

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS: 3000 SERIES

Here you will find policies and regulations for the problems of money: getting it (taxation), planning for spending (budget), spending (purchasing), and keeping records (accounting).

In addition, the non-instructional operations of operation and maintenance, of fixed charges like insurance, of transportation, and of food services appear in the latter part of this index.

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Business & Non-Instructional Operations

The school committee recognizes that money and money management comprise the foundational support of the whole school program. To make that support as effective as possible, the committee intends:

1. To encourage advance planning through her best possible budget procedures.
2. To explore all practical sources of dollar income.
3. To guide the expenditure of funds so as to extract the greatest educational returns.
4. To expect top quality accounting and reporting procedures.
5. To maintain the highest level of unit expenditure needed to provide high quality education within the ability of the community to pay.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Budget

A school budget is a complete financial plan for a definite period of time, usually the school year, and is based upon careful estimates of expenditures and probable incomes. The school budget should consist of three parts:

1. **The Educational Plan:** This is based upon the educational policies and program of the school. It serves as the blueprint of the education which the pupils are to receive.
2. **Expenditures for the Educational Plan:** The second part of the budget should show the necessary expenditures to provide the services, materials and other necessities required to realize the educational plan.
3. **Sources and Amount of Revenue:** The budget should show the sources of revenue and the amount anticipated from each source which will be available to finance the required expenditures to realize the educational plan.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Planning

Prior to the January meeting of the school committee, the superintendent shall have formulated a tentative budget for the following fiscal year. In the preparation of this document the superintendent shall, to the extent feasible, secure reports from personnel most expert in their respective fields of operation with parent and other private groups so as to make the tentative budget, as nearly as possible, an expression of the interests of all concerned.

The school committee shall conduct hearings to evaluate and present its budget to the public prior to submission to the Director of Finance of the City of Cranston.

Legal Reference: General Laws of Rhode Island
16-7-26 School budget submitted to Commissioner of Education

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston Special Function Programs

All special functions such as athletics, cafeteria operations, adult schools, and nursing services shall be supported by a combination of registration fees, material charges, service charges, local taxation, state and federal aid. All charges will be determined by the school committee after consultation with the superintendent of schools.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Preparation of Budget Document

The annual budget of a school district is perhaps the most concise expression of the educational aims of the school district because its budget expresses the services it plans to provide during the period covered by the budget. Because the responsibilities of a school district are continuous over a long period of time, and because its educational aims are mostly attainable in a somewhat distant future, the annual budget preparation should be controlled to the optimum extent by policies that are compatible with the long-range aims of the school department.

The superintendent of schools shall determine the manner in which the annual district budget is to be compiled and issue instructions to the staff. He/she shall also establish a time schedule for the preparation of the budget to be known as the "budget calendar".

The superintendent shall present the annual budget to the school committee together with his/her recommendations on the needs of the school department considered in the light of the funds available.

Legal Reference: General Laws of Rhode Island
16-2-18 Selection of teachers and superintendent-general control of school-expenses

Policy Adopted: 3/20/72
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Publication of Budget Document/Public Review

A preliminary budget statement describing the proposed budget for the following school year will be prepared in advance of the annual budget meeting and will be available in limited numbers to newspapers and taxpayers' groups of the school district.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Public Review of Budget

The school committee having tentatively approved the budget, and notice having been published as required, will meet on a date prior to March 15 to conduct a public budget hearing as stated in section 3110. As cited in section 6.04 of the Cranston City Charter, the school committee may request to be publicly heard on its budget proposals. The request is to be made to the mayor and the time is to be set by him.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Budget as Spending Plan

The budget shall be considered as a controlled spending plan for the ensuing year. However, because the budget is an estimated fiscal projector, it should also be flexible and subject to administrative and School Committee review.

Policy Adopted: 3/20/72
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Expenditure of School Funds

When a resolution, from any source, comes before the Cranston School Committee and such resolution, by its nature, requires the expenditure of school committee funds beyond the current appropriation level for all approved school committee expenditures, such resolution must be accompanied by a fiscal note, prepared by the administration of the Cranston Public Schools and demonstrating:

1. A clear and concise explanation of need for this expenditure.
2. The dollar cost, both direct and indirect, to be incurred in the current year and the two succeeding years.
3. The in-kind cost to be incurred in the current year and the two succeeding years.
4. The exact current year budget adjustment to be recommended to accommodate the new resolution.

When a resolution of this type comes before the school committee without a fiscal note, it shall be returned to the administration for preparation of an appropriate fiscal note and consideration at a future school committee meeting.

When a resolution comes before the school committee with a statement that no new cost will be incurred, and where more than one member of the committee indicates a need for more information and they present significant arguments to this effect, such resolution shall be returned to the administration for re-consideration and action at a future school committee meeting.

Policy Adopted: 7/15/85

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Financial Impact Analysis/Collective Bargaining Agreements

Whenever a collective bargaining agreement or other employee wage and benefit agreement is proposed, the superintendent shall present a financial impact analysis for each fiscal year of the proposed bargaining agreement prior to consideration and vote for ratification. The impact analysis and terms of the agreement must be made public and placed on the school department's website at least 72 hours prior to a vote for ratification.

Policy Adopted: 6/29/06 (Res. No. 06-6-12)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

State Funds

All state aid (chapter #27) shall be spent in accordance with the expenditure pattern and educational plan outlined in the budget document. Or, in the case of categorical aid, in accordance with the approved program outlined as accepted by the state.

All programs involving categorical aid shall, for the initial year, be approved by direct action of the school committee, but subsequent continuation of an approved program may be at the discretion of the superintendent if it is in substance the same program in terms of its objectives.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Federal Funds

The superintendent, through the director of grant projects, should develop and initiate projects which may be supported by federal funds in whole or in part.

These projects should be in line with sound educational philosophy, practice and conform to the educational plan of the Cranston School Committee.

Policy Adopted: 3/20/72
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Tuition Fees

An annual tuition fee shall be established. This fee shall be prorated for that fraction of the school year during which the pupil is a non-resident. All tuition fees must be paid in advance other than those for which another school district has guaranteed payment.

Legal Reference: General Laws of Rhode Island
16-2-19 Children attending in adjoining towns

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Tuition Rates- Vocational School

The established annual tuition rate will be invoiced quarterly and is payable upon receipt of invoice.

Policy Adopted: 7/19/76
Policy Amended: 5/20/91
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Sales of Books, Supplies, Equipment, Services & Obsolete Equipment

The superintendent may be required to submit to bid any surplus or obsolete equipment and sell to the highest bidder. When no reasonable bids are received, in the judgment of the superintendent, authority is granted to negotiate a reasonable sale or dispose of the item as junk. All sales of school equipment must be with appropriate receipts and signed by the business administrator before removed from school property.

Obsolete textbooks removed from school use may be sold, where possible, or given to the last student to use such textbook before it was removed from school use (Title 16, section 16-32-2). All such revenues shall be turned over to the office of the superintendent of schools and deposited as school department revenues.

Policy Adopted: 3/20/72
Policy Amended: 11/15/82

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Gifts, Grants and Bequests

The school committee may accept on behalf of and for the school department any bequest or gift or money or property for a purpose deemed by the school committee to be suitable, and to utilize such money or property so designated.

The superintendent of schools shall set up criteria to be met in the acceptance of gifts, and the procedure for examining and evaluating offers of gifts to the district.

All gifts shall be given to the school district as a whole, and not to a particular school. At the discretion of the superintendent, the gift may be used in a particular school.

Legal Reference: General Laws of Rhode Island
16-2-15 Location of schools-control of property

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston Public Schools District Uniform Grant, Gifts and Donation Acceptance & Expenditure Policy

Uniform School District Grant, Gift and Donations Act of 2009 (RIGL 16-89-1, et seq.) allows any and all grants, gifts and/or donations from any private individual, public or private business entity, and government or governmental subdivision, including quasi-public agencies to be accepted by any school district, school department or school committee for the express usage pursuant to the terms of the donation and this policy.

Distribution of Funds

As per the Uniform School District Grant, Gift and Donation Acceptance and Expenditure Act, funds shall be distributed upon the request of the school district or school department subject to approval of the school committee. These funds shall only be used in accordance with the express terms and conditions of said grant, gift or donation.

The Cranston Public School Department, school district or school committee shall not distribute funds from the Cranston Public School budget to supplement any shortage of funds needed to fully fund any programs, materials, supplies, services or facility related needs.

Fundraising Groups

In an attempt to avoid duplication of effort and to allow the district to establish the appropriate designated accounts any group, individual or organization; excluding PTO's, PTA's, organizations that fall under the guidelines and responsibilities of the building principals or current Booster Clubs, shall notify the superintendent and school committee of their intention to seek alternative funding sources for programs, supplies, services, materials, or facility related needs.

In addition, this notice will allow the district to verify that fundraising efforts are in accordance with the regulation and law.

A form shall be available for notification purposes on the Cranston Public Schools website. www.cpsed.net.

Fair Funding

The present financial resources of cities, towns and the State of Rhode Island are stretched to their limit with regard to providing adequate funding for education and educational programs. It is the desire of the Cranston Public School system to remove the budgetary restrictions that may

inhibit, prevent or restrict any programs, supplies, materials, services or facility related needs from continuing or from being established.

It is the desire of the Cranston Public Schools Department to allow any program, group, or organization an equal opportunity to generate the necessary funds to originate, establish or sustain any program, supply, service, material or facility related need, The Cranston Public Schools Department recognizes that there are a multitude of resources available to all programs and schools. Therefore, they encourage these schools, groups or organizations to seek alternative funding sources.

Funds designated for specific schools or programs shall be distributed to those named schools or programs.

Funds designated for and held in the general donations account shall be used to allow for the equal distribution of funds, programs, supplies, materials, services or facility related needs.

Policy Adopted: 9/20/10 (Res. No. 10-9-21)
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Cranston Public Schools Uniform Grants, Gifts and Donation Acceptance and Expenditure Fundraising Notification Form

Organization/Group Name: _____

Individual Fundraiser Name: _____

Contact Name: _____

Contact Address: _____

Contact Phone: _____

Contact Email Address: _____

Please specify donation designation: (include program, school or any other specific designation information)

Fund amount needed to fully fund program, supplies, services, materials or facility related needs:

Expenditures

It is the policy of the school committee that not only the letter, but the spirit of all laws and regulations relating to purchases by the school system and the control of its finances and property, be abided by strictly and without exception.

Within the framework of applicable laws and regulations, purchases and use of materials and manpower shall be accomplished in accordance with good business practices with the primary purpose of serving the program of instruction.

The school committee holds the superintendent of schools directly responsible for carrying out this policy, and toward that end, the superintendent shall detail the procedures for executing this policy in written administrative directives.

Legal Reference: General Laws of Rhode Island, 16-2-25 Distribution of powers in Providence and Cranston

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Quantity Purchasing, Standardization of Supplies & Equipment

To help achieve both quality control and the price advantages of quantity purchasing, the administration is encouraged to:

1. Set specifications for goods and services as needed.
2. Cite existing, commercially available “standard brands” that meet those specifications acceptably as examples.
3. Invite vendors to bid on those examples, or comparable ones which the vendors believe to be acceptable according to the specifications.

If deemed necessary, a specific product may be purchased by name-preferably it should be available from more than one vendor.

Nothing in this policy will prevent the administration from deviating from it when, in its judgment, circumstances warrant.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Relations with Vendors

The school committee wishes to maintain good working relations with vendors who supply materials, supplies and services to the school system. Constructive effort by the administration to seek the advice and counsel of vendors about how to improve such relationships are encouraged.

Vendors may enter schools with the permission of the building principal.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Local Purchasing

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors:

1. Quality of product.
2. Suitability of product.
3. Price.
4. Conformance to specifications.
5. Convenience of delivery.
6. General reputation of business firms.
7. Past services to school district.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Vendors' Representatives

Vendor relations shall be developed and executed in such manner as will result in the procurement of materials of quality adequate for their intended use and at the lowest possible price.

All transactions shall be in conformity with the "Conflict of Interest" clause of the city charter.

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
16-38-8 Offer to pay school official for sale of equipment
16-38-9 Liability of school officers for misconduct generally

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Performance Guarantees

In cases when an element of rush exists a bid bond or performance bond or both may be required. Also, if a known reliable vendor is awarded a bid, the requirement for a performance bond may be waived if it is deemed unnecessary by the superintendent or his representative.

In construction projects, successful bidders must carry Workmen's Compensation, Contractor's Public Liability Insurance, Contractor's Public Property Damage, furnish a bid bond, a Performance Bond, and a Labor and National Payment Bond.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Describing Goods & Services (specifications)

Product specifications will be written in a manner that will minimize vendor misinterpretation and yet be in the vernacular of the trade.

Specifications will be sufficiently broad to permit competition while retaining the desired level of quality. In all cases, the dominant factor should be quality.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Soliciting Prices (Bids and Quotations)

Bids appearing on the School Committee Agenda shall include:

1. Number of Bids issued
2. Number of bids received

Any single purchase of \$5,000.00 or more shall be made normally on the basis of sealed bids sent to known suppliers of the materials. Bids should be sent to all vendors placed on the invitational bid list.

Any single purchase of \$4,000.00 or more and less than \$5,000.00 shall be made normally on the basis of three written quotations.

Any single purchase of \$3,000.00 or more and less than \$4,000.00 shall be made normally on the basis of three verbal quotations.

Exceptions to the above practices may be made in the following instances:

1. Purchases of commodities or services, the price of which is fixed by the public authority authorized by law to fix rates on prices.
2. Contracts for certain personal services as allowed by law.
3. Purchases or contracts where competitive bidding is dispensed with, stated cause, on the recommendation of the Chief Financial Officer and the approval of an executive school sub-committee for purchasing. The members of this committee will be the School Committee Chairperson, the Superintendent of Schools, and the Chief Financial Officer.
4. Where there is only one known supplier (sole source).
5. When Federal Surplus Property is available to Cranston Public Schools, the Chief Financial Officer is authorized to make purchases in excess of \$5,000.00 with the approval of the Superintendent and the executive school sub-committee for purchasing.

Awards shall customarily be made to the lowest responsible bidder meeting the specifications.

Furthermore, notwithstanding the above, the School Department reserves the right to reject any and all bids or any part thereof or to accept such part or parts deemed in the best interests of the Cranston School Department.

Amended: 11/21/94 Resolution No. 94-11-35 CRANSTON SCHOOL COMMITTEE
Amended: 6/16/08 Resolution No. 08-6-25 CRANSTON PUBLIC SCHOOLS
Amended: 08/19/15 Resolution No. 15-08-19
Policy Amended: 11/14/16 Resolution No. 16-11-23

System of Accounts

The superintendent, through the school business administrator, shall establish and maintain a system of accounting for all receipts and expenditures. Such system shall be in accordance with the uniform system of reporting prescribed by the commissioner of education and with the classification recommended by the United States Office of Education and outlined in Handbook II, Financial Accounting for Local and State School Systems.

All receipts and expenditures not part of the budgeted operating costs of the department shall be processed through contra-accounts distinct and separate from the regular budget accounts.

Legal Reference: General Laws of Rhode Island
16-1-4 Powers and duties of board (state department of education)

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Periodic Financial Reports

The superintendent shall be responsible for maintaining the books and records of the school department in auditable form. He/she shall prepare or cause to be prepared all fiscal reports, keep necessary records to control adequately the financial statements of the school department, and prepare financial statements.

Financial statements will be prepared under the direction of the superintendent and submitted to the school committee.

The superintendent shall file all fiscal reports with the county, state or federal agencies, as required.

Legal Reference: General Laws of Rhode Island
16-2-11 General Powers and duties of superintendent

Policy Adopted: 3/20/72
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Periodic Audit

The school department accounts shall be audited annually by the state auditors or by an independent public accountant. The audit examination shall be conducted in accordance with generally accepted auditing standards and shall include all funds over which the school committee has direct or supervisory control.

Legal Reference: General Laws of Rhode Island
 16-1-4 Powers and duties of board (state department of education)

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Inventories

A perpetual inventory of all supplies in the central stockroom must be kept by the office of the school business administrator.

All principals shall be responsible for an annual inventory of textbooks, supplies, library materials, equipment, and other teaching aids which are housed in their school.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Monies in School Buildings

Monies collected by school department employees and by student treasurers shall be handled with good and prudent business procedures both to demonstrate the ability of school system employees to operate in that fashion, and to teach such procedures to our students.

All monies collected shall be receipted and accounted for and directed without delay to the proper location for deposit.

In no case shall monies be left overnight in schools except in safes provided for safekeeping of valuables, and even then no more than a few dollars should be so kept.

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Non-Instructional Operations

The school committee expects operation and maintenance of school plant and equipment to set high standards of safety, to promote the health of pupils and staff, to reflect the moral and cultural aspirations of the community at its best, and to support environmentally the efforts of the staff to provide a good education.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Operation and Maintenance of Plant

This school committee will endeavor to provide schools that are safe from hazards, sanitary, properly equipped, lighted, and ventilated, and aesthetically suited to promoting the goals of the schools.

The principal of each school shall:

1. Be responsible for reporting any problems and deficiencies in the care and maintenance of the buildings and grounds.

The operations and maintenance program shall be so administered as to support and enhance the educational program.

A uniform standard for operation and maintenance shall be maintained in the district.

The maintenance program shall be designed to provide optimum efficiency by appropriately balancing ordinary maintenance with preventative maintenance. This program shall be so managed as to maintain the district's investment in the school plant while minimizing emergency repairs and accident hazards.

The Director of Plant Operations shall supervise the entire operation and maintenance staff and be responsible for managing the entire operation and maintenance program. He/she shall be under the general supervision of the Chief Operating Office (C.O.O).

In reference to Policy #3510, Operation and Maintenance of Plant, the following regulations shall be observed by industrial arts teachers on a daily basis to insure the safety of students and prevent the need for emergency repairs in the future:

Preventative Maintenance by Teacher on a Daily Basis (Auto Lifts):

1. Never raise vehicles until you are sure of having four solid points of contact.
2. Never use lifts that are low on oil.
3. Keep cylinders and adapters clean; do not sweep floor cleaning compound at cylinders, pits or control box areas.
4. Never operate lift if non-rotator safety leg is disconnected or locking device is not functioning properly.
5. Never "overload lift" (capacity is 8,000 lbs. for single post lifts; 11,000 lbs. twin post lifts).
6. Never wedge or lock oil control valves in open position.
7. Never raise lift cylinders with saddle adapters parallel with trench covers (applies only where non-rotating legs are not in use).

8. Never “strike cylinder with tools” (grooves, scratches, and dent will injure cylinder packages).

Preventative Maintenance by Teacher on a Daily Basis (Air Compressor/s):

1. Check oil level; add motor oil if required.
2. Drain water from tank; if automatic type, a manual valve must be installed.
3. Turn off power switch; close air tank valve.
4. When starting, turn on power switch and open air tank valve.

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11-23

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Regulation Adopted: 5/7/79

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Safety

The school committee wishes to make crystal-clear that the safety of pupils and staff is the first responsibility of operation and maintenance personnel, and their supervisors. Indoctrination and orientation sessions, in-service development activities, supervisory review, bulletins and manuals and other communications with such personnel shall stress the paramount importance of safety.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Security of Buildings and Grounds

Buildings constitute one of the greatest investments of the school district. It is in the best interest of pupils and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper times, security also means, but shall not be limited to the following:

1. Minimizing fire hazards.
2. Reducing the probability of faulty equipment.
3. Guarding against the chance of electrical shock.
4. Keeping records and funds in a safe place.
5. Protection against vandalism and burglary.

The superintendent of schools is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Integrated Pest Management

The Cranston Public Schools recognizes the importance of Integrated Pest Management by taking an environmentally sensitive approach for preventative as well as responsive practices.

Therefore, it is the policy of the Cranston Public Schools to recognize and treat a potential pest problem with the least amount of chemicals and eliminating the source as part of our in-house program as well as treatments by our licensed pest contractor.

Pests

Pests are populations of living organisms- animals, plants, or microorganisms- that can interfere with the use of the school site(s) for human purposes. Strategies for managing pest populations will be influenced by the pest species, habitations, and whether that species poses a threat to people, property, or environment.

Pest Management

Reduce potential human health hazard or to protect against a significant threat to public safety. Prevent loss or damage to school structures and/or property. Prevent pests from spreading into surrounding areas and maintain healthy environmental quality for students, staff and others.

Legal Reference: Rhode Island General Laws
(RI Pesticide Control Act No. 23-25-37 enacted July 1, 2002)

Integrated Pest Management procedures determine when to control pests and whether to use mechanical, physical, cultural, or chemical application, if any.

When it is determined that a pesticide must be used, the least amount of chemical will be chosen. Cost of staffing, chemicals, or methods alone will not be adequate justification for use of chemical control agents.

The application of any pesticide is subject to the Federal Insecticide, Fungicide, and Rodenticide Act (7 United States Code 136 et seq.), school district policies and procedures, Environmental Protective Agency regulations in 40 Code of Federal Regulations, Occupational Safety and Health Administration regulations, and state and local regulations.

Education

This written policy is available to staff, students, pest managers, and the public about potential school pest problems and the Integrated Pest Management procedures used to achieve the desired objectives.

Record Keeping

Records of pesticides used shall be maintained in the Material Safety Data Sheets files- a copy of which can be found at the Briggs Administration Building, Office of Plant Operations, 845 Park Avenue.

Notification

An annual notice will be available regarding scheduled treatments. School staff and students will be notified of pesticide treatments other than normal exterminating services by a posting of same. Notices will be sent home to parents of these applications.

Pesticide Storage and Purchase

Pesticide purchases will be limited to the amount authorized for each application during the year, and will be stored in all appropriate secured area not accessible to students or unauthorized personnel. Storage and disposal will be in compliance with the EPA-registered label directions and state regulations.

Steps for Compliance

Six steps for an effective Integrated Pest Control Management program are:

- Eliminate the areas of entry by installing physical or mechanical barriers such as screens and sealants.
- Maintain cleanliness through good sanitation by removal of wastes, and cleaning storage rooms.
- Inspect and identify interior and exterior areas regularly that could contribute to pest entry.

Exterior: Caulk openings and cracks, Repair screens, keep lids on containers, keep vegetation and landscaping away from foundations, maintain grass and landscape properly.

Interior: Allow food and beverages in designated areas only. Remove infestations from plants.

Food Area: Make certain containers have covers. Be certain vents and drains have screens and covers, repair leaks and keep drains clean. Remove waste nightly and keep areas dry and debris free.

Boiler Rooms/Custodial Storage Areas: Clean mops and equipment after use and keep areas organized, clean and dry. No eating or storing cans.

- Monitor areas to detect pest entries and extent of infestation. This is accomplished by using:
 1. Sticky traps for crawling insects (cockroaches and ants).
 2. Glue board for rodents.
 3. Light traps for flying insects.
 4. Pheromone for stored products (pests attracted to stored products).

- Identify the problem; determine the source; consider the causes; determine control procedures.
- Pesticides must be chosen for each application and safety. The chemical should be compatible with the surface, low toxicity, and used in a manner consistent with the labeling.

Policy Adopted: 8/19/02 (Res. No. 02-8-26)
Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Energy Management Conservation

The implementation of this policy is the joint responsibility of the school committee, administrators, teachers, students, and support personnel, and its success is based on cooperation at all levels.

The district will maintain accurate records of energy consumption and cost of energy and will provide information to the local media upon request on the goals and progress of the energy conservation program.

The Director of Plant and Operations will be accountable for energy management in his/her building with energy audits being conducted and conservation program outlines being updated. Judicious use of the various energy systems of each campus will be the joint responsibility of the principal and head custodian to ensure that an efficient energy posture is maintained on a daily basis.

To ensure the overall success of the energy management program, the following specific areas of emphasis will be adopted:

- All district personnel will be expected to contribute to energy efficiency in our district. Every person will be expected to be an “energy saver” as well as an “energy consumer”.
- The school committee will adopt administrative energy guidelines that will be the “rules of the game” in implementing our energy program.

Furthermore, to maintain a safer and healthier learning environment and to complement the energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

Guidelines-Energy Conservation & Building Management

Responsibilities:

- Every person is expected to be an “energy saver” as well as an “energy consumer”.
- The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, i.e. halls, cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification on the nighttime shutdown.
- The principal is responsible for the total energy usage of his/her building.
- The Energy Manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The Energy Manager provides regular reports to principals indicating performance with regards to energy savings.

- The district is committed to and responsible for maintenance of the learning environment.
- To complement the district's energy management program, the district shall develop and implement a preventative maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture management.

General:

- Classroom doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times. (i.e. between hallways and gym or pool area).
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout the district's building to ensure compliance with district guidelines.
- All exhaust fans should be turned off every day and during unoccupied hours.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network equipment excluded.
- All capable PC's should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this for the PC, ensure the monitor "sleeps" after 10 minutes of inactivity.

Cooling season occupied set points¹: 74°F-78°F
 Unoccupied set point: 85°

Heating season occupied set points¹: 68°F-72°F
 Unoccupied set point: 55°

¹Set points are in accordance with ASHRAE 55 "Thermal Conditions for Human Occupancy"

Air Conditioning Equipment:

- Occupied temperature settings shall NOT be set below 74°F.
- During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area at the end of the school day. It is anticipated that the temperature of the classroom will be maintained long enough to afford comfort for the period the teacher remains in the classroom after the students have left.
- Air conditioning start times may be adjusted (depending on weather) to ensure classroom comfort when school begins.
- Ensure outside air dampers are closed during unoccupied times.
- Ceiling fans should be operated in all areas that have them.
- For any 24-hour period of time, relative humidity levels shall NOT average greater than 60%.

- Air conditioning should not be utilized in classrooms during the summer months unless the classrooms are being used for summer school or year-round school. Air conditioning may be used by exception only or in those schools that are involved in team-cleaning.
- In all areas which have evaporative coolers such as shops, kitchens and gymnasiums, the doors leading to halls which have air-conditioned classrooms or dining areas should be kept closed as much as possible.
- Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of room.

Heating Equipment:

- Occupies temperature settings shall NOT be above 72°F.
- The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60° setting during extreme weather.
- The unoccupied time shall begin when the student leave an area.
- During the spring and fall when there is no threat to freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
- Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
- Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
- For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

Lighting:

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.
- All outside lighting shall be off during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

Water:

- Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
- All watering should be done between 5:00 am and 10:00 am.
- When spray irrigating, ensure the water does not directly hit the building.

(After official approval by administration, a copy should be disseminated to all district personnel. Copies should be posted on bulletin boards, teachers' lounges, district newsletters, etc.)

Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.

Policy Adopted: 9/18/06 (Res. No. 06-9-23)

Policy Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS

CRANSTON, RHODE ISLAND

Record Storage

Insofar as funds are available, all valuable records of the Cranston School Department shall be stored.

Regulations regarding the type of documents and storage time duration are to be developed by the administration.

Policy Adopted: 3/20/72
Amended: 11/14/16 Resolution No. 16-11-23

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Insurance

The nature and level of insurance coverage is to be determined by the school committee in conjunction with the superintendent and his staff.

Policy Adopted: 3/20/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Employee Bonds

All school district employees who handle school department funds shall be covered by insurance.

Policy Adopted: 3/20/72

Policy Amended: 11/14/16 Resolution No. 16-11-23

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Transportation

Cranston Public Schools will provide transportation in accordance with State Law Title 16-21.1-4. The distance policy will be $\frac{3}{4}$ mile for elementary grades, $1\frac{1}{2}$ miles for middle school and 2 miles for high school students.

Exceptions to this policy may be determined by the superintendent or designee.

Policy Adopted: 3/20/72
Policy Amended: 6/13/16 (Res. No. 16-06-37)

CRANSTON PUBLIC SCHOOL
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