

# **DISCIPLINARY POLICY AND PROCEDURE HANDBOOK FOR CRANSTON PUBLIC SECONDARY SCHOOLS**

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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.

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## DISCIPLINARY POLICY OVERVIEW

The Cranston Public Schools, like all other schools, can operate in an orderly manner only by setting reasonable rules for student behavior. Violating or disregarding the rules will constitute a disciplinary matter, which teachers and other supervisory personnel will handle first at the level where those infractions occur. In each school, a designated administrator will resolve persistent or serious infractions.

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

- A. Rehabilitation through appropriate counseling and/or referral.
- B. Restitution and/or punishment for the wrong act committed.

The enforcement of these purposes will direct **all** those students who have violated school rules to change their behavior and to make a better adjustment to the total community.

The refusal to obey a staff member in the process of carrying out the prescribed disciplinary measures may be cause for suspending the student at any point in the discipline procedure. Progressive Disciplinary measures apply to ALL students unless specifically modified by appropriate school personnel in accordance with state and federal laws. Conceivably, a student could be suspended at the first referral for rebelling and refusing to submit to penalty. The punishment may be as little as a verbal reprimand or as much as a full ten-day suspension. Any or all of the disciplinary actions may be imposed on the first offense. If the offense is especially grave, the school may recommend exclusion. Any combination of five suspensions for any reason may warrant a recommendation to the school principal for a hearing and possible recommendation for exclusion from school. The building administrators have the right and the responsibility to exercise judgment in all discipline matters, including those that may arise, but are not included in this handbook.

Parents will be notified of any disciplinary actions. The student's discipline file will contain all written correspondence..

## **STUDENT ATTENDANCE POLICY**

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.

Policy adopted: March 20, 1972  
Policy amended: July 16, 2007 (Res. No. 07-7-21)

**CRANSTON PUBLIC SCHOOLS**  
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### **High School / Middle School Absence and Tardy Policy**

1. If a student is absent (unexcused) from a class or classes in excess of five (5) times per quarter, the teacher will lower the student's quarterly grade by ten points. 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 advisory on time. Students who are late to homeroom/advisory may be consequence by the teacher. Students who are chronically late (more than 3x per quarter) will be referred to the student's assistant principal.
3. Students, who are late to school after the completion of advisory, must sign in at the tardy desk. Students will be allowed three (3) unexcused tardies to school each quarter.
4. All days tardy beyond three (3) per quarter 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.
5. On the fourth (4) tardy, a conference with the assistant principal will occur. Parents will be notified of the excessive tardies. Detention will be assigned for all days tardy beyond four (4) and up to eight (8). All days tardy beyond eight (8) may 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 or on weekends. Such events shall include, but not be limited to, dances, proms or athletics, either as a participant or observer.

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); family vacations during school time are not considered excused absences.
8. Parents/guardians shall be notified of excessive tardies after the fourth tardy per quarter.
9. Parents wishing to appeal an attendance-related decision made by the classroom teacher should follow the CPS appeal process (i.e. written appeal in the following order: student’s assistant principal, principal, superintendent (or designee), Cranston School Committee).

**Policy adopted: Dec. 9, 2013 (Res. No. 13-12-20)**

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**FAMILY EDUCATIONAL 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 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 educational 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 arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s educational 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 educational record, 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 educational record in order to fulfill his or her professional responsibility.

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 educational 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.

*According Federal Statute: 20 U.S.C. 1232g(a)(5)(A)*, “Directory information” means/includes information contained in an education record of a student that would not be generally harmful or an invasion of privacy if disclosed.

- A. Directory Information **includes but is not limited to**, the student’s name; address; telephone listing, electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities or sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended.
  
- B. Directory information **does not include** a student’s-
  - i. Social security number; or
  - ii. Student identification (ID) number, except as provided in paragraph (c) of this section
  
- C. Directory information **includes** a student ID number, user ID, or other unique personal identifier used by the student for purposes of accessing or communicating in electronic systems, but only if the identifier cannot be used to gain access to educational records except when used in conjunction with one or more factors that authenticate the user’s identity, such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user.

## DISTRICT GRADING POLICY

### 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 numerical equivalent for use in the letter grade reporting system will be used by all secondary teachers for the calculation of all marking period 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.
7. 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.
8. 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.

9. 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.
10. 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.

## Grade Point Average Calculations

In keeping with guidelines of the National Association of Secondary School Principals, the table below 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	C.P.	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		

- Honors\* courses will be weighted the equivalent of one letter grade if the grade is a C- or better.
- Career Grade Point Average will be calculated using the Final Grade in completed courses and Quarter Grades (prorated) in courses that are in progress.
- Career Grade Point Average will be calculated at the conclusion of each quarter, with a final GPA being calculated upon graduation or withdrawal.
- Only approved courses will count toward the GPA...
  - 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 a 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: July 20, 2009 RES. NO. 09-7-19**  
**POLICY AMENDED: June 14, 2010 RES. NO. 10-6-16**

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## **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 administration.

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

## Homework Policy

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

#### Secondary Schools – Grades 7-12

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

SECONDARY SCHOOLS	Suggested Average TOTAL TIME
Grades 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. Concerns about the workload should first be addressed to the classroom teacher by a student and/or parent. 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, 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.

### **Unsatisfactory Conduct**

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.

Any student who becomes ineligible will remain so until the next quarter grades are reviewed. If, at that time, the student has fewer than three "3s," eligibility will be restored. Eligibility may be restored 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 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 3 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 3 teachers indicate unsatisfactory on the report card.

*Unsatisfactory conduct will carry over from one year to the next and from grade to grade.*

### **Academic Ineligibility**

Any student who is failing 2 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 2 failures.

Academic ineligibility for high school students will follow the Rhode Island Interscholastic League guidelines. The ineligible status will remain in effect until grades for the next quarter are reviewed.

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

1. A student/student's parents 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.

*Note: If a student does not ask for a review of his/her status, ineligibility is retained until fewer than 2 teachers indicate failing grades on the report card.*



## **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, antisocial, 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

## Student Misconduct

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. Administration has ultimate discretion for consequences.

*\*Please note: Progressive discipline will be implemented for any student who fails to attend an assigned detention. \*\*In addition, a conference with an administrator will be conducted upon a student's return to school following a suspension in accordance with the CPS Due Process Guidelines (page 21).*

1. **Insubordination** is not obeying authority and refusal to follow directions. Consequences will include but not be limited to detention and/or suspension. Habitual offenders will have progressive discipline, up to and including exclusion. For each offense, the student and parent may have a conference with an administrator, and detention or equivalent will be assigned.
2. **Cheating**
  - a. For the first offense, teacher will confer with the student; the guidance counselor and teacher(s) will notify the parents; and the student will forfeit all related grades; Administration will be notified and a school consequence will be assessed.
  - b. For additional offenses, the student will confer with the administration, will be counseled by his/her guidance counselor, will forfeit related grades, will be suspended for one to three days; and his/her parents will be notified.
  - c. Progressive discipline will apply to habitual offenders.
3. **Fighting** between and among students will require notification to parents and a conference\* with an administrator. Cranston Police Department will be notified. Also, fighting which may lead to additional fighting and violence will also be reported to the police. The penalties for fighting will include suspension from 3 to 10 school days and a parent conference prior to reinstatement. If a student commits additional offenses, the school will follow the procedure outlined above and may initiate exclusion proceedings.
  - a. If a student willfully strikes another student, the administrator will notify parents, as well as the Cranston Police Department, it is with the victim's rights to press charges, and confer with the offending student. The penalty will include suspension of the student from 3 to 10 school days. Exclusion proceedings may be initiated.
  - b. If a student willfully strikes a staff member, the victim is within the rights to press charge. The school will notify the Cranston Police Department. The administration will notify parents. The penalty will include suspension for 10 school days. Exclusion proceedings will be initiated.

4. If a student is in possession of **pornography**, distributes pornography via electronic or any other means, *at a student*, verbally or in writing, an administrator will confer with the offending student and notify parents. The penalty will include detention or suspension from 1 to 10 school days.
5. If a student **uses obscenities, obscene gestures, or abusive, threatening language at a student**, electronically, verbally or in writing, an administrator will confer with the offending student and notify parents. The penalty will include detention or suspension from 1 to 10 school days.
  - a. If a student **directs pornography, obscenities, obscene gestures, or abusive language at a staff member**, verbally or in writing, an administrator will confer with the offending student. The penalty will include suspension a minimum of 3 days. The administrator will hold a parent conference and make recommendations for remedial action. If the student commits an additional offense, the administrator will confer with the student and progressive discipline will be applied. Exclusion proceedings may be initiated at any time.
6. If a student **forges** the signature(s) of staff members, parent(s), or modifies a school document, the student will confer with an administrator. The penalty will include detention and/or suspension from 1 to 10 days.
7. If a student blackmails, **extorts, intimidates, or threatens other students**, s/he will be referred to an administrator and the parents of all parties will be notified at the administrator. The penalty will include a suspension from 3 to 10 school days. The school may initiate exclusion proceedings. A parent conference will be required before the offending student returns to school.
8. If a student **blackmails, extorts, intimidates, or threatens school staff**, the school will notify the parents. The penalty will include suspension from school until a decision in a Due Process Hearing is rendered concerning exclusion. The police will be notified in all cases.

**If any set forth in above references the use of a weapon, and/or death threats, the school will notify the parents, suspend the student until a decision in a Due Process Hearing is rendered concerning exclusion, and notify police. \*\*See Zero Tolerance for Weapons pages 42 and 43**

9. In the case of an unauthorized **walk-out or sit-in**, the individual student or key leaders will confer with an administrator. The penalty may include a suspension for up to 10 school days. The school will schedule a parent conference.
10. If a student **steals property** or the property of other students or staff members, that student will be referred to an administrator. The school will notify the parents. The penalty will include a suspension from 1 to 10 days. The police may be notified. If an exclusion proceedings may be initiated. The student must make restitution of the damaged/stolen property/money.
11. If a student **vandalizes** (including writing on walls with markers, spray paint, etc.) or willfully destroys property of the school, staff, or other students, that student will be referred to an administrator who will notify the parents. The penalty will include suspension from 1 to 10 days. The police may be notified. The school may initiate exclusion proceedings. The student must make restitution for damages.
12. **Fireworks:** If a student is in possession of, or sells, or distributes fireworks, the student will be referred to an administrator. The penalty will include suspension for 3 to 10 days. Parents will be notified, and a conference will be scheduled. The police will be notified. The school may initiate exclusion proceedings.
  - a. If a student violates fire regulations by igniting or setting off fireworks, the student will be referred to an administrator. The penalty will include suspension from 5 to 10 days. Fire and police personnel will be notified. Legal action may be initiated. The parents will be notified and a conference will be scheduled. The school may initiate exclusion proceedings.
  - b. If a student **violates fire regulations by setting a fire, setting off a bomb or explosive** device, or calls in a bomb scare, the student will be referred to an administrator. The penalty will include suspension for 10 school days. Fire and police personnel will be notified. Legal action may be initiated. The parents will be notified; a conference will be scheduled. Exclusion proceedings will be initiated .
  - c. If a student **violates fire regulations by unnecessarily pulling a fire alarm box**, the student will be referred to an administrator, and fire and police personnel will be notified. The penalty will include a suspension from 3 to 10 school days. Parents will be notified, and a parent conference will be scheduled. The school may initiate exclusion proceedings. Legal action may be taken.
13. Any student using technology for the disruptive purpose i.e. recording and/or distributing an infraction will be referred to an administrator. Parents will be notified and student will lose their bring your own device (BYOD) privileges.

Rhode Island State Law Chapter 12.1 the Rhode Island Substance Abuse Prevention Act, Section 16-21.2-11. Paging Devices Prohibited.

*Any student enrolled in any secondary or elementary school shall be prohibited from carrying, possessing or using a paging device of any kind on school property, except with the written consent of the principal of the school in which the student is enrolled. The penalty for violation of this section shall be the confiscation of said device. Further, the use of a laser pointer shall, likewise, be prohibited and punishable.*

**DUE PROCESS**

**5145(a)**

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 (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 1 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 Fewer

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 / Expulsions

1. After being given the due process set forth above for suspensions of ten days or less, prior to suspension for more than ten days or expulsion, 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 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 expulsion;

(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.

2. 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 1 (a), 1 (b) and 1 (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.

3. The student shall be afforded the hearing in 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.



## **SCHOOL BUS CONDUCT**

**5131.1a**

### 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 permission has been granted by the school authorities. 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

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
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. Self-discipline should be exercised by pupils at the bus loading area. 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.

Administrative Regulations  
Amended: May 18, 2015  
Resolution No.: 15-05-35

CRANSTON SCHOOL DEPARTMENT  
Cranston, Rhode Island

## TECHNOLOGY ACCEPTABLE USE POLICY

6161.2

*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 (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(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 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 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

- 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.
- 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 CPS network 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 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 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 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 CPSnet is strictly prohibited.
  - b. Receiving or transmitting information through the CPSnet pertaining to dangerous instruments such as bombs, automatic weapons, or other illicit firearms, weapons, or explosive devices is prohibited.
  - c. The CPSnet 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 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 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 CPSnet.
4. The Cranston Public Schools will not be responsible for financial obligations arising through the unauthorized use of the CPSnet system.

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.
- a. Student safety with regard to safety on the Internet
- b. Appropriate behavior while on online, on social networking Web sites, and in chat rooms.
- c. 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**

**#6161.3**

### BYOD Student User Agreement

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 Type:

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, smartphones, 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.



- This policy must be renewed by students and parents at the start of each new school year.
- The student accepts full responsibility for his or her device and shall keep it with himself or 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.

### Cranston Public Schools Bring Your Own Device (BYOD) Policy

- 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
- 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 wi-fi connections.

Policy Adopted: August 18, 2014  
Res. No. 14-8-26

CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND

## **Student Dress Code Policy**

**5132**

Clothing, insignia, buttons, jewelry, labels, signs or other 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/Amended: 10/15/12  
Res. No. 12-10-12

Cranston Public Schools  
Cranston, Rhode Island

## **SEXUAL HARASSMENT**

**5141.31**

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 this 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 behavior
  - Harassment by any means of electronic device

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's education.
- ii. Submission to or rejection of such conduct by an individual is used as a basis for educational decisions affecting the person.
- iii. The conduct has the purpose or effect of interfering with an individual's educational performance, or creating an intimidating, hostile, or offensive educational environment.
- iv. 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**

**5141.31( a )**

1. Any employee or student who believes s/he 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 Superintendent.
3. Any administrator or staff employee of any harassment allegations suspected harassment, or behavior that could be construed as sexual harassment shall immediately and fully inform the Superintendent. 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.

## **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.

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.

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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, photoelectronic 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, cyberbullying, 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 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 (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, 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

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 Law 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.***

## **AFFIRMATION**

Every parent/guardian and student has a responsibility to review the **“DISCIPLINARY POLICY AND PROCEDURES HANDBOOK FOR CRANSTON PUBLIC SECONDARY SCHOOLS”** annually. Once the document has been reviewed, the parent(s) and student(s) must indicate that the document has been read and must make certain acknowledgements as found below. Please note that three (3) documents should be signed and returned to the school (this affirmation, the residency affidavit, and the military page). Please return these three (3) documents to the school before the end of the first week of school.

TO: The Principal of \_\_\_\_\_

FROM: Student's Name: \_\_\_\_\_  
(printed)

Student's Advisory : \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Name: \_\_\_\_\_  
(printed)

### **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 outlines on pages 31 and 32. 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 outlines on pages 31 and 32. 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 HANDBOOK FOR CRANSTON PUBLIC SECONDARY SCHOOLS**

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

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.

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

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** \_\_\_\_\_

**ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING  
INFORMATION**

**Federal Law – “No Child Left Behind” Act of 2001 States:**

**1. ACCESS TO STUDENT RECRUITING INFORMATION**

Notwithstanding section 444(a) (5)(B) of the General Education Provisions Act and except as provided in paragraph (2), each local education agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses and telephone listings.

**2. CONSENT** – A secondary school student or the parent of the student may request that the student’s name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent, and the local education agency or private school shall notify parents of the option to make a request and shall comply with any request.

**3. SAME ACCESS TO STUDENTS** – Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post-secondary educational institutions or to prospective employers of those students.

**RECORD POLICY**

“As indicated in the Cranston Public School policy #5125B, student records will be maintained by the high school for five (5) years after graduation. After a five-year period, the records will be destroyed. Cranston, will, however, continue to maintain a permanent record transcript for future reference...”

**PERMISSION TO RELEASE INFORMATION TO MILITARY**

*As the parent/guardian of the minor student named above, I allow my child’s information be released to the United States military. If you choose not to have this information released, a written request must be made to the school. (See explanation of law above.)*

STUDENT’S NAME \_\_\_\_\_ HOMEROOM \_\_\_\_\_  
(print)

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



End