



2 Perry Way
Newburyport MA 01950

p. 978.4665.0065
f. 978.465.0119

RVCS@RiverValleyCharter.org
www.RiverValleyCharter.org

River Valley Charter School

Substitute Teacher Handbook

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Introduction

Welcome

Welcome to River Valley Charter School! We are a diverse community of student and staff learners. We are excited to welcome you to our school.

Purpose of this Handbook

The purpose of this handbook is to support individuals seeking to substitute at River Valley Charter School. The handbook includes important information that all substitutes *must* know as well as more general information that will help to make your River Valley Charter School substituting experience better. Though this handbook contains a great deal of information, you will find that our staff will gladly help you answer questions that are not addressed here.

River Valley Charter School Background

River Valley Charter School (RVCS) is a regional public Montessori school serving students primarily from the towns of Newburyport, Amesbury, Newbury, Salisbury and West Newbury. RVCS received its charter from the Massachusetts Department of Elementary and Secondary Education in 1999. The school serves 288 students in grades K-8 who were all enrolled by means of a public lottery.

Mission Statement

The mission of River Valley Charter School is to provide a rigorous academic program based on the Montessori philosophy and rooted in the history, culture, and ecology of the Merrimack River Valley. Students will reach their full potential as scholars and become self-reliant, productive members of society. They will be adept at critical thinking and creative problem solving and will be fully prepared to succeed in future schools, careers, and civic life.

Educational Philosophy & School Structure

The Montessori philosophy is based on the idea that each student is competent, unique, and has an innate desire to learn. As such, our classrooms and practices are designed to:

- Provide an abundance of hands-on learning materials and experiences
- Facilitate inquiry, exploration, critical thinking and creative problem solving
- Understand and capitalize on individual learning styles
- Educate the whole child by infusing the development of self-reliance and independences within academic work.
- Integrate the Common Core State Standards with the Montessori pedagogy

Grade K-6 classrooms have two adults; typically a lead teacher and an assistant teacher. Middle School classrooms have a single lead teacher. Classrooms are multi-aged except at the kindergarten level. Elementary 1 (E1) combines first-third graders; Elementary 2 (E2) combines fourth-sixth graders; and middle school combines seventh and eighth graders.

School Administration and Administrative Support Staff

Title	Name	Function	Phone Ext
School Director	Jonnie Lyn Evans	Responsible for all school functions	100
Assistant Director	Dan Bouchard	Oversees student conduct, school compliance, general operations and marketing.	119

Special Education Coordinator K-3	Patti Innes	Oversees special education	240
Special Education Coordinator- 4-8	Lisa Kelley	Oversees special education	140
Middle School Coordinator	Colin Vandenburg		149
Business Manager	Deb McCrevan		118
School Counselor	Katy Field		234
School Psychologist	Jen Ryan		235
School Nurse	Kimberly Putney		214
Technology Coordinator	Pamela Dawe Jones		164
Office Manager	Patricia O'Leary		110
Office Assistant	Michelle Soule		117

General Information

The Substitute Application Process

The first step of the application process in becoming a substitute at River Valley Charter School is to fill out an application form (available online or at the Front Office). The application requests you to indicate the days you are available as well as grades/subjects for which you are willing to substitute, etc. In addition, a resume must be provided to the school to highlight your background.

As substitute teachers are employed by the school, they are required to participate in both the state CORI (Criminal Offense Records Investigation) as well as state-mandated fingerprinting procedure. For CORI, you are required to fill out a form with the Front Office. Fingerprinting requires online registration and a visit to an official fingerprinting site (note there is a fee for fingerprinting). Should you be a substitute in another school district where you have had your fingerprints taken, you can request a Suitability Determination letter be sent to River Valley Charter School.

Substitutes must supply the Business Office with two sources of identification (social security card, birth certificate, driver's license, US passport or other official document that establishes identity). Substitutes must also fill out W-2, M-4 and I-9 forms with the business office.

Eligibility to Substitute

Individuals who love children and want to be a part of an alternative educational model, where students' independence and creativity is nurtured, are eligible to substitute. Ideal candidates should have knowledge and/or firsthand experience with Montessori education either as a parent of a Montessori student, a Montessori teacher or as an alumni of a Montessori school. In most situations, a minimum of an Associate's degree is required. We will waive this requirement for current college students (participating in education programs) and/or those who attended RVCS previously.

The Substitute List

We maintain a substitute list that is revisited every year. Substitutes with flexibility, enthusiasm, and ample availability get called most often.

For teacher absences we are aware of in advance, we will call by phone during regular business hours to inquire about availability. For day-of absences, we make our calls as soon as we are made aware, typically this is between 6:00-6:30 am. For those who are willing, we prefer to text a substitute offer in the morning. It is important that our substitute list stay up to date (especially if you don't want an early morning call on a day that you are not available and planned to sleep in!) Whenever you have a change of contact information or availability, please let the Front Office know.

Duties, Responsibilities & Expectations

Except for the River Valley Middle School and specialist classes of art, music, PE and E2 science, the substitute teacher will be serving as the Assistant Teacher in the classroom, regardless if they are substituting for the Lead Teacher or the Assistant. Therefore, the Assistant Teacher would function as the Lead and assign duties and explain responsibilities in the classroom. In the Middle School, the substitute will serve as the Lead Teacher, and will be provided with lessons plans by the Lead Teacher and be supported by the Middle School Coordinator.

Hours

School begins at 8:30 am but students are able to enter their classrooms as early as 8:10 am. Therefore, substitutes are expected to arrive and be settled in the classroom prior to 8:10 am. Please check in at the Front Office upon arrival.

School ends at 3:10 in the afternoon (noon on scheduled half days). The substitute is expected to stay until 3:30 (12:30 on half days) to help with dismissal procedures which, in some cases, take the other adult out of the classroom. Substitutes who are filling in for Specialists teachers (gym, music, art, E2 science, etc.) will be expected to arrive at school fifteen minutes prior to the start of the first scheduled class to allow for acclimation.

School closings due to snow or other emergencies, are announced on the television and radio. RVCS follows the Newburyport Public School system. Should Newburyport cancel school, RVCS is cancelled as well.

Confidentiality and Privacy

All information observed or heard about RVCS students and staff members is confidential and must be kept private. Federal and state law (20 USC 1232f; MGL chapter 71, section 34D and 603 CMR 23.07) as well as the MA freedom of information law (MGL chapter 66, section 10) describe the handling of confidential information. Failure to abide by confidentiality requirements will result in termination from substitute teaching at RVCS.

Attire

Substitutes should wear appropriate but comfortable clothing as they may be working with students on mats on the floor. In addition, substitutes will often take students out for recess and formal attire will be uncomfortable on the playground. Part of the RVCS curriculum includes place-based educational experiences and substitutes could attend field trips that involve walking to locations in the local community. (Wear comfortable shoes.)

Classroom Plans

In most situations, a second adult will be in the room to help with classroom plans. In circumstances where there is not a second adult, RVCS will have a substitute plan available.

Lunch and Snacks

RVCS does not have a cafeteria on site so it is necessary for substitutes to bring their own lunches and snacks. The school has a staff kitchen equipped with a refrigerator and microwave for general usage.

A large number of our classrooms are nut and/or peanut free. For safety, we require that substitute not bring nut or peanut products into the school. Students and staff members are not permitted to share food. Staff are not to use food as rewards or treats under any circumstances. (Additional information about student safety regarding food allergies follows in the School and Classroom Safety section of this handbook.)

For students who forget their lunches or have reason to need a lunch, RVCS can provide one. We ask a classroom teacher to chaperone the students to the Business Office where they will unlock the lunch cabinet in the kitchen.

Field trips

In situations in which a substitute is responsible for students during a field trip, the following expectations apply:

- All students will wear seatbelts and/or be in appropriate child restraint car seats.
- Substitutes should not make a stop for any purposes except for those made as part of the field trip plan.
- Substitutes should not provide students with snacks or other food items; students should not share food with each other.

Technology

In almost every substitute assignment, substitutes are not given access to school computers except when necessary to complete the assigned work. Except for emergency situations, cell phone use by substitutes is not permitted during school hours for any reason. Substitutes may not photograph students or student work.

Cell phone use is not permitted by students while on RVCS grounds. Substitutes should monitor students for the Acceptable Use of Technology (see Cell Phone Policy and Acceptable Use Plan in the Appendix.)

Typical Day

The day should start with student attendance. No later than 8:35 am, attendance should be taken and sent to the Front Office. You can send a student, or two, to deliver it.

Morning Work Cycle occurs in Kinderhaus, E1 and E2 classrooms, from approximately 8:30-11:30 am. During this time students are doing follow-up work and receiving individual or small group lessons. Some work cycles begin with a Circle or Group Meeting at which time teachers review the day's activities and expectations and introduce the substitute teacher. Lunch and recess follow the Work Cycle (in opposite order depending on the classroom). The afternoon includes Specials of either art, music, gym, library, etc. There is also an additional work block in the afternoon that is typically used for history, social studies or science lessons.

In the Middle School, the day typically starts with an Advisory (homeroom) period, followed by distinct class blocks where students change rooms. Specials typically take place between 11:00 and 12:00, followed by lunch and wellness (recess), with additional classes in the afternoon.

Near the end of the day the Front Office will deliver "Pink Slips" which are change of routine notices for that day. It is imperative that these slips be reviewed prior to dismissing any child. The directions indicated on the pink slip should be followed.

Otherwise, standard dismissal procedures are as follows. Students are dismissed via the school intercom. Initially walkers and bikers head downstairs to be dismissed. Students being picked up by cars will be called individually. It is important to have the class quiet so that the announcements can be heard, and that students leave the classroom immediately when called. Bussers walk to the front lobby at 3:20. Children who are attending aftercare should be sent to the aftercare room at the end of dismissal. Children who are involved in afterschool Enrichment programs should leave for those activities at the end of dismissal time as well.

Sample Day (K- Grade 6)	
8:10	Sub Arrival
8:10-8:30	Student Arrival
8:35	Attendance to Front Office
8:35-11:30 E1 and E2 8:45-9:15 Kinderhaus	Morning Work Cycle Recess then Morning Work Cycle
11:30 – 12:30	Lunch and Recess (not necessarily in that order)
1:00	Specials or Work Block
2:00	Specials or Work Block
2:30	Pink Slips delivered to classrooms
3:10	Student dismissal begins with walkers and bikers
3:20	Student dismissal of Bussers
3:30	Student dismissal to Aftercare or Enrichment
3:30	Summary write up for teachers (if desired) and timesheet to Business Office

Student Responsibilities (Grace and Courtesy Expectations and Student Discipline)

At RVCS we believe that our educational responsibility extends beyond academics to character development, including self-control, sound decision making and respect for others and the environment. In that spirit, we approach our Code of Conduct and disciplinary actions with the same intention of providing an individualized response to each incident. (Though illegal or egregious actions require the school to abide by Massachusetts state law and due process guidelines.)

At the same time, we have high expectations for “grace and courtesy”. We model gracious and courteous behavior in everything we do. And when we observe students who are not behaving as such, we kindly remind them to reflect on whether they are conducting themselves in an appropriate manner. Under no circumstances is anyone, including a substitute, allowed to physically touch students for discipline purposes. (The exception to this is individuals from the school’s Crisis Prevention and Intervention Team.)

Helpful hints to support student behavior include the following:

- Stand or sit near a student who seems inclined to act up.
- Whisper when seeking attention.

- Make eye contact.
- Have a confidential conversation with the child outside of the incident.
- Kindly remind the student of expectations.

The RVCS Code of Conduct is included in the Appendix. Substitutes should review it and be aware of its contents.

Anti-Bullying Legislation

The state of Massachusetts passed anti-bullying legislation in May of 2010. The law bans bullying during all school activities, on all school grounds including busses, and requires any report of bullying to be investigated by the designated school official and reported to the parents of the students involved. Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that causes, or causes reasonable fear of, physical or emotional harm to the target or damage to the target's property; creates a hostile environment or infringes on the rights of the target; or materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyberbullying.

The RVCS Bullying Prevention and Intervention Plan can be found on the RVCS website or supplied by the Front Office staff. Substitutes should be familiar with this plan.

Student Support Services

Our school model is well-suited to children with different needs and learning styles. There is an emphasis for all children to work at their own pace, using an individualized program and multi-sensory materials. At the same time, there are some children at RVCS who need additional services. Please follow the other classroom teacher's style when interacting with children; in some instances, there is specialized support being provided to a particular student. In some situations, services may be delivered outside of the classroom. Typically students know where and when they need to be outside of the classroom (counseling, small groups, literature circles, special education services, etc.).

The Crisis Intervention Team

A Crisis Intervention Team exists to support student behavioral incidents that are outside the norm of general classroom management. The team is headed up by the school counselor and the special education coordinator. The team can be summoned via walkie-talkie, in those classrooms equipped with one, or via the Front Office.

Student Accidents and Illnesses

RVCS has a full-time, onsite nurse available for students to visit or, in case of an emergency, to come to a classroom or the playground. Classroom teachers and substitutes are not allowed to give medicines or other over the counter medications including cough drops, aspirin, etc.

In the case of a medical emergency, the most expedient procedure for the safety of the child should be followed. To dial for first responders outside of the building on a school phone, DIAL 8911.

End of the Day Documentation

After students leave, and if you were the only adult in a classroom, it is helpful to document the overall activities of the day for the Lead Teacher, including general activities, incidents and communications on which the classroom teacher may need to follow up.

Be sure to fill out a timesheet with the Business Office and sign out at the Front Desk when you leave school. You will need to indicate the individual for whom you are substitute teaching for on the sheet. If you know in advance that you are subbing for multiple days, please visit the Business Office on the last day of the week for which you are subbing.

School and Classroom Safety

RVCS has a school emergency response plan that is documented throughout the school. Initially upon entering a classroom, substitutes should review the emergency exit map located near the door.

The Emergency Response Plan

Every classroom is equipped with a red Emergency Book. In it are pictures of every student (by class), as well as procedures for Crisis Response and Emergency Preparedness. Substitutes are expected to read this Emergency Book prior to working in the building and to follow the detailed steps in the Emergency Book. However, the philosophy of the school is that emergency response should be flexible; substitutes may be instructed by a staff member to take alternative actions should our staff determine it appropriate.

The Emergency Book also includes other important information such as Specials schedules, class lists, parental contact information, and Seabrook Emergency Procedures. (An Emergency Response Summary is included in the Appendix.)

In general, the following procedures should be followed:

(ALWAYS TAKE THE RED EMERGENCY BINDER):

- **In case of a fire drill-** Close windows; close, *but do not lock*, doors and shut off lights when exiting the room; walk quietly and quickly following the emergency exit route; once outside in designated area, take attendance. Someone will come around to confirm all students are present. Wait for the announcement that it is safe to re-enter the school.
- **In case of classroom emergency-** Dial 8911 from a school phone. Contact school nurse and the Front Office. Get help from a neighboring teacher
- **In case of lockdown/ALICE response-** check hallway for students, bring them in, lock the door, direct students to an area that can't be seen from door or window, lower blinds to cover all windows including the door, turn off lights, and follow the ALICE protocol (be alert, lockdown if appropriate, inform others, counter if appropriate, evacuate when safe to do so. Listen for instructions over the intercom system. Wait for the All Clear announcement.
- **In case of evacuation-** an announcement will be made; go to the closest exit and follow instructions.
- **In case of a Nuclear Emergency-** Follow shelter-in-place procedures. Students and staff will be bussed directly to a Reception Center at Masconomet Regional School in Boxford, MA.

River Valley Charter School has an Incident Response Team that manages the school's response to emergencies. The team includes the following personnel: the Director, Assistant Director, the Front Office personnel, the business manager, the school nurse, school counselor, middle school coordinator, the academic program coordinator, and the special education coordinator.

Automated External Defibrillator

The school is equipped with two automated external defibrillators (AED), one upstairs by the nurse's office, and the other by the doorway entering the gymnasium. In case of cardiac emergency, these devices provide audio instructions for their use. Seek a staff member who has been trained on AED use, but do not hesitate to use the AED in case of an emergency.

Body Fluids and Blood Borne Pathogens

- Contact the school nurse.
- If you cannot wait for the nurse, be sure to use proper first aid procedures and wear disposable gloves when available.
- Wash hands for 30 seconds under hot running water with soap.

Firearms, Weapons, Illegal Substances, Alcohol and Tobacco

Possession or use of firearms, weapons of any kind, illegal substances, alcohol or tobacco products within the school building, school facilities, on school busses or on school grounds, by any individual, including school personnel, students, parents, substitutes, is prohibited at all times. Should you become aware of a student or staff member's possession or use of any banned item or substance while on school grounds, please notify RVCS Director or Assistant Director.

Life-Threatening Allergy Awareness

All substitutes are expected to read the RVCS Food Allergy Protocols and Guidelines prior to working in the school. If your substitute assignment is one in which you will be solo, the school nurse will visit the classroom you are teaching in at the beginning of the day to review information about students with food allergies. Because our students eat in their classrooms, it is extremely important to follow safe and sanitary handling of all tables prior to eating. Plan to bring nut-free food for your personal consumption whenever you serve as a substitute. (See Food Allergy Protocols and Guidelines in the Appendix.)
Threatening

Drug-Free Work Place

RVCS subscribes to the provisions of the Drug-Free Work Place Act.

Mandated Reporting

In accordance with state law any employee, including a substitute teacher, who has reason to suspect abuse or neglect of a child, including a child who may be abandoned, is a mandated reporter and must immediately report all instances of suspected abuse and neglect to the principal or principal's designee.

Harassment

RVCS is committed to maintaining a learning/working environment free from harassment and condemns any acts in the work environment that create the potential for illegal harassment, both in terms of individual employee morale and in violation of applicable federal, state and local laws. The RVCS anti-discrimination statement follows:

River Valley Charter School complies with all applicable Commonwealth and federal law having to do with non-discrimination thus prohibiting harassment or discrimination on the basis of age, ancestry, color, creed, ethnicity, gender (including pregnancy), gender identity, gender expression, mental or physical disability, national origin (including language proficiency), race, religion, sexual orientation, and military service, or any other protected status as defined by federal, state, or local law

State Ethics Training

In July 2009 Chapter 28 of the Acts of 2009 was signed into law. A component of this bill relates to employee ethics. As a substitute, you are a public employee and therefore must understand and comply with the law. Training is mandatory and can be either in person (with the Assistant Director) or taken online via the Massachusetts State Ethics Commission website <http://www.mass.gov/ethics/>.

Criminal Offense Record Investigation and Fingerprinting

All substitute positions are conditional based on a satisfactory CORI and SAFIS Background (fingerprint) check per 603 CMR 51.00. Substitutes who have worked in the school prior to July 1, 2013 must be fingerprinted by July 1, 2016. All substitutes hired after July 1, 2013 must be fingerprinted prior to start of employment. This is in accordance with the “Act Relative to Background Checks”.

Civil Rights

All programs, activities and employment opportunities provided by RVCS are offered in compliance with civil rights law. River Valley Charter School is an equal opportunity employer and complies with all applicable Commonwealth and federal law having to do with non-discrimination thus prohibiting harassment or discrimination on the basis of age, ancestry, color, creed, ethnicity, gender (including pregnancy), gender identity, gender expression, mental or physical disability, national origin (including language proficiency), race, religion, sexual orientation, and military service, or any other protected status as defined by federal, state, or local law.

RVCS is compliant with Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, Title IX of the Education Amendments of 1972, MA General Laws Chapter 76, Section 5, Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act of 1990

Additional Resources

Copies of the Staff List, the Family Handbook and other policies are available in the school office and on the school website. You are encouraged to read these and to familiarize yourself with the staff, and school philosophy, and routines.

Policies & Plans

Code of Conduct Policy Excerpt

River Valley Charter School complies with all applicable Commonwealth and federal law having to do with non-discrimination on the basis of age, ancestry, athletic performance, color, creed, ethnicity, gender, gender identity, gender expression, genetic information, homelessness, mental or physical disability, national origin, proficiency in the English language or a foreign language, prior academic achievement, race, religion, sexual orientation, and special need in its educational programs and activities.

At River Valley Charter School, our educational philosophy is to individualize instruction to the greatest extent possible. We recognize that every student undergoes a unique learning process, and that we must honor each student's individuality. We also believe that our educational responsibility extends beyond academics to character development, including self-control, sound decision making and respect for others and the environment. In that spirit, we approach our Code of Conduct and disciplinary actions with the same intention of providing an individualized response to each incident. Though illegal or egregious actions will require the school to abide by Massachusetts state law and due process guidelines, lesser infractions allow us to evaluate the circumstances of each situation and craft a disciplinary response that we believe best serves the educational interests of the student while protecting the safety and integrity of our learning environments.

As a Montessori school, our primary goal is to create a positive learning environment in which all students are provided an opportunity to grow academically, emotionally and socially. In order to attain this goal there must be a shared commitment among parents, staff and students to understand and accept a balance between individual freedom and responsible behavior. As Dr. Montessori stated, "to let the child do as he likes when he has not yet developed any powers of control, is to betray the idea of freedom."

This Code of Conduct is intended to clarify student behaviors and actions that are encouraged, as well as those that are considered unacceptable in the RVCS community. The Major Discipline section of this Code also reflects the current status of Massachusetts law as it pertains to student conduct, and more specifically, the subsequent discipline that may be imposed when students engage in certain types of extreme or illegal behavior. This Code of Conduct has been reviewed and adopted by the River Valley Charter School Board of Trustees, and supersedes any Code of Conduct previously issued by RVCS.

It is important to remember that the Code of Conduct applies to students in all school settings, including while at school, traveling to and from school, on school property, at school sponsored events and on school field trips. If misconduct occurs during any of these times and/or events, a student shall be subject to a disciplinary response from the school. Additionally, state law permits a school to respond to any incident that happens off school grounds or outside of school hours if that incident has a significant impact on the learning experience of students during the school day.

The Individuals and Disabilities Act (IDEA) and the Americans with Disabilities Act (ADA) provide eligible students (those with disabilities and those in the pre-referral process) with certain procedural rights and protections in the context of student discipline. These rights are in addition to the due process rights applicable to all students as described below in this Code of Conduct. In addition, IDEA protections apply to a child who has not yet been found eligible for services under the statute if the district is "deemed to have knowledge" that the child was eligible for such services before the conduct that precipitated the disciplinary action occurred. The district is "deemed to have knowledge" if the child's parent had expressed concern in writing to district supervisory, or administrative personnel, or the child's teacher, that they believe the child needs special education or related services; or if the child's parent had requested an evaluation to determine eligibility for special education services; or the current teacher, or other district personnel, had expressed specific concerns about a pattern of behavior by the child to district

personnel. The school district is not “deemed to have knowledge” if the student was determined not eligible for special education through an evaluation or the parents refused an evaluation for the child or IDEA services. Should a request be made for evaluation to determine eligibility while a student is subject to disciplinary measures, the district will conduct an evaluation in an expedited manner. Pending these results, the student will remain in the educational placement determined by school authorities, which may include suspension or expulsion without services. If determined eligible, the district will provide the student with special education and related services in accordance with IDEA. See Appendix A of this Code of Conduct for more information.

Respect, Grace & Courtesy

Mutual respect and a commitment to grace and courtesy among all members of our school community is the cornerstone of our interaction and behavior. We seek to acknowledge and honor the dignity and value of every school member. We strive to celebrate our differences and create a welcoming and supportive atmosphere through courtesy to others and respectful conduct.

A commitment to respect, grace and courtesy will ensure that RVCS is a physically and emotionally safe environment. In order to achieve this goal, all staff and students share several common core responsibilities:

- To act as kind individuals and refrain from physically or emotionally harming others
- To refrain from any actions that compromise the health or safety of others
- To accept differences and seek to resolve conflicts in a mutually agreeable manner
- To value and respect personal and school property
- To express opinions and emotions in a positive and constructive manner
- To always be honest
- To support other school members in their efforts to maintain a safe, positive and respectful school

Student behavior that falls outside of these common core responsibilities is subject to a disciplinary response from teachers or administration.

Examples of behavior outside the common core responsibilities include, but are not limited to:

- Any disrespect toward staff members or students
- Mistreatment or abuse of school or personal property
- Abusive, profane, harassing or threatening language, either verbal or written
- Physical or emotional intimidation or aggression
- Minor physical assault, including hitting, shoving, kicking, biting, etc.
- Harassment, bullying or violations of civil rights
- Cheating
- Stealing
- Forgery or plagiarism
- Misuse of electronic devices or internet access
- Major physical assault with malicious intent
- Possession, use or distribution of tobacco products, drugs or alcohol (pursuant to M.G.L., see below)
- Possession or use of any dangerous device or weapons (pursuant to M.G.L., see below)

School response to such behaviors may be informal or formal, depending upon the severity and/or frequency of the misconduct. The intention will always be to encourage growth and reflection on the part of the student in order to help them build the skills and judgment required to make better choices in the future.

Our procedure when responding to student discipline issues will always be grounded in a problem-solving approach. We will wait until students are not agitated or in crisis, and then hold a conversation seeking the facts of the situation and asking students to reflect on their actions. Below are some examples of the types of questions that may be asked during these conversations:

- “Can you share with me what happened?”
- “How do you feel about how you handled the situation?”
- “How could you have handled the situation differently?”
- “What impact do you think your actions had on the class/other student(s)?”
- “What do you think you can do to resolve this situation?”
- “What can you do differently in the future?”
- “What lessons have you learned from this experience?”

We value the voice of the student in resolving disciplinary situations, and will encourage student participation in the process as warranted by each individual situation.

Parents are encouraged to keep the school and the child’s teacher informed about extraordinary social, emotional, physical or medical events in the child’s life that may impact the child’s ability to abide by the common core responsibilities.

Repeated and/or significant misconduct will be recorded using an Incident Report Form. This form will be completed by the staff member most directly connected to the situation. A copy of the Incident Report form will be available for parent review, and will also be kept in the student’s school file. A copy of the Incident Report Form is attached as Appendix B to this Code of Conduct.

Minor Discipline

Almost all of the disciplinary actions taken by RVCS staff are in response to minor infractions. Such informal discipline will often take the form of a logical consequence designed to discourage similar future behavior and encourage student growth, or to provide resolution of interpersonal conflict.

Examples of minor disciplinary actions include, but are not limited to:

- Facilitation of peer to peer discussions
- Limitations of classroom freedoms and/or privileges
- Restricted seating
- Temporary removal from the classroom or other educational setting
- Verbal reflections or apologies
- Written reflections or apologies
- In school or after school community service
- Meetings with school administration
- Meetings with parents and teachers
- Other appropriate disciplinary consequences

Teachers have the authority to use these types of consequences at their discretion. Our approach to discipline is to have the response match the circumstances, severity and frequency of the infraction, so each situation will be handled according to the discretion of the adults involved and the individual needs of the student(s).

A safe and positive learning community is best fostered when parents support the school’s disciplinary action. However, should a student and/or parent disagree with any informal disciplinary action that is imposed, every effort should be made to resolve these concerns directly with the staff member who

imposed the action. Nothing in this policy, however, should be construed as limiting the right of any student or parent to discuss concerns with appropriate school administrators.

Bullying Prevention and Intervention Plan Excerpt

Preamble

The mission of River Valley Charter School is to offer a rigorous academic program based on the Montessori philosophy and rooted in the history, culture and ecology of the Merrimack River Valley.

With the Montessori philosophy as the center of River Valley Charter School's mission, we strive to create a positive educational environment that places priority on a child's learning. We seek to provide a positive, safe and nurturing environment wherein children grow socially and emotionally, as well as academically. We promote respect for ourselves, respect for others and respect for the educational community.

A key element of the Montessori philosophy is the Grace and Courtesy curriculum which guides children to become thoughtful and caring members of the community. In this Montessori community, students are given personal freedoms that directly correlate to their willingness and ability to take responsibility for their own words and actions. They are continuously provided with opportunities to hone these skills and to develop as ethical, independent thinkers. In circumstances where children are not able to exist peacefully in our school community, a Bullying Prevention and Intervention Plan exists.

Following is River Valley Charter School's Bullying Prevention and Intervention Plan (BPIP). The plan describes a comprehensive approach to preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. Protection under this plan is afforded to all students regardless of their legal status as well as to members of the River Valley Charter School (including, but not limited to, educators, administrators, the school nurse, bus drivers, support services personnel, coaches, advisors to extracurricular activities and paraprofessionals).

Introduction

It is well known that bullying and cyberbullying interfere with the educational process and can result in a hostile environment for students and teachers. Bullying can create unnecessary anxiety that affects the ability or desire of a student to attend school; learn in school; travel on the school bus; feel safe in school areas such as the playground or classroom; or participate in special or extracurricular activities. The failure to address bullying behavior also gives other students the message that it is permissible to engage in negative conduct.

River Valley Charter School (RVCS) is committed to providing all students with a safe learning environment that is free from bullying, cyberbullying and/or retaliation. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. As such, RVCS will not tolerate any form of bullying, cyberbullying and/or retaliation by school staff or other students in the school building, on school grounds, or at school-related activities. All members of the school community are expected to treat each other in a civil manner and with respect for differences. This plan applies to all students and members of the school staff, including, but not limited to, the educators, the administrators, the school nurse, the custodians, bus drivers, athletic coaches, advisors to extracurricular activities and paraprofessionals. RVCS will promptly investigate all reports and complaints of bullying, cyberbullying

and retaliation and take immediate action to eradicate the behavior and restore a sense of safety for all students. RVCS is committed to supporting the entire RVCS community in its understanding of the expectations, implications, and plans for dealing with bullying, cyber bullying, and retaliation.

The Assistant Director (AD) is responsible for the implementation and oversight of the BPIP, except when a reported bullying incident involves a staff member or the AD as the alleged aggressor. In such cases, the Director shall be responsible for investigating the report, and other steps necessary to implement the plan, including addressing the safety of the alleged target. If the Director is the alleged aggressor, the Board of Trustees, or its designee, shall be responsible for investigating the report, and other steps necessary to implement the plan, including addressing the safety of the alleged target.

The AD will receive reports on bullying; create a process for recording and tracking incident reports and assessing information related to targets and aggressors; develop new or revise current policies and protocols under the BPIP including an internet safety policy; amend student and staff handbooks and codes of conduct to make clear that bullying will not be tolerated; review and update the BPIP each year, or more frequently. In conjunction with the appropriate personnel, the AD will also ensure the planning of supports that respond to the needs of targets and aggressors.

The Director, in conjunction with the administrative team, is responsible for periodically collecting and analyzing school-wide data on bullying to assess the presence of a problem and to measure improved outcomes; ensuring ongoing professional development that is required by the law; choosing and implementing the curricula to be used; leading the parent or family engagement efforts; and drafting parent information materials.

RVCS understands that members of certain groups, including but not limited to race, color, religion, ancestry, national origin, gender, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnancy or parenting status, sexual orientation, or mental, physical, developmental, or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristic, may be more vulnerable to becoming targets of bullying, harassment, or teasing. RVCS will take specific steps to create a safe, supportive, environment for vulnerable populations in the school community, and to provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing. In addition, for students whose IEP (Individualized Educational Program) Team determines that the student has a disability that affects social skill development or the student may participate in or is vulnerable to bullying, harassment or teasing because of his/her disability, the IEP Team will include appropriate measures to develop the student's skills and proficiencies to avoid and respond to bullying, harassment or teasing.

The scope of this plan does not include negative or disruptive behaviors not defined as bullying, cyberbullying or retaliation. Behaviors that are *not* considered acts of bullying, cyberbullying or retaliation are addressed through the school's Code of Conduct.

Cell Phone Policy

RVCS discourages students from bringing cell phones to school. The school recognizes, however, that for some families this is a necessity. RVCS will not be responsible for phones that go missing due to theft or lost.

Further, RVCS limits cell phone use as follows:

- There will be no use of cell phones for any purpose during school hours.
- Cell phones must be turned off during school hours.
- Cell phones must remain in student backpacks during school hours, including during recess and field trips.

If a student chooses not to follow the conditions outlined above, his/her phone will be confiscated. A parent or legal guardian will be required to speak *in person* with the teacher who confiscated the phone in order for the phone to be returned to the student.

Acceptable Use Policy

A. Introduction

The use of River Valley Charter School computers, computer network, and Internet resources is a valuable element of the curriculum and instruction in River Valley Charter School. The River Valley Charter School computer network is intended for educational purposes. River Valley Charter School expects that staff will incorporate appropriate use of computer network and Internet resources into the Montessori curriculum and will provide guidance and instruction to students as to their uses.

Despite its tremendous educational potential, the Internet also presents the potential for security vulnerabilities and user abuse. For safety purposes, River Valley Charter School employs both an Internet filter and a firewall. River Valley Charter School maintains compliance with the Children's Internet Protection Act (CIPA). All employees and students are expected to abide by the River Valley Charter School Acceptable Use of Computers, Computer Networks, and Internet Resources Guidelines set forth below. Failure to follow the guidelines may result in revocation of privileges and/or disciplinary action. River Valley Charter School is not responsible for ensuring the accuracy or usability of any information found on external networks.

Parent(s)/guardian(s) will be given the opportunity to determine their child's access to the Internet by annually agreeing to the River Valley Charter School Acceptable Use Policy. River Valley Charter School will not be responsible for any and all claims arising out of or related to the usage of this interconnected computer system.

B. Access

1. This Acceptable Use Policy applies to all technologies capable of accessing, inputting, or extracting information/data from the school's computer network, electronic mail (e-mail) and Internet.
2. Students and employees shall have access to Internet World Wide Web information resources through school devices as well as devices brought to school.
3. Students must annually sign an Acceptable Use Consent Form to be granted access to the Internet via the school's computer network.
4. Via online Data Verification Form, parent(s)/guardian(s) must annually acknowledge and agree to have their child(ren) abide by the Acceptable Use Policy.
5. The school shall provide each employee, where appropriate, an account within the school's domain for storing data/media as well as an e-mail account.
6. Students will be provided accounts within school domain for storing educational related data/media. Students **will not** be provided e-mail accounts.
7. The use of the school system and access to the Internet is a privilege, not a right. The school reserves the right to limit or remove any user's access to the school's computer system, equipment, e-mail system, and Internet access at any time for any reason. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school's system or the Internet may result in one or more of the following consequences; suspension or cancellation of use or access privileges; payments for damages and repairs;

discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

8. All student and employee electronic personal devices brought to school for use on the school's internet must be registered with the Technology Coordinator.
9. Student's electronic personal devices, (including but not limited to: smart phones, cell phones, tablets, laptops), must be kept turned off at all times while on the River Valley Charter School premises unless given permission by a teacher or administrator.

C. Educational Purpose

1. The River Valley Charter School computer network has not been established as a public access service and is not an "open" or "limited open" forum. The term "educational purpose" includes, but is not limited to information management, classroom activities, media-center projects, educational research, career development, and curriculum activities using computers and Internet resources.
2. River Valley Charter School has the right to place reasonable restrictions on the material accessed or posted through the system into the intranet, e-mail, and Web sites. Students and employees are expected to follow the rules set forth in this policy and the law when using the River Valley Charter School computer network. The network will be monitored by staff to ensure educational utilization.
3. The River Valley Charter School prohibits use of recording devices by students or parents, except where the recording is associated with a class assignment or other approved school activity. This includes on-campus and off-campus school related activities.
4. The River Valley Charter School computers may not be used for political lobbying. It may be used to communicate with elected representatives and to express opinions to them on political issues.
5. River Valley Charter School e-mail accounts, not your personal e-mail accounts, are to be used for all school related communication with the outside world including, but not limited to, parents, students, co-workers, vendors, and partnerships.

D. Rights and Responsibilities

1. Free Speech - The River Valley Charter School computer network is considered a limited forum and, therefore, the school may restrict speech for valid educational reasons. The school shall not restrict speech on the basis of a disagreement with the opinions expressed.
2. Search and Seizure
 - a. Students and employees should not expect any privacy in the contents of personal files on the school system. Administrators and faculty may review files and messages to maintain system integrity and ensure that users are acting responsibly.
 - b. The school may examine all information stored on school technology resources at any time. The school may monitor staff and student technology usage. Electronic communications, all stored on the school's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed, or searched by a district administrator or designees at any time.
 - c. Routine maintenance and monitoring of River Valley Charter School computer system may lead to discovery that this policy or the laws have been violated.

- d. An individual search shall be conducted if there is reasonable suspicion that this policy, school board policies, and/or the law have been violated. The investigation shall be reasonable and related to the suspected violation.
 - e. Parent(s)/guardian(s) of students have the right at any time to request to see the contents of student's data/media files.
1. Due Process
 - a. The school shall cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through River Valley Charter School computer network.
 - b. In the event there is a claim that employees or students have violated this policy they shall be provided with a written notice of the suspected violation and an opportunity to present an explanation.

E. Unacceptable Uses

The following uses of the River Valley Charter School computer network are considered unacceptable:

1. Personal Safety
 - a. Students and employees shall not post or provide personal contact information about themselves or other people on the Internet. Personal contact information includes a student's or employee's home address or telephone number, a student's school address, and an employee's work address. It is not a violation of this policy to include the school's return address on outgoing e-mail communications.
 - b. Students shall not agree to meet with someone contacted or met online without a parent/guardian's approval.
 - c. Students shall promptly disclose to their teacher or other school employee any message received that is inappropriate or causes discomfort.
2. Illegal Activities
 - a. Students and employees shall not attempt to gain unauthorized access to River Valley Charter School computer network or to any other computer system through River Valley Charter School computer network or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".
 - b. Students and employees shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal, and criminal prosecution and/or disciplinary action will be pursued.
 - c. Students and employees shall not use the River Valley Charter School computer network system to engage in any act that is illegal; that facilitates gambling; or that violates any local, state, or federal statute.
 - d. Students and staff shall not use the Internet or the school's computer network to harass or threaten the safety of others.
 - e. Misuse of the computer equipment or network including, but not limited to, deletion or violation of password protected information, computer programs, data, password or system files; inappropriate access of files, directories, Internet sites; deliberate contamination of system, unethical use of information, or violation of copyright laws is prohibited.

1. System Security
 - a. Employees are responsible for their individual e-mail accounts and should take all reasonable precautions to prevent others from being able to use their accounts. Staff should not provide their login identity and/or passwords to another person.
 - b. Students shall immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not look for security problems, because this may be construed as an illegal attempt to gain access. Under no conditions should students provide other students with their login identity and/or network password.
 - c. Students and employees shall avoid the inadvertent spread of computer viruses by obtaining system administrator's approval of all downloaded or disk software.
 - d. Students who gain access to teacher computer files, directory, programs, and Web site without permission from a teacher will be disciplined.
 - e. The school will assign specific staff with security, management, and account responsibilities associated with the school's Internet resources and network accounts.
 - f. Tampering with the school's computer security system, and/or applications, and/or documents, and/or equipment, will be considered vandalism, destruction, and defacement of school property. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user and/or student's parent or guardian.
1. Inappropriate Language
 - a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
 - b. Students and employees shall not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - c. Students and employees shall not post information that could cause damage or danger of disruption.
 - d. Students and employees shall not engage in personal attacks or harassment, including prejudicial or discriminatory attacks.
 - e. If students or staff are told by a person to stop sending them messages, they must stop.
 - f. Students and employees shall not knowingly or recklessly post false or defamatory information about a person or organization.
2. Respect for Privacy
 - a. Student and employees shall not repost a message that was sent to them privately without permission of the person who sent them the message.
 - b. Students and employees shall not post private information about another person on the Internet. This does not prohibit staff from discussing private student information with each other or with a student's parent or guardian via e-mail, or other online communication in conformance with the Data Practices Act, Student Privacy Act, and applicable school policies.
3. Respecting Resource Limits
 - a. Students and employees shall use the system only for educational and career development activities and curriculum activities.
 - b. Students and employees will have access to limited space on the school's computer server or cloud environment. Users are responsible for documents and files that are critical for their use.
 - c. Students and employees shall not post chain letters or engage in spamming. (Spamming is sending an annoying or unnecessary message to a large number of people.)
 - d. Students shall not deliberately or knowingly delete another student's or employee's files.

1. Plagiarism and Copyright Infringement
 - a. Students and employees shall not plagiarize works that are found on the Internet. Plagiarism is taking the ideas or writings of other and presenting them as if they were yours.
 - b. Students and employees shall respect the rights of copyright owners. Copyright infringement occurs when one inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, follow the expressed requirements. If unsure whether or not work can be used, request permission from the copyright owner.
1. Inappropriate Access to Material
 - a. Students and employees shall not use the River Valley Charter School computer network to access material that is profane or obscene (pornography), contains viruses, network hacking programs, or similar programs that advocate illegal acts, or that advocates violence or discrimination toward other people (hate literature).
 - b. If students mistakenly access inappropriate information, they should immediately tell their teacher, Technology Coordinator, or another school employee. This will protect them against claims that they have intentionally violated this policy.
 - c. Parent(s)/guardian(s) should instruct students if there is additional material that they think would be inappropriate for them to access. The school fully expects that students shall follow their parent's instructions in this matter.
 - d. Educators will monitor student use of the Internet in school and will take reasonable measures to prevent access by students to inappropriate materials on the Internet and World Wide Web and restrict access to materials harmful to students.
 - e. The school will monitor the online activities of employees and students, and operate technology protection (filtering/blocking devices or software) on all computers on the school's computer network as required by law. The filtering/blocking software will attempt to protect against access to visual depictions that are obscene, harmful to students, and child pornography, as required by law. Invasion or disabling of the filtering/blocking device install by the school, including attempts to evade or disable, is a violation of the Acceptable Use Policy.

F. Limitation of Liability

The school does not assume and, hereby, expressly disclaims liability for the misuse of its computers, equipment, e-mail, and Internet programs that violate this policy or any applicable law. The school makes no guarantee that the functions or the services provided by or through the school system shall be error-free or without defect. The school is not responsible for any damage suffered through the use of its computer system, including but not limited to, the loss of data, interruptions in service, the accuracy or quality of information obtained through or stored in the system, damages or injuries from improper communications, damages to property used to access school computers or online resources, or financial obligations resulting from the use of school district resources.

Food Allergy Protocols and Guidelines

Revised 2014

Food Allergies can be life-threatening. The risk of accidental exposure to foods can be reduced in a school setting if teachers, students and medical professionals work together to provide a safe educational environment for food-allergic students.

Family Responsibility

- Notify the school of child's allergies.
- Provide medical documentation, instructions, and medications as directed by physician using the Food Allergy Action Plan as a guide. Include a photo of the child on the written form. Authorize the child's information to be hung in the classroom and disseminated as required in the RVCS Food Allergy Policy (in the RVCS Family Handbook).
- Provide properly labeled medications and replace medications after use or upon expiration.
- Educate or refresh information with your child in the self-management of their food allergy including:
 - safe and unsafe foods
 - strategies for avoiding exposure to unsafe foods
 - symptoms and allergic reactions
 - how and when to tell an adult that they may be having an allergy-related problem
 - how to read food labels (age appropriate)
- Review policies/procedures with school staff, the child's physician, and the child (if age appropriate) after a reaction has occurred.
- Provide/update emergency contact information.

School's Responsibility

- Prior to the start of classes, and at least once during the school year, educate classroom teachers, specialists, aides, volunteers and substitutes about food allergies utilizing the River Valley Charter School Food Allergy Policy.
- Review health records submitted by parent and physicians.
- Include students with food allergies in school activities. Students shall not be excluded from any school activities based on their food allergies.
- Train all staff who interact with the student on a regular basis to understand the food allergy, recognize symptoms, know what to do in an emergency and work with the school community to eliminate the use of food allergens in the allergic student's meals, educational tools, arts and crafts projects, classroom related social or incentive programs.
- Practice the Food Allergy Action Plans before an allergic reaction occurs to validate the efficiency/effectiveness of the plans.
- Provide to all staff a "Safe Food List" (updated annually) of foods that are deemed safe for shared food events in the school (e.g. fruits and vegetables). Train all staff that no home-made or processed food products may be sent or brought into school for shared food events. Only foods on the Safe Food List or that are prepared in the school building under the supervision of a teacher and with the consent of the school nurse may be shared among students.
- Coordinate the following with the school nurse:
 - Ensure medications are appropriately stored
 - Ensure that emergency kit containing a physician's standing order for epinephrine is accessible

- Students may carry their own EpiPen after approval from the student’s physician, parent/caregiver, and school nurse
- Designate school personnel who are properly trained to administer medications in accordance with State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Be prepared to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications during the school day regardless of time or location.
- Review policies/prevention plan with teachers and staff, parent/guardian, school physician and the student (if age appropriate).
- Work with district transportation administrator to provide that the school bus program training includes symptom awareness and what to do if a reaction occurs. Enforce the no eating on the bus policy with exceptions made only to accommodate special needs in accordance with Federal Law.
- Educate all teachers and students that no food should be consumed outside of the general education classroom without the prior consent of the school nurse (e.g. specials, science room, learning centers).
- Field trips will be discussed with the student (if age appropriate) and their family to decide appropriate strategies for managing the food allergy. Students with life threatening food allergies will always travel with their parent/guardian or a trained RVCS staff member for all field trip transportation.
- Provide education for staff utilizing information in the RVCS Food Allergy Policy and training in the use of epinephrine.
- Provide training for all Aids, substitute teachers and PALs utilizing information in the RVCS Food Allergy Policy and training in the use of epinephrine.
- Distribute the Food Allergy Action Plan List to all teachers, administration, staff and specials (PE teacher, Art teacher, Music teacher) identifying each classroom and student.
- Send letters via the PlusPortals notifying parents of severe food allergies with their children’s classrooms along with food restrictions. Parents will sign acknowledgement of receipt electronically.
- Prior to the opening of school, inform the entire parent community of which classrooms have students with identified Life Threatening Food Allergies (peanut free and/or tree nut free).
- Schedule the School Nurse to attend back-to-school parent classroom evening meetings to discuss the food restrictions/ accommodations within the classroom.
- Schedule School Nurse meetings with students in the classroom where there are food allergy restrictions to share information on how to protect susceptible students from exposure to offending allergens.
- Take threats or harassment directed toward an allergic student seriously.
- Follow Federal and State Laws regarding sharing medical information about the student.

Teacher/Classroom Responsibility

- With the parent’s permission notify parents/caregivers of students in the class that there is a student with a life threatening allergy and what foods must not be brought to school.
- With the parent’s permission a Food Action Care Plan will be posted prominently in the classroom.
- There will be an EpiPen available in the student’s classroom at all times to be checked at the start of the school year to ensure expiration date has not been reached.
- Establish classroom expectations that students do not share snacks or lunches with each other.
- When moving classrooms, the student’s classroom teacher will inform the teacher receiving the student of the child’s food allergy.
- Establish a cleaning procedure to use cleaning products in the classroom before and after mealtime.

- Teach students proper hand washing technique before and after eating.
- Plan so that classroom project materials will not contain the allergen.
- Children will have age appropriate participation in their own food allergy management.
- Communicate with the School Nurse and parents of students with allergies prior to any shared food events in the classroom.
- Communicate with parents should any significant unsafe or allergy related event occur at school or on field trips.
- Escort students to the school nurse (if appropriate) when an allergic reaction occurs.

Student Responsibility

- Student should not share food with others.
- Student should not eat anything with unknown ingredients.
- Student should be proactive in the care and management of their food allergies and reactions based on their developmental level.
- Student should notify an adult immediately if they eat something they believe may contain a food to which they are allergic or if experiencing any signs or symptoms of an allergic reaction.

Field Trip Protocol/Guidelines

- Teachers will notify the school nurse of the date and specifics of the trip in timely manner.
- All issues relating to the field trip environment should be appropriate for the needs of students with food allergies. The location of the field trip should be assessed to be safe for the student with the allergy.
- A RVCS staff member trained in the administration of epinephrine must accompany students with food allergies during the entire field trip.
- Assign a registered nurse to accompany the student if medically necessary.
- Students with life threatening food allergies will travel with their parent/guardian or a trained RVCS staff member for all field trip transportation.
- Avoid eating food while transporting a student with a food allergy on field trips.

The student's food allergy care plan along with prescribed emergency medication will accompany the student when on a field trip or leaving the school grounds.

Emergency Response Summary

ALWAYS TAKE THE RED EMERGENCY BINDER LOCATED IN THE CLASSROOM

- **In case of a fire drill**
 - Close windows
 - Close, ***but do not lock***, classroom doors
 - Bring class roster and emergency contact forms for students
 - Shut off lights when exiting the room
 - Check to see that all hallway fire doors are closed
 - Walk quietly and quickly following the emergency exit route
 - Once outside in designated area, take attendance
 - Someone will come around to confirm all students are present
 - Wait for the announcement that it is safe to re-enter the school.

- **In case of classroom emergency**
 - Dial 8-911 from a school phone
 - Contact the School Nurse and the Front Office
 - Get help from a neighboring teacher.

- **In case of lockdown/ALICE Response**
 - Check hallway for students and bring them to a safe location
 - Lock the door
 - Direct students to an area that can't be seen from door or window
 - Lower blinds to cover all windows including the door
 - Turn off lights
 - Follow the ALICE protocol
 - Alert- let other know of the threat
 - Lockdown- if you can secure a safe space, barricade doors, prepare to Counter or Evacuate
 - Inform- communicate the intruder's location and direction through any means safely possible
 - Counter- create noise, movement, distraction (counter is NOT fighting)
 - Evacuate- when safe to do so, remove yourself and students from the danger zone.
 - Listen for instructions over the intercom system
 - Wait for the All Clear announcement.

- **In case of evacuation**
 - An announcement will be made
 - Go to the closest exit and follow instructions.

- **In case of a Nuclear Emergency**
 - Follow shelter-in-place procedures

- Students and staff will be bussed directly to a Reception Center at Masconomet Regional School in Boxford, MA.



Substitute Handbook Acknowledgement Form

Substitute Name: _____

I have reviewed a copy of the RVCS Substitute Handbook and by signing this form acknowledge that I have read and reviewed the handbook and all policies referenced herein.

Date: _____

Signature: _____

(To be filed in the employee personnel file.)

2 Perry Way, Newburyport, MA 01950
Phone 978-465-0065 Fax 978-465-0119
rvcs@rivervalleycharter.org

