

Annual Mandated Training 2026-2027



Purpose of Training

This PowerPoint presentation is designed to provide the annual mandated training for all North River Collaborative staff.

- All questions regarding the information within this PowerPoint should be directed to your Program Coordinator.
- You are required to sign a document at the end of this training indicating that you have received the information about each topic; that you understand the information provided; and that you know who to contact to ask clarifying questions.

Overview of Topics

Title IX, Discrimination and Harassment

Anti-Bullying and Cyberbullying Prevention Policy

Mandated Reporting

Physical Restraint

Student Records and Confidentiality

Social Networking, Student Privacy, Cyber Security, Acceptable Use Policy

Universal Precautions for School Settings

HR Overview - Reporting Changes of Status, Worker's Comp, Conflict of Interest

Employee Conduct

Business Office Overview, Organizational Chart, Employee Forward

Transportation Department Highlights

Mentoring Program

Special Education and IEP Updates



Discrimination and Harassment Complaint Procedure

Protected Classes

A “protected class” refers to people shielded against discrimination under federal, state, or local laws.

What do you consider to be
a “protected class” for people?

Protected Classes

A “protected class” refers to people shielded against discrimination under federal, state, or local laws.

race

color

age

homelessness

religion

limited English proficiency

national origin

disability

military service

marital status

sexual orientation

gender identity

genetic information

ancestry

pregnancy/

pregnancy-related medical conditions

NRC

Non-Discrimination Statement

The North River Collaborative does not discriminate in employment on the basis of race, to include traits historically associated with race, including, but not limited to, hair texture, hair type, hair length and protective hairstyles, color, age, homelessness, limited English proficiency, religion, national origin, sex, gender identity, sexual orientation, genetic information, ancestry, age, disability, pregnancy or pregnancy-related medical conditions, or military service or marital status. The North River Collaborative does not discriminate in admission to, access or treatment in its programs and activities on the basis of age, race, color, sex, gender identity, religion, limited English speaking ability, national origin, or sexual orientation, disability or homelessness.

Employees have the right to be free from
discrimination or harassment
in the workplace
based on membership in any of the
protected categories.

Employees also have the right to be free from
sexual harassment in the workplace.

“Discrimination” includes conduct that excludes a person from participation in, denies an individual the benefits of, or otherwise subjects an individual to different treatment based on an individual’s protective class.

“Harassment” is defined as unwelcome conduct or behavior, whether verbal or physical, based on an individual’s protective class.

“Sexual Harassment” is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Schools are required to promptly and effectively respond to all complaints of sexual harassment or any other kind of harassment or discrimination with a fair, transparent, and reliable process, even when the alleged conduct contributing to the hostile work environment occurred outside of the education program.

Schools are required to provide supportive measures to the complainants and respondents affected by conduct that may constitute discrimination.

Complaint Procedure

If any NRC student, parent/guardian, or employee believes, in good faith, that he or she has been subjected to sexual harassment or any other form of harassment or discrimination, the individual has a right to file a complaint with the Collaborative. This may be done informally or formally.

Any individual with questions or concerns about sexual harassment or any other form of harassment or discrimination in the workplace is encouraged to bring these issues to the attention of the Program Coordinator or the Collaborative's Title IX Coordinator.

Information regarding NRC's policy & complaint procedure can be found in the NRC Handbook of Personnel Policies and Procedures.



Anti-Bullying and Cyberbullying Prevention Policies

Student Anti-bullying & Cyberbullying

Bullying & Cyberbullying

Repeated use of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that:

- causes physical or emotional harm to the victim or damage to the victim's property;
- places the victim in reasonable fear of harm to himself or of damage to his property;
- creates a hostile environment at school for the victim;
- infringes on the rights of the victim at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

[NRC Bullying Prevention and Intervention Plan](#)



Mandated Reporting

Abuse and Neglect

Abuse means the non-accidental commission of any act by a caretaker upon a child under age 18 which causes, or creates a substantial risk of physical or emotional injury, or constitutes a sexual offense under the laws of the Commonwealth or any sexual conduct between caretaker and a child under the care of that individual. Abuse is not dependent upon location (ie: abuse can occur while the child is in an out-of-home or in-home setting.)

Neglect means failure by a caretaker, either deliberately or through negligence or inability, to take those actions necessary to provide a child with minimally adequate food, clothing, shelter, medical care, supervision, emotional stability and growth, or other essential care; provided, however, that such inability is not due solely to inadequate economic resources or solely to the existence of a handicapping condition. The definition is not dependent upon location (ie: neglect can occur while the child is in an out-of-home or in-home setting.)

Mandated Reporting 51A

- Chapter 119, Section 51A requires that school personnel immediately report to the Department of children & Families (DCF) whenever there is “reasonable cause” to believe that a child under the age of 18 is suffering physical and/or emotional injury from abuse and/or neglect. A written report is submitted within 48 hours.
- All NRC employees are mandated reporters (not investigators) and may file a report independently if they feel it is necessary. Best practice is to use a team process to discuss and seek guidance prior to reporting.
- All reports are held in strict confidence and no person required to report shall be held liable in any civil or criminal action.
- Any employee, upon identification of possible child abuse/neglect, shall immediately inform the Program Coordinator, Clinical Coordinator, and/or Executive Director.

**Please refer to the NRC Policies and Procedures Manual
for additional information.**



Physical Restraint

Physical Restraint

Physical Restraint

Direct physical contact that prevents or significantly restricts a student's freedom of movement. An extended restraint is one that lasts longer than 20 minutes.

Not Physical Restraint

Brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort.

Time-Out

A behavioral support strategy in which a student temporarily separates from learning activity or the classroom, either by choice or by direction from staff, for the purposes of calming. During time-out, staff is present, continuously observing the student and should cease as soon as student is calm.

When may you not use Physical Restraint?

- As a standard response for any student.
- As a means of discipline or punishment.
- As a response to property destruction, school disruption, refusal to comply, or verbal threats.
- When the student cannot be safely restrained including medical contraindications.
- Also...

The use of restraint may not be included in behavior plans or IEPs.

Restraint is only to be used as a LAST RESORT

Proper Administration of Physical Restraint

- Only staff who are CPI or Safety Care trained may administer a physical restraint (not including reasonable intervention to protect a student from immediate danger).
- Use only the necessary amount of force to protect the student or others.
- Make sure the student is able to breathe and speak. **If the student indicates that he/she cannot breathe the restraint must be stopped.**
- Monitor physical well-being, monitor respiration, monitor skin color.
- If student experiences physical distress -- release restraint and seek medical assistance immediately.
- Know students' medical and psychological limitations and behavior intervention plans, **including known or suspected trauma history.**

Restraint Prevention and Follow-Up

Prevention

- Behavior Intervention Plans
- Sensory Tools
- Limiting of Environmental Input and Attention
- Consultation with Service Providers and Family Members
- Identification of Antecedents
- Use of Alternative Means of Redirection or Reinforcement for Safe Behavior
- Therapeutic or Social/Emotional Interventions

Follow-Up

- Following every restraint action taken, the circumstances should be discussed with the student, and with others, as appropriate.

Ask: “How can we avoid this happening again?”

- Give the parent and/or student the opportunity to provide feedback and input verbally or on the reporting form.
- Provide behavior planning to avoid the problem behavior(s) that caused the unsafe situation.

NRC Link and Timeline Information/Process

[NRC 2026-2027 School Year Restraint Reporting Form](#)

- Program administrator notification immediately following the restraint.
- Verbal or written (communication log) notification on the day of the restraint to the family.
- Complete, print, and submit the restraint reporting form within one school day.
- Provide a copy to the parent within three school days and solicit parent input.



Student Records and Confidentiality

Student Records and Confidentiality

FEDERAL LAW

- The Family Educational Rights and Privacy Act of 1974 (FERPA)
- Individuals with Disabilities Education Act (IDEA)
- Health Insurance Portability and Accountability Act (HIPPA)

STATE LAW

- All student records maintained in the school must be private and secure. Computerized systems should be electronically secure.
- School personnel should be aware of the provisions of 603 CMR 23.00 and M.G.L. c. 71, § 34H

Parent Access to Student Records

Parents (and students who are 14 or older) have the right:

- to inspect their child's file within two weekdays of a request,
- to inspect their child's file prior to any meeting regarding an IEP,
- to obtain copies of their child's record at no charge,
- to request that the information in their child's file be changed if they believe it to be inaccurate or if it violates the student's rights.
- Parents/students may also have school records inspected by a third party.
- A third party must have prior written consent from a parent authorizing a release of records except in limited situations such as:
 - Court Order/lawfully issued subpoena
 - DCF or State and local authorities within the juvenile justice system
 - First responders in emergency situations

Non-Custodial Access to Student Records

A non-custodial parent is eligible to obtain access to the student record unless:

- the parent has been denied legal custody or has been ordered to supervised visitation, based on a threat to the safety of the student and the threat is specifically noted in the order pertaining to custody or supervised visitation, or
- the parent has been denied visitation, or
- the parent's access to the student has been restricted by a temporary or permanent protective order, unless the protective order (or any subsequent order modifying the protective order) specifically allows access to the information contained in the student record, or
- there is an order of a probate and family court judge which prohibits the distribution of student records to the parent.

Access to Student Records

Authorized school personnel who have access to student records include:

- school administrators
- teachers
- counselors
- other professionals working directly with a students in an administrative, teaching, counseling or diagnostic capacity
- administrative office staff and clerical personnel
- evaluation teams

Student Records

- **Student Records** consist of the transcript and other minimal data necessary to reflect a student's educational progress. This record is maintained for 60 years.
- **Temporary Records** consist of information in the records not contained in the transcript. (e.g., standardized test scores, extra-curricular activities, special education records, evaluations by teachers, counselors, and other staff.) This record is maintained for 7 years from exiting school.
- **Sole Possession Records** consist of records kept “in sole possession of the maker” **are not** considered part of educational records.
 - The student record does not include notes, memory aids and other similar information that is maintained in the personal files of a school employee and is not accessible or revealed to authorized school personnel or any third party.
 - Once records are shared with others, via email or at special education Team meetings for example, they **are** considered educational records.

Helpful reminders....

- Be sure to keep confidential information in a secure location.
- Do not discuss confidential information in a public space (hallway, cafeteria, faculty room).
- **Do not use email to communicate confidential information.**
- Remember that Educational Assessment A and B forms are part of the student's record.
- Remember that all information, including personal notes and samples of student work shared at Team meetings become part of the student record.

Reminders about Evaluation Protocols...

- Protocols are meant to serve as memory aids to the evaluator in the process of report writing.
- Protocols may include student answers, drawings, writings, verbal responses as well as the evaluator's written observations of the student's behavior.
- Information from protocols are analyzed, interpreted by the evaluator, and incorporated into a formal report.
- Protocols should not individually identify the student and should not be included in the student's record.
- Protocols should be kept with the evaluator until ready for destruction.
- Protocols are not to be shared with other staff, parents/guardians, or any other third party.
- In the event they are shared, in whole or in part, they become part of the student's record.

Technology and Social Networking



Social Media

- A social media policy is part of North River Collaborative business code of conduct that outlines for employees how they should represent themselves and NRC on social media.
 - Be Respectful
 - Be Honest & Accurate
 - Post only appropriate and Respectful Content
- Laws require that public employees who send, receive, or maintain records in their capacity as public employees must retain, disclose, and dispose of such records in compliance with strict public records law.
- Staff members are to communicate with students and parents on educational matters only, and only **through Collaborative-based resources**, such as Collaborative-provided email or web portal accounts, where such records are retained and archived through NRC's technology department. No personal accounts are to be used.

The Massachusetts Student Privacy Alliance

MSPA

- The goal of the **MSPA** is to set standards of both practice and expectations around student privacy such that all parties involved have a common understanding of expectations.
- The **Student Data Privacy Agreement** is to be used by all member Districts/Collaboratives when implementing any online application. The process involves ensuring vendors that we use that may have any student data, that they follow the federal student privacy guidelines. We get a copy of the signed agreement with the vendor and it is kept in our SDPA account online. Some examples: **Personally Identifiable Information (PII) includes:** The student's name; name of the student's parent or other family members; The address of the student or student's family; A personal identifier, such as the student's social security number, student number, or biometric record; Other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name;
- Under NO Circumstances** should anyone share any student information, images, or likenesses of a student on their own personal social media account for any reason. Students must have a parental signed approve to have their images appear on our social media.

Cyber Security

- Remember to sign out of all of your programs and devices especially when you're away from it.
- Don't just click on a link in an email even when it appears it came from a known sender.
- When in doubt confirm with the sender either by calling or emailing them in a separate email. When in doubt, delete the email. When you get a document, download load it before you open it, then right click on it and run a SCAN.
- Remember to always EMPTY your Junk Email folder
- Due to the increase in email systems being hacked we are continuing to require all users to now use **Multi-Factor Authentication** This requires users to have a secondary way to confirm that it is actually you trying to access your email accounts.

Technology Info & Updates

- Everyone is to use the “**IncidentIQ**” ticket system. Your login is tied directly to your NRC email. You can also chose to enter a Quick Ticket from our Staff Resource page, on the NRC Website. All of your devices are tied to our inventory system, and this aides in our tracking of devices, possible problems or replacements and upgrades as needed.
- **Everyone** is required to submit a ticket, without a ticket we will not be able to provide support for your issue. The entire tech staff receive copies of the tickets so it helps to provide quicker responses as well as an overall knowledge of what could potentially be a serious issue.

NRC Technology Acceptable Use Policy

Highlights

Expectation of Privacy

User Responsibility

Prohibited Uses of the Network

Classroom-Based Computer Use

Internet Safety and Children's Internet Protection Act

Disclaimer of Liability

The use of the Network is a privilege, not a right, which
may be revoked at any time

Universal Precautions for School Settings



Universal Precautions for School Settings

- **Universal precautions** refer to the usual and ordinary steps all school staff need to take in order to reduce their risk of infection with HIV, the virus that causes AIDS, as well as all other blood-borne organisms (e.g., Hepatitis B or Hepatitis C virus).
- They are universal because they refer to steps that need to be taken in all cases, not only when a staff member or student is known to be HIV infected.
- They are precautions because they require foresight and planning and should be integrated into existing safety guidelines.

Universal Precautions for School Settings

Appropriate equipment (mops, buckets, bleach, hot water, hand soap, disposable towels and latex gloves) must be readily available for appropriate staff who are responsible for the clean-up of body fluid spills.

- Treat human blood spills promptly and with caution.
- Inspect the intactness of skin on all exposed body parts, especially the hands
- Cover all open cuts or broken skin or ask another staff member to do the clean-up. Latex-free gloves are recommended for an added measure of protection but are not essential if skin is intact.
- Avoid contact with body fluids.
- Avoid contaminating other surfaces or parts of the body (be especially careful not to touch your eyes before washing up).
- Clean up other body fluid spills (urine, vomit, feces), unless grossly blood contaminated, in the usual manner.

Human Resource Office Information



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Reporting Changes of Status

In order to keep employees' records current, it is the employee's responsibility to notify the Human Resource Office, in writing, whenever there is a change in the employee's record. Then information will be shared with the Business Office to make needed changes.

Examples of changes may include:

- Name
- Home address and mailing address
- Telephone numbers
- Family status (marriage, divorce, children)
- Emergency contact information
- Beneficiary update
- Tax exemptions
- Benefit elections based on an event (change in marital status, birth/adoption of child, spouse retirement, etc.)
- Licensure, certification, degree change

Worker's Compensation

Worker's Compensation: All injuries and accidents which happen at a program site or in the community while an employee is performing his/her job must be reported immediately to the Program Coordinator or the program's building nurse, no matter how minor. An Employee Accident Report Form must be completed and submitted to Kelli O'Brien McKinnon, NRC Human Resource Coordinator on the day of the incident or within 24 hours. If medical attention is needed, all medical paperwork and discharge papers must be given to the Human Resource Coordinator to file a claim. Once reported, a claim number will be assigned to the injured employee to use for all medical appointments/services regarding the injury.

All bills/invoices received by an employee due to their injury should be submitted to HR for reimbursement.

A medical note clearing the employee to return to work is also needed prior to an employee's return.

FMLA & Reimbursement Requests

Applying for FMLA: All absences of more than 5 days should apply for FMLA through HR which can be taken for 12 consecutive weeks or intermittently for one year. Please check our Policies and Procedures handbook for specific eligibility requirements.

Tuition and Professional Development Reimbursement Requests: must be signed off by the Program Coordinator and submitted to HR for tracking and submission to the Business Office. Please note that proof of payment and attendance for PD reimbursement is required and proof of payment and a grade of B or higher is required for tuition reimbursement.

Employee Conduct

All NRC employees are expected to conduct themselves in a professional manner in a continuing commitment to the quality and efficiency of the educational programs of NRC.

Examples of conduct or omissions that are not acceptable include, but are not limited to:

- Use of narcotics, alcohol, or controlled substances at work-related events;
- Reporting to work under the influence of narcotics, alcohol, or controlled substance;
- Inappropriate dress or presentation;
- Possession of dangerous or unauthorized materials;
- Theft, misuse, destruction, or unauthorized use of another's property;
- Insubordination, disrespectful conduct to colleagues, students, parents, etc.;
- Lying to supervisory or administrative employee;

Employee Conduct... continued

Examples of conduct or omissions that are not acceptable include, but are not limited to:

- Falsification of any work-related or student-related record;
- Placing a student in danger through neglect or misconduct;
- Inappropriate use of computers, vehicles, or other NRC-owned equipment;
- Lack of attention to legal responsibility for the safety and welfare of students;
- Failure to maintain professional confidences, including student records;
- Failure to know and observe state, federal, and NRC policies and regulations;
- Criminal, unethical, or unsuitable conduct;
- Frequent absences or tardiness, and failure to notify supervisor prior to event.
- Etc.

Complaint Resolution Procedure

In cases where an employee has a complaint, the following procedure will be utilized in the resolution of the stated complaint:

- **Level 1:** The employee meets with his/her direct supervisor (i.e., supervisor, teacher/Program Coordinator) concerning the nature of the complaint. If no resolution is reached, then the employee may meet with the Human Resource Manager or his/her designee.
- **Level 2:** The Human Resource Manager or his/her designee will meet with the individual employee concerning the nature of the complaint. After this meeting has taken place, the employee may request in writing to meet with the Executive Director, should a resolution not be reached.
- **Level 3:** The Executive Director will meet with the individual employee concerning the nature of the complaint. Action by the Executive Director will be the final administrative step.

Business Office
Updates

Organizational
Chart

Employee
Forward



Business Office Updates and Reminders

- Per the employee handbook, all timesheets should be submitted to your program coordinator by the end of the day Friday of each week. In turn, the program coordinator should have the timesheets signed and submitted to payroll by 10am on the following Monday.
- The Business Office Team will continue to test online timesheets, which will be similar in practice to requesting time off/sick days. Staff will fill out an online form and the program coordinator will approve it.
- Due to the increase in scam attempts, all requests to change direct deposit information must be made through Employee Forward.
- Please remember to check your paycheck for discrepancies and notify the business office with any questions. You are able to see your check online through Employee Forward. If you need assistance please contact a team member from HR or Payroll.

Annualized Pay Example

A teaching assistant in the Learning Center works 7 hours a days for 183 days in the school year and earns \$20.65 per hour. Their total salary for the year will be:

$\$20.65 \times 7 \text{ hours per day} = \144.55 per day

$\$144.55 \times 183 \text{ days} = \$26,453 \text{ for the year}$

There are 21 payroll periods from September to June and we pay the total \$26,453 evenly over the 21 payroll periods.

$\$26,453 / 21 = 1,260 \text{ gross pay every two weeks}$

The staff member will get this pay even after school vacations when no school is in session.

What is Annualized Pay?

Annualized pay is a projection of a staff member's salary for a certain period of time that is paid evenly over that time period.

What are the benefits?

- Annualizing payroll helps the staff member budget what they will be paid, avoiding unpaid times like school vacations, etc.
- Annualizing payroll helps NRC budget and forecast payroll for the school year.
- Hours on your paystub may not reflect the actual hours worked due to annualized pay.

Organizational Chart

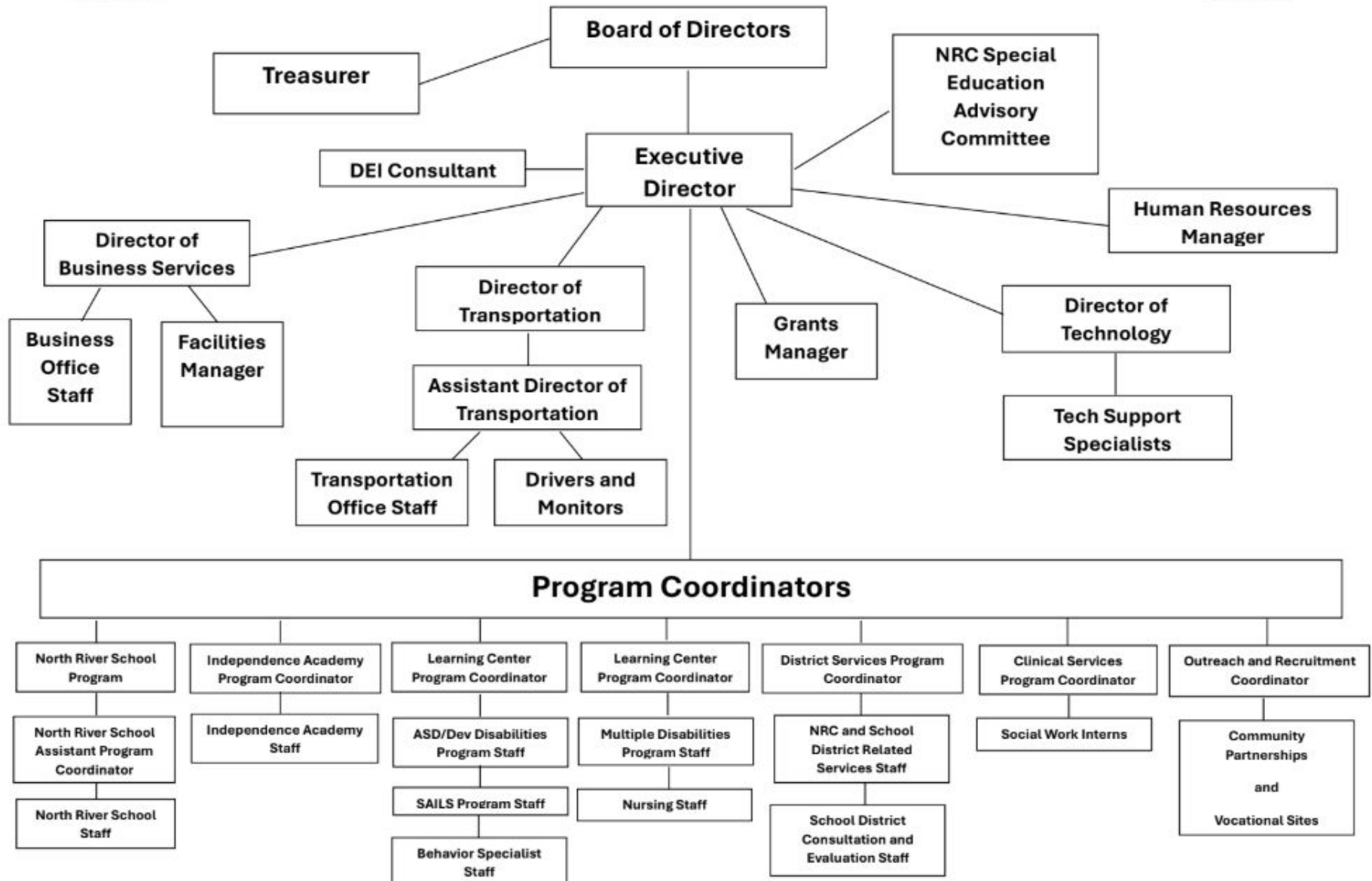
Organizational Chart

The Board of Directors retains the right to control, maintain, operate, and supervise the educational activities of the NRC. The Executive Director is designated as the Board's agent with respect to all matters pertaining to Collaborative administration.

Public Statements & Communication

The Executive Director, or designee, has the sole responsibility for handling public statements to the media and speaking with reporters for local or national publications on issues pertaining to the Collaborative. The Executive Director must approve of all appearances by an employee as a representative of the Collaborative or professing to speak on behalf of the Collaborative. The Executive Director (or designee) must approve all press releases, advertising, online presence, curriculum, publications, brochures, and other collateral and give permission before material is disseminated.

North River Collaborative Organizational Chart



Employee Forward

www.employeeforward.com

Log into **Employee Forward** to verify all information pertaining to your financial compensation.

Once logged in, you can review:

Demographics: name and contact information

Accruals: your accrued and used Personal, Sick and Vacation time, if applicable

Deductions: any deductions that you have elected to come out of your pay (i.e. insurance, retirement, etc)

Direct Deposits: the bank account(s) that you have directed your pay to go to.

Emergency Contacts: people that you have designated to be contacted in case of an emergency.

Pay History: lists all previous pay periods, click on the spyglass to get a printable version of your pay stub.

Taxes: if you need to change your tax withholding.

***You are responsible for entering your time off (sick/personal/etc) into employee forward prior to the absence occurring.**

Transportation Reminders



Transportation Updates

- Field Trip Safety Information
- Field Trip Scheduling Information
- Van Use and Cleanliness
- 7D Licensure Support
- Referral Bonus Available to All NRC Staff

Handbook of Transportation Policies & Procedures

Highlights

General Information

Substance Abuse Policy

Responsibilities of the School Vehicle Driver /
Monitor

Daily Operations

School Closings / Delays / Early Dismissals

North River Collaborative Professional Development

- ❖ A reminder that professional development offerings through North River Collaborative are available to all staff.
- ❖ Some opportunities may fill to capacity and not be available but we will make every effort to allow for our team members to attend given the slots made available by the presenter.
- ❖ Any course reimbursement request, which is available to staff who have been employed for more than one year, must have approval prior to taking the course (refer to page 81 of the NRC Personnel Policies and Procedures Handbook).

North River Collaborative Induction and Mentoring Program

- Districts/Collaboratives are required to provide induction programs for educators new to the profession, the district, and/or their roles.
- Your program coordinators have identified which new employees should participate in the Induction and Mentoring Program.
- There will be a series of formal and informal meetings throughout the year between the Mentor and Mentee.
- Additionally, there will be a series of group sessions targeting the essential components of Educator Effectiveness aligned with the DESE licensure regulations



Special Education and Disability Awareness



"If they can't learn the way we teach, we teach the way they learn."

Presenter: Michelle Boudreau,
Learning Center Coordinator

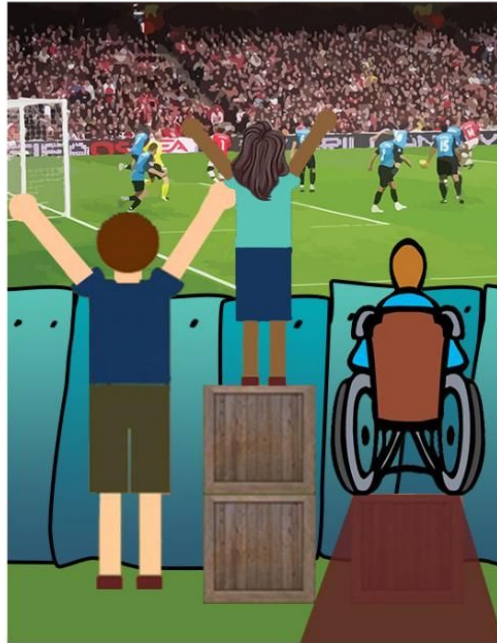


Equity vs Equality

Equity vs. Equality



Same Treatment



Equitable Treatment



The systemic barrier
has been removed.
This is Equality.



www.canadianequality.ca

*Equity is about providing everyone with what they need to succeed.
Equality is about treating everyone the same.*

Accommodations vs Modifications



What is the difference?

Accommodations vs Modifications

	Accommodations	Modifications
General Purpose	Provide access to the general education curriculum by addressing barriers or challenges - Levels the playing field	Changes to curriculum, instruction and/or assessment directly tailored to individual needs - Altered what is being taught or assessed
Typical Nature of Changes	Content and standards of the curriculum are not changed - Way information is presented and ways students demonstrate their knowledge	Content is simplified - Complexity is reduced, curriculum focuses on key concepts



Quiz time

Accommodations

Modifications

Examples

Providing visual prompts and instructions

Providing extra time on tests

Using assistive technology such as a computer for writing assignments

Reduced number of words on a spelling test

Adjusted grading scale

Using alternate assignments

Material at a different reading level



**Please Remember to Sign the
Annual Mandated Training
Verification Signature Page
FY2027**

Have a Great Year!