

SWAMPSCOTT PUBLIC SCHOOLS



**CIVIL RIGHTS, POLICIES AND
PROCEDURES
ANNUAL STAFF TRAINING**

Annual Staff Training Contents



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Introductory Notes



This slide presentation consists of the policies and procedures that are important throughout the entire school year. It is expected that all staff review these slides.

Your building principal will provide time at a faculty meeting for clarifying questions and discussion regarding the implementation of these policies.

After your review of these materials, you are to sign log into Google & sign off that you have completed the training.

All employees must review and acknowledge the Mandatory Training no later than September 20 of each school year. For staff members who are hired after the start of the school year, this must be completed no later than 30 days after the date of hire.

Student Rights Federal Laws



Title IX of the Education Amendments of 1972 Prohibits discrimination and harassment on the basis of gender (including sexual orientation and gender identity)

Title VI of the Civil Rights Act of 1964 Prohibits discrimination and harassment on the basis of race, color, national origin (including religion)

Section 504 of the Rehabilitation Act of 1973 Prohibits discrimination and harassment on the basis of disability

Title II of the Americans with Disabilities Act Prohibits discrimination on the basis of disability

The Individuals with Disabilities Education Act Requires school districts to provide eligible students with disabilities a free appropriate public education



Student Rights

State Laws and Regulations

M.G.L. c.76, § 5

Prohibits discrimination in all public schools on the basis of race, color, gender, gender identity, national origin, religion, and sexual orientation.

M.G.L. c.151C

Prohibits sexual harassment – education

M.G.L. c.119, § 51A

Reporting abuse

M.G.L. c. 71, § 34 (A-H)

Student records 603 CMR 23.00

M.G.L. c.71B

State special education statute 603 CMR 28.00

M.G.L. c.71, § 37H, 37H1/2, 37H3/4

Student discipline 603 CMR 53.00

Non-discrimination Policy



The Swampscott Public Schools does not discriminate or tolerate harassment against students, parents/guardians, employees or the general public.

No person shall be excluded from or discriminated against in admission to the Swampscott Public Schools, or in obtaining the advantages, privileges and courses of study of the Swampscott Public Schools on grounds of race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap.

Civil Rights



WHAT ARE OUR CIVIL RIGHTS?

The protections, privileges and personal liberties given to all citizens by the Constitution, Bill of Rights and many other federal, state, and local laws

Freedom of Speech, Press

Freedom from unreasonable search and seizures (personal and property)

Right to be free from discrimination/harassment

Right to Privacy

Civil rights continue in effect in school for students as well as adults

Student Records



Any kind of verbal or nonverbal information that can be used to identify a student

No information regarding a student can be disclosed to any person or agency without written consent of parent(s) and/or legal guardian(s).

A staff member/school has 10 days from date of a written request to comply; no need to rush compliance. If in doubt, check for authorization.

Student Record Exceptions

(603 C.M.R. 23)

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During a health/safety emergency, records can be disclosed without parent/guardian consent.

Upon receipt of a court order or subpoena.

If student is either 14 years old or older and/or has entered the 9th grade or above, the student can provide written consent.

Before implementing any of these exceptions, staff should contact the Principal or Superintendent. Remember in general we have ten (10) days to comply with a request for records.

Staff Confidentiality Statement



Conversations at school frequently involve the discussion either in a classroom or in the teacher's room of information concerning health, education issues and personal matters of our students as well as colleagues.

Teachers and other school staff members must be vigilant about preserving the confidential nature of this information both on and off school property at all times.

Sexual Harassment



Defined as the:

Unwanted sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when ANY ONE of these exists. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used to affect employment decisions; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual Harassment (cont'd)



Harassment based on race, color, religious creed, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, children, marital or civic union status, veteran status or membership in the armed services, receiving of public assistance, homeless, or handicap is prohibited.

Responsibilities: post and discuss policy

Referral Procedures: report to Building Principal or Adjustment Counselor/School Nurse or Administrator of Student Services. See Harassment Policy from District Student Handbook.

Bullying /Harassment of students



Every staff member is required to immediately report any and all allegations of Bullying and Harassment whether believed or not and regardless of source, method and/or location to the Principal; said allegations must be documented in writing.

The Principal and staff will take immediate steps to keep the students safe and away from one another, will notify the appropriate parties, will fully investigate every allegation and will document such investigation and findings consistent with the School Bullying/Harassment Policy.

Child Abuse and Neglect



Abuse: substantial risk of physical, emotional injury, sex offense, sexual contact, enticement, sexually explicit photos, disseminated harmful matter, engaging child in prostitution.

51A Mandated Reporter



All school staff members are mandated reporters.

This includes:

Teachers

Administrators

Psychologists/Counselors

Support staff

51A Mandated Reported (cont'd)



A “51A” is an allegation of neglect or abuse regarding a child.

All Public School Staff members are mandated reporters. It is not our responsibility to investigate an allegation - just to report it.

If you become aware of an allegation of neglect or abuse of a student, or if you suspect neglect or abuse, you must notify the Principal as soon as possible. Even though someone else will be filing the formal report, you should write a report documenting what you heard, were told and/or observed.

When in doubt, contact the Principal or Office of the Superintendent for guidance.

Physical Restraint



A physical restraint is any restraint that uses force (no matter how slight) to limit a student's freedom of movement.

A physical restraint may *only* be used when

- 1) non-physical intervention has not or would not be effective
- 2) when the student's behavior poses a threat of imminent, serious, physical harm to self and/or others.

Exception: Brief physical contact to promote student safety for a short period of time solely to prevent an imminent harm to a student, for example, physically redirecting a student about to wander on to a busy road, grabbing a student who is about to fall, or breaking up a fight between students, is NOT considered a "restraint."

All restraints no matter how slight must be documented and reported.

IEP/504



Make sure that any staff member responsible for delivering/implementing an accommodation and/or modification has received and/or has access to the appropriate plan.

Make sure the said staff member understands and is able to deliver and implement said accommodation and/or modification in accordance with plan.

Make sure that said staff member actually delivers and implements accommodation and/or modification in accordance with plan.

If you become aware that one or more of these points are not occurring, please notify your Educational Team Chair, 504 Building Coordinator, or the Administrator of Student Services ASAP. See appropriate guidelines and policies.

504s



Purpose: level the playing field, eliminate discrimination against people with disabilities.

Eliminate barriers to access to education.

Protect person with a disability who:

Has a physical or mental impairment which substantially limits one or more life activities.

Has a record of such an impairment.

District Curriculum Accommodation Plan



Ensures that the general education environment is a rich and responsive educational environment that deliberately seeks to have teachers prepared for the diverse student learners whom they are encountering on a daily basis.

All efforts should be made to meet student needs in the general education classroom.

Curriculum modifications

Alternative teaching methods

Additional materials

Building based teams

General education support services

All staff are expected to be familiar with and periodically review the full DCAP, which is available on the SPS District website under Resources/Departments/Student Services.

Accommodations vs. Modifications



Accommodations

May be curricular, environmental, or testing adaptation

Does not fundamentally alter the general curriculum

Modifications

Includes but is not limited to changes to content, methodology or performance.

Adaptations that result in a fundamental alteration of the standard

Universal Precautions



“Universal Precautions” refers to the usual and ordinary steps all school staff need to take in order to reduce the risk of infection with HIV or any other blood-borne organisms.”

Whenever possible, contact custodial staff with appropriate cleaning equipment.

Treat all human blood spills with caution.

Clean up blood spills promptly.

Inspect skin for any cuts or broken skin. Wear latex gloves whenever possible for clean-up.

Wash hands after clean-up using soap and water.

Follow similar precautions for spills of other bodily fluids (urine, vomit, feces).

Responsible Use Agreement & Acknowledgement Page



This completes the online portion
of the Mandatory Training.

Responsible Use Agreement (RUA)

Click on the link below to read and electronically sign the
Mandatory Training Acknowledgement & Responsible Use
Agreement via Google Form.

[The link for signing is located here.](#)

You need your SPS Google account to log into this form.