

## **COMMUNITY RELATIONS: 1000 SERIES**

This series deals with the school system's external relations – with mass media of communication, with PTA's, with citizens committees, with complaints concerning school personnel, with community use of school buildings, with other governmental and private groups concerned with education and the like.

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**Publications, Radio, Television, Internet**

During the school day, no poster, paper, circular, brochure or other document designed to aid or injure or defeat any candidate for public office or any political party or organization or any questions submitted to the voters shall be distributed to students or parents in school buildings or within school property by school personnel, students, parents, political candidates, political parties or organizations, or by the public at large; and further, there shall be no distribution within school buildings or upon school property of materials by the same above-enumerated persons and/or groups which invite, recruit, or in any way solicit students or their parents to participate in political campaign activities or political action organizations.

Outside the school day, any group which uses school facilities is free to exercise its rights under the First Amendment, including but not limited to, discussion of political candidates and issues, distribution of literature and buttons and encouragement of participation in political campaign activities.

PTO groups or other school-sanctioned groups must provide equal access to all candidates for a particular office. This shall not apply to elected officials performing their official duties.

## **School Bus Advertising Policy**

Cranston School District will hire a company to operate and maintain the marketing/advertising program for school buses. This company shall be chosen through a request for proposal process (RFP). Fees will be paid out of advertising profit under contract.

### **Approval of Advertisements**

Final approval of advertisers and advertisements must be made by a majority vote of the school committee. Advertisements must meet restrictions and guidelines as set forth below in order to be eligible for approval.

### **Advertising Restrictions/Guidelines**

The following restrictions for advertising will include but not be limited to the following in place for all advertisements placed on school buses:

The advertising will not:

- Promote violence, hostility or disorder.
- Promote any religious or political organization.
- Promote, favor or oppose any candidacy, bond issue, budget issue, or public questions submitted for any election.
- Be obscene or pornographic as defined by local standards.
- Promote the use of tobacco, alcohol, narcotic drugs.
- Interfere with the safety and recognition of a school bus.
- Be slanderous.

### **Privatization of Transportation Fleet and Services**

- If Cranston Public Schools decides to retain the services of a private busing company for transporting our students we would require that the company adhere to all aspects of the School Bus Advertising Policy as adopted. This policy would be included in any and all RFP's that are part of the process of privatization.
- If Cranston Public Schools allows the private busing company to place advertising on the buses the school district and the private company will split the profit from advertising equally.

### **Advertiser Responsibilities**

The advertiser will be responsible to pay the district and its' contractors for all costs related to advertising on the school buses, including but not limited to:

- Storing advertising.
- Retrofitting buses.
- Attaching advertisements.
- Related maintenance.
- Monthly advertising placement fees.
- Removal of advertising.

## **School Bus Advertising Policy (cont.)**

### **Exterior Bus Advertising Placement**

- Advertisements placed on exterior of buses will not exceed the requirements set by the General Assembly legislation guidelines.
- Only one advertisement per exterior side of bus (total of 2 per bus—1 on each side).
- May not extend from the body of the bus.
- Must be at least three inches from any required lettering, lighting, wheel well, reflector or other safety features.
- Shall not interfere with the operation of any doors or windows.
- Shall not be placed on emergency exits.

### **Interior Bus Advertising Placement**

- Advertisements placed on the interior of buses will not exceed a maximum length of 24 inches or a maximum width of 10 inches per sign.
- Maximum 6 advertisements per bus interior.
- Must be at least three inches from any required lettering, lighting, wheel well, reflector or other safety features.
- Shall not interfere with the operation of any doors or windows.
- Shall not be placed on emergency exits.

### **School Bus Advertising Fund**

Revenue raised from advertising contracts shall be remitted directly to the school district and held in subaccounts for the following purposes:

70 % towards replacement of existing school bus fleet  
20% towards programs determined by the school district  
10% towards capital expenditures for school improvements

### **Rates and Fees for Advertising**

- Rates and fees will be set by marketing firm subject to school committee approval.
- Rates will be discounted for Cranston-based businesses subject to school committee approval.
- A minimum per bus and per month fee schedule will be set subject to school committee approval.

**Policy Adopted: 09/27/12 (Res. No. 12-9-16)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Availability of Records on Web Site**

The Cranston School Committee wishes to make its records available to the public because an informed citizenry is essential to democratic government. Accordingly, the school committee shall post minutes of the previous month's school committee meetings on the RI Secretary of State's website, except those held in Executive Session. The superintendent's proposed budget and the current budget adopted by the school committee shall be available on the CPS website.

**Policy Adopted: 11/17/03 (Res. No. 03-11-14)**  
**Policy Amended: 2/11/16 (Res. No. 16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

### **Participation by the Public**

Residents of the community who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such persons shall be invited to act as advisers individually and in groups as follows:

1. In clarifying the general ideas and attitudes held by our residents regarding schools.
2. In developing broad policies under which the school system is to be managed.
3. In establishing administrative arrangements and regulations designed to implement the policies.
4. In determining the purposes of courses of study and special services to be provided for students.
5. In evaluating the extent to which these purposes are being achieved by present practices.
6. In giving active assistance to the professional staff in the actual operation of classes and services where the staff deems such aid valuable.
7. In solving a specific problem or set of closely related problems about which the school committee must make a decision.
8. In the operation of school related agencies.

The school committee and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the schools, especially those individuals and groups which they have invited or created to advise them regarding selected problems, but the school committee and staff shall use their own best judgment in arriving at decisions.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **By-Laws of The Cranston Rhode Island Special Education Advisory Committee**

### **Article I: Name**

The name of this committee shall be the Cranston Special Education Advisory Committee (SEAC). SEAC is a recognized member of SEAN (Special Education Advisory Network).

### **Article II: Functions and Responsibilities**

The Local Advisory Committee shall:

- Advise the Cranston School District on matters concerning the unmet needs of students with disabilities.
- Comment on improvement plans including school support plans resulting from Part B compliance reports, local compliance with state and federal laws pertaining to the education of students with disabilities.
- Comment on applications for federal and state funds.
- Serve as advocates in partnership with parents for students with disabilities to ensure that they receive the entitlements provided to them under state and federal laws.

### **Article III: Operating Procedures**

- The committee will run as a pro-active collaborative partnership between Cranston parents, students, educators and administrators.
- The committee will promote mutual respect and trust and assist parents in looking at the “big” picture.
- The advisory committee shall meet a minimum of 4 (four) times annually. Additional meetings shall be scheduled when necessary.
- Official minutes shall be kept of all committee meetings and be available for public review, once approved at Cranston Public School website- Special Education Link.
- All committee meetings and agendas shall be publicly announced prior to any meeting via the SEAC e-mail contact list, and as so distributed by those contacts.
- All meetings shall be open to the public.
- Availability of childcare will be announced with presentation of agenda.
- The committee shall hold its regular meetings at a central location convenient to all members and accessible to persons with disabilities.
- The length of full committee meetings shall not exceed 2 ½ hours unless approved by a two-thirds vote of membership present.
- Members must be notified of all regular and special meetings. Any change in the established date, time, or location must be given special notice.
- Interpreters and other necessary services may be provided at meetings for members or participants when requested in advance.
- The advisory committee shall serve without compensation, but may be reimbursed for reasonable and necessary expenses for attending meetings and performing duties.
- All participants of the Cranston Special Education Advisory Committee shall be provided with a copy of the by-laws, and the by-laws will be available at each meeting.



- A formal member of the advisory committee is defined as a member who (a) meets the membership criteria and (b) participates in committee meetings or activities. In the event that a formal member does not participate in some manner, it will be the responsibility of the officers to contact the formal member to determine his/her interest in serving on SEAC.
- An attendee is an individual who attends meetings but has not become a formal member either by choice or because they do not meet the membership criteria.
- Provided a quorum is in attendance, formal members will make all advisory committee decisions upon a vote. \*see voting rights
- The rules of parliamentary practice as described in Robert's Rules of Order shall govern the proceedings of this committee, provided that they do not conflict with the intent of the by-laws or any state, federal laws/regulations, and/or any school department policy and/or procedures.
- The committee shall submit such reports as are required by the School Committee, Commissioner of Education, Board of Regents, or United States Dept. of Education. Minority reports may be submitted by one person or a group of people.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the Chairperson and the Assistant Chairperson to state, local, and other subcommittees.
- The Chairperson and Assistant Chairperson may establish such subcommittees as they deem necessary or desirable to carry out the duties and responsibilities of the committee and shall appoint a chairperson to each subcommittee. The majority of subcommittee members shall be parents.
- Correspondence sent to SEAC electronically will be deleted after a period of 90 days.
- Correspondence sent in physically will be recorded electronically, then the physical item will be disposed.

## **Officers**

The officers of the Cranston Special Education Advisory Committee shall be:

- Chairperson.
- Assistant Chairperson.
- Past-Chairperson(s).
- Secretary.
- The Assistant Chairperson shall assume the Chairperson's role in the absence of the Chairperson.

## **Election and Term of Office**

- Length of term is two years, beginning in September.
- Limit is 2 consecutive terms in same role unless a petition to extend the term is approved by the committee.
- The Chairperson shall not be a member of the administration of the Cranston School Department or member appointed by the superintendent, Cranston Teachers Alliance, or the school committee.
- Elections shall be held in May.

## **Removal**

- Any officer of the committee may be removed by a two-thirds vote of all members sitting on the committee, whenever in the judgment of the committee; the best interests of the committee would be served by this decision.

## **Vacancy**

- A vacancy in any office because of death, resignation, removal, disqualification, or otherwise shall be filled by the committee from a volunteer among existing membership for the unexpired portion of the term.

## **Duties and Responsibilities**

### **Chairperson**

- Preside at all committee meetings
- Will sign all letters, reports, and other communications of the committee
- Respond and forward e-mails sent into committee
- Maintain the contact list upon the e-mail account
- Send agenda/minutes out prior to meetings
- Generally responsible for directing and coordinating affairs of the committee

### **Assistant Chairperson**

- Assist chairperson as needed to maintain goals of SEAC
- Take over chairperson roles in the event chairperson, not in position, or absent

### **Secretary**

- Take the minutes and attendance of all meetings
- Post approved minutes on website per current defined process
- Prepare other necessary communications as directed by the chairperson

### **Past Chairperson**

- Chairperson of the nominating committee
- Nominating committee is responsible to present the names of persons nominated to the committee in April

## **ARTICLE IV: Appointment of Members**

The school committee shall appoint an Advisory Committee on Special Education.

### **Membership**

The Advisory Committee must be composed of individuals involved in or concerned with the education of children with disabilities.

1. Parents of students with disabilities shall compose a majority of the committee membership, and at least fifty percent (50%) of this majority shall be selected by the parents of students with disabilities.
2. An individual with a disability.
3. A special education teacher.
4. A general education teacher.
5. A public school administrator.
6. Other members of the community at the discretion of the Cranston Special Education Advisory Committee and the Cranston School Committee.
7. Membership shall be composed of twenty-nine (29) individuals involved in or concerned with the education of children with disabilities.
8. The Cranston Special Education Advisory Committee may expand the committee to include additional persons in the preceding groups and representatives of other groups.

### **Appointment of Members**

- The superintendent shall select the administrators.
- Cranston Teachers Alliance shall select the teachers.
- School committee shall select its representative.
- Parents will be selected by parents of children with disabilities and voting members of SEAC.

### **Term of Members**

- All new members shall be appointed for one, three year term.
- At the conclusion of a member's term, he/she may petition for another term per Article IV, Section

### **Duties and Responsibilities**

- Formal (voting) membership requires individuals to complete a membership enrollment form indicating their commitment to participate in committee activities and attend meetings on a regular basis.
- In order to comment publicly on rules, regulations, and special education issues, members shall either volunteer or be appointed by the chairperson and the assistant chairperson to state, local, and other subcommittees.

### **Termination of Membership**

- Causes for removal shall be for failure to carry out those responsibilities assumed by acceptance on the committee.
- SEAC, by a two-thirds vote, may request the resignation of, or remove a member upon committee recommendation, if there is just cause.

### **Attendance**

- Failure of a member to attend three meetings of the committee without prior notice to the chairperson will result in removal from the committee.

### **Resignation**

- Any member may resign by filing a written resignation with the Cranston Special Education Advisory Committee.

### **Vacancy**

- Any vacancy on the Cranston Special Education Advisory Committee shall be filled as in the process stated in Article IV, Section A.

### **Alternate Parent Membership**

- Parents/guardians may apply for special circumstance delegate/alternate membership and will also be selected by parents of children with disabilities.
- Each delegate, or in their absence, their alternate, shall be entitled to one vote and shall cast that vote on each matter submitted to a vote of SEAC.
- Each delegate/alternate team is considered to be one member of SEAC.

## **ARTICLE V: VOTING RIGHTS**

- Each member shall be entitled to one vote and may cast that vote on each matter submitted to a vote of the committee.
- Proxy voting and absentee ballots shall not be permitted.
- Attendees will not have voting rights.

### **Voting Procedures**

- Voting will be done by ballot for election of officers.
- Votes required for resolving issues arising at committee meetings will be done by majority hand count.

### **Quorum**

- All decisions of the committee shall be valid unless a majority of the members of the committee appointed and holding office concur therein by their votes.

### **Duties and Responsibilities of the Local Agency**

- The local agency shall provide support to the committee by contracting for technical assistance services with the Rhode Island designated Parent Training and Technical Assistance Agency or other community-based non-profit parent organization
- Such technical assistance shall include the role of advisory committees in advocating for children, state and federal regulations, community resources, strategic planning and development of an annual report to the school committee.
- The local education agency shall also provide school and district improvement plans to the committee for comment and make available appropriate records and data as permitted by law.
- The public agency shall also support the committee in disseminating information to parents of students regarding the role of the advisory committee, information pertaining to special education and inform the committee of professional development opportunities that are available within the LEA.

- The Executive Director of Pupil Personnel Services shall be the local educational agency (LEA) contact person or their assigned designee (unless otherwise specified by the school committee). This individual shall work proactively and collaboratively in partnership with the SEAC members
- The LEA contact shall be the contact between SEAC and Cranston School Department Administration and shall be the link for any individual concerns of parents.

**Parent Notification of Local Advisory Committee**

- When a child is referred to special education, each school district special education program shall provide the parents with notification of the existence of local advisory committee for Special Education established in compliance with these regulations.
- The notification shall specify that a majority of the local advisory committee is parents of children with disabilities, and shall inform the parents of how the local advisory committee may be contacted.

**ARTICLE VI: Review of By-Laws**

By-laws will be reviewed when necessary by the Officers of SEAC to ensure that the by-laws align with the State of Rhode Island Regulations for Elementary and Secondary Education.

**Amendments to By-Laws**

- In the event that amendments are needed to the by-laws, then a sub-committee will be formed.
- The by-laws subcommittee will be responsible for the review and revision of the by-laws as well as presenting the revised by-laws to SEAC for review.
- The SEAC bylaws/amendments shall be provided to the Director of Pupil Personnel Services who shall then review and recommend revisions if necessary.
- The Executive Director of Pupil Personnel Services shall present the by-laws to the school committee for approval.

**ARTICLE VII: Approval of By-Laws**

These by-laws and any subsequent amendment thereto shall become effective upon approval by the school committee.

- The school committee by majority vote shall approve the by-laws of the advisory committee.

Approved:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Cranston School Committee Chairperson

Approved:

\_\_\_\_\_ Date: \_\_\_\_\_  
 Cranston School Committee Vice-Chairperson

## **Volunteers in Schools**

### **Statement Policy**

Cranston Public Schools appreciates volunteer efforts in its schools. Parents, college students, senior citizens, elected officials, business representatives, and community members are important sources of support and expertise that enrich the instructional program, assist teachers, and connect the student body with the community.

### **Description**

A volunteer is any non-compensated person who wishes to donate his/her time for any public school related activity within a school building.

Volunteers must adhere to all Cranston Public Schools policies and regulations including but not limited to code of conduct, confidentiality, etc.

Volunteers shall not physically discipline a student.

### **Requirement**

Volunteers shall be required to complete an Information and Disclosure Statement, including references and information about prior volunteer experience. In addition, volunteers *may* be required to participate in an orientation and/or training established by Cranston Public Schools.

### **Age Requirement**

Volunteers must be a minimum of 18 years of age.

### **Confidentiality**

Volunteers must keep confidential what they observe. Volunteers must maintain confidentiality, and are not permitted to discuss student/school related issues in the outside community. Volunteers shall not have access to confidential information/ file/records.

### **Safety and Security**

Upon initial application, all volunteers shall be required to obtain a Rhode Island BCI. All out-of-state volunteers, or volunteer applicants who have not resided in Rhode Island for a period of one year, shall be required to obtain a National Fingerprint BCI.

The cost of the background check, if any, is the responsibility of the applicant. Funds may be made available for those who are unable to cover the cost of the background check. Inquiries may be made with human resources.

Volunteers shall not be with a student(s) outside the presence of a classroom teacher, administrator, or appropriate school personnel, unless authorized by said classroom teacher, administrator or appropriate school personnel to do so after having undergone the BCI check. A volunteer shall not, in his or her volunteer capacity, be in a one-on-one situation with a child,

during or outside of a school day.

Volunteers must provide identification and sign in/out at the school's main office. Volunteers shall wear the "visitors" badge or other means of identification, as required by school policy.

### **Volunteer Liability and Indemnification**

A volunteer shall at all times indemnify and hold harmless the Cranston Public Schools and its officers, agents and employees from any and all claims, damages and expenses arising out of injuries to persons or damage to property which resulted from any omissions or negligent acts of the volunteer.

### **Exclusion**

This Policy may not apply to parents observing classrooms, guest speakers, performers, student mentors who are enrolled in Cranston Public Schools, truancy court personnel, newspaper reporters, vendors for school related items such as rings, yearbooks, delivery vendors, and alike, provided they are accompanied by the superintendent or school personnel.

### **Record Retention**

The office of human resources shall maintain an accurate file of signed volunteer disclosure statements and the results of criminal background checks as required by policy.

### **Disqualifying Information**

In the event that a bureau of criminal identification (BCI) check reveals disqualifying information, then the bureau of criminal identification, state police or local police department will inform the applicant in writing of the nature of the disqualifying information; and without disclosing the nature of the disqualifying information, will notify the employer in writing that the disqualifying information has been discovered.

If there is any disqualifying information concerning a potential volunteer set forth in the BCI report, it shall be the responsibility of the superintendent or his/her designee to notify the potential volunteer and explain that he/she will not be able to participate due to the information contained in the report. The superintendent or his/her designee shall also provide the potential volunteer with the opportunity to meet with the superintendent to discuss the matter.

If the potential volunteer elects to have the meeting with the superintendent, then at that meeting, notwithstanding the disqualifying information, the superintendent may make a judgment regarding whether the individual may volunteer in the Cranston Public Schools. In determining whether to allow an individual with a disqualifying record to volunteer, the Superintendent may consider the following factors:

(1) Time frame of conviction; (2) Rehabilitative efforts of the applicant; (3) The applicant's community involvement; (4) References; (5) Experience with children; and (6) any other factors deemed relevant.

For purposes of this policy, "disqualifying information" means those offenses listed in R.I.G.L. §§23-17-37, 11-37-8.1 (first degree child molestation) and 11-37-8.3 (second degree child molestation).

## **Appeals Process**

Any volunteer wishing to appeal the superintendent's decision may do so by writing a letter to the chairperson of the school committee within ten days of the superintendent's decision, requesting a hearing before the school committee, and shall be advised of this process by the superintendent. The school committee shall independently consider the request and may consider the same factors set forth above.

## **Enactment**

This policy shall be interpreted and implemented in compliance with the requirements of the Rhode Island civil rights of people with disabilities act and all other anti-discrimination laws.

**Policy Adopted: 6/22/09 (Res. No. 09-06-26)**  
**Policy Amended: 12/10/12 (Res. No. 12-12-12)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**



**CRANSTON PUBLIC SCHOOLS**  
**845 Park Avenue, Cranston, RI 02910**

**VOLUNTEER DISCLOSURE STATEMENT**

It is the policy of Cranston Public Schools to make reasonable efforts to provide a safe learning environment for students and staff working with volunteers. Therefore, Cranston Public Schools requires the following information from all volunteers.

SCHOOL NAME:

VOLUNTEER NAME:

MAIDEN NAME:

DATE OF BIRTH:

ADDRESS:

CITY:

STATE:

ZIP CODE:

PHONE NUMBER:

ID/LICENSE NUMBER:

Have you ever been convicted of a felony?

Yes

No

Have you ever been convicted, or had an administrative finding, of violating any law involving child abuse, physical abuse, sexual harassment or exploitation, or any other crime related to children?

Yes

No

Have you lived outside of Rhode Island in the past year?

Yes

No

**IN CASE OF AN EMERGENCY**, please notify:

Name:

Relationship:

Home Phone Number:

Cell:

I have read the above pre-requisite and agree to abide by the Terms and Conditions as required.

Signature:

Date:

Administrator:

Date:

**COPY OF APPLICANT'S IDENTIFICATION OR DRIVER'S LICENSE MUST BE ATTACHED TO THIS FORM.**

**CRIMINAL IDENTIFICATION WAIVER AUTHORIZATION**

I am interested in volunteering in Cranston Public Schools.

Name:

Maiden Name:

Date of Birth:

**Disclaimer**

I, \_\_\_\_\_, hereby direct and authorize the Bureau of Criminal Identification of the Department of the Attorney General for the State of Rhode Island to make available to Cranston Public Schools any criminal record that the Bureau of Criminal Identification has on file in reference to me.

I hereby waive and release any and all manner of actions, cause of action, and demands of every kind, nature and description, arising from any release of criminal records and requests there from, whatsoever against the State of Rhode Island, Bureau of Criminal Identification, the Attorney General, and employees of the Attorney General’s Office in both law and equity which I may now have or in the future may have.

Signature of Applicant

Sworn to before me in the City of \_\_\_\_\_, State of  
this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Notary Public

Commission Expires

**Note – the Attorney General’s Office requires the following documents: Notarized Consent form, photocopy of Photo ID that includes date of birth, check or money order for \$5.00 made payable to BCI, reason for background check, and a stamped envelope addressed to the Department of Human Resources, 845 Park Avenue, Cranston, RI 02910**

## **VOLUNTEER APPLICATION**

Please note, this form is not mandatory. However, this form would assist the Building Administrator in scheduling for special events.

Name:

Address:

City, State, Zip:

Home Phone Number:

Cell Phone:

Email:

License Plate #:

Car Type:

Color:

Indicate days and times available to volunteer:

What types of activities would you like to volunteer for?

What are your interests, skills, or hobbies?

**IN CASE OF AN EMERGENCY:** please list two people to notify in case of an emergency.

Name, Relationship:

Address:

City, State, Zip:

Phone (H):

Cell Phone:

Name, Relationship:

Address:

City, State, Zip:

Phone (H):

Cell Phone:

### **Organization/Visitor Access and Identification Policy**

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

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

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

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

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

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

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

**Policy Adopted: 3/20/75**  
**Policy Amended: 8/28/13 (Res. No. 13-5-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Loitering or Causing a Disturbance**

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without written permission or who causes disturbances is guilty of disorderly conduct and may be prosecuted according to law.

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

### **Complaints Concerning School Personnel**

Constructive criticism of the schools is welcome through whatever medium when it is motivated by a sincere desire to improve the quality of the education program and to equip the schools of this district to perform their task more effectively.

The school committee trusts in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or negative criticism and complaints.

Whenever a complaint is made directly to the school committee as a whole or to a school committee member as an individual, it shall be referred to the school administration for study and possible solutions. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he sees them.

If it appears necessary, the administration, the person who made the complaint, or the employee involved may request an executive session of the school committee for the purpose of further study and a decision by this body. Generally all parties involved, including the school administration, shall be asked to attend a meeting for the purposes of presenting additional facts, making further explanations, and clarifying the issues. Hearsay and rumor shall be discounted as well as emotional feelings.

The school committee shall conduct such meetings in as fair and just a manner as possible. The school committee may request a disinterested third party to act as a moderator to help it reach a mutually satisfactory solution.

Any parent, guardian, or other person who upbraids, insults, or abuses any teacher or other employee on school property or in the presence of pupils shall be prosecuted by the district under the provisions of law. School employees who are sued as a consequence of performing their assigned duties shall be provided full legal services.

**Policy Adopted: 3/20/72**  
**Amended: 2/11/16 (Res. No. 16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Gifts to School Personnel**

It is understood that no school employee is to receive any commission, expense-paid trips, or anything of value from individuals or companies of equipment, or materials required in the operation of our public schools. The operation of the schools includes the purchase of materials for the repair and maintenance of the school plant, for the conducting of student classes, for materials and supplies used in school organizations, such as clubs, senior class, and for comparable items.

Students and their parents will be discouraged from the routine presentation of gifts to district employees on occasions such as Christmas. Where a student feels a spontaneous desire to present a gift to a staff member, the gift will not be elaborate or unduly expensive. The school committee shall consider, as always, welcome and in most circumstances more appropriate the writing of letters to staff members expressing gratitude or appreciation.

The provisions herein shall not be interpreted as intending to discourage acts of generosity in unusual situations.

**Gifts from the School Committee**

The school committee will consider, as appropriate, the presentation of token gifts to retiring members of the staff who have rendered outstanding service for an extended period of time and who have earned the high regard of other staff members and the community.

Legal Reference: General Laws of Rhode Island  
16-38-6 Commercial activities prohibited – Conduct of teachers  
16-38-7 Interest of school official in sale of textbooks

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Soliciting Funds from School Personnel**

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organization or by any non-school organizations, except at the box office at specified times.

The establishment and administration of building or district-wide fundraising activities shall be allowed at the discretion of the superintendent or designee.

**Policy Adopted: 3/20/72**  
**Policy Amended: 2/11/16 (Res. No. 16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**



**Soliciting Funds from and by Students**

There shall be no general solicitation from or by Cranston students in any Cranston school for matters which are not related to school business or activities.

**Policy Adopted: 3/20/72**  
**Policy Amended: 2/11/16 (Res. No. 16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Person First Language**

The Cranston Public Schools will use “person-first” language in all written policy statements, written correspondence, school forms and in open forum meetings. Staff and students will use “person-first” language when discussing an individual with a disability.

1. Children and adults with disabilities will be referred to as individuals first and foremost.
2. An individual’s abilities, not limitations, will be emphasized.
3. A disability is considered a functional limitation that interferes with a person’s ability to walk, talk, hear, see, learn, etc.

**Policy Adopted: 1/13/97 (Res. No. 97-1-25)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **Flyer Distribution Policy**

The Cranston School Department adheres to the law describing restrictions on commercial activity and fundraising in public schools. RI General Laws 16-38-6 et. Seq. and has instituted the following procedures for the public to obtain permission to distribute flyers and announcements within Cranston Public Schools.

- Only school related activities will be distributed through students. School related activities include but are not limited to: School lunch menus, class and school pictures, PTA/PTO/FEN activities, book sales and book fairs.
- City, State and Federal Government organizations are excluded from these restrictions.
- Flyers must meet the requirements stated in the Community Organization, Event and Youth Activity Announcement Policy (#1328) put forth by Cranston Public Schools.
- Community organizations, events or youth activity flyers may be distributed through schools via paper and/or listserv until June 17, 2013. As has been the practice in Cranston Public Schools District any organizations wishing to distribute flyers through the schools in paper form must make and pay for their own copies. Copies must be separated in batches of 25 and must be delivered to each school by the organization. Schools will not make copies of flyers.
- Beginning June 18<sup>th</sup>, 2013 all approved announcements and flyers will be available for distribution through each school via listserv. Approved announcements and flyers will also be available on the CPSED.NET website page under the community organizations tab.
- Families who do not have access to the internet will be able to find information on the community board at their school.

**Policy Adopted: 1/31/12 (Res. No. 13-1-14)**  
**Policy Amended: 12/9/13 (Res. No. 13-12-12)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Community Organization, Event and Youth Activity Announcement Policy**

The Cranston School Department has instituted the following procedures to obtain permission to post links on the Cranston Public Schools website (CPSED.NET) and distribution on school listservs.

1. Requests for posting of links to websites shall be limited to: in-state community organizations, community events and other youth-related activities.
2. City, State, and/or Federal Government organizations are excluded from these restrictions.
3. The request must be submitted to the assistant superintendent (or his/her designee) of Cranston Public Schools along with a completed application available on the CPSED.net website for review and potential approval. Current non-profit status must be included with the application. Approval for posting is not guaranteed.
4. Only non-profit organizations shall be considered for posting of a link on CPS website and school listservs. Each organization must submit documentation evidencing their current non-profit status.
5. Websites must contain appropriate language and images suitable for schoolchildren and their families.
6. Websites must not contain information that violates any other CPS policies (i.e. Wellness Policy, etc.).
7. Organizations whose links are not approved by the assistant superintendent (or his/her designee) may appeal to the Cranston School Committee for approval to post to the CPS website and listserv. This appeal must be made in writing to the chairperson of the Cranston School Committee.
8. Cranston Public Schools website shall contain a disclaimer stating that neither Cranston Public Schools, nor the Cranston School Committee, are in any way endorsing any of the organization's, events nor youth related activities by virtue of allowing their links to be posted on the website or listserv.

**First Reading: 1/22/13 (Res. 13-1-15)  
Policy Adopted: 1/31/13 (Res. 13-1-18)**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

## **Use of School Buildings by School & Non-School Based Organizations Policy**

Effective as of 7/1/16

### **Policy Statement:**

The Cranston School Committee believes that the public schools should be considered as community schools and is, therefore, committed to the concept of making Cranston school facilities available for use outside normal educational programs. While school facilities are owned by the public and paid for by tax dollars, the general public should not be considered as having an obligation to fund extra costs for private or for-profit groups' use of facilities. It is for this reason that the school committee feels it reasonable to expect groups authorized to use facilities to pay all related personnel costs as well as minimal costs so incurred for said use of buildings and/or grounds. The committee further recognizes, however, that there are certain instances wherein the cost for use of school facilities should be borne by the school district.

### **Rules, Regulations and General Information**

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings. The Cranston School Department, the superintendent or his/her designee and/or school committee reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of school buildings.

### **Terms & Conditions**

#### **General**

1. No permit will be confirmed until it has been approved by the superintendent or his/her designee and has been processed and approved through the application process.
2. Facility request permits must be filed at least thirty (30) school days prior to the date of the desired request. Requests will be directed to the Plant Operations Director at 270-8190 or 270-8191.
3. No permits will be issued to any persons under the age of 21.
4. The applicant shall assume and accept all legal responsibilities and necessary costs resulting from its activities including full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group.
5. The applicant shall assume and accept all terms and conditions and responsibilities listed under "Physical Site" and "Supervision and Behavior" for the actions of any member of their group during their use of the building.
6. There are certain restrictions upon the use of school property and the building. The applicant is solely responsible for the fulfillment of the regulations of the following:
  - a. State Department of Public Policy
  - b. State and Local Fire Laws
  - c. State and Local Police Laws
  - d. Internal Revenue Admission Laws
  - e. State Laws Relating to Rental of School Facilities

## **Use of School Buildings by School & Non-School Based Organizations Policy (cont.)**

7. The applicant may be required to have a police officer or firefighter in attendance (See- Fire Safety Regulations, Police Safety Regulations). The applicant is responsible for any fees associated with these arrangements.
8. Unanticipated use after 10:00 pm may be subject to additional charges.

### **Accessing the Requested Facility**

1. Applicant must have their approved and date-valid request form available at all times.
2. Entry into a facility will not be permitted until the applicant responsible or their designee is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.
3. School buildings will only be opened to authorized "applicant" or their designee and at such time the "applicant" or their designee will be responsible for the actions of the event attendees.
4. Entrance to the property shall be permitted ONLY via the main (front) doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before and after scheduled start).
5. The permit is issued for a stated period of time and the user must abide by the time. Cranston Public Schools reserves the right to stop any event going past the time stated on the permit issued.

### **Assignment of Specified Area of Usage & Guidelines**

1. Groups requesting a permit for school usage will be assigned to common areas based on availability.
2. Common areas include; library, cafeteria, gymnasium, auditorium or any combination of those areas.
3. If multiple rooms are needed or those areas are not available, then groups will be assigned a classroom by the building principal.
4. The classroom teacher will be notified by the principal that their classroom will be occupied by a group/organization.
5. The assigned space will be the only space a group is permitted to be in during their rental/usage time.
6. Access to a classroom does not include access or usage of a teacher's workspace. This includes the teacher's desk, work table, computer stations, filing cabinets, supplies or materials.
7. Access to a classroom does not include access to student desks except for the top work surface.
8. Violation of these terms will void any future permits and usage of the schools will be denied.

### **Cancellation Rights**

1. Phone and written notification of cancellation is required 24 hours before the scheduled event.
2. If the event is scheduled to be held on Saturday, Sunday, or a holiday, notification must be made 48 hours in advance.
3. Cancellations must be made to the Superintendent's office at 270-8170 and the Plant Operations Office at 270-8190 or 270-8191.

## **Cranston School District Rights of Cancellation**

1. When schools are closed for inclement weather, all activities are cancelled.
2. Cranston Public Schools have the absolute right of cancellation/termination or to make necessary changes in the event of an emergency of any permit if the facility becomes unavailable. Should such termination take place, Cranston Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of termination of the permit.
3. Cranston Public Schools will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.
4. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events. The Cranston School Department will make an effort to make reasonable alternatives to said organization.

## **Physical Site Terms & Conditions- Specified Areas**

Use of the facilities is limited to the area specified in the Facilities Use Request Form.

## **Property, Furniture, Equipment, Decorations, Special Equipment, Accidents & Damage to Building**

1. Applicant or their designee must leave clean and free of damage, all property, equipment, walls and furnishings. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the applicant.
  - a. CPS will bill applicant for the repair and/or replacement of any damage, destructions, or loss of school department property and equipment.
  - b. CPS will bill the applicant for cleaning beyond what is considered routine.
2. Applicant or their designee must return furniture and equipment to their proper places and remove all temporary decorations upon an event's completion and leave the facility in the condition in which it was found.
3. Applicant or their designee must receive prior approval in writing by the superintendent or his/her designee to bring special equipment, decorations, electrical fixtures, electrical equipment, or make any changes or modifications of school facilities to a specific area on the Facility Use Application.
  - a. If approved, such equipment and/or decorations are the responsibility of the applicant or their designee and must be removed immediately following the event.
  - b. Applicant or their designee may use only masking tape to affix decorations or other approved objects for ceilings & walls.
  - c. Applicant or their designee may not tie into circuit breaker panels.
4. All animals are prohibited from all school grounds with the exception of service dogs, canine units, etc.

## **Smoking, Use of Tobacco**

Use of tobacco or smoking is prohibited anytime and anywhere in school buildings and on school grounds.

## **Alcohol**

Alcohol is prohibited anytime and anywhere in school buildings and on school grounds.

## **Food & Beverages**

1. Food & beverages are not allowed in any area of the school buildings, including gymnasiums, with the exception of school cafeterias or other areas by prior approval.
2. Food & beverages cannot be sold or served in school premises unless permission is granted by the superintendent or his/her designee of Cranston Public Schools.
3. If such sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times.
4. Applicant is responsible for contacting the Board of Health to determine if a temporary food permit or license fee is required for any event that involved the sale or distribution of food.

## **Vending, Selling, Exhibitions, Displays**

1. Applicants or their designee may not engage in vending, free “give-a-ways”, exhibiting or displaying products, etc., including commercial advertisements without specific approval through the application process.

## **School Phones**

1. School phones are not available for applicants or their designee. In an emergency, the school principal or the custodian in charge may permit phone use, if accessible.
2. Applicants or their designee should possess alternative communication devices such as cell phones.

## **School Technology**

Applicants or their designee may not use school technology or other related equipment.

## **High School Auditorium**

1. Applicant may be required to have a police officer or fireman in attendance (**see next page-Fire Safety Regulations, Police Safety Regulations**).
2. Stage curtains, lights, specialized sound and lighting auditorium equipment, and sliding wall panels shall be manipulated by authorized school personnel only.
3. Pianos are not to be moved without specific authorization. Organizations should request that pianos be moved on the application.
4. No refreshments may be served or taken into the auditorium.
5. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
6. No part of the building shall be defaced; no substance shall be applied to the floors.

## **Gymnasiums are Intended for Athletic Use**

1. Applicant may be required to have a police officer or firefighter in attendance (**see next page-Fire Safety Regulations, Police Safety Regulations**).
2. No approval for gymnasium and/or athletic facilities will be granted/confirmed any earlier than thirty (30) days from date of applicant’s event.
3. Groups will furnish their own equipment, etc., and will not use apparatus (ropes, ladder, etc.) unless specifically authorized on the permit.
4. Users will wear appropriate athletic footwear on any gymnasium playing surface. Street shoes are not allowed on the gym floor and participants cannot wear cleats of any kind inside any school.



5. No refreshments (food or drink) may be served or taken into the gymnasium; unless previously approved on application.
6. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
7. No part of the building shall be defaced; no substance shall be applied to the floors.
8. Spectators are not permitted on the playing surface.
9. Applicants or their designee are responsible for the conduct of their members and spectators.
10. Adult chaperones are required in locker rooms, if in use. Applicants or their designee are responsible for the conduct, and any related damage of those using the locker rooms.
11. Applicants or their designee renting a gymnasium or athletic facility must provide first aid kits.

### **Kitchen Support & Equipment: Internal Programs Only**

1. Internal school programs/groups may request use of the kitchen equipment in the cafeterias with a minimum of one (1) school-qualified safety-certified food service employee on duty. The group is responsible for associated fees. Any damage or additional cleanup costs necessary to facility or equipment will be charged to the group.
2. A school-qualified safety certified food service employee must be assigned to any event/function that the kitchen area is requested and will be assigned by the food service director or his/her designee.

### **“Supervision and Behavior” Terms & Conditions**

1. The applicant or their designee must be present throughout the time the facilities are being used.
2. Adult supervision (21 years or older) shall be provided at all events and said supervision must be present throughout the event. Entry into a facility will not be permitted until the applicant or their designee responsible is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.
3. The applicant or their designee shall be directly responsible for and accept responsibility for the supervision, behavior/decorum, and discipline of person(s) using the facilities and/or attending activities under their sponsorship. The applicant's or their designee responsibility shall include, but is not limited to the following:
  - a. Minors must be adequately chaperoned by responsible adults.
  - b. Applicant or their designee/chaperones must be present the entire time minors are on the premises.
  - c. When minors are using a facility, they are required to have adult supervision on a 1:15 ratio basis.
  - d. The district expects applicant or their designee/chaperones to enforce all policies, regulations and rules of Cranston Public Schools and use sound judgement to ensure the safety and well-being of all those in attendance.
  - e. All children including siblings of participants are NOT ALLOWED in school facilities without a parent or responsible adult.
4. All use shall be conducted in a manner designed to ensure the safety of those involved.

**NOTE: CPS will cancel the reservations of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.**

### **Fire Safety Regulations**

1. On an event-by-event basis, in the absence of unusual hazard, the Fire Chief will determine the need for the presence of firemen according to city rules and regulations. The applicant will be required to pay for one or more uniformed firefighters as stipulated.
2. Use of matches, candles, incense, pyrotechnics, and open flames/smoke are strictly prohibited in any school location.
3. Total admittance for any single performance shall not exceed the maximum seating capacity of the facility in use.

### **Police Safety Regulations**

1. Whenever police are required by CPS, the applicant will be responsible for associated fees. Applicant will be billed by the police department.
2. Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.

### **Custodial Support**

1. School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.
2. Under no circumstance shall a custodian, either on regular duty or assigned for a specific event, be responsible for supervision of participants before, during, or after an event.
3. A custodian on his/her regular duty will not be available for service during the time of the use and have no responsibility to groups, as they have regular duties to be completed, except in the case of an emergency. He/she will be limited to opening/closing the building for the applicant.
4. For events that required the services of an assigned custodian, the number of custodians shall be determined by the superintendent or his/her designee and head of plant operations and will be determined from the information provided by the organization on the applicant form.
5. The custodian on an assigned duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the applicant in accordance with the use of the facilities approval.

### **Accident, Liability & Insurance Certificates**

1. User groups other than those specifically exempted by the school committee must present the Cranston Public School Department with an accident and liability policy insuring the agency, school committee, the Cranston Public School Department and the City of Cranston for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of Cranston Public Schools.
2. Certificate of Insurance provided to the school department must show evidence of insurance for property damage, liability, and medical liability and name the Cranston School Department and the City of Cranston as additional insured's to the user group's policy. The minimum amount of coverage acceptable shall be \$200,000 for property damage, \$1,000,000 per occurrence and \$10,000 for medical payment liability. (See Tenant Users Liability Insurance)

### **Eligibility, User Groups, Building House & Availability**

Cranston Public School Department will consider facilities use eligibility upon the following criteria:

- a. School need for special events
- b. Community need for special events
- c. Date of COMPLETED application
- d. Season of the sport or activity

## **Eligibility- User Groups**

1. The superintendent of schools or his/her designee is hereby authorized to permit the use of CPS facilities under the condition that the use of public school facilities for school-related purposes will take precedence over all outside use.
2. CPS will endeavor to permit use of facilities on an equitable basis and accommodate the needs of applicant wherever possible.
3. The use of school facilities will not interfere with the normal operation of school, even when such activities are scheduled after building use has been approved.
4. The school committee and superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interfered with the operation of the schools.
5. The following groups are eligible for the use of school facilities:

### **Group I**

#### **Educational Program**

An educational program shall be considered as any activity sponsored by Cranston Public Schools, which takes its base in the educational offering the school committee as provided for within its operating budget.

#### **Civic/Recreational Program**

A civic/recreational program shall be any activity sponsored by the Mayor's Office, City Council, and/or the City's Department of Recreation.

#### **Community Groups**

A community group shall be considered as a formally organized nonprofit or for-profit group of persons wherein the majority of its members are residents of the City of Cranston and whose base of operation is located in Cranston.

#### **Non-Resident Groups**

A non-resident group shall be considered as a formally organized nonprofit or for-profit group wherein the majority of its members are not residents of the City of Cranston.

### **Group II**

Non-Cranston resident/Rhode Island resident non-profit and for-profits

#### **School Year "Building Hours"**

"Building Hours" are 7:00am to 9:00pm and are school year hours, excluding weekends, holidays, election days, vacations, and are subject to change.

#### **Availability**

1. School facilities are not available for non-school use on all Federal and Rhode Island holidays. The superintendent or his/her designee may waive the facility availability on a holiday, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.
2. Summer rental requests are rarely granted so that all schools can be cleaned and repairs made for fall use.

## **User Fee Schedule**

### **Rates/Fees-Payment Terms & Conditions**

When school buildings are used for the purpose other than for school use, fees are charged to help cover the cost of additional expenses, including but not limited to:

- Heat
- Lights
- Other operating expenses
- Wear & Tear- replacement or repair costs
- Maintenance of the facility-upkeep
- Custodial services
- Maintenance supplies that are incurred by the public school system

User fees for facility use shall be considered as those expense incurred above and beyond the fulfillment of the educational, civic, or recreational mission. These costs are specifically detailed in the user fee schedule.

1. Parent advisory boards, PTO, civic/recreation sponsored, school department sponsored and Cranston non-profit and 501C3 community organizations, shall not be charged user fees as prescribed in this policy.

## **General Provisions**

Facility use(s) not requiring payment of the established user fee include:

1. Educational activities sponsored by Cranston Public Schools.
2. Civic activities sponsored by the Mayor's Office and/or City Council.
3. Recreational events sponsored and supervised by the City of Cranston Parks & Recreation Department.
4. Parent and/or teacher organizations and advisory committee meetings.
5. Cranston organizations having a 501C3 status.

Therefore, charges are made by CPS to cover these costs.

## **Exceptions**

1. The use of public school facilities for school (group) related purposes will take precedence over all outside use and are exempt from all charges with the exceptions as noted.
2. If the school function takes place outside the normal building hours of the custodial coverage.
3. If the school function requires setup and/or clean-up.
4. If the school function requires custodial services throughout the event.
5. If the school function requires the staffing of the food service department.

**Approved municipal department meetings are exempt from all charges with exceptions as noted.**

1. If a requested use of a school building takes place outside the normal building hours of the custodial coverage.
2. If a requested use of a school building requires setup and/or clean-up.
3. If a requested use of a school building requires custodial services throughout the event.
4. If a requested use of a school building requires the staffing of the food service department.
5. The district PTO's are exempt from use of facility charges for monthly PTO events.
6. Use of facilities for emergency purposes for the Emergency Management Association (EMA) will be established in a separate Memorandum of Agreement.
7. The school committee and superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use detrimental to the interest of the community or interferes with the operations of the schools.
8. The facility use fee schedule is outlined on the following page.

**Custodial Fee Guidelines**

1. Custodial/supervisor service: To perform duties that are specifically related to facility usage, including preparation set-up and breakdown time, which shall be charged to the applicant per fee schedule; except that custodian(s) may not be required during athletic team practices or other extra-curricular activity under the direction of the team coach or a teacher respectively. Custodial fees will be charged when:
  - Beyond their normal shift hours
  - When it's determined the applicant is required to have an assigned custodian to an activity or event even when occurring during normal shift hours.
  - When there is no regular shift assignment for custodians.
2. Subject to negotiations for long term/multiple use requests.
3. If a custodian is in the building during normal working hours then the custodial hourly rate would be a minimum of one (1) hour to allow for cleanup of the area used.
4. Any time a custodian is needed outside of normal scheduled working hours and/or if a custodian is needed during the event then the three (3) hour minimum rate would apply. Billing may be subject to change based on the event needs.
5. If food or beverages are being served during the use of the facilities, then the 3 hour minimum custodial fee would apply.
6. An additional one (1) hour custodial fee will apply during non-work hours for clean-up after the event is over.

**User Fees**

The following fees are established for use of facilities. These fees are in addition to the custodial hourly rate fees and/or technician fees.

Classrooms	\$10 per hour & custodial hourly rate
Gymnasium	\$35 per hour & custodial hourly rate
Cafeteria	\$20 per hour & custodial hourly rate
Auditorium	\$200 per hour & custodial hourly rate
Computer Lab	\$20 per hour & custodial hourly rate
Pool Facilities	\$25 per hour & custodial hourly rate
Outdoor/Grounds	\$15 per hour & custodial hourly rate

Auditorium Technician	\$20 per hour & custodial hourly rate
Computer Lab Technician	\$28 per hour & custodial hourly rate

## **Application & Approval Process**

### **Obtaining Application**

A facility use application form may be downloaded from this site or may be requested from the plant operations office, website, and/or the office of any school principal.

### **Facility Application Process**

Applications must be submitted at least thirty (30) calendar days in advance of the anticipated date of use via the office of the principal in the facility to be used.

### **Submission**

The facility use application form must be filled out completely. If the facility use application form is missing any required information, the permit process may be delayed.

### **Any person, organization or group – applicant – wishing to use a facility of CPS must:**

1. Complete the facility use application form.
2. Attach required insurance certificate if applicable.
3. After all the necessary approvals are obtained, and the facility use application form is approved/denied, the plant operations office will forward a copy of the permit to the applicant.
4. Applicants requesting repeated facility usage may file a single facility use request form which lists all dates requested.

### **Signature**

The applicant's signature on the facility use application form verifies acceptance of the billing as well as provide confirmation that the requester has read, understands, and will abide by the rules and regulations governing Cranston Public Schools use of facilities.

### **Response**

1. The superintendent or his/her designee, shall review and either approve or deny the request for facility use.
2. The superintendent or his/her designee, shall approve or deny the request for facility use within 7-10 business days after the application has been vetted by the building principal, athletic director and the director of plant operations.
3. The superintendent or his/her designee shall determine the need for a representative(s) of the school district to be present during the use of school facilities.
4. The superintendent or his/her designee and school committee reserve the right to cancel any approved use of the school facilities for violation of the listed terms and conditions.
5. All information sent to the applicant should be reviewed, and if the applicant has any questions, he/she must contact the plant operations office for assistance.

The Cranston Public School Department will consider facilities use upon the following criteria:

- a. School need for special events
  - b. Community need for special events
  - c. Date of COMPLETED application
  - d. Season of the sport or activity
  - e. An application may be denied for any, but not limited to, the following reasons:
    - Space availability limitations on the day(s), hours(s), and area(s) required to meet the applicant's needs.
    - Failure to submit a completed application request within the stipulated 30 day time frame.
6. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events.
7. When schools are closed for inclement weather, all activities are cancelled.

**Policy Amended: 5/21/07 (Res. No. 07-5-29)**  
**Regulations Repealed: 5/21/07 (Res. No. 07-05-29)**  
**Policy Amended: 3/14/16 (Res. No. 16-03-35)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**CRANSTON PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL BUILDINGS**

Office use only:    Date submitted: \_\_\_\_\_    Name: \_\_\_\_\_  
 \_\_\_\_\_

**Step 1 of 6: Contact Information (print legibly)**

**Name of Individual Applicant and Group Name Requesting Use:** \_\_\_\_\_

**Group Representative/Title:** \_\_\_\_\_

**Your requested GROUP classification (refer to user group descriptions/criteria to determine your group)**

**Group 1** \_\_\_\_\_ **Group 2** \_\_\_\_\_

**Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_    **State:** \_\_\_\_\_    **Zip Code:** \_\_\_\_\_

**Daytime Phone:** (\_\_\_\_) \_\_\_\_\_    **Evening Phone :**(\_\_\_\_) \_\_\_\_\_

**Cell Phone :**(\_\_\_\_) \_\_\_\_\_    **E-mail:** \_\_\_\_\_

**Step 2 of 6: Activity/Event Description**

**Purpose of Event:** \_\_\_\_\_

**Is this event sponsored by the Cranston Public Schools?    Yes\_\_\_ No \_\_\_**

**Expected Attendance:** \_\_\_\_\_

**Describe Event:** \_\_\_\_\_

Will the public be admitted? Yes \_\_\_ No \_\_\_

Will a fee be charged for admission? Yes \_\_\_ No \_\_\_ (If yes, admission charge: \$ \_\_\_\_\_)

Is this event a fundraising activity? Yes \_\_\_ No \_\_\_ (If yes, please explain):

Is this a commercial (for-profit) event? Yes \_\_\_ No \_\_\_ (If yes, please explain)

**Step 3 of 6: Select Facility, Area and Equipment, Obtain Signatures**

Date(s) Requested: \_\_\_\_\_

Day(s) (Please Circle): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entrance Time to Facility: \_\_\_\_\_ Start of Activity: \_\_\_\_\_

End of Activity: \_\_\_\_\_ Time Exiting Facility: \_\_\_\_\_

**Groups Using School Facilities Must Conclude Their Activities By 10:00 P.M.**

**Facility Requested:**

Elementary School Name: \_\_\_\_\_

Middle School Name: \_\_\_\_\_

High School Name: \_\_\_\_\_

Other: \_\_\_\_\_

**Equipment Requested**

<input type="checkbox"/>	Stage Lighting	<input type="checkbox"/>	P.A. System
<input type="checkbox"/>	Other	<input type="checkbox"/>	

**Area(s) Requested (check all that apply)**

<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Locker Room
<input type="checkbox"/>	Other	<input type="checkbox"/>	

If other, please list specific details: \_\_\_\_\_



**Step 4 of 6: Submit Complete Application Packet**

Must be submitted thirty (30) days prior to activity or event. Complete packet includes:

- a. Signed and completed application
- b. Certificate of Insurance with a minimum of \$1,000,000 for general liability coverage (covering bodily injury and property damage combined, and personal injury) naming Cranston School Department as an additional insured, unless otherwise requested.

**Step 5 of 6: Requestor Signature**

It is understood through the submission and signature on this application that:

- a. Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.)
- b. Total fees are due at least two (2) weeks prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.
- c. Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

Note – checks must be payable to the Cranston School Department; no cash will be accepted.

\_\_\_\_\_ Yes I have read the School Committee Policy, Rules and Regulations governing School Facilities Use.

\_\_\_\_\_ I understand that I and the organization I represent accept responsibility for compliance with the Cranston School Committee policies and regulations contained within as well as applicable laws, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities. Failure to do so may result in forfeiture of permit or failure of future school usage. I understand that the requested permit may need to be changed or cancelled to accommodate school groups/functions as outlined in School Committee policy and regulations.

---

Signature of Applicant

Print Name

Date

**NOTE: Upon approval of this request, THIS FORM WILL BECOME A BINDING CONTRACT**

**FOR OFFICIAL USE ONLY**

**Step 6 of 6: Obtain Fire/Police Protection –this section is completed by the superintendent or his/her designee and/or Police/Fire Chief only. The superintendent or his/her designee will determine if police coverage is required.**

- a. Central Office will contact local fire officials directly to determine if coverage is necessary.
- b. Payment for these services is the responsibility of the individual/group requesting use of the building.

\_\_\_\_\_ Police coverage required                      \_\_\_\_\_ Fire coverage required  
\_\_\_\_\_ Police coverage NOT required                      \_\_\_\_\_ Fire coverage NOT required

**ALL appropriate approvals and signatures are required in order as listed below, before FINAL submission to the superintendent or his/her designee.**

**1. Building Principal**

Name of School Requested: \_\_\_\_\_ Available: \_\_\_\_ Yes \_\_\_\_ No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. Athletic Director [for gym and field use]**

Name of facility/field Requested: \_\_\_\_\_ Available: \_\_\_\_ Yes \_\_\_\_ No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Plant Operations**

Approval:        \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Additional Comments: \_\_\_\_\_

Attach fee schedule backup: Yes

Facility Use Fee: \$ \_\_\_\_\_

Equipment Use Fee: \$ \_\_\_\_\_

School Personnel Fee: \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4. Superintendent or his/her designee**

Approval:        \_\_\_\_\_ Yes                      \_\_\_\_\_ No

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **Smoke Free Environment**

It is the policy of Cranston Public Schools to eliminate the exposure of students and school employees to the school-site health hazard of tobacco smoke and other tobacco usage. Therefore, Cranston Public Schools will be a tobacco-free school environment effective September 1, 1994. There will be no tobacco product usage by a person in the Cranston Public Schools.

### **A. Definition**

- A. "School or schools" shall mean any non-residential school building, public or private, of any city or town community educational system regulated, directly or secondarily, by the Rhode Island Board of Regents for Elementary and Secondary Education or the Rhode Island Department of Elementary and Secondary Education or any other state education board or local city or town school board or school committee or other legal educational sub-division acting thereunder. As used herein, the term "school or schools" shall also include but not be limited to school playgrounds, school administration buildings, indoor school athletic facilities, school gymnasiums, school locker rooms, school buses, other school vehicles other school buildings whose use is not primarily residential and outside areas within twenty-five (25) feet of any school building.
- B. "Person" shall mean any person or persons including, but not limited to contract or other workers on school property, school students, school administrators, school employees, school faculty and school visitors.
- C. "Tobacco product usage" shall mean the smoking or use of any substance or item which contains tobacco, including but not limited to cigarettes/e-cigarettes, cigars, pipes, smokeless tobacco, or having in one's possession a cigarette/e-cigarette, cigar, pipe, or other substance or item containing tobacco.

Legal Reference: Rhode Island General Laws 23-20.9

**Policy Adopted: 11/17/86**  
**Policy Amended: 2/11/16 (Res. No. 16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

## **Drug Free Workplace Policy**

Drug use and abuse at the workplace or while on duty are subjects of immediate concern in our society. These problems are extremely complex and one for which there are no easy solutions. As in the past, the Cranston Public Schools will assist employees in overcoming drug addiction, the disease of alcoholism, and other problems which may adversely affect employee job performance.

From a safety perspective, the users of drugs may impair the well-being of all employees, the public at large, and result in damage to property. Therefore, it is the policy of the Cranston Public Schools that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or alcohol is prohibited in the workplace. Any employee(s) violating this policy may be subject to discipline up to and including termination. The specifics of this policy are as follows:

1. Any unauthorized employee who gives or in any way transfers a controlled substance to another person or sells or manufactures a controlled substance while on duty, regardless of whether the employee is on or off the premises of the employer may be subject to discipline up to and including termination.
2. The term "controlled substance" means any drugs listed in 21 U.S.C. 812 and other Federal regulations. Generally, all illegal drugs and substances are included, such as marijuana, heroin, morphine, cocaine, codeine or opium additives, LSD, DMT, STP, amphetamines, methamphetamines, and barbiturates.
3. Employees who are under the influence of alcohol, or who possess or consume alcohol on the job, have the potential for interfering with their own as well as their co-workers' safe and efficient job performance. Consistent with existing policy, the Cranston Public Schools will make every effort to assist an individual with appropriate treatment and rehabilitation; however, such conditions may also be proper cause for administrative action up to and including termination of employment.
4. Each employee is required by law to inform the Cranston Public Schools within five (5) days after he or she is convicted for violation or any Federal or State criminal drug or alcohol statute for a violation occurring while employed on the premises of the Cranston Public Schools or conducting the business of the Cranston Public Schools. A conviction means a finding of guilt, including a plea of nolo contendere, or the imposition of a sentence by a judge or jury in any Federal or State court.
5. The Cranston Public Schools will be responsible for reporting conviction(s) to the appropriate Federal granting source, within ten (10) days after receiving notice from the employee or otherwise receives actual notice of such a conviction(s). All conviction(s) must be reported in writing to the Cranston Public School's Director of Personnel with the same time-frame.
6. If an employee is convicted of violating any criminal drug or alcohol statute while on duty, he or she may be subject to discipline up to and including termination.

7. The Cranston Public Schools will continue to encourage in a confidential manner any employee with a drug abuse or alcohol problem to seek assistance from a qualified health assistance agency. Additional information may be obtained in confidence from the director of personnel.
8. The law requires all employees to abide by this policy.

**Legal Reference: 21 U.S.C. 812**  
**Policy Adopted: 11/19/90 (Res. No. 90-11-31)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Law Enforcement Agencies**

A cooperative effort shall be maintained between the officials of the school district and law enforcement agencies. It is paramount that the rights of the citizens and the school department are balanced with the ability to enforce local, state and federal laws. The legal rights of students and staff shall be protected.

The superintendent is instructed to formulate administrative regulations which will implement this policy.

**Policy Adopted: 3/20/72**  
**Policy Amended: 2/11/16 (16-01-15)**

**CRANSTON PUBLIC SCHOOLS**  
**CRANSTON, RHODE ISLAND**

**Fire Department**

Members of the local fire departments play a vital role in the school safety program. It shall be the responsibility of each building principal to:

1. Establish and maintain relationships with the local department.
2. Work with his faculty in determining the nature and timing of the department's participation in the school program.
3. Coordinate and supervise the planned activities.

Legal Reference: General Laws of Rhode Island

16-21-4	Fire drills required
16-21-5	Uniform fire code or drill tactics
16-22-5	Course in fire prevention prescribed
16-22-6	Duty of school officials to arrange for fire prevention course
16-22-17	Time devoted to fire prevention

**Policy Adopted: 3/20/72**

**CRANSTON PUBLIC SCHOOLS  
CRANSTON, RHODE ISLAND**

**Program Accessibility****Program Accessibility in All Schools/Facilities**

The Cranston Public Schools, recognizing that some areas in the school system are inaccessible to persons with disabilities, adopts the following policy:

All meetings, conferences, programs and activities at any elementary and secondary school are available to persons with disabilities as defined by the Rehabilitation Act of 1973 and/or Title II of the Americans with Disabilities Act.

Whenever a person with a disability wishes to attend or participate in a meeting, conference, program, or activity which is inaccessible, that meeting, conference, program, or activity will be relocated to an accessible area. Forty-eight (48) hours' notice by the person with a disability should be made to the assistant superintendent's office of the need for relation. The assistant superintendent is responsible for implementing the policy by relocating programs.



## **Program Accessibility**

### **Rights of Persons with Disabilities**

It is the policy of the Cranston School Committee (hereafter referred to as the committee), that no otherwise qualified person shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity sponsored by this committee.

As used in this policy and any implementing regulations, "person with a disability" means a person who has, or had, or is regarded as having, a physical or mental impairment that substantially limits one or more (of) a person's major life activities and includes specific learning disabilities.

Notice of the committee's policy on nondiscrimination in employment and education practices shall be given in the committee policy manual, posted throughout the Cranston Public Schools, and published in any statement regarding the availability of employment positions or special education services.

### **Employment**

No employee or candidate for employment shall be discriminated against in recruitment, employment, promotion, training, or transfer solely because of his/her disabling condition.

No candidate for employment shall be required to answer a question regarding a disabling condition and no such candidate will be discriminated against on the basis of a disabling condition that is not directly related to the essential function of the position for which she/he has applied.

Reasonable modifications in scheduling and the allocation of duties, not directly affecting the instructional program, shall be made to accommodate employment conditions to the needs of persons with disabilities.

### **Facilities**

The educational program of the Cranston Public Schools shall be equally accessible to all students at each grade level. Barrier-free access to school facilities shall be provided to the extent that no person with a disability is denied an opportunity to participate in a program available to disabled persons.

### **Program**

The committee directs that all reasonable efforts be made to identify unserved students with disabilities eligible for special education and/or related services in accordance with committee policy. A free appropriate public education shall be provided for each child determined to be in need of special education and/or related services. Such a program of special education shall be provided in the least restrictive environment and in barrier-free facilities comparable to those provided for non-disabled students. To the maximum extent appropriate to the student's disability, a student with a disability shall be placed in an educational setting with non-disabled, or less severely disabled students.

## **Rights of Persons with Disabilities**

No student will be denied, because of his/her disability, participation in co-curricular, intramural, or interscholastic activities or any of the services offered or recognitions rendered regularly to the students of the Cranston Public Schools.

The due process rights of students with disabilities and their parents will be rigorously enforced.

## **Enforcement**

The assistant superintendent is designed as Section 504 Compliance Officer. A complaint regarding a violation of law and this policy is an employment decision and shall be subject to a grievance procedure that provides for the prompt and equitable resolution of disputes. The grievance procedure shall follow these steps:

- A. The grievant will file a written complaint, stating the specific facts of his/her grievance and the alleged discriminatory act, with the Section 504 Compliance Officer.
- B. The Compliance Officer shall make all reasonable efforts to resolve the matter informally at the administrative level most immediate to the complaint.
- C. In the event the complaint cannot be resolved informally, the Compliance Officer will convene an informal hearing, no later than ten (10) working days after the filing of the complaint, at which both the grievant and the administrator responsible for the disputed action may present testimony and documents relevant to the complaint. Witnesses may be called and cross-examined. Detailed minutes of the hearing will be made and kept; a copy of the minutes will be made available to each party. Within ten (10) working days of the hearing, the Compliance Officer will provide a written copy of his/her determination to both parties.
- D. The grievant may appeal the determination of the Compliance Officer to the Committee within ten (10) working days of the receipt of the Compliance Officer's determination. The appeal shall be in writing and attached to copies of the original complaint, the minutes of the hearing, and the written determination of the Compliance Officer. The committee may, in its discretion, convene a hearing at which the parties may present additional testimony and argument.
- E. Within ten (10) working days of a filing of appeal, the committee shall provide both parties with a written decision.

Employees of the Cranston Public Schools shall be informed that a complaint may be filed without reprisal by the committee of any of its employees or agents. The grievant shall be notified of his/her rights of appeal at each step of this process. A grievant shall be informed of (Section) 504 with or without recourse to the grievance procedure established by this policy.

## **Rights of Persons with Disabilities**

A complaint regarding the identification, evaluation, classification or educational program of a student with an educational disability shall be governed by the due process rules and by the conflict resolution process established by the Board of Regents for Elementary and Secondary Education.

## **Evaluation and Compliance**

The committee directs the superintendent to evaluate the Cranston Public School programs and practices on nondiscrimination, in accordance with law, and to report evaluations to the committee. The committee will submit such assurances of compliances as are required by law.

**Legal Reference:** 29 U.S.C. 794 (Sec. 504, Rehabilitation Act of 1973)  
45 C.F.R. Part 84  
20 U.S.C. 1401 et seq. (P.L. 94-142)

**Policy Adopted: 2/13/94 (Res. No. 95-2-37)**

**CRANSTON PUBLIC SCHOOLS  
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