

All North River Collaborative (NRC) employees are expected to be knowledgeable about the policies and procedures adopted by the North River Collaborative Board of Directors. Each employee must undergo a training on the policies listed below when hired and annually (normally at the Annual Staff Orientation). Employees must verify that they have received (or have access) to various policies, procedures, and handbooks. Additionally, Learning Center staff have additional training modules to review online.

1. Civil Rights & Equal Education, including Non-Discrimination and Harassment Policy and Grievance Procedure
2. Anti-Bullying and Cyberbullying Policy
3. Mandated Reporting (51A Overview)
4. Physical Restraint Overview
5. Student Records and Confidentiality
6. Social Networking
7. Universal Precautions for School Settings
8. Reporting Changes of Status
9. Employee Conduct
10. Organizational Chart & Problem Resolution

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## **NRC Personnel Policies and Procedures**

By signing below, I acknowledge receiving a training on the policies listed above. I understand that the documents used for the training can be found on the North River Collaborative website under “Professional Development” and “2019-2020 Policies and Procedures.” The document to click on is titled “School Year 2019-2020 Mandated Training Documents.” If I am not present for the Orientation Presentation, I understand it is my responsibility to read these documents. All documents need to reviewed by Friday, August 30, 2019.

In addition, I acknowledge receipt of, or have access to, the policies and procedures and handbooks listed below and understand my obligations to be familiar with and to abide by the information contained in these documents.

- NRC Personnel Policies and Procedures Handbook
- NRC Transportation Policies and Procedures Handbook (for all NRC staff members who are involved in the Transportation Department and any NRC staff members who transport students)

I also understand that a hardcopy of any of the above documents will be provided to me if requested in writing and that if I have any questions about any part of these documents I should see my Program Coordinator.

First and Last Name (print)	
NRC Program Name	
Position	
Date Completed	
First and Last Name ( <i>signature</i> )	