

# Cranston Public Schools

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*Building Cranston's Future One Child at a Time*

## **Student & Family Handbook**

### **Cranston School Committee**

Stephanie Giangrande Culhane, Vice Chair  
Vincent Turchetta

Janice Ruggieri, Chairperson  
Dominic Fusco  
Daniel Wall

Jeffrey Gale  
Michael Traficante

### **Administration**

Jeannine Nota-Masse  
Superintendent of Schools

Norma Cole  
Assistant Superintendent

Raymond Votto, Jr.  
Chief Operating Officer

Joseph Balducci  
Chief Financial Officer

Joseph Rotz  
Executive Director of Educational Programs & Services

Michele Simpson  
Executive Director of Pupil Personnel Services

James Dillon  
Executive Director of Student Information Systems

### **Equal Opportunity Employer**

Cranston Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Title II & Title IX Coordinator of Employment  
Raymond Votto Jr.  
Chief Operating Officer

504 Coordinator  
Joseph Rotz  
Executive Director of Educational Programs & Services

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Dear Students, Parents, Guardian(s):

The Cranston Public Schools recognize that it is imperative to maintain a relationship between school and home that is based on trust, transparency, open communication and mutual understanding. The purpose of this Student & Family Handbook is to affirm this relationship and raise awareness amongst students and families in regard to pertinent policies of the Cranston School Committee as well as applicable state and federal laws. The Cranston Public Schools place the highest value upon the partnerships forged with our families and community in order to provide our students with a world-class education that enables and empowers them to achieve their goals, in a safe and orderly environment.

### **The Mission of Cranston Public Schools:**

In partnership with families and community, Cranston Public Schools will empower all students to achieve academic and personal excellence, exhibit persistent effort and live as resourceful, inquiring and contributing global citizens.

### **The Vision of Cranston Public Schools:**

Our vision is to be a top-ranked learning community that graduates productive, caring citizens who are prepared to succeed in a global society.

## **Student Attendance Policy**

5113

Attendance is mandated by Rhode Island General Laws 16-19-1. Regular attendance is absolutely necessary for academic success, as it develops a sense of responsibility, which is indispensable for survival in the workplace.

### **Student Absences beyond Ten (10) Days**

When a student has been absent for ten (10) consecutive school days, and the absence has not been reported, and the school has demonstrated a good faith effort to contact the student and his or her parents/guardians, the student may be dropped from the attendance roles.

### **Absences and Tardiness**

1. Excused absences are for: illness or appointment confirmed by a doctor's/dentist's note within two (2) days of return to school; family bereavement; legal/court obligations confirmed by a note from the court; college or military appointments confirmed by documentation from agency.
2. Students are expected to be present in all classes on time. The classroom teacher will discipline students who are chronically late to classes. Students who are chronically late to class more than 4 times per quarter or 5 times per trimester will be referred to the student's building administrator.
3. Students who are late to school must sign in at the tardy desk.
4. All latenesses beyond four (4) per quarter (5) per trimester will result in disciplinary consequences unless excused with verifiable documentation (e.g. doctor's/dentist's note, legal obligation, family bereavement). All absence/tardy notes must be submitted no later than the day following the student's return to school or the day following the tardy. Parents/guardians shall be notified of excessive lateness after the fourth tardy per quarter or the fifth tardy per trimester.
5. On the fourth or fifth lateness respectively, a conference with the building administrator will occur. Parents will be notified of the excessive tardies. Detention will be assigned for all days tardy beyond four per quarter or five per trimester; more than eight latenesses will result in social probation and/or additional disciplinary consequences.
6. Social probation will be imposed after the eighth (8) tardy in a marking period. Social probation means the student will not be able to participate in any extracurricular activities or school-sponsored events after school hours, after school, or on weekends. Such events shall include, but not be limited to, dances, proms or athletics, either as a participant or observer, for the remainder of the term.
7. Teachers are not obligated to provide make-up assignments for the following: students who

have “cut” class; student who miss a class by arriving late to school without a verifiable excuse (see criteria above).

8. Family vacations during school time are not considered excused absences; however, students will be provided with the opportunity to make up work upon their return to school. Students will have the equivalent of time out of school to make up work (i.e. three days out = three days to make up the work). School will not provide school work before the vacation.

9. Parents wishing to appeal an attendance-related decision made by the classroom teacher should follow the CPS appeal process. Refer to policy 5145. (i.e. written appeal in the following order: student’s assistant principal, principal, superintendent [or designee], Cranston School Committee).

**District-wide Grading Policy**

**5124(a)**

Reporting to Parents/Guardians and Students:

**Procedure:**

1. Teachers will be expected to maintain accurate records of student progress and class attendance. These records will be used to determine quarterly grades.
2. Teachers will be expected to use a variety of means to determine and report student progress. Never should the quarterly grade be determined on the basis of just one test or project.
3. Behavior/citizenship will not be considered a factor in the determination of the academic grade. There is a separate code for noting student decorum.
4. The following grade reporting system will be used by all secondary teachers for the calculation of all marking periods and cumulative grades:

97-100	A+	Superior
93-96	A	Excellent
90-92	A-	Outstanding
87-89	B+	Very good
83-86	B	Good
80-82	B-	Above average
77-79	C+	High average
73-76	C	Average
70-72	C-	Low average
65-69	D	Poor
50-64	F	Failure (Eligible for summer school)
00-49	F-	Low Failure (Ineligible for summer school)

Note: Classes with a final grade of F- are ineligible for summer school except with granted appeal by the principal

5. The calculation and reporting of each marking period grade will be independent of the grade earned during the preceding marking period(s).

6. Homework will count for no more than 10% of quarter average. The cumulative grade considers each marking period grade as a separate and equal grade, and it will be reported as an average of the equivalent numerical grades.

7. Progress reports will be issued at the approximate midpoint of each marking period to all students with an apparent cumulative or marking period grade average in the failing range. The purpose of the progress report is to provide a warning and to seek grade improvement. Any teacher issuing a failing grade without first having issued a progress warning – for reasons beyond the teacher's control, will do so only with the permission of the principal.

8. Student grades will be treated as a confidential communication between the school and the student/home. Grades of individuals will not be publicly posted or announced. Nothing in this procedure will exclude a student's right of appeal.

**5124(b)**

### **Report Card Comments**

In addition to class grades, the report card includes a score for "effort" and "citizenship" (1-Excellent, 2-Satisfactory, or 3-Unsatisfactory) as well as an area for each teacher to provide up to three comments. These comments are chosen from a list that is approved by the School Committee, which includes both positive feedback and areas of concern. These comments are also used for progress reporting at the midpoint of each quarter.

### **Progress Reports**

Progress reports are an important form of communication between the classroom teacher and the parent. Progress reports do represent an opportunity for the teacher to communicate positive messages to parents. Progress reports also represent an attempt to notify the parent and student of serious academic concerns and, more importantly, to elicit parental involvement so that remediation of the problem(s) can take place prior to the end of the quarter in accordance with the following procedure:

Progress reports are to be sent to parents when the need becomes obvious, or at the middle of the first, second, third and fourth marking periods under the following conditions:

1. Whenever a student is failing or is in danger of failing on a quarterly and/or cumulative basis.
2. Whenever a student's quarterly grade has dropped two or more letter grades (second, third, fourth marking periods).

3. Whenever a teacher determines that a progress report would be helpful.
4. Whenever a student is in danger of failing, after the progress report and before the end of the quarter, the parent will be notified in writing.

**5124(c)**

**Grade Point Average Calculations**

In keeping with guidelines of the National Association of Secondary School Principals, the following table will be used to assign quality points based on final grades in all courses. These quality points will be used to calculate a grade point average. This system utilizes a two level (Honors, College Prep-General) system to encourage and reward students to participate in as vigorous an academic program as is reasonable. The grade point average is used to determine eligibility for the high school honor roll, membership in the several honor societies, and the student's rank in class.

MARK	HONORS	COLLEGE PREP	GENERAL
A+	5.3	4.3	4.3
A	5.0	4.0	4.0
A-	4.7	3.7	3.7
B+	4.3	3.3	3.3
B	4.0	3.0	3.0
B-	3.7	2.7	2.7
C+	3.3	2.3	2.3
C	3.0	2.0	2.0
C-	2.7	1.7	1.7
D	1.0	1.0	1.0
F	0	0	0
F-	0	0	0
M	not included in calculations		
N	not included in calculations		
S	not included in calculations		
W	not included in calculations		
U	not included in calculations		

1. Honors\* courses will be weighted the equivalent of one letter grade if the grade is a C- or better.
2. Career Grade Point Average will be calculated using the Final Grade in completed courses and Quarter Grades (prorated) in courses that are in progress.
3. Career Grade Point Average will be calculated at the conclusion of each quarter, with a final GPA being calculated upon graduation or withdrawal.

4. Only approved courses will count toward the GPA:
  - a) Courses listed in the CPS Program of Study.
  - b) Courses transferred from an accredited high school that correlate to those in the CPS Program of Study.
  
5. Courses taken outside of Cranston Public Schools for credit, while a full time Cranston student, must be approved by the Principal (or his/her designee) and WILL NOT be counted toward the Career GPA.
  
6. Courses completed in Summer School or with Approved Tutoring ARE NOT counted toward the Career GPA.
  
7. Career Class Rank is determined by the Career GPA each quarter. Only students who are fully matriculated with at least five (5) credits will be ranked.
  - a) Students in the Alternate Learning Program will not be ranked.
  - b) Students not pursuing a RIDE approved diploma will not be ranked.
  - c) Students with a waiver of regular attendance will not be ranked.
  
8. The Quarter GPA will be calculated using the Quarter Grade and will be used to determine Honor Roll Status
  - a) Highest Honors: No Quarter Grade lower than an A-
  - b) High Honors: GPA of 4.0 or above with no Quarter Grade lower than C-.
  - c) Honors: GPA of 3.0 or above with no Quarter Grade lower than a C-.

\*Honors courses include those marked "Honors (H)", "Early Enrollment (EE)", and/or "Advanced Placement (AP)".

**Policy Amended: 7/20/09 (Res. No. 09-7-19)      CRANSTON PUBLIC SCHOOLS**  
**Policy Amended: 7/14/10 (Res. No. 10-6-16)      CRANSTON, RHODE ISLAND**

**6154**

**Homework Policy**

**PURPOSE**

The purpose of homework is the independent practice of skills and concepts that promote grade level /span expectations and curriculum that have been modeled and taught in the classroom. Homework serves to develop individual study skills and responsibility while reinforcing skills and concepts. The purpose of homework may include practice, preparation and/or the extension of instructional objectives aligned to the curriculum.

**AMOUNT AND FREQUENCY**

**Elementary Schools- Grades K-5**

Therefore, it is the policy of the School Committee that every student will be assigned homework on a regular basis by every teacher wherein such is appropriate. The following time



chart suggests a **minimum** average assignment time that Cranston Public school elementary students shall spend on homework, daily, Monday-Thursday, with the exception of long-term projects, which may cover a number of weeks. *Homework shall not be assigned over religious, secular, federal or state holidays. Homework shall not be assigned during scheduled holidays. Long term projects will not be due the day following an extended vacation.*

The following time chart suggests a **minimum** average assignment time that Cranston public school secondary students shall spend on daily homework Monday-Friday, with the exception of long-term projects, which may cover a number of weeks.

ELEMENTARY GRADES (K-5)	Suggested Minimum Average TOTAL time
Kindergarten	Subject to teacher discretion but not exceeding 10 minutes
Grade 1	10 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

Secondary Schools	Suggested Average Total Time
Grades 6, 7 and 8	70-80 minutes*
Grades 9 – 12	90 + minutes*

\*Occasionally extenuating circumstances at the Secondary level, for example in Honors and Advanced Placement courses, may present the need for students to work additional minutes in order to complete assignments. Teachers need to be cognitive of student workloads and therefore give flexible due dates so that students may plan for the appropriate submission of homework. A student and/or parent should first address concerns about the workload to the classroom teacher. If the issue remains unresolved, the department chair or chairs should be consulted. They will make further recommendations.

## Responsibilities

**Students** are responsible for recording homework in an appropriate organizer such as

homework folder, planner, etc., student must take home all necessary materials. All homework must be completed and returned to the teacher on the appropriate due date. Homework should be completed according to the directions and expectations of the teacher. If a student is confused by an assignment, the student should come to school with specific questions that demonstrate that he/she has put forth sufficient effort.

**Teachers** are responsible for communicating and following the homework policy by assigning relevant, valid assignments aligned to the instructional objectives. Directions and expectations are to be stated clearly. Appropriate feedback to students and parents should be given in a reasonable amount of time.

**Administrators** are responsible for communicating the homework policy to the community and monitoring it in the school.

**Parent/Guardians** are responsible for providing an appropriate setting or environment to help promote learning through the independent practice of homework. It is the responsibility of the parent/guardian to monitor the student's academic performance and completion of homework assignments. This may include signing any papers that require a signature.

### **Ineligibility Status**

Students who do not meet satisfactory behavior guidelines and academic criteria are placed on ineligibility/unsatisfactory conduct lists.

### **Citizenship Ineligibility**

Any student receiving three "3s" or more unsatisfactory citizenship grades is ineligible for participation in extracurricular activities, interscholastic sports, and elected school office.

A student will receive a "3" in citizenship if s/he has: (1) cut class more than once or (2) repeatedly interfered with the learning process of others.

Teachers will document and maintain a record of unsatisfactory citizenship behavior.

Teachers will attempt to modify behavior prior to issuing an unsatisfactory citizenship grade. Teachers will notify the parent(s)/guardians in writing of the student's poor behavior. The teacher will also notify the Department Chairperson/Team Designee and/or appropriate administrator of the student's poor behavior.

A student will be restricted from participating in extracurricular activities such as interscholastic and intramural sports, social events, and student leadership positions if s/he incurs three or more "3s" in conduct/citizenship during a portion of a grading period. Social probation may be imposed at the discretion of the administration, due to chronic attendance or behavioral infractions.

Any student who becomes ineligible will remain so until the next quarter grades are reviewed by an administrator. If, at that time, the student has fewer than three “3s,” eligibility will be restored. Eligibility may be restored by an administrator prior to the issuance of the next report card provided the student asks for a review of his/her status.

### **Procedure for Review of Citizenship Ineligibility**

1. A student/student’s parents may ask in writing for a review of ineligibility through the appropriate administrative office after the release of progress reports.
2. Notice will be made to the student’s teachers. Teachers will indicate if the student’s behavior remains unacceptable. If three teachers indicate that an ineligible student’s behavior is unsatisfactory, that student will retain his/her ineligible status until fewer than 3 teachers indicate unsatisfactory conduct on either progress reports or report cards.

Note: If a student does not ask for a review of his/her status, ineligibility is retained until fewer than three teachers indicate unsatisfactory on the report card.

### **Academic Ineligibility**

Academic ineligibility students in grades 9-12 will reflect the standard established by Article 3 of the rules of the Rhode Island Interscholastic League (RIIL) promulgated by the Principals’ Committee on Athletics (PCOA).

Academic eligibility for middle school students will follow guidelines set in Article II of rules of the Rhode Island Principals’ Committee on Athletics (RIPCOA) Grades 6-8.

These rules and regulations can be found at their respective website. The ineligible status will remain in effect until grades for the next quarter are posted and reviewed.

Notwithstanding the above RIPCOA guidelines, any student who is failing two or more subjects at the middle school level will be ineligible to participate in any extracurricular activities, both social and athletic. Eligibility may be restored upon review if a student has fewer than two failures.

### **Procedure for Review of Middle School Academic Ineligibility**

1. A student/student’s parents may ask in writing for a review of ineligibility through the appropriate administrative office when progress reports are issued.
2. Notice will be made to the student’s teachers. Teachers will indicate if the student is passing. If any 2 teachers indicate that an ineligible student is not passing, that student will retain his/her ineligible status until less than 2 teachers indicate failing grades.

## **District-wide Disciplinary Policy**

The Cranston Public Schools operates in an orderly manner by setting reasonable rules for student behavior. Violation or disregard for the rules constitutes a disciplinary matter, which teachers and other supervisory personnel will handle first at the level where such infractions occur. In each school, a designated administrator will resolve persistent or serious infractions.

In the event a policy should be revised or a new policy adopted after the start of the school year, the policy will immediately be in effect upon passage by the Cranston School Committee and supersede the previous policy.

Disciplinary cases will be resolved with two primary goals in mind:

- A. Rehabilitation through appropriate counseling and/or supporting services.
- B. Restitution and/or consequence for the wrongful act committed.

Student refusal to comply with district behavioral expectations may be cause for suspending the student up to ten school days. Because every act of misbehavior cannot be anticipated through school rules, the administrators will be required to make judgments regarding acts of misconduct, which are not covered in this handbook. It is the right and the responsibility of the administrator to exercise immediate judgment in any matter in which students or staff are placed in situations which pose danger to their life or limb or which create a major disruption to the learning process. The administrators have the right to alter any and all of the rules and regulations listed in this handbook when, in their professional judgment, the situation may require such an alteration.

Parents will be notified of any disciplinary proceedings by telephone, email or by mail; copies of all letters will become part of the student's disciplinary file. Administrators and other school staff reserve the right to contact parents of students 18 years or older, with the student's permission.

The following is a list of offenses that are subject to disciplinary action up to and including detention, suspension of up to ten(10) days and/or exclusion from school:

**Alcohol Possession**- Possession, use or sale of intoxicating alcoholic beverages. Includes being under the influence of alcohol on school grounds or at school events.

**Arson**- To unlawfully and intentionally damage, or attempt to damage any real or personal property by fire or incendiary device.

**Assault/Battery of Student**- An actual intentional touching or striking of another student against his or her will. When one student physically attacks or "beats up on" another student. Intentionally causing bodily harm to another student. Includes an attack with a weapon or threat with a weapon. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.

**Assault/Battery of Teacher**- An actual intentional touching or striking of a teacher or staff member against his or her will. When a student physically attacks or “beats up on” a teacher or staff member. Intentionally causing bodily harm to a teacher or staff member. Includes an attack with a weapon or threat with a weapon. This category should be used only when the attack is very serious, to warrant calling the school administration, the police, or bringing in security.

**Attendance-Cut/Skipped Class**- Absence from class. Per state law, this infraction may not result in an out-of-school suspension.

**Attendance-Cut/Skipped Detention**- Absence from detention. Per state law, this infraction may not result in an out-of-school suspension.

**Attendance-Left School Grounds**- Leaving school grounds without permission. Per state law, this infraction may not result in an out-of-school suspension.

**Attendance-Tardy/Late**-Repeated tardiness/late arrival at school or class. Per state law, this infraction may not result in an out-of-school suspension.

**Bomb Threat**- Any threat (verbal, written, or electronic) by a person to bomb or use other substances or devices for the purpose of exploding, burning, or causing damage to a school building or school property, or to harm students or staff.

**Cheating/Plagiarism**- Any act of academic dishonesty or breaking the rules to gain academic advantage, including cheating on tests or other assignments and appropriating another’s work as one’s own without the required citation or attribution.

**Communication/Electronic Devices**- Having on one’s person or unauthorized use of a paging device, cellular telephone, or other electronic communication device that violates the Code of Conduct.

**Controlled Substances-Possession or Under Influence**- The unlawful use, purchase, possession, or transportation of any controlled drug or narcotic substance, or equipment and device used for preparing or taking drugs or narcotics. Category includes over-the-counter and prescription medications if abused by the student. Includes being under the influence of drugs on school transportation, at school-sponsored events or at school.

**Disorderly Conduct**- Any act which substantially disrupts the orderly conduct of a school function, behavior which substantially disrupts the orderly learning environment or poses a threat to the health, safety, and/or welfare of students, staff, or others. This includes incidents which occur on the school bus or at school-sponsored events, as well as incidents which take place on school grounds. If the action results in a more serious incident, report in the more serious incident category.

**Fighting/Physical Altercation**- Participation in a fight involving physical violence. Includes minor physical altercations and tussles, but does not include verbal confrontations. Very serious incidents should be coded as Assault/Battery.

**Fire Regulations Violation**- Causing a false fire alarm or otherwise causing others to believe that there is a fire without reasonable belief that there actually is a fire or emergency; possession of matches or lighters.

**Forgery**- Forging or tampering with school-related documents.

**Gambling**- To unlawfully bet or wager money or something else of value; assist, promote or operate a game of chance; tamper with the outcome of a sporting event or contest to gain a gambling advantage.

**Harassment-Stalking**- Threatening by following or watching the victim or placing her/him in fear of receiving bodily harm, sexual assault, confinement, or restraint. Includes stalking carried

out through the use of technology or any electronic device.

**Harassment-Sexual**- unwanted sexual advances, requests for sexual favors or other verbal or physical conduct or communication of a sexual nature which is offensive and objectionable to the recipient, causing discomfort or humiliation. Includes sexual harassment carried out through the use of technology or any electronic device.

**Harassment-Prejudice/Hate Crimes**- An action motivated by hostility or hatred due to some characteristics or perceived characteristics of the victim. Any act, or attempted act, to cause physical injury, emotional suffering or property damage through intimidation, harassment, racial/ethnic slurs and bigoted epithets, vandalism, force, motivated all or in part by hostility to the victim's real or perceived membership in a class (including, but not limited to, race, religion, color, sexual orientation, ethnicity, ancestry, national origin, political beliefs, marital status, age, social and family background, linguistic preference, or disability). Includes prejudice-related harassment or hate crimes carried out through the use of technology or any electronic device.

**Hazing**- Method of initiation into any team, organization, group, club, etc., which causes or is likely to cause bodily danger, harm, personal degradation, disgrace, humiliation, or mental harm.

**Insubordination/Disrespect**- Refusing a directive of a teacher, administrator or other staff member.

**Larceny/Theft**- The unlawful taking, carrying, leading or riding away of property of another person without threat, violence or bodily harm.

**Obscene/Abusive Language toward Student**- To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, verbally or in writing, to a student, repeatedly or excessively.

**Obscene/Abusive Language toward Teacher**- To direct obscene, offensive, indecent, disgusting, abusive, harsh, injurious or insulting language or gestures, or in writing, to a teacher or other staff member.

**Sexual Assault/Battery**- A sexual act committed on another person without their consent or ability to consent. Causing another person to engage in an unwanted sexual act by use of force or threat of force. Includes rape (oral, anal, or vaginal), fondling, forced kissing, and child molestation.

**Sexual Misconduct**- Any act of a sexual nature which substantially disrupts the orderly conduct of a school function. Includes sexual activity, indecent exposure, and displaying pornographic imagery. Serious, non-consensual offenses should be coded as Sexual Assault/Battery.

**Technology**-Unauthorized Use of Computers/Other Tech- Unauthorized or inappropriate use of technology; willfully causing or attempting to cause damage to technology or data. This includes any violation of local technology policies but does not include cyber bullying.

**Threat/Intimidation**- To unlawfully place another person in fear of bodily harm through verbal threats without displaying a weapon or subjecting the person to actual physical attack. This also includes bullying. Bullying means the use of a written, verbal or electronic expression or a physical act or gesture or any combination thereof directed at a student that:

- a. Causes physical or emotional harm to the student or damage to the student's property;
- b. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
- c. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;

- d. Infringes on the rights of the student to participate in school activities; or
- e. Materially and substantially disrupts the education process or the orderly operation of a school.

Includes cyber bullying, i.e. or bullying through the use of technology or any electronic device. Threat or intimidation involving weapons or actual physical attack should be categorized as Assault/Battery.

**Tobacco**- Where applicable, the possession, use, distribution or sale of tobacco products on school grounds, school-sponsored events and on transportation to and from school or other school transportation.

**Trespassing/Restricted Area**- To enter or remain on a public school campus or restricted area without authorization or invitation and with no lawful purpose for entry. May include breaking in with the intent to commit a crime.

**Vandalism**- The willful and/or malicious destruction, damage or defacement of public or private property, real or personal, without the consent of the owner of the person having custody or control of it. This category includes graffiti.

**5145**

## **STUDENT RIGHTS AND RESPONSIBILITIES INTERROGATIONS AND SEARCHES**

### **Definitions**

For purposes of this regulation, the following definitions will be applicable:

1. Contraband will mean all substances or materials, the presence of which is prohibited by district policy, state and/or local law, including but not limited to controlled substances, drugs, alcohol or alcoholic beverages, glue, volatile chemicals, aerosol paint, guns, knives, weapons and incendiary devices.
2. Random searches will refer to searches that are conducted without reference to specific dates, locations or times.
3. School property refers to all property owned, leased or operated by the Cranston Public School District.
4. Reasonable Cause will mean a determination made by a district employee that reasonable grounds exist for believing a search will turn up evidence that a student has violated, or is violating the law, or the rules of the school district.

### **Interrogations by School Officials**

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.

### **Lockers and Vehicles**

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep or maintain any

article or material that is forbidden by Cranston Public Schools policy in lockers or in vehicles parked on school property.

### **Reasonable Cause**

School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by Cranston Public Schools policy. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, he/she will be subject to discipline. Cranston Public Schools shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, Cranston Public Schools may turn the matter over to local law enforcement officials.

### **Use of Trained Dogs**

Cranston Public Schools shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances and alcohol.

Such visits to schools shall be unannounced. The dogs may be used to sniff vacant classrooms, vacant common areas, student lockers, and vehicles parked on school property. The dogs shall not be used in direct physical contact with students. If a dog alerts to a locker, a vehicle or an item in a classroom, it may be searched by school officials. Searching of vehicles shall be conducted as described above.

1. Random searches will be directed toward locating items prohibited by law or the Student Code of Conduct in public or common areas on school property. The boundaries of such searched will include but are not limited to the following areas:
2. All school property will be subject to random searches at any time. There is no expectation of privacy regarding items placed in school lockers or desks.
3. All automobiles parked on school property will be subject to random searches.
4. All personal effects will be subject to random searches.
  - a. Random search procedures will be as follows:
5. The Cranston Police Department will be authorized to utilize trained canines to aid in the search for contraband in or on school-owned property and automobiles parked on school property.
6. An authorized trainer will be responsible for training and documenting the dog's actions and must accompany the canine used in any random search.
7. An indication (trained alert) by the dog to the handler that contraband is present on school property or in or on an automobile being searched will be considered probable cause to extend the focus of the search as needed.
8. While a random search is being performed, all students and personnel must remain in their classrooms, work locations, or other areas of school property designated by the school administration in coordination with the Police Department.
9. The superintendent or designee, school principal, or designee may request a search of the school as needed. Searches requiring a canine will be scheduled in advance with the Cranston Police Department.



10. Unannounced searches may be conducted by the Cranston Police Department or upon request by the superintendent or designee, as deemed necessary.

### **Notice- Random Searches**

Cranston Public Schools shall inform parents and students of the district's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct and may be referred to the local law enforcement agency.
5. Random searches may be conducted as stated above.

### **Parent Notification**

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

**Policy Adopted: 1/20/15 (Res. No. 15-1-18)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**5145(a)**

### **Due Process**

Due process procedures are incorporated into the Disciplinary Procedures for Cranston Public School students (this document). All students are given a copy of the procedures at the beginning of each school year or when they enroll in the district. Consistent with Rhode Island General Law, "each student and his or her parent (guardian) shall sign a statement verifying that they have been given a copy of the student disciplinary code of their respective school district." If a student is over the age of 18, the student must authorize the release of records or educational information. If the student and/or parent(s)/guardian(s) are not in agreement with the disciplinary decision made at the school level, the following steps may be taken:

### **Level I Dismissal of a Student from Class/Assignment of Detention**

1. The student and/or parent(s)/guardian(s) shall be informed of the reasons for removal and assignment of detention by the principal and/or assistant principal.
2. The student and/or the parent(s)/guardian(s) shall be given an opportunity to appeal the

action to the principal of the school and present his/her point of view regarding the decision.

3. The principal will render a decision and inform the student and/or parents verbally.

### **Level 2 Suspensions of Ten (10) Days or Less**

1. The student and/or parent(s)/guardian(s) shall be given oral or written notice of the charges against him/her and the proposed disciplinary consequence.
2. If the student denies the charges, the student shall be given an explanation of the evidence the authorities possess.
3. The student and/or parent(s)/guardian(s) shall be given an opportunity to present his/her version of the incident to the principal of the school or his/her designee.
4. The notice and hearing generally should precede the student's removal from school since the hearing may almost immediately follow the incident, but if prior notice and hearings are not feasible, as where the student's presence endangers persons or property or threatens destruction of the academic process, thus justifying immediate removal from school, the necessary notice or hearing shall follow as soon as practicable.
5. The student and/or parent(s)/guardian(s) shall have the right to appeal the decision of the school principal within ten (10) days of receipt of notice of the decision of the principal. This notice of appeal must be sent in writing by the student and/or parent(s)/guardian(s) to the office of the Superintendent; the principal rendering the decision must be notified of the appeal. If an interpreter is required by the student and/or parent(s)/guardian(s), that must also be included in the written appeal.
6. The student will once again be given the opportunity to present his/her version of the incident, and the principal or his/her designee shall present the administration's version of the incident. Both parties can present any evidence they may have at the hearing before the superintendent or his/her designee.
7. The superintendent or his/her designee will render a decision within a reasonable time after the hearing, and the decision will be forwarded to the student and/or parent(s)/guardian(s) in writing in their dominant language.
8. In the event a student has not attained the age of majority (eighteen years), notice containing the reason for the suspension and the duration thereof, the decision of the principal and the decision of the Superintendent shall be given to the parent(s) or guardian(s). Such notice shall be given in the parents' spoken language, unless it is clearly not feasible to do so.

### **Level 3 for Suspensions of Ten (10) Days or More and Exclusions**

1. All suspensions of more than ten (10) days shall occur only after formal action by the school committee.
2. The student and/or parent(s)/guardian(s) shall be given oral or written notice of the charges against him/her and the proposed disciplinary consequence.
3. If the student denies the charges, the student shall be given an explanation of the evidence the authorities possess.

4. After being given the due process set forth above for suspensions of ten days or less, including hearings before the superintendent, prior to suspension for more than ten days or exclusion, except for such time as not feasible, as where the student's presence endangers persons or property or threatens disruption of the academic process, thus justifying immediate removal from school, the necessary notice or hearing before the school committee shall follow as soon as practicable, and the student and/or parent(s)/guardian(s) shall be afforded;
  - a. A clear, written statement of the reason for suspension or exclusion.
  - b. Notice of the right to a prompt public or private hearing, at the student's and/or parent(s)/guardian(s) election, before the school committee, and the right of the student to be represented by counsel at such hearing; and
  - c. If a hearing is requested, the student and/or parent(s)/guardian(s) shall be given a prompt notice setting the time and place of such hearing, said time and place to be reasonably set so as to allow sufficient time for preparation without undue delay.
5. In the event a student has not attained the age of majority (eighteen years), the parent(s) or guardian(s) shall be afforded the procedures stated in section a, b and c, above. Such notice shall be written in the parent(s) or guardian(s) spoken language, unless it is clearly not feasible to do so.
6. The student shall be afforded the hearing at which the student shall have the right to:
  - a. Representation and participation by counsel;
  - b. The right to cross-examine witnesses and to present witnesses in his/her behalf.
7. There shall be a complete and accurate (stenographic or electronic) record of the hearing including all exhibits. The record shall be preserved for transmission to the Commissioner of Education as soon as possible in the event of an appeal.
8. The student shall be furnished a copy of the record without cost.
9. A written decision shall be rendered, within a reasonable time, based exclusively on the record detailing the reasons and factual basis therefor.
10. The student shall promptly be provided with a copy of said decision
11. A copy of the decision, together with the record, shall be promptly forwarded to the Commissioner of Education if there is an appeal.

**Policy Amended: 7/13/15**

**Cranston Public Schools  
Cranston, Rhode Island**

**School Bus Conduct**

**Any inappropriate or unsafe behavior or actions from students while riding the bus will result in disciplinary consequences, up to and including removing the student from the bus and discontinuing transportation services. Please refer to the Rules for Students Riding School Buses.**

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly.
2. Pupils shall ride their regularly assigned bus at all times, unless school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue bus passes for non-regular riders if it will cause standees on the bus.
3. Unless by written permission of school authorities, no pupil shall be permitted to leave the bus except at his or her regular stop.
4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the school principal and/or driver.
5. Outside of ordinary conversation, classroom conduct must be observed.
6. Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To help keep the bus clean, eating is not allowed.
7. No pupil will smoke or light matches/lighters on a school bus.
8. No pupil shall at any time extend his/her head, hands or arms out of the windows, whether the school bus is in motion or standing still.
9. No pupil shall open a window on a school bus without first getting permission from the school bus driver.
10. Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, any type of weapon, straps or pins extending from their clothing.
11. Each pupil must see that his books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any other items.
12. No pupil will be allowed to talk to the driver more than is necessary.
13. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or

right of the driver.

14. Pupils are to remain seated while the bus is in motion, and they are not to get on or off the bus until it has come to a full stop.

15. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the road until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.

16. Pupils must cross the road at least ten (10) feet in front of the bus and never cross behind it.

17. Pupils must not stand or play in the roadway while waiting for the bus. Pupils should leave home early enough to arrive at the bus stop before the bus is due. When the bus approaches the stop, the student shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.

18. Pupils at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.

19. Pupils who have to walk some distance along the road to the bus-loading zone, where practicable, must walk on the left hand side facing the oncoming traffic. This will also apply to pupils leaving the bus loading zone in the afternoon.

20. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.

21. In the event of an actual emergency, emergency exits procedures, as established by the emergency exit drills, will be followed.

22. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.

23. Transportation for Cranston Public Schools students is offered to those students that meet the distance criteria. Students, who violate School Bus Conduct rules, may have their transportation rights revoked or suspended.

**Policy Amended: 5/18/15 (Res. No: 15-05-35) CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**6161.2**

### **Technology Acceptable Use Policy**

*This policy's intent is to ensure appropriate educational access to computers, the CPS Network of computers, and the Internet.*

Students found in violation of the Technology Acceptable Use Policy will be referred to the building principal or appropriate administrator and the parent or guardian will be notified. The building administrators will have the right and responsibility to exercise judgment in all technology use violations, including those that may not have been specifically outlined in the acceptable use policy. Consequences may include suspension of computer privileges, notification of police, and suspension from school and/or recommendation for exclusion from school for up to one calendar year.

## **Educational Purpose**

1. The Cranston Public Schools Network (CPSED.net) has been established for an educational purpose to support and enhance the curriculum. For the purpose of this policy, the term CPSED.net shall include Cranston Public Schools computers, local area networks (LANs), wide area networks (WANs), wireless networks (Wi-Fi), and access to the Internet through CPSED.net or other Internet Service Providers.
2. The CPSED.net has not been established as a public access service or a public forum. Cranston Public Schools has the right to place restrictions on the material accessed or posted through the system. Users, including faculty, staff, students, and others granted access shall agree to follow the rules set forth in the *Cranston Public Schools Disciplinary Procedure Handbook*.
3. The CPSED.net shall not be used for private commercial purposes. This means offering, providing or purchasing products or services for non-school related usage.
4. Political lobbying is not allowed through the CPSED.net.

## **Student Internet Access**

1. Students will have access to the CPSED.net information resources through their classrooms, library, or school computer labs.
2. Student users **and** their parent(s)/guardian(s) must sign the “Technology Acceptable Use Policy Agreement” portion of this handbook. **Signatures are required in order for student to be granted access to the Internet.** The parent(s)/guardian(s) can withdraw approval at any time.

## **Unacceptable Uses**

### **1. Breach of Personal Safety**

- a. Student users will not post personal contact information about themselves, their parent(s)/guardian(s) or other people. Personal contact information includes (but is not

restricted to) home address, telephone, school address, work address or parent information, etc.

- b. Student users will not meet in person with anyone met online.
- c. Student users will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes them feel uncomfortable.

## 2. Illegal Activities

- a. Users will not attempt to gain unauthorized access to the CPS network or to any other computer system through the CPSed.net or go beyond authorized access levels. 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. Users will not make deliberate attempts to disrupt the CPSed.net or any other computer system or destroy data by spreading computer viruses or by any other means. **These actions are illegal**.
- c. Users will not use the CPSed.net to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal activity, threatening the safety of a person and/or invading the privacy of individuals.

## 3. System Security

- a. Under no conditions should a password be provided to another person. Users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their accounts to protect their own liability.
- b. Users will immediately notify a teacher or a system administrator if a possible security problem has been identified.
- c. Users will avoid the spread of computer viruses by following the district virus protection procedures.

## 4. Inappropriate Language

Users will not send, display or receive any public and/or private messages through the CPSed.net that contain inappropriate language. This restriction also applies to material posted on school web pages.

- a. Users will not send, display or receive messages through the CPSed.net that use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Users will not send, display or receive information through the CPSed.net that could cause damage or disruption.
- c. Users will not send, display or otherwise engage in personal attacks, including prejudicial or discriminatory attacks through the CPSed.net.

- d. Users will not send, display or receive messages through the CPSed.net that harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If asked to stop sending messages, the user must stop.
- e. Users will not send, display or receive false or defamatory information about a person or organization through the CPSed.net.
- f. Users will not send, display or receive anonymous messages using pseudonym signatures through the CPSed.net.

## **5. Respect for Privacy**

- a. Users will respect the privacy of confidential messages and will not repost those messages without the permission of the person who sent the message.
- b. Users will not post private information about another person or organization.

## **6. Respect for Resource Limits**

Users will utilize the system only for educational activities and limited, high quality self-discovery activities. Faculty will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the Cranston Public Schools curriculum. All students will be informed by faculty of their rights and responsibilities as users of the CPSed.net network prior to gaining access to that network, either as an individual user or as a member of a class or group.

- a. Student users will not download any file without the expressed permission of the instructor.
- b. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- c. All users will check their email frequently and delete unwanted messages promptly.

## **7. Plagiarism and Copyright Infringement**

- a. Users will provide proper citation for information gathered from CD-ROMs, through the CPSed.net, or on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Users will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work that is protected by a copyright. A work includes: text, graphics, photos, sounds, music, animation, video and software programs. If a work contains language that specifies appropriate use of that work, users should follow the expressed requirements. If unsure whether or not a work may be used, permission from the copyright owner must be requested.

## **8. Inappropriate Access to Material**

- a. Receiving or inputting pornographic materials, promoting violence, engaging in racial,



gender or other defamatory slurs or for personal attacks on others through the CPSed.net is strictly prohibited.

- b. Receiving or transmitting information through the CPSed.net pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weapons, or explosive devices is prohibited.
- c. The CPSed.net does not permit the use of chat rooms.

## **Individual Rights**

### **1. Search and Seizure**

- a. Network administrators may review files and communications to maintain system integrity and to ensure that users are utilizing the CPSed.net responsibly. Users should not expect that files stored on district servers or computers will be private.
- b. An individual search will be conducted if there is reasonable suspicion that a user has violated this policy.

### **2. Due Process**

- a. The Cranston Public Schools will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the CPSed.net.
- b. In the event there is a claim that a user has violated this policy, the user will be notified of the suspected violation. An opportunity to present an explanation will be provided.

## **Limitation of Liability**

1. The Cranston Public Schools makes no guarantee that the functions or the services provided by or through CPSed.net will be error-free or without defect.
2. The Cranston Public Schools will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
3. The Cranston Public Schools is not responsible for the accuracy or quality of the information obtained through or stored on CPSed.net.
4. The Cranston Public Schools will not be responsible for financial obligations arising through the unauthorized use of the CPSed.net system.

**6161.2**

## **Internet Safety Policy**

1. The Cranston Public Schools will provide age-appropriate training for students who use the Cranston Public Schools Internet facilities. The training provided will be designed to promote the district's commitment to:

- a. The standards and acceptable use of Internet services as set forth in the Cranston Public Schools Internet Safety Policy.
- b. Student safety with regard to safety on the Internet
- c. Appropriate behavior while on online, on social networking Web sites, and in chat rooms.
- d. Cyberbullying awareness and response.

2. Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA") in the Cranston Public Schools is achieved with the assistance of M86 web filtering hosted by RINET. This utility allows the district to block access to inappropriate content. The following is a guideline to the filtering that has been configured through the R3000 interface.

- High School Category Blocks
  - Adult Content
  - Child Pornography
  - Pornography
  - Games
- Middle School Category Blocks
  - Adult Content
  - Child Pornography
  - Pornography
  - "R" Rated
  - Games
- Elementary School Category Blocks
  - Adult Content
  - Child Pornography
  - Pornography
  - "R" Rated
  - Obscene/Tasteless
  - Games
- Cranston District Wide Custom Blocks
  - Facebook
  - Myspace
  - YouTube (able to access safe videos through VuSafe)

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the District's acceptable use policies.

## **Bring Your Own Device (BYOD) Policy**

### **Purpose:**

The Cranston Public Schools recognizes that its students need to be engaged in activities that promote 21st Century learning skills. Communication and collaboration are central tenets of the 21st Century learner. Many students' lives today are filled with media that gives them mobile access to information and resources whenever and wherever needed. The Cranston Public Schools has developed a secure, centrally-managed wireless infrastructure that can support personal wireless electronic devices. The Cranston Public Schools will allow students to use personal electronic devices after they and their parents/guardians have signed the BYOD student user agreement. Students wishing to participate must follow the policies stated in the CPS Acceptable Use Policy (AUP) as well as the following requirements.

### **Device Types:**

For the purpose of this program, the word "device" means a privately owned wireless and/or portable electronic piece of equipment that includes laptops, netbooks, tablets/slates, iPod Touches, smart phones, eReaders and any device that can connect to a wireless infrastructure.

### **Responsible use of BYOD:**

1. The purpose of the use of electronic devices in CPS is educational. Electronic devices are not to be used to contact anyone inside or outside of school department buildings.
2. The use of BYOD is limited to the discretion of the teacher. Electronic devices are not to be used unless directed to do so by a teacher. Students are not to use electronic devices in classrooms until directed by a teacher. Teachers cannot require that students have a device with them in class. Teachers will not be expected to provide tech support to students experiencing difficulty with their devices.

### **Requirements:**

- For any student who wishes to use a personally owned electronic device within the Cranston Public Schools, they and their legal guardian must read and sign this agreement and submit it to the building principal.
- Students and parents at the start of each new school year must renew this policy.
- The student accepts full responsibility for his or her device and shall keep it with him/herself at all times. The Cranston Public Schools is not responsible for the security of the device.
- The student shall be responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.
- The school reserves the right to inspect a student's personal device if there is reason to believe that the student has violated CPS policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device.

- Violations of any CPS policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action according to the CPS disciplinary code, which may include loss of use of device ranging from a day to the rest of the year, detention, ISS, and/or suspension. The device may be confiscated and a parent will be required to pick it up.
- The student shall comply with teachers' requests to shut down the device.
- Personal devices shall be charged prior to bringing it to school and shall be capable of running off its own battery while at school.
- The student shall not use the devices to record, transmit or post photos or video of a person or persons on campus, nor shall any images or video recorded at school be transmitted or posted at any time without the permission of the teacher or appropriate school official.
- The student shall only use their device to access relevant files in accordance with the CPS Student AUP.
- Students are not to make any attempts to bypass or circumvent network security systems or filters. Students are only to access the internet via the CPS network, not through cellular networks or other wireless connections.

**Policy Adopted: 8/18/14 (Res. No. 14-8-26)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**5132**

**Student Dress Code Policy**

Clothing, insignia, buttons, jewelry, labels, signs or other distracting items which materially and substantially interfere with the requirements of appropriate discipline in the operation of our schools, materially disrupts classwork or involves substantial disorder or invades or impinges upon the rights of other students shall not be worn, carried, or distributed on school property.

**Policy Adopted: 10/15/12 (Res. No. 12-10-12)**

**CRANSTON PUBLIC SCHOOLS**

**CRANSTON, RHODE ISLAND**

**5125(c)**

**Videography, Photography & Audio Recording Policy**

Cranston Public Schools uses photographs, videos and audio recordings of students and adults for educational purposes. Video is also used for reasons related to school security and safety and to prevent vandalism and other criminal acts or prohibited conduct.

Photographs, videos and recordings of students and adults for all other purposes are prohibited, unless prior written permission is granted by the superintendent (or designee). Guidelines offered in this policy shall govern the use of photography, videography and audio recordings on school grounds and at school sponsored activities. Events that are open to the public, such as plays, school committee meetings, and athletic events, shall not be governed by this policy.

### **Opt-Out Provision**

The district shall provide annual notice to parents/guardians of the right to exclude their child(ren) from activities involving photography, videography and audio recordings and the publication of the same through the FERPA directory.

### **Conduct of Videography, Photography & Audio Recordings**

Pictures, videos and audio soundtracks which must be recorded on School Department devices may only be displayed or published by School Department employees and students in or on School Department sponsored publications or sites. For educational reasons related to implementation of the Cranston curriculum and with the permission/responsibility of the building principal or director, photographs, video and audio recordings may also be displayed on those digital sites upon review by the Director of Technology who will display them. The Disciplinary Policy and Procedures for Cranston Public Schools shall apply when student's video, photograph or audio record for other than approved educational reasons.

### **Media Requests**

This policy is not intended to discourage the media from fulfilling its obligations to provide a fair and accurate account of events to the community. The media is, however, subject to reasonable restrictions in its videography, photography and audio recording on the basis of time, place and manner. The media is prohibited from disrupting the operation of schools and/or school activity. All media requests for school entry and related photography, videography and audio recording of students and adults shall be approved in advance by the superintendent (or designee).

### **Security & Safety**

Security cameras are in place at schools. The purpose of these cameras is to:

1. Improve conditions related to safety and security; and
2. Monitor areas prone to vandalism.

Cameras may not be located in areas where a person has a reasonable expectation of privacy, such as in locker rooms and lavatories, and will not be used to audio record.

Video equipment may capture a disciplinary incident or crime. The School Resource Officer

(SRO) may view and monitor “live” video images with cause to further enhance the safety and security of the schools. Previously recorded video will be retrieved and viewed by district staff and the SRO, with the permission of the superintendent (or designee), only when there is a reasonable suspicion that a violation of school policy or crime has occurred.

A video may not be viewed by parents/guardians unless their child is the only individual captured in the video, unless the parents/guardians of all children captured in the video agree to an individual viewing or agree to view the video at the same time, or unless editing technology exists to obscure personal identifying features of other students. Video will not be provided to any individual. Video will not be edited (except to obscure features, as noted above); it will be destroyed after a period of one month from recording, except when the video constitutes evidence of a criminal or civil violation, in which case the video shall be retained until the respective matter has been adjudicated.

**Policy Adopted: 4/11/2016**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**5141.31**

### **Policy against Teen Dating Violence and Sexual Violence**

Teen Dating Violence and Sexual Violence disrupts a school’s ability to educate students and threatens public safety by creating an atmosphere in which such behavior can escalate into violence. Teen Dating Violence and Sexual Violence is prohibited in the public schools of Cranston, RI [R.I.G.L. § 16-21-30].

It is the policy of the Cranston Public Schools that all students be treated with respect. The purpose of this policy is to:

- Raise school-wide awareness about teen dating violence and sexual violence
- Provide direction in responding to incidents
- Prevent new incidents of dating violence and sexual violence.

At all times, school staff will model correct and courteous behavior to each other, to students, and to visitors to the school. Abusive or humiliating language or demeanor will not be accepted. An effort will be made to ensure that each student is well known by at least one certified teacher so that the student will have someone to turn to if abuse develops. To the extent possible the influence of cliques and other exclusive school groupings will be diminished by the creation of a range of inclusive school activities in which students will be encouraged to participate [R.I.G.L. 16-38-4. Exclusive clubs].

The Equal Employment Opportunity Commission (EEOC) has issued regulations under Title VII of the Civil Rights Act of 1964 entitled Sexual Harassment and Title IX of the Education Act of 1972, Anti-Discrimination Laws.

**This Policy Should Be Read in Conjunction with the District’s Statewide Bullying Policy,**

## **Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure and Section 504/ADA Prohibition Against Discrimination Based on Disability Policy.**

### **Definitions:**

**Dating Violence:** Dating violence is a pattern of behavior where one person uses threats of, or actually uses physical, sexual, verbal or emotional abuse to control his or her dating partner.

**Sexual Assault:** Sexual assault includes behaviors that are attempted or perpetrated against a victim's will or when a victim cannot consent because of age, disability, or the influence of alcohol or drugs. Sexual assault may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure and may include:

- Intentional touching of someone in ways that are unwanted
- Voyeurism
- Exposure to exhibitionism
- Undesired exposure to pornography
- Public display of images that were taken in a private context or when the victim was unaware.

**At School:** In the context of these regulations, the phrase *at school* includes the following places and situations:

- In any location of the school (classroom, lavatory, locker room, gymnasium, etc.)
- Anywhere on school property
- Immediately adjacent to school property
- On a school bus or other school vehicle
- At school bus stops
- While students are walking to or from school
- At any school-sponsored activity or event, whether or not held on school premises

**Disciplinary Sanctions:** As a school community, we believe in progressive discipline to educate our students. Repeated offenses will result in more severe consequences. Disciplinary consequences will be determined on a case-by-case basis and reflect the number and severity of disciplinary issues. Parents are important partners in the disciplinary process. Communication with parents will be open and frequent as we work together to solve disciplinary issues for the safety and well-being of our students.

Disciplinary Sanctions for teen dating violence and sexual violence may include:

- Loss of the opportunity to participate in extracurricular activities
- Loss of the opportunity to participate in school social activities
- Loss of the opportunity to participate in graduation exercises
- Loss of school bus transportation
- Transfer to another school
- Assignment of additional community/school service
- Classroom exclusion
- Short term school suspension (10 or fewer days of suspension) or long term suspension

- (suspension of more than 10 days)
- Admonitions, warnings and counseling

**Reporting Procedures:** Cranston Public Schools shall establish a procedure for reporting, filing, and acting upon reports of incidents of teen dating violence and sexual violence. The procedure will be publicized to staff, parents, students, and volunteers. The person(s) responsible for reporting are:

- The victim
- Anyone who witnessed any act covered by this policy
- Anyone with credible information that an act covered by this policy is or has taken place

A complaint form is attached to this policy, in the Cranston High School handbook, and on the Cranston High School website. Additional forms can be found in every classroom, guidance office and principal's office. Reports should be made to an adult within the school system.

**Administrator and Staff Training:** The school shall provide training on the Cranston School District's teen dating violence and sexual violence policy to all staff who have significant contact with students, including educators, school nurses and mental health staff, administrators, custodial and food service staff, and parents.

Per the *Lindsay Ann Burke Act*, the training shall specifically include, but not be limited to:

- Basic principles and warning signs of dating violence
- The Cranston teen dating violence and sexual violence policy

**Student Education:** Ongoing age-appropriate education on healthy relationships shall be provided to all students in grades K-12, with specific instruction relating to teen dating violence taught yearly in grades 7-12. Per the *Lindsay Ann Burke Act* this curriculum shall include but not be limited to:

- Defining teen dating violence
- Recognizing dating violence warning signs
- Characteristics of healthy relationships

Additionally, students shall be provided with the school district's teen dating violence and sexual violence prevention policy. Upon written request to the school principal by a parent or legal guardian of a pupil less than eighteen (18) years of age and within a reasonable period of time after the request is made, said parent or legal guardian shall be permitted to examine the health education instruction materials at the school in which his or her child is enrolled.

**Social Skills Training:** The school health program and school counseling services will include appropriate social skills training to help students avoid isolation and to help them interact in a healthy manner.

**Responsibility of Students:** Students who observe any act covered by this policy or who have reasonable grounds to believe an act is taking or has taken place in violation of this policy are



obligated to report the incident to school authorities. Failure to do so may result in disciplinary action.

**Investigation:** The principal or his or her designee shall investigate all allegations of acts in violation of this policy. If the allegation is found to be credible, appropriate disciplinary sanctions, subject to appropriate due process procedures, will be imposed. The investigation will include an assessment by the appropriate school personnel of the effect the incident has had on the victim.

**Police Notification:** When the act involves conduct that involves criminal law, the police will be notified.

**Help for the Victim:** If the investigation determines the victim's mental health has been placed at risk, appropriate referrals will be made. If the incident included a violent criminal offense, the victim will be informed of any school transfer rights he or she may have under the Federal No Child Left Behind Act.

**Prohibition Against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate a victim, those who are witnesses to an incident, or those investigating the incident, shall not be tolerated. In most cases, retaliation or threat of retaliation will result in imposition of a short or long-term school suspension. In appropriate cases, school officials will refer to [R.I.G.L. 11-42-2. Extortion and Blackmail] [R.I.G.L. 59-2 Stalking Prohibited].

**Prohibition Against False Reporting:** False reports of acts covered by this policy will be subject to appropriate school discipline, including short and long term suspension from school.

**Individualized School Safety Plan:** If a student is the victim of an act in violation of this policy and as a result, does not feel safe in his or her school environment, the Principal of the school will prepare a written school safety plan outlining what steps will be taken to provide the student with a safe educational environment. This plan will be developed, if possible, with input from the parents of the student. Staff members who are to implement the plan will help formulate it.

# Cranston Public Schools



*Building Cranston's Future One Child at a Time*

## Sexual Harassment, Dating Violence, And Sexual Violence Complaint Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Date(s) of alleged incident(s): \_\_\_\_\_

Persons/Parties involved:

_____	Position/Grade _____
_____	Position/Grade _____
_____	Position/Grade _____
_____	Position/Grade _____

Description of event(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When and where did the event happen?

\_\_\_\_\_

Were there any additional witnesses? [ ] yes [ ] no

If yes, who? \_\_\_\_\_

Is this the first incident? [ ] yes [ ] no [ ] I don't know

If no, how many times has it happened before? \_\_\_\_\_

Other information including previous incidents or threats:

\_\_\_\_\_  
\_\_\_\_\_

*I certify that all the statements made in this complaint are true and complete. Any intentional misstatement of fact will subject me to appropriate discipline. I authorize school officials to disclose the information I provided only as necessary in pursuing the investigation.*

Student: \_\_\_\_\_ Date: \_\_\_\_\_

School official receiving complaint: \_\_\_\_\_ Date: \_\_\_\_\_

School official conducting follow-up: \_\_\_\_\_ Date: \_\_\_\_\_

**Policy Adopted: 12/9/13 (Res. No. 13-12-16)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **REPORTING PROCEDURE FOR COMPLAINT RESOLUTION**

Any student who believes s/he has been the target of sexual harassment or sexual violence, or any third person should report the alleged act(s) to the designated persons in the school who have been trained to provide support and guidance to students on the issue of sexual harassment.

Options to resolve complaints of sexual harassment include:

### **Individual Consultation**

The purpose is to empower the student so that s/he may resolve the issue without filing a written complaint. Steps in this resolution include:

1. A complainant or third party that has knowledge of sexual harassment may consult with a designated support person to discuss a specific situation or incident, get personal support and advice on how to proceed and determine a course of action.
2. The support person does not contact the alleged harasser.
3. **No written records are kept.**

### **Informal Complaint Resolution**

The purpose is to inform the harasser of the impact of his or her behaviors on the complainant and to stop the behaviors. Steps in this resolution include:

1. A complainant or third party that has knowledge of sexual harassment may consult with a designated support person.
2. The support person or other designee will conduct an investigation and speak with all parties involved or who may have knowledge of the situation. A face to face meeting between the parties is not required.
3. The complainant should be kept informed of negotiations with the alleged harasser.
4. **Written records are kept.**

### **Formal Complaint Resolution**

The purpose of the formal complaint procedure is to ensure prompt, fair, and formal resolution of a complaint of harassment. A complainant or third party who has knowledge of sexual harassment, may choose either initially or, after having sought to resolve the matter informally, to bring a complaint through formal procedures. This complaint may or may not involve notification to the police.

1. The support person or other designee will conduct an investigation and speak with all parties involved or who may have knowledge of the situation. A face to face meeting between the parties is not required.
2. The complainant should be kept informed of the investigation.
3. **Written records are kept.**

The principal shall be immediately and fully informed of any formal complaint of sexual harassment or any complaint of aggressive/violent physical contact of a sexual nature. Any principal who is informed of alleged sexual harassment activities occurring must, in conjunction with the superintendent, take immediate and appropriate action, beginning with a thorough and

confidential investigation of the circumstances.

## **Discipline**

Students alleged to have committed sexual harassment will be given all due process rights. If sexual harassment activity is found to have occurred, such activity will not be tolerated and disciplinary action, up to and including exclusion will occur.

The designated support person or administrator, in case of non-physical conduct, may choose to use the following procedures for resolving informal complaints.

The procedures must be followed for all formal complaints.

1. If a student sexually harasses another student (non-physical contact), an administrator will confer with the offending student and notify parents. The penalty will include detention assignment as the behavior warrants or suspension from 1 to 7 school days.
2. If the student commits an additional offense (non-physical contact), an administrator will confer with the offending student and notify parents. The penalty will include a suspension for 3 to 7 school days. The administrator may notify police and initiate exclusion proceedings.
3. If a student sexually harasses another student (physical contact issue), an administrator will confer with the student and notify parents. The penalty will include a suspension from school for no less than 10 days. The administrator will notify police and encourage the victim to press charges. Exclusion proceedings will be initiated unless otherwise authorized by the Superintendent or his/her designee.

## **Rhode Island Statewide Bullying Policy**

### **RHODE ISLAND STATEWIDE BULLYING POLICY**

#### **INTRODUCTION**

This Statewide Bullying Policy is promulgated pursuant to the authority set for in §16-21-34 of the General Laws of Rhode Island. Known as the Safe School Act, the statute recognizes that the bullying of a student creates a climate of fear and disrespect that can seriously impair the student's health and negatively affect learning. Bullying undermines the safe learning environment that the students need to achieve their full potential. The purpose of the Policy is to ensure a consistent and unified statewide approach to the prohibition of bullying at school.

#### **1. DEFINITIONS**

**BULLYING** means the 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 student that:

1. Causes physical or emotional harm to the student or damage to the student's property;
2. Places the student in reasonable fear of harm to himself/herself or of damage to his/her property;
3. Creates an intimidating, threatening, hostile, or abusive educational environment for the student;
4. Infringes on the rights of the student to participate in school activities; or
5. Materially and substantially disrupts the education process or the orderly operation of a school.

The expression, physical act or gesture may include, but is not limited to, an incident or incidents that may be reasonably perceived as being motivated by characteristics such as:

Race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical or sensory disability, intellectual ability or by any other distinguishing characteristic. Bullying most often occurs as repeated behavior and often is not a single incident between the bullying/cyber-bullying offender(s) and the bullying victim(s).

**CYBERBULLYING** means bullying through the use of technology or any other electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data, texting or intelligence of any nature transmitted in whole or part by a wire, radio, electromagnetic, photo-electronic or photo optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

**Form of cyber-bullying may include but are not limited to:**

- a. The creation of a web page or blog in which the creator assumes the identity of another person;
- b. The knowing impersonation of another person as the author of posted content or messages; or
- c. The distribution by electronic means of a communication to more than one person or the posting of materials on an electronic medium that may be accessed by one or more persons, if the creation, impersonation, or distribution results in any of the conditions enumerated in clauses (a) to (e) of the definition of bullying.

**AT SCHOOL** means:

- a. on school premises
- b. at any school-sponsored activity or event whether or not it is held on school premises
- c. on a school-transportation vehicle
- d. at an official school but stop
- e. using property or equipment provided by the school, or
- f. acts which create a material and substantial disruption of the education process or the orderly operation of the school

## **2. SCHOOL CLIMATE**

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited in all school that are approved for the purpose of the compulsory attendance statute (§§16-19-1 and 16-19-2). School staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parental workshops, and student assemblies among other strategies. School faculty, administration and staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Additionally, students and their families are expected to exhibit courteous behavior to all members of the learning community in school and at school sponsored events.

### **3. POLICY OVERSIGHT & RESPONSIBILITY**

The school principal, director, or head of school shall be responsible for the implementation and oversight of this bullying policy.

The school principal, director, or head of school shall provide the superintendent, school committee and/or school governing board with a summary report of incidents, responses, and any other bullying-related issues at least twice annually.

For public schools, the prevention of bullying shall be part of the school district strategic plan (§16-7.1-2(e)) and school safety plan (§16-21-24).

### **4. INFORMATION DISSEMINATION**

The school principal, director or head of school shall ensure that students, staff, volunteers, and parents/legal guardians are provided information regarding this Policy. This information shall include methods of discouraging and preventing this type of behavior, the procedure to file a complaint, and the disciplinary action that may be taken against those who commit acts in violation of this policy. This policy shall be:

- a. Distributed annually to students, staff, volunteers, and parents/legal guardians
- b. Included in student codes of conduct, disciplinary policies, and student handbooks
- c. A prominently posted link on the homepage of the school / district website

### **5. REPORTING**

The school principal, director or head of school shall establish, and prominently publicize to students, staff, volunteers, and parents/guardians, how a report of bullying may be filed and how this report will be acted upon.

The victim of bullying, anyone who witnesses an incidence of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying.

Any student or staff member who believes he/she is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator.

Parents / Guardians of the victim of bullying and parents/guardians of the alleged perpetrator of the bullying shall be notified within twenty-four (24) hours of the incident report. When there is a reasonable suspicion that a child is either a bully or a victim of bullying, the parents/guardians of the child will be notified immediately by the principal, director or head of school.

**Responsibility of Staff:** School staff, including volunteers, who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action.

**Responsibility of Students:** Students who observe an act of bullying or who have reasonable grounds to believe that bullying is taking place must report the bullying to school authorities. Failure to do so may result in disciplinary action. The victim of bullying, however, shall not be subject to discipline for failing to report the bullying. Student reports of bullying or retaliation may be made anonymously provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report.

**Prohibition against Retaliation:** Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in the imposition of discipline in accordance with the school behavior code.

**False Reporting/Accusations:** A school employee, school volunteer or student who knowingly makes a false accusation of bullying or retaliation shall be disciplined in accordance with the school behavior code.

**Reports in Good Faith:** A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the school's policy shall be immune from a cause of action for damages arising from reporting bullying.

## **6. INVESTIGATION/RESPONSE**

The school principal, director or head of school shall promptly investigate all allegations of bullying, harassment, or intimidation. If the allegation is found to be credible, appropriate disciplinary actions, subject to applicable due process requirements, will be imposed. The School Resource Officer or other qualified staff may be utilized to mediate bullying situations. The investigation will include an assessment by the school psychologist and/or social worker of what effect the bullying, harassment or intimidation has had on the victim. A student who engages in continuous and/or serious acts of bullying will also be referred to the school psychologist and/or social worker.

**Police Notification:** Immediate notification of the local law enforcement agency will be made when circumstances warrant the pursuit of criminal charges against the perpetrator.

**Protection:** If a student is the victim of serious or persistent bullying:

- a. The school principal, director or head of school will intervene immediately to provide the student with a safe educational environment.
- b. The interventions will be developed, if possible, with input from the student, his or her parent/guardian, and staff.
- c. The parent/guardians of a victim shall also be notified of the action taken to prevent any further acts of bullying or retaliation.

## **7. DISCIPLINARY ACTION**

Disciplinary actions, which result from a violation of the bullying policy shall be determined by the school/district appropriate authority. Disciplinary actions for violations of the bullying policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of the disciplinary action shall be aligned to the severity of the bullying behavior. The range of disciplinary actions that may be taken against a perpetrator for bullying, cyberbullying or retaliation shall include, but not be limited to:

- a. Admonitions and warnings
- b. Parental/Guardian notification and meetings
- c. Detention
- d. In-school suspension
- e. Loss of school-provided transportation or loss of student parking pass
- f. Loss of the opportunity to participate in extracurricular activities
- g. Loss of the opportunity to participate in school social activities
- h. Loss of the opportunity to participate in graduation exercises or middle school promotional activities
- i. Police contact
- j. School suspension: No student shall be suspended from school unless it is deemed to be a necessary consequence of the violation of this Policy.

## **8. SOCIAL SERVICES/COUNSELING**

Referral to appropriate counseling and/or social services currently being offered by schools or communities shall be provided for bullying victims, perpetrators and appropriate family members of said students.

## **9. SOCIAL NETWORKING**

Students shall be prohibited from accessing social networking sites in school, except for educational or instructional purposes and with the prior approval from school administration.

## **10. OTHER REDRESS**

This section does not prevent a victim of bullying, cyberbullying or retaliation from seeking redress under any other available law, either civil or criminal. This section does not create or alter any tort liability.

**11. ADOPTION OF POLICY** - The governing bodies of all schools approved for the purpose of §§16-19-1 and 16-19-2 shall adopt this Policy by June 30, 2012.

## **Zero Tolerance for Weapons Policy**

The Cranston Public Schools and its students are governed by the *Gun Free Schools Act* (Federal Legislation) and with corresponding *Rhode Island General Laws 16-21-18 and 16-21-*



19 relating to Gun Free Schools:

A. *Rhode Island General Laws 11-47-60, 11-47-60.2 and 11-47-42* provide further definition of a weapon and students shall be governed by same. When a student is found in possession and/or control of a weapon (as defined in *11-47-42* or a firearm or replica of same), s/he shall be subject to exclusion proceedings from school. The Superintendent, as is the case in the administration of the Gun Free Schools Acts, shall have the authority to modify the duration of expulsion on a case-by-case basis. At the instant that the weapon is discovered, the school will take custody of same and notify the parents and police and suspend the student until a decision is rendered in a Due Process Hearing concerning exclusion.

B. For purposes of the Gun Free Schools Act a "weapon" means a firearm as defined in *Section 921 of Title 18 of the U.S. Code*:

- ...any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosion
- ...the frame or receiver of any weapon described above
- ...any firearm muffler or firearm silencer
- ...any destructive device, which includes:

1. Any explosive, incendiary, or poison gas

- a. Bomb
- b. Grenade
- c. Rocket having a propellant charge of more than four ounces
- d. Missile having an explosive or incendiary charge of more than one-quarter ounce
- e. Mine
- f. Similar device

2. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore or more than one-half inch in diameter.

3. Any combination or parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

C. For purposes of the R.I. General Laws this penalty will also be incurred when a student is not on school premises, but when s/he aims a firearm or realistic replica of a firearm at school premises/school functions, school vehicles, or students, staff or visitors attending school or in transit to or from school.

D. Students with disabilities will be disciplined in a manner, which comports with federal (IDEA) and state laws and regulations governing same.

E. If a student is found in possession and/or control of dangerous weapons (guns, knives, clubs, pepper gas, chemical propellants, smoke bombs, or any object which could be construed

by an administrator to present imminent danger to a person), the school will take custody of the weapon(s) and notify the police. The school will notify the parents, and suspend the student(s) until a decision is rendered in a Due Process Hearing concerning exclusion.

F. If a student is found in possession and/or control of any ammunition or components of ammunition for firearms, the student will be suspended from school for 10 days. Exclusion proceedings may be initiated. Parents/guardians will be notified. Police will be notified.

G. If a student is found in possession and/or control of written documentation pertaining to the construction and/or utilization of an explosive or incendiary device, the student will be suspended from school for 7 to 10 days. Exclusion proceedings may be initiated. Parents/guardians will be notified. Police will be notified.

***In any of the above cases (A – G) the student’s parents/guardian must petition the Superintendent for permission to re-enter the school system for the next academic year.***

### **Family Educational Rights and Privacy Act (FERPA)**

The Cranston Public Schools makes school records available to parents and students over 18 years of age (“eligible students”) according to Family Educational Rights and Privacy Act (FERPA). The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Cranston Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, Cranston Public Schools may disclose appropriately designated “directory information” without written consent, unless you have advised Cranston Public Schools to the contrary in accordance with the school district’s procedures. The primary purpose of directory information is to allow Cranston Public Schools to include information from your child’s education records in certain school publications. Examples include:

- A playbill, showing your student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student’s information disclosed without their prior written consent.

**If you do not want Cranston Public Schools to disclose any or all of the types of information designated below as directory information from your child’s education**

**records without your prior written consent, you must notify the school district in writing at the beginning of each school year.** (Please see opt-out form on next page.) Cranston Public Schools has designated the following information as directory information:

- Student's name & address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended
- Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or other factor known or possessed only by the authorized user.
- A student ID number or other unique personal identifier that is displayed on a student ID badge, but only if the identifier cannot be used to gain access to education records except when used to authenticate user's identity.

# Cranston Public Schools

*Building Cranston's Future One Child at a Time*

## FERPA Privacy of Student Information-Opt Out Form

Students and parents have rights, under state and federal laws, to control the release of student information.

**Submit this form if you DO NOT want information about your student given to military and/or college recruiters.**

### Military Recruiting Information Opt-Out

\_\_\_ I **do NOT** want the school to release any information about my student to military recruiters.

### College Recruiting Information Opt-Out

\_\_\_ I **do NOT** want the school to release any information about my student to colleges.

Please Note:

Student Name \_\_\_\_\_ School \_\_\_\_\_

Signature of Parent \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

**Please submit completed form to school office.**

#### Equal Opportunity Employer

Cranston Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Title II & Title IX Coordinator of Employment  
Raymond L. Votto, Jr.  
Chief Operating Officer

504 Coordinator  
Joseph Rotz  
Executive Director of Educational Programs & Services

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

-*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

•*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any nonemergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

•*Inspect*, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

**Cranston Public Schools will develop and adopt** policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. **Cranston Public Schools** will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. **Cranston Public Schools** will also directly notify, such as through U.S.

Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. **Cranston Public Schools** will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any nonemergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

**5118.7**

### **Affirmation of Residency Affidavit**

The Cranston Public Schools has constantly established a reputation for excellence, and due to their success and Cranston's proximity to other urban areas, Cranston Public Schools may occasionally attract students who may not live in Cranston.

The committee hereby authorizes the superintendent to include and require the attached affidavit (see Exhibit A) to be signed (along with the disciplinary code *Letter of Understanding*) at the beginning of each school year, or in the case of new students entering during the school year, before such students are admitted.

This affidavit should identify the student, his or her parent, guardian, or approved caretaker along with the legal Cranston address where the student resides. This shall be a legally binding agreement for the liability of payment of out-of-district tuition (as set by the committee) by the parent, guardian, or caretaker should it be determined that the student does not reside in Cranston. The student will be automatically demitted from the school and may not be readmitted until such time as *proof of residency* is made.

This affidavit would exclude those out-of-district students who attend the Cranston Area Career & Technical Center, the New England Laborers' and Cranston Public Schools Construction and Career Academy, or any out-of-district students attending Cranston Public schools under state and federal mandates.

**Policy Adopted: 5/16/05 (Res. No. 05-5-7)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**CRANSTON PUBLIC SCHOOLS**

**AFFIDAVIT**

**Caution:** Read this statement carefully before signing. This document requires you to provide information which, if not true, could make you responsible for the payment of tuition for your child to attend the Cranston Public Schools.

I, \_\_\_\_\_, affirm that \_\_\_\_\_  
(Name) (Child's name)

Whose birthdate is \_\_\_\_\_ resides permanently with me at my residence at \_\_\_\_\_  
(month/day/year)  
\_\_\_\_\_, in the Cranston, RI Public School District. I am the **(check one):**  
(Street address)

\_\_\_\_ Custodial Parent

\_\_\_\_ Legal Guardian

\_\_\_\_ State Appointed Custodian

\_\_\_\_ Person responsible for the child who resides with me for other than the sole purpose of attending the Cranston Public Schools

of the above-named child. Submitted with this statement, if applicable, is a certified copy of a court order granting me custody, legal guardianship, or temporary state custody of the above-named child.

I understand that only legal residents of the City of Cranston, who are otherwise eligible, are entitled to be educated by the City of Cranston without charge.

If any of the information above ceases to be true, I shall immediately notify the Cranston Public Schools in writing and, if the child is permitted to remain in the Cranston School System, I will be responsible for payment of tuition for the child at the prevailing district rate of on a pro-rated basis (unless otherwise permitted to remain in the district by applicable law or regulation). Such payment shall be charged from the date that any of the above information ceases to be true. Such tuition shall become immediately due and payable.

I affirm that the above statements are true and accurate to the best of my knowledge:

Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Cranston Public Schools

*Building Cranston's Future One Child at a Time*

## **Handbook Policy Acknowledgment Form**

Please initial that you have read, discussed and understand the following policies:

### **TECHNOLOGY ACCEPTABLE USE POLICY**

As a student I, as a user of the Cranston Public Schools' CPS network, agree to follow the rules of the "Technology Acceptable Use Policy".

Student Initials: \_\_\_\_\_

As the parent(s) of the minor student signing above, I have read the "Technology Acceptable Use Policy" and agree to promote this policy with my son/daughter. Having read the policy, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet.

Parent/Guardian Initials: \_\_\_\_\_

### **PERMISSION TO APPEAR IN PUBLICATIONS**

As the parent/guardian of the minor student signing above,  
CHECK ONE: I \_\_\_ do agree/ I \_\_\_ do not agree to allow my child to be photographed and/or identified in print or electronic publication as those photographs pertain to the promotion of school functions.

Parent/Guardian Initials: \_\_\_\_\_

### **BRING YOUR OWN DEVICE (BYOD) POLICY**

As a student I understand and will abide by the above policy and guidelines. I further understand that any violation of the above may result in the loss of my network and/or device privileges as well as other disciplinary actions in accordance to CPS policy.

Student Initials: \_\_\_\_\_

As a parent I understand that my child will be responsible for abiding by the policy and guidelines outlined in the BYOD Policy. I have read and discussed them with him/her and they understand the responsibility they have in the use of their personal device.

Parent/Guardian Initials: \_\_\_\_\_

**DISCIPLINARY POLICY AND PROCEDURES FOR CRANSTON PUBLIC SCHOOLS**

We have read, discussed, and understand the “DISCIPLINARY POLICY AND PROCEDURES FOR CRANSTON PUBLIC SCHOOLS.”

Student Initials: \_\_\_\_\_

Parent Guardian Initials: \_\_\_\_\_

By signing I acknowledge that I completely understand any and all policies and expectations set forth in this handbook.

Student’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s/Guardian’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once properly completed, this agreement page, the residency affidavit, and the military page should be removed from the booklet and returned to the student’s homeroom teacher before the completion of the first week of school. Noncompliance will result in disciplinary action.