

**CRANSTON PUBLIC SCHOOLS**

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## **FORWARD**

### **Student Rights and Responsibilities**

The Cranston School Committee is committed to providing each student with full opportunity to develop his/her potential in an orderly environment in which the rights and responsibilities of each individual are considered.

To provide this positive educational setting, the conduct, behavior, respect for authority and the respect or the rights of each person are of prime importance.

To achieve high standards of personal conduct and responsibility for all students, a set of reasonable rules and regulations have been developed for Cranston elementary schools.

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**Jeannine Nota-Masse**  
**Superintendent of Schools**



## Elementary Conduct Code

This booklet on Cranston Public School's Discipline Policy outlines the school system's guiding principles, expectations for student conduct, and procedures for dealing with misconduct in the elementary schools.

By making these policies clear and accessible to everyone in the school community, we can help children understand what is expected of them, avoid misunderstandings between parents and schools, and promote our common goal, the education of our children in a safe, nurturing atmosphere.

### Principles

- Students, parents, teachers and administrators are partners
- Cranston Public Elementary Schools fosters a sense of community through mutual respect
- Each student has the right and opportunity to learn and each teacher has the right and opportunity to teach
- Students need physical and emotional security to learn
- Rights and privileges come with responsibilities

### Standards

Expectations for all behaviors involve **respect** and the assurance of a **safe environment for all**.

#### **Children will demonstrate respect for others.**

That is students;

- are courteous and cooperative (teasing and name-calling is unacceptable)
- use acceptable verbal and non-verbal communication
- follow the rules of the school and the classroom
- settle disagreements with respectful words; keeping hands, feet and other objects to oneself
- dress appropriately in accordance with Policy 5132

#### **Students will show respect for school property.**

That is students;

- show care and respect in the treatment of the school property including the furnishings, supplies, and equipment
- handle other person's property carefully and only with permission
- use computers and the Cranston Public School's technology responsibly and in an appropriate manner (See Cranston Public School's Technology and Acceptable Use Policy)



**Students will keep themselves and each other safe, on the way to school, upon entering school, at dismissal, during any school activity, and at bus stops.**

That is students;

- walk safely and quietly in the halls and stairways so that classes are not disturbed
- play in a safe manner
- ask an adult for assistance when help is needed in settling a dispute
- leave potentially dangerous items at home such as hard balls, bats or sharp items
- leave all toys at home and other items not permitted by your school and teacher
- demonstrate respectful behavior towards others at all times

**Students will keep themselves and each other safe during the use of Cranston Public School transportation.**

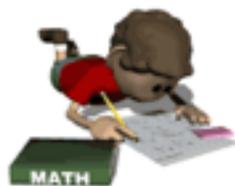
That is students;

- follow the instructions of transportation personnel at all times
- enter and leave the bus in an orderly manner after instruction from transportation personnel
- remain seated while the bus is in motion
- follow all other standards of behavior as outlined for Cranston students and in accordance with Policy 5131.A

**Students Will Come to School Prepared and Ready to Learn**

Students are expected to;

- bring books, materials and homework to school as assigned by the teacher
- do their own work to the best of their ability
- participate actively in class discussions and activities
- ask for help in an appropriate manner
- follow all classroom rules
- attend school in accordance with school committee policies, school department regulations, and State Law





## **General Rules**

Students are expected to;

- attend school each day it is in session and to arrive on time
- bring a note to the teacher from home when he/she is absent or tardy, stating the date and the reason for the absence or tardiness
- have permission from the classroom teacher before leaving the classroom
- have the permission of the school principal and parent or guardian or his/her properly identified designee, before leaving the building for early dismissal

*Elementary school pupils will not be kept after school without notification of parents or guardians at least one day in advance.*

## **Truancy**

Defined as: willful absence from school for one or more days without the knowledge of parent/guardian.

In all cases of truancy, the parent will be notified and a concerted effort will be made to locate the child. A follow-up conference will be held with the child and parent or guardian present. The outcome of the conference should be a plan of action, including appropriate counseling activities, which will determine the causes of truancy and provide suggestions for the prevention of future occurrences.

In serious cases of repeated truancy, the Home Visitor/Attendance Officer will become involved and appropriate action will be taken to obtain compliance with State Law pertaining to compulsory attendance.

## **Unlawful Absence**

Defined as: absence from school for one or more days with the knowledge and consent of parent/guardian for reasons inconsistent with provisions of State Law pertaining to compulsory attendance. This definition applies to vacations taken beyond the parameters of the adopted school calendar. It does not apply to health problems or unanticipated emergencies.

The parent must assume full legal responsibility under State Law. No disciplinary action will be taken against the child, but it is expected that all work, which is missed during the absence, will be completed.\*

\*Rhode Island Laws Relating to Education  
16-19-1 Attendance Required – Excuses for Non-attendance

In serious cases of repeated unlawful absence, the Home/Visitor/Attendance Officer will become involved and appropriate action will be taken to obtain compliance with State Law pertaining to compulsory attendance.

## **Leaving School without Authorized Dismissal**

Defined as: leaving the classroom, school building, or school grounds without authorized dismissal. In such cases the parent, police and central office personnel will be notified and a concerted effort will be made to locate the child. At the initiative of the principal, a follow-up conference may be held with the child, the parent and the teacher to attempt to determine the cause of the child's leaving, and to plan an appropriate course of action for the prevention of future occurrence.

In serious cases of repeated occurrences, referral will be made to the Home Visitor/Attendance Officer and to Pupil Personnel Services.

## **Tardiness**

Defined as: arrival at school after the officially designated time for school to begin.

In all cases in which tardiness presents a clear and present danger to the welfare of the child, a concerted effort will be made to determine the causes of tardiness and appropriate measures will be suggested to prevent reoccurrence.

At the elementary school level, disciplinary measures will be "guidance oriented" with all factors involved in the case given sufficient attention to determine the extent to which the child is contributing to his tardiness.

In serious cases of repeated tardiness, a conference must be held with the parent or guardian and the child to develop a plan of action, which will remediate the problem. Additional instances of tardiness will result in referral to the Home Visitor/Attendance Officer and/or Pupil Personnel Services.

*In all cases of absence and tardiness, the parent or guardian is expected to provide a signed statement of the reason for each occurrence.*



The primary responsibility for student discipline and conduct is handled by the teacher through clearly stated classroom rules, procedures and consequences. The principal will be informed of serious and/or ongoing conduct problems. The action(s) taken in regard to the consequence will be at the discretion of the principal.

Referral to Principal

## *Category 1 Offenses*

### **Infractions That Result in Removal from Class or Suspension from School**

Action may include one or a combination of the following, depending on the severity and or frequency of the offense, and the grade level of the student.

- Student Conference
- Parent Contact and/or Conference
- Loss of Privileges (including recess or extracurricular activities before and after school)
- Detention (with parent notification)
- Dismissal from school
- In-House Suspension
- Out of School Suspension

### **Disruptive Behavior**

Conduct, which includes insubordination or refusal to comply with directions of, authorized school personnel or Cranston Public Schools Policy.

Behavior that includes harassing or bullying others (Policy 5141.32).

Any behaviors that constitute harassment or bullying must be reported to the teacher or principal.

Behavior that causes **ongoing and/or continued** disruption of instruction or intended activity. This includes making inappropriate noises, throwing objects, running, pushing, or any way distracting others at any time during school hours including the use or possession of laser pens, pagers, or electronic gadgets.

Truancy and unauthorized leave from school property during the school day.

### **Profanity and/or Obscenity**

Profane or obscene verbalizations, gestures, written or electronically communicated words, pictures, or photographs used or displayed in any manner.

### **Defacement of Property**

Willfully causing damage to property of the school building, equipment and vehicles. This includes but is not limited to actions such as writing in books, on desks, walls, woodwork or spray painting surfaces.

### **Fraud/Forgery**

Deception of another individual by false or misleading information in order to obtain anything of value.

Signing the name of another person for purposes of misleading school personnel.

### **Theft/Stolen Property**

Taking or possessing without permission from the owner, property or possessions that do not belong to the student.

### **Gambling**

Engaging in games of chance or betting where money or items are exchanged.

### **Dress**

Clothing or articles of clothing that cause or have the potential to cause a disruption of school activity as stated in Cranston School Dress Code Policy 5132.

## ***Category II Offenses***

### **Suspension of up to Ten Days or Where Exclusion May be Recommended**

**Action may include one or combination of the following, depending on the severity and/or frequency of the offense and the grade level of the student.**

- Student Conference
- Parent Contact and/or Conference
- Loss of Privileges (including recess or extracurricular activities, during, before or after school)
- Detention (with parent notification)
- Dismissal from school
- In-House Suspension
- Out-of-School Suspension of up to 10 days
- Compulsory referral to the IEP Team \* Individuals with Disabilities Education Act.

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***Anyone continuing offenses from Category 1 or;***

### **Fighting**

Physically aggressive behavior that could potentially injure another person.

### **Violently Disruptive Behavior**

The use of violence, forces, coercion, or threat of violence to cause disruption of instruction or jeopardizes the safety of others.

### **Profanity and/or Obscenity Toward Staff**

Profane or obscene verbalizations, gestures, written or electronically communicated words, pictures, or photographs directed at any school personnel or volunteer.

## **Destruction of Property/Breaking and Entering**

Conduct that includes destruction of property such as damaging equipment or breaking fixtures to the point that repair or replacement is required. Illegally entering a school building or school property.

## **Sexual Harassment**

Conduct that includes the use of words, pictures, objects, gestures or other actions relating to sexual activity or a persons gender as defined by Federal Regulations, that have the effect of violating another person's right to a safe and comfortable learning environment and as defined in Cranston Public Schools Policy 5141.31.

## **Smoking**

Possession and or use of all tobacco products will be prohibited by any student while they are in Cranston Public Schools buildings or on Cranston Public Schools grounds.

## **Alcohol and Drugs**

Possession, selling, or consumption of alcoholic beverages, narcotics, illegal or prescribed drugs, in school or on school property.

## **Physical Assault**

An act of physical violence or aggravated threat that results in an attack on another person, including another student or school personnel.

## **Dangerous Weapons, Instruments, or Objects**

The possession, handling, transmission or concealment of a weapon as defined in the *Gun Free School Act*, including any knife or sharp object that has the potential to inflict injury. In addition, any object that is used in any way as a weapon is strictly prohibited and is included in this definition.

## **False Alarm/Bomb Threat**

Conduct that includes tampering with or causing a fire alarm to be sounded unless a true emergency exists. The false communication of a bomb or explosive device with the intent to scare others or disrupt activity.

## **Robbery/Extortion**

Taking or attempting to take property from another person by threat of force. Making another person do any act against their will by threatening, blackmailing or intimidating them.

## **Fireworks/Explosives**

Possession or concealment of any explosive device or substance including firecrackers.

The following list of offenses and the penalties are guidelines and are not intended to be all-inclusive. Each incident will be determined on an individual basis. In determining penalties, consideration will be given to the student's discipline history and the serious nature of the offense.

Other situations may develop, which will lead to suspension, exclusion or other action deemed appropriate by the principal or Cranston Public Schools.

### *Students with Disabilities*

*The Cranston Public Schools will adhere to Federal Regulations (i.e., Gun Free Schools Act, Jeffords Amendment, IDEA, 504) and all regulations of the Board of Regents for Elementary and Secondary Education governing the Special Education of Students with Disabilities. Any measure there under shall take precedence and govern over any conflicting measure set forth by Cranston Public Schools, as it relates to disciplinary suspension and/or exclusion of students with disabilities.*

## **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, suspension from school and/or recommendation for exclusion from school for up to one calendar year.

### **Educational Purpose**

1. The Cranston Public Schools Network (CPSnet) has been established for an educational purpose to support and enhance the curriculum. For the purpose of this policy, the term CPSnet shall include Cranston Public Schools computers, local area networks (LANs), wide area networks (WANs), wireless networks (Wi-Fi), and access to the Internet through CPSnet or other Internet Service Providers.
2. The CPSnet 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 CPSnet 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 CPSnet.

### **Student Internet Access**

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

### **Unacceptable Use**

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 CPSnet 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 CPSnet 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 CPSnet 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 account 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

- a. Users will not send, display or receive any public and/or private messages through the CPSnet that contain inappropriate language. This restriction also applies to material posted on school web pages.
- b. Users will not send, display or receive messages through the CPSnet that use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. Users will not send, display or receive information through the CPSnet that could cause damage or disruption.
- d. Users will not send, display or otherwise engage in personal attacks, including prejudicial or discriminatory attacks through the CPSnet.
- e. Users will not send, display or receive messages through the CPSnet 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.

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- f. Users will not send, display or receive false or defamatory information about a person or organization through the CPSnet.
- g. Users will not send, display or receive anonymous messages using pseudonym signatures through the CPSnet.

#### 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

- a. 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 CPSnetwork prior to gaining access to that network, either as an individual user or as a member of a class or group.
- b. Student users will not download any file without the expressed permission of the instructor.
- c. Users will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- d. All users will check their e-mail 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 CPSnet, 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 can 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 CPSnet is strictly prohibited.
- b. Receiving or transmitting information throughout the CPSnet pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weaponry, or explosive devices is prohibited.
- c. The CPSnet does not permit the use of chatrooms.

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### **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 CPSnet 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 CPSnet.
- 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 the CPSnet 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 the CPSnet.
  4. The Cranston Public Schools will not be responsible for financial obligations arising through the unauthorized use of the CPSnet system.
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**Policy 6161.2 Amended**

**Internet Safety**

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

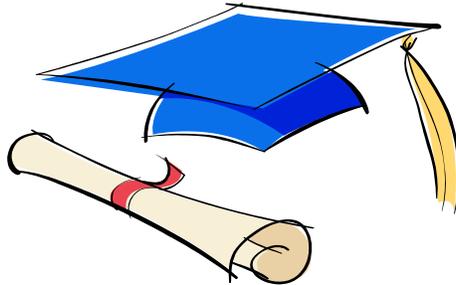
Cranston District wide Custom Blocks

- 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.

*It is a privilege, not a right, to use the CPSnet and the information resources found on the network and on the Internet.*

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## **PROFICIENCY BASED DIPLOMA POLICY**

**5123**

### **Students**

### **Promotion/Retention**

### **Promotion**

#### **Elementary/Middle School**

In general, students will be placed at the grade level to which they are best adjusted academically, socially and emotionally. Students will usually progress annually from grade to grade, spending one year in each grade. However, some students will profit by staying another year in the same grade. In such cases, the parent will be contacted in advance, although the final decision will rest with the school authorities.

Following sound principles of child guidance, it will be the Cranston Public Schools' policy not to advocate the skipping of grades.

Policy adopted: March 20, 1972  
Policy amended: January 9, 2006  
Resolution No.: 06-1-8

CRANSTON PUBLIC SCHOOLS  
CRANSTON, RI

**INSTRUCTION**

**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-6**

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.

ELEMENTARY GRADES (K-6)	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
Grade 6	60 minutes



**CRANSTON PUBLIC SCHOOLS POLICY #5132  
STUDENT DRESS**

The educational experience is geared to help students prepare for the larger world; thus, good grooming and proper attire are emphasized.

The following are general provisions that guide the acceptability of student dress:

1. Clothing and hairstyles worn at school during school hours must reflect cleanliness, neatness, and appropriateness for the activity in which the wearer is involved. Clothing of an overly revealing fashion is not acceptable.
2. Clothing or hairstyle, which constitutes a health or safety hazard, will not be worn. This would include loose or highly flammable clothing or unrestrained hairstyles in laboratories, around machinery, or in areas where a fire/safety hazard may exist.
3. Clothing which will cause excessive wear or damage to school or personal property will not be worn. Such clothing includes metal taps or cleats on shoes or metal studs or rivets on clothing and chains that are used to attach wallets or used as belts or jewelry.
4. Clothing, insignia buttons, jewelry, labels, arm bands, signs, or other items which criticize, insult, degrade, or have potential to incite any individual, group, profession, religion, or religious/political beliefs will not be worn, carried, or distributed on school property.
5. Clothing that causes a disruption of regular classroom routine will not be worn.
6. Outdoor clothing-including hats, caps, bandannas, and other forms of outdoor headgear will not be worn in school except for medical reasons or on special “dress up days” condoned by the school. Students who must go outdoors may wear appropriate clothing when necessary. This provision may be waived by the classroom teachers involved when classrooms are too cold for comfort.

7. Appropriate and safe footwear must be worn.
8. Sunglasses will not be worn in school buildings unless required for medical reasons.
9. Attire designed exclusively for school physical education classes may be worn for that activity but not in the classroom.

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**CRANSTON PUBLIC SCHOOLS POLICY #5132**

**STUDENT DRESS (CONTINUED)**

10. The wearing or possession of any electronic devices (working or not) not required for classroom work is prohibited.

The enforcement of these provisions will emphasize that students who have violated the dress code change their behavior. Failure to do so will result in a referral to the administration, and disciplinary action will be taken to modify the violator's behavior.

## **SEXUAL HARASSMENT**

*(Cranston Public Schools Policy #5141.31)*

### **Policy**

It is the policy of the Cranston Public Schools that all students will be treated with respect. Neither sexual harassment nor harassment on the basis of race, religion, national origin, gender, ancestry, age, handicap, or color will be tolerated.

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". Cranston Public Schools policy includes the following provisions based upon the Act.

1. The Cranston Public Schools will consider any behavior constituting harassment on the basis of gender, either physical or verbal in nature, a serious violation of the Act.
2. The term "Sexual Harassment" includes any unwelcome sexual advances, requests for sexual favors, or any other verbal or physical behavior of a sexual nature including, but not limited to the following listed conditions:
  - Uninvited gender-based or sexually oriented behavior
  - One person exerting power over another
  - Unwelcome sexual advances
  - Behavior that is demeaning to members of the opposite sex
  - Conduct that creates a sexually offensive environment
  - Comments about one's body, touching, or grabbing
  - Crude language, sexual graffiti, inappropriate gestures
  - Denies equal educational opportunity
  - Illegal
  - a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's education.
  - b. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting the person.
  - c. The conduct has the purpose of effect of interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.
  - d. Students should be aware that any promise of a reward such as a high grade, or threat, such as failure in a course, in return for sexual favors is harassment. Sexual harassment also occurs when a student rejects a sexual advance and is threatened, for example, with a lower grade, or someone's conduct creates an intimidating or offensive environment.

**Procedure**

1. Any employee or student who believes he/she is experiencing sexual harassment should report such circumstances to School or Central Administration immediately. If the employee or student is uncomfortable in discussing the issue with an immediate supervisor or teacher, the employee or student may contact the Director of Human Resources or the Superintendent.
2. Any employee or student who has information or knowledge of sexual harassment occurring should report the information to the appropriate administrator, teacher, Director of Human Resources or the Superintendent.
3. The Superintendent shall be immediately and fully informed by any administrator or staff employee of any harassment allegations, suspected harassment, or behavior that could be constructed as sexual harassment. Any administrator or supervisor who is informed of alleged sexual harassment activities occurring within the School Department must, in conjunction with the Superintendent, take immediate and appropriate action, beginning with a thorough and confidential investigation of the circumstances.
4. Employees 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 dismissal, of employees who violated this policy will occur.



## **Harassment/Intimidation/Bullying/Teen Dating Violence**

### **5141.32**

The Cranston Public Schools recognizes that each student, staff member, teacher, and administrator has a right to attend and/or work in schools that are safe and secure and are conducive to learning, free from threat of physical or emotional harm, actual or implied.

It is the policy of the Cranston Public Schools that harassment and/or bullying and/or sexual violence of students by other students, personnel, or the public will not be tolerated. This policy, developed in accordance with R.I.G.L. 16-21-26 and 16-21-30 which defines "harassment, intimidation or bullying and/or teen dating violence" as:

an intentional written or physical act or threat of a physical act or threat of a physical act that, under the totality of circumstances: (i) A reasonable person should know will have the effect of: physically harming a student, damaging a student's property, placing a student in reasonable fear of harm to his or her person, or placing a student in reasonable fear of damage to his or her property; or (ii) Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student. R.I.G.L. 16-21-26(a)(2).

is in effect while students are on school grounds or property immediately adjacent, using school transportation, at bus stops, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

### **Definition of Bullying:**

Bullying occurs when an individual or group, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, taunts, shuns or maliciously spreads rumors about others or participates in the organizing of others to engage in any of the aforementioned.

Bullying is most often, but need not be, a repeated pattern of verbal, written or physical behavior of some duration. Bullying can include, but need not be limited to:

- Social/Emotional being intentionally unfriendly, name-calling, sarcasm, spreading rumors, taunting, deliberately excluding, treating with disrespect ("dissing"), tormenting (e.g. hiding books, threatening gestures)

- Physical pushing, kicking, hitting, punching or any use of violence
- Racial taunts, graffiti, gestures
- Sexual unwanted physical attention or contact, sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality or sexual preference

Any incidences of abusive behavior (verbal, written or physical) including, but not limited to, bullying, harassment, (including sexual harassment as defined by CPS policy #5141.31), blackmail, extortion, intimidation, threats, unwanted physical contact of any kind or fighting will be addressed in accordance with the language regarding such contained in both the secondary and elementary editions of the Cranston Public Schools Disciplinary Policy and Procedure Handbook.

### **Definition of Dating Violence:**

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. This is in effect while students are on school grounds or property immediately adjacent, using school transportation, at bus stops, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

### **Definition of 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, or
- public display of images that were taken in a private context or when the victim was unaware.

### **Procedure**

1. Any student or employee who believes s/he is being harassed, intimidated or bullied, or involved in teen dating violence, should report such circumstances to the appropriate staff member, teacher or administrator immediately.
2. Any student or employee who has information or knowledge of harassing, intimidating, bullying behavior, or teen dating violence occurring is obligated to report the information to the appropriate staff member, teacher or administrator. Failure to do so may result in disciplinary action.

3. Upon receipt of information describing harassing, intimidating, bullying behavior, or teen dating violence the building level administrator, or his/her designee, shall investigate all accusations. If the allegation is found to be credible, appropriate disciplinary sanctions subject to any appropriate due process procedures, and in accordance with available remedies described in the Cranston Public Schools' Disciplinary Policy and Procedure Handbook shall be applied.

The anti-bullying policy and the teen dating violence policy detailed here has, with the necessary revisions to language contained in both the elementary and secondary Disciplinary Policy and Procedure Handbooks, been developed to produce policy documents that are mutually supportive.

It is the intention of the task force responsible for the development of this policy that ongoing and comprehensive in-service training on the policy and its attendant procedures be provided to all Cranston Public Schools professional staff.

<b>Policy Adopted:</b>	<b>August 16, 2004</b>	<b>CRANSTON PUBLIC SCHOOLS</b>
<b>Resolution No.:</b>	<b>04-8-33</b>	<b>CRANSTON, RI</b>
<b>Policy Amended:</b>	<b>March 16, 2009</b>	
<b>Resolution No.:</b>	<b>09-3-20</b>	

Department of Elementary and Secondary  
Education  
**SAFE SCHOOL ACT STATEWIDE BULLYING  
POLICY**  
**Effective: June 30, 2012**



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.

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### 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:

- 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.

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).**

**CYBER-BULLYING** 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 bus 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 and 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 home page 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 (See attached sample *Report Form*).

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

The disciplinary actions for violations 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, cyber-bullying 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.

*This document shall remain confidential*

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_ Grade: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ School: \_\_\_\_\_

Please answer the following questions about this reporting incident:

List the name of the alleged bully, and/or cyberbully. If name is not known, provide any other identifiable information:

Relationship between you and the alleged bully, and/or cyberbully:

Describe the incident:

\_\_\_\_\_

When and where did it happen?

\_\_\_\_\_

Were there any witnesses?  yes  no. If yes, who? \_\_\_\_\_

\_\_\_\_\_

Other information, including previous incidents or threats:

Student or parent declines to complete this form: Initial: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_



## ZERO TOLERANCE FOR WEAPONS

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 Act, 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 purpose 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, or

(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 of 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 Law this penalty will also be incurred when a student is not on school premises, but when he or she 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.

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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 devise, 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/guardians must petition the Superintendent for permission to re-enter the school system for the next academic year.***

In an effort to maintain a safe and secure environment in our schools the following policy guidelines will be followed.

Organizations, groups or individuals shall not be allowed to promote or recruit during the school day. All visits by organizations, groups or individuals shall be prearranged and preapproved by the Superintendent or his/her designee.

Visits shall not disrupt the school day including recess and lunch or “free” times.

Principals will maintain daily records of expected visitors, volunteers and approved programming during the school day. This record must be available in the Main Office and must be used to allow entry into the school building.

**Any visitor, volunteer or parent/guardian coming into the school for a program, event or to pick up or drop off their child must communicate with the main office prior to arriving at the school. Any visitor, volunteer or parent/guardian who does not communicate with the school prior to arriving, may be denied entry to the building and will require approval of the building principal or his/her designee.**

Any visitor, volunteer or parent/guardian shall go directly to the main office upon entering the building in order to sign in to the building. Failure to follow this procedure may result in removal from the building.

Any visitor, volunteer or parent/guardian coming into the school for a program, event or classroom activity shall be required to wear a visitor badge/sticker supplied by the school. This badge/sticker must be worn in a visible manner during the entire visit and should be returned to the office prior to leaving the building. Visitors not wearing badges/stickers will be asked to leave the building immediately.

**This policy becomes effective on August 28, 2013.**

**Policy Adopted: 3/20/75  
AMENDED POLICY EFFECTIVE: 8/28/13  
Resolution No. 13-5-15 – May 20, 2013**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**



**CRANSTON PUBLIC SCHOOLS POLICY #5131.1(a)  
SCHOOL BUS CONDUCT**

**Regulations For Transporting School Children**

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 permission has been granted by the school authorities. School authorities should verify with the driver the availability of extra seating space and 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 must be assigned a seat in which he 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 on a school bus.
8. No pupil shall at any time extend his or 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 the 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 firearms, straps or pins extending from their clothing.
11. No animal is permitted on the bus, with the exception of service animals. Service animals must be accompanied by pupil(s).

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12. 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 large items.
13. No pupil will be allowed to talk to the driver more than is necessary.
14. No pupil shall sit in the driver's seat, nor shall any pupil be located to the immediate left or right of the driver.
15. 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.
16. Pupils must leave the bus in an orderly manner and must obey the orders of the school bus driver. They must not cross the highway 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.
17. Pupils must cross the highway at least 10 feet in front of the school bus and never behind it.
18. 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, student(s) shall remain over to the right until the bus makes a complete stop. There shall be no pushing or shoving on boarding the bus.
19. Self-discipline should be exercised by pupils at the bus loading area. Students should refrain from pushing and shoving other students.
20. Pupils who have to walk some distance along the highway to the bus loading zone, where practicable, must walk on the left hand side facing the on-coming traffic. This will also apply to pupils leaving the bus loading zone in the evening.
21. Students' misconduct on a bus will be sufficient reason to discontinue providing bus transportation to those students involved.
22. In the event of an actual emergency, emergency exit procedures, as established by the emergency exit drills, will be followed.
23. Parents of students damaging school buses will be responsible for proper reimbursement to the school district.
24. Pupils are not to run errands between the bus stop and their home.

**PLACED ONLY WITH THE BUS DRIVER, IT HAS BECOME A COMMUNITY EFFORT OF COOPERATION WITH PARENTS, SCHOOL BOARDS, ADMINISTRATORS AND BUS DRIVERS.**

**SCHOOL BUS TRANSPORTATION IS AN EXTENSION OF A SCHOOL SYSTEM AND SHOULD BE CARRIED OVER INTO THE SCHOOL BUS.**

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**Policy Adopted: 11/26/73  
PUBLIC SCHOOLS  
Policy Amended: 6/28/10  
RHODE ISLAND**

**Policy Amended: 8/16/76  
Resolution No. 10-6-36**

**CRANSTON  
CRANSTON,**

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Due Process Procedures are incorporated into the *Disciplinary Procedures for Cranston Students*. 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(s)/guardian(s) shall sign a statement verifying that they have been given a copy of the student disciplinary code of their respective school district.”

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.

### **Levels 2 & 3 Dismissal from the Building/Suspension of Student from School**

1. The student and/or parent(s)/guardian(s) shall be informed of the reasons for removal from the building or school for a period of time by the administrator in writing, including:
  - Incident that has taken place
  - the proposed disciplinary consequence (*e.g.* notice of intent to suspend)
  - due process procedures
2. The student and/or the parent(s)/guardian(s) shall be given an opportunity to appeal to the principal of the school and present his/her point of view regarding the incident.
3. The principal shall conduct a hearing regarding the incident and the disciplinary action and render a decision in writing regarding the appeal including:
  - written notice of charges against the student shall be provided to the student and the parent(s)/guardian(s) in their native language by the principal
  - proposed action to be taken by the school administration
  - due process procedure

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### **Level 4 Appeal of a Disciplinary Action to the Superintendent**

1. The student and parent(s)/guardian(s) shall have the right to appeal the recommendations of the school principal within ten (10) days of receipt of the notice of the action recommended by the principal.
2. This notice of appeal must be sent in writing by the parent(s)/guardian(s) to the office of the Superintendent which includes:
  - requesting an appeal hearing
  - listing the reason (s) for the appeal
3. The principal must be notified **by the parent** if an appeal is being made to the Superintendent.

4. In response to the receipt of an appeal in writing, a hearing will be scheduled by the Superintendent or designee:
  - this student will be invited to be present at the hearing
  - the parent(s)/guardian(s) will be invited to the hearing
  - if the parties appealing the decision of the school administration are represented by legal counsel, the Superintendent's office must be notified twenty-four (24) hours in advance of the commencement of the hearing
5. All parties will be given an opportunity to present their version of the facts and their implications. All parties should be allowed to offer testimony of other witnesses and other evidence relative to the issue.
6. The hearing will be conducted by the Superintendent or designated representatives who shall make a determination solely upon the evidence presented at the hearing.
7. The hearing officer shall keep a record of the hearing.
8. A decision will be rendered within a reasonable time after the hearing and will be forwarded to the parent(s)/guardian(s) in writing in their dominant language.

#### **Level 5 Appeal of a Decision to the School Committee**

1. The student and parent(s)/guardian(s) shall have the right to appeal to the School Committee the decision at the Superintendent's level within ten (10) days of receipt of the written decision.
2. The notice of appeal must be sent by the parent(s)/guardian(s) to the Chairperson of the School Committee:
  - requesting an appeal hearing of the School Committee
  - listing the reason(s) for the appeal

### **FAMILY EDUCATION RIGHTS AND PRIVACY ACT NOTIFICATION OF RIGHTS**

**The Cranston Public Schools makes school records available to parents and students over 18 years of age ("eligible students") according to the Family Educational Rights and Privacy Act (FERPA). This Act is amendable only by the U.S. Congress and any changes in the law shall supersede local policy. This policy will be reviewed for appropriate amendments within a reasonable period after changes in the law and/or regulation. In regard to the student's education records, FERPA affords the following rights to parents and "eligible students":**

- 1.) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access, unless a shorter time is required by any other state or federal statute. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the

record(s) they wish to inspect. The principal will make and notify the parent or eligible student of the time and may be inspected.

arrangements for access place where the records

2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional Information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3.) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

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Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Directory type information is also disclosed without consent in a manner consistent with FERPA and the District policy regarding education records. Directory type information includes, but is not limited to, the student's name, address, telephone listing, date and place of birth, electronic mail address, photograph, grade level, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous education agency or institution attended.

4.) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

A copy of the Cranston Public Schools policy regarding education records is available in the Office of the Superintendent of Schools.

### ***Directory Information***

***Parents and eligible students have the right to refuse to let the Cranston Public Schools designate any or all of the types of information set forth above as directory information.***

***If the parent or eligible student does not want any or all of those types of information about the student designated as “Directory Information”, they must notify the Assistant Superintendent, in writing, within twenty (20) days of the first day of school.***

**POLICY AMENDED: August 17, 2009  
RESOLUTION NO. 09-8-19  
POLICY ADOPTED: 8-17-98**

**Cranston Public Schools  
Cranston, Rhode Island**

# TITLE 16 Education

## Chapter 16-21.2 The Rhode Island Substance Abuse Prevention Act

### SECTION 16-21.2-11

**16-21.2-11 Devises prohibited.** – (a) Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device of any kind or a laser pointer of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled.

(b) The penalty for violation of this section shall be the confiscation of the device.

School Policy: Student HandBook 2009-2010

#### Pg.8: **Beepers, Walkmen, Headphones, Cellular Phones, MP3 Players**

**Rhode Island General Law 16-21.2-11** prohibits any student in any secondary or elementary school from carrying, possessing or using a paging device of any kind on school property (**This includes but not limited to cell phones, portable instant messaging devices, pagers, beepers, blackberries, etc.**), except with the written consent of the principal of the school in which the student is enrolled. For the first offense, the student found in possession of any of the items listed above, the item will be confiscated and kept in the main office for a parent pick up between 6:30 a.m. and 3:00 p.m. An office detention will be issued. For a second offense, the penalty for a violation of this law **shall be** the confiscation of said device until the end of the school year. The use of electronic devices such as laser pointers, radios, walk-mans, I-Pods, electronic games, etc. is not permitted during the school day. Use or possession of said devices will result in confiscation by school administration.

## Model 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 non-emergency, 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 non-emergency, 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

**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.

The 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 re-admitted 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’/Cranston Public Schools’ Construction Career Academy, or any out-of-district students attending Cranston Public Schools under state and federal mandates.

**Policy Adopted: May 16, 2005**  
**Resolution No.: 05-5-7**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RI**

**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.**  
I, \_\_\_\_\_, affirm that \_\_\_\_\_  
(name) (child's name)

whose birth date is \_\_\_\_\_ resides permanently with me at  
(month/day/year)

my residence at \_\_\_\_\_, in the Cranston, RI  
(street address)

Public School District. I am the (**check one**):

\_\_\_\_\_ 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.

**II.**

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.

**III.**

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 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

**PARENT SIGNATURE PAGE**

Parent(s)/Guardian(s) and students must sign both the “PUPILS’ CONDUCT CODE” and the “TECHNOLOGY ACCEPTABLE USE POLICY” sections of this page. Sign and return this form to school.

TO: The Principal

FROM: Student’s Name: \_\_\_\_\_  
\_\_\_\_\_

Student’s Homeroom: \_\_\_\_\_ DATE: \_\_\_\_\_

**We have read, discussed and understand the PUPILS’ CONDUCT CODE BOOKLET FOR CRANSTON PUBLIC ELEMENTARY SCHOOLS.**

\_\_\_\_\_  
*Student’s Signature*

\_\_\_\_\_  
*Parent’s Signature*

**TECHNOLOGY ACCEPTABLE USE POLICY**

I, \_\_\_\_\_ (Student’s Signature), as a user of the Cranston Public Schools’ CPSnetwork, agree to follow the rules of the Technology Acceptable Use Policy.

**PARENT(S)/GUARDIAN(S)**

As the parent(s)/guardian(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(s) /Guardian(s) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Once properly completed, this agreement page should be returned to the student’s homeroom teacher before the completion of the first week of school. Non-compliance will result in disciplinary action.

**Cranston Public Schools**

**Release of Student Photos, Videos, Audio  
& Media Interview Opt Out - 5125(c).1**

During the school year, the Cranston Public School District often has the opportunity to photograph or record students in a variety of school-related activities. Student recognition programs, academic, and fine arts programs are a few examples of these activities.

These photographs or videos may be used in communication tools such as district newsletters, district website, or in communication with the media such as allowing interviews or photographs of the students. The district reserves the right to deny media requests for student interviews at any time.

Highlighting achievements in our schools is an integral part of reporting responsibly to our community and is a way to share the success of our schools and students. Our primary goal is to respect your privacy, therefore, if you **do not** elect to have your student's image or works used in district or media publications, please fill out the following form and return it to the school office.

**Cranston Public Schools  
Photo/Video/Audio Denial of Release Form**

Please return this signed form only if you **DO NOT** grant permission to publicize your student's image or recording.

Student Name \_\_\_\_\_ Grade \_\_\_\_\_ S c h o o l  
\_\_\_\_\_

*I **DO NOT** give permission for the above named student to appear in any video or audio recordings, and photographs taken by Cranston Public Schools for district use as described above.*

P a r e n t / G u a r d i a n \_\_\_\_\_ N a m e  
\_\_\_\_\_  
Please print clearly

Parent/Guardian Signature \_\_\_\_\_ D a t e  
\_\_\_\_\_

A d d r e s s / C i t y / S t a t e / Z i p  
\_\_\_\_\_

Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

