facility?
 No Yes. If so, dates of admission: _____

Date(s) you treated the patient for condition: _____

Was medication, other than over-the-counter medication, prescribed? No Yes.

Will the patient need to have treatment visits at least twice per year due to the condition? No Yes

Was the patient referred to other health care provider(s) for evaluation or treatment (e.g., physical therapist)?
 No Yes. If so, state the nature of such treatments and expected duration of treatment:

2. Is the medical condition pregnancy? No Yes. If so, expected delivery date: _____

3. Describe other relevant medical facts, if any, related to the condition for which the patient needs care (such medical facts may include symptoms, diagnosis, or any regimen of continuing treatment such as the use of specialized equipment):

PART B: AMOUNT OF CARE NEEDED: When answering these questions, keep in mind that your patient's need for care by the employee seeking leave may include assistance with basic medical, hygienic, nutritional, safety or transportation needs, or the provision of physical or psychological care.

4. Will the patient be incapacitated for a single continuous period of time, including any time for treatment and recovery? No Yes.

Estimate the beginning and ending dates for the period of incapacity: _____

During this time, will the patient need care? No Yes.

Explain the care needed by the patient and why such care is medically necessary:

5. Will the patient require follow-up treatments, including any time for recovery? No Yes.

Estimate treatment schedule, if any, including the dates of any scheduled appointments and the time required for each appointment, including any recovery period:

Explain the care needed by the patient, and why such care is medically necessary: _____

6. Will the patient require care on an intermittent or reduced schedule basis, including any time for recovery? No Yes.

Estimate the hours the patient needs care on an intermittent basis, if any:

_____ hour(s) per day; _____ days per week from _____ through _____

Explain the care needed by the patient, and why such care is medically necessary:

7. Will the condition cause episodic flare-ups periodically preventing the patient from participating in normal daily activities? ___ No ___ Yes.

Based upon the patient's medical history and your knowledge of the medical condition, estimate the frequency of flare-ups and the duration of related incapacity that the patient may have over the next 6 months (e.g., 1 episode every 3 months lasting 1-2 days):

Frequency: ___ times per ___ week(s) ___ month(s)

Duration: ___ hours or ___ day(s) per episode

Does the patient need care during these flare-ups? ___ No ___ Yes.

Explain the care needed by the patient, and why such care is medically necessary: _____

ADDITIONAL INFORMATION IDENTIFY QUESTION NUMBER WITH YOUR ADDITIONAL ANSWER

Signature of Health Care Provider **Date**

PAPERWORK REDUCTION ACT NOTICE AND PUBLIC BURDEN STATEMENT

If submitted, it is mandatory for employers to retain a copy of this disclosure in their records for three years, 29 U.S.C. § 2616; 29 C.F.R. § 825.500. Persons are not required to respond to this collection of information unless it displays a currently valid OMB control number. The Department of Labor estimates that it will take an average of 20 minutes for respondents to complete this collection of information, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding this burden estimate or any other aspect of this collection information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, U.S. Department of Labor, Room S-3502, 200 Constitution Ave., NW, Washington, DC 20210. **DO NOT SEND COMPLETED FORM TO THE DEPARTMENT OF LABOR; RETURN TO THE PATIENT.**

FALL RIVER PUBLIC SCHOOLS Request for Travel/School Business Day

Requistioner:

- ✓ Use separate form for each person
- ✓ NO payment made without signatures or purchase order PRIOR to attendance
- ✓ Account number/balance must be shown
- ✓ Forward to Office of Instruction

General Information

Date of Requisition:	
Name:	School:
Date of Activity:	Full/Half Day:
Title of Activity:	Location:
Sponsor:	

Expenses

Registration Fee:	\$
Substitute Fee:	\$
Travel – Mileage (MapQuest) 65.5	\$
Other (Specify)	\$
TOTAL	

Source of Funds

Grant(s):	Account No.	Balance
		\$
		\$

Required Signatures:

1. Supervisor/Dept Head	Date:
2. Asst. Supt/CAO	Date:
3. Finance Director:	Date:

Fall River Public Schools – Travel Reimbursement Voucher

Date	Description of Expense	Transportation Mileage	Hotel	Misc.

1. Please be sure to attach the approved Travel Stipend Request
2. Attach original receipts
3. All items in "Misc." column require full explanation
4. Attach MapQuest directions for mileage reimbursement (.65,5)

I hereby certify that the above expenses were incurred by me on behalf of the Fall River Public Schools.

Name: _____

Date: _____

Address: _____

Finance Dept.	
Charge to:	