

PERSONNEL: 4000 SERIES

Find here all the familiar topics of personnel administration: recruitment and selection, contracts, tenure, assignment and transfer...and so on, till the time of separation from the school system through retirement, resignation, promotion, death, or other causes.

The first part of the Index (4100 series) deals with certified personnel; the second part (4200 series) deals with classified personnel. When a given item applies equally to both series, it is entered in the 4100 series and coded with both series numbers.

Permanent Personnel

1. Educator Code of Professional Responsibility	4110
2. Recruitment and Selection of Teachers	4111
3. Affirmative Action Plan	4111.1
4. Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure	4111.5
5. Harassment/Intimidation/Bullying	4111.7
6. Appointment	4112
7. Appointment	4112.1
8. Teachers' Files	4112.2
9. Athletic Coaches	4112.5
10. Athletic Department Handbook	4112.7
11. Health Examinations	4114
12. Promotion	4115.2
13. Acting Positions	4115.3
14. CSD Section 504/ADA Prohibition Against Discrimination Based on Disability	4116.11
15. Recording Conversations of Employees	4116.22
16. Teachers Responsibilities & Duties	4116.31
17. Substitute Teachers	4122
18. Student Teachers	4123
19. Publication of Articles	4132
20. Non-School Employment	4138
21. Personnel/Salaries Policy	4141
22. Retirement Compensation	4146
23. AIDS	4151.12
24. Non-certified, Non-supervisory Personnel	4200
25. Non-bargaining Unit/Non-certified part-time personnel	4212
26. Non-certified Supervisory and Confidential Employees	4213
27. Non-certified Personnel	4213.1
28. Employee Computer Use Policy	4300

Educator Code of Professional Responsibility

The Rhode Island Department of Education has enacted The Rhode Island Code of Professional Responsibility and the revised Basic Education Plan (BEP). The Cranston School Committee and Administration has a statutory responsibility to follow and implement the Department of Education's rules and regulations.¹ Under the BEP the management and evaluation of the educator is "essential to the mission of implementing a statewide system of public education."² The Cranston School Department adopts this policy as its own and incorporates its contents into the educational mission of the Cranston School Department. The following policy outlines the expectations and professional responsibilities of educators in the Cranston School District.

Preamble

Working with students in Cranston schools necessitates a public trust and a level of responsibility to our citizens that requires the highest level of professionalism from our educators. Bringing all Cranston students to proficiency so they can lead fulfilling and productive lives, succeed in academic and employment settings, and contribute to society demands a profession that exists primarily to meet student needs. The development of professional standards for educators, the enforcement of certification requirements, and the regular evaluation of educators address the standards of performance for our profession. As educators who accept the public trust to work in our schools, we also accept the responsibility for professional practice that demonstrates ethical conduct and responsibility. The Cranston Educator Code of Professional Responsibility establishes a set of principles to guide the conduct of Cranston's certified educators and the assessment of conduct in situations that have professional and ethical implications.

As educators, our first responsibility is to our students and to assuring that all students achieve at high levels. As professionals, we also have personal responsibility for establishing high personal standards and monitoring our attainment of these standards. As members of school, district, and professional communities, we are responsible for working collaboratively with others to pursue collective goals. Parents and community members are also important partners in pursuing educational goals. As educators we are also responsible for supporting the policies and procedures of the Board of Regents in assuring that only qualified teachers are entrusted with our state's classrooms.

The Code contains five core principles that govern the responsibilities and commitments of Cranston Educators. Consistent with applicable law, the Cranston School Department's Educator Code of Professional Responsibility shall serve as a basis for decisions on issues pertaining to employment in the Cranston School Department.

¹ R.I.G.L. 16-2-9(3), (14), (15) and 16-2-11(a) (4).

² BEP G-15-1.2(c) and G-13-3.1.

Note: for the purpose of this section, “educator” means a person: who is applying for, who holds or who is employed under a teaching certificate, administrator certificate, support personnel certificate or other related permit or endorsement issued by the Board of Regents of Elementary and Secondary Education; other public school employees who may be licensed through other professional bodies (e.g., occupational therapists, physical therapists) and are responsible for the education of children; and anyone who is applying for or is employed as a teacher assistant in a Cranston Public Schools.

Educator Code of Professional Responsibility

The Cranston School Department’s Code of Professional Responsibility is a set of commitments which the Cranston educational community expects all members to honor and practice. These commitments guide professional conduct in all situations with professional and ethical implications.

The Code embraces the fundamental belief that the student is the foremost reason for the existence of the profession.

1. Responsibility to Students

Cranston educators’ first commitment is to ensure that all students achieve at the high levels needed to lead fulfilling and productive lives, to succeed in academic and employment settings, and to contribute to society. Cranston educators:

- Respect the inherent dignity and worth of each student.
- Act upon the belief that all students can learn.
- Establish high expectations and provide instruction that challenges all students.
- Recognize the differences among students and provide the appropriate educational supports and instructional differentiation responsive to individual needs.
- Address the uniqueness of each student and endeavor to maximize learning through personalization of the educational experience for each student.
- Promote the right and responsibility of students to explore ideas, to develop skills, and to acquire knowledge necessary to be contributing members to society.
- Endeavor to present facts and provide access to all points of view without deliberate distortion, bias, or personal prejudice.
- Assure that their classrooms are environments characterized by respect for and equal opportunity for all students, regardless of race, ethnicity, national origin, language, gender, religion, economic status, disability or sexual orientation.
- Promote the development of character and civic responsibility in their students.
- Maintain confidentiality of all student information and dispense that information only when required by professional practice or state or federal law.
- Maintain a professional relationship with students at all times, both in and outside the classroom.

2. Responsibility to Self

Cranston educators are committed to establishing high professional standards for their practice and striving to meet these standards through their individual performance. Cranston educators:

- Assume responsibility and accountability for their performance and continually strive to demonstrate proficiency and currency in both subject matter knowledge and teaching skills.
- Develop personal and professional goals with attention to professional standards, student achievement, and school district initiatives and implement a course of professional development to support attaining the goals.
- Actively engage in professional learning communities and seek feedback in order to improve their performance.
- Examine their practice on a regular basis to expand their knowledge base, broaden their skills, and incorporate new ideas.
- Pursue only those educational positions or assignments for which they have the appropriate educational certification and credentials and for which they have appropriate professional qualification.
- Strive to exercise the highest level of professional judgment.
- Refrain from using institutional or professional privileges for personal advantage.

3. Responsibility to Colleagues and the Profession

Cranston educators are committed to work with school and district colleagues and as members of professional communities to establish and implement initiatives that will further students learning, Cranston educators:

- Work effectively with other professionals on curriculum development, instructional initiatives, assessment programs, and professional development.
- Assume responsibility for working with colleagues to assure their school meets local and state educational objectives.
- Encourage and support staffing decisions that are made based on the best interests of students.
- Collaborate with others to improve student learning.
- Support colleagues in developing and maintaining a work environment that allows all educators to maintain their individual professional integrity free of pressure to act in ways that are not in the best interests of students.
- Encourage the participation of teachers in the process of educational decision making.
- Encourage promising candidates who are interested in education to learn about the opportunities and the challenges of a career in education and support those who pursue careers through informal induction into the profession as they develop the competence and qualifications to become effective educators.
- Maintain integrity regarding the acceptance of any gratuity, gift or other compensation that might impair or influence professional decisions or actions.

4. Responsibility to Parents and the Community

Cranston educators are committed to collaborate with families and communities to offer a quality education to all students. Cranston educators:

- Make concerted efforts to communicate with parents and families in a way that shares all information necessary to become meaningful partners in the child's education.

- Endeavor to understand and respect the values and traditions of the diverse cultures represented in their community and in their classrooms.
- Endeavor to assure equal educational opportunities for all children in the community.
- Cooperate with community agencies that provide resources and services to support students.
- Maintain a positive and active relationship with students' parents, families, and other members of the community.
- Distinguish between their personal opinion and official policies of the school or educational organization when communicating with parents, families, and the community.

5. Responsibility to Rhode Island Board of Regents

Rhode Island Educators demonstrate a commitment to Rhode Island standards for educator quality through certification requirements and support for the implementation of state initiatives within their districts. Rhode Island Educators:

- Provide accurate, truthful, and complete information to the Rhode Island Department of Education concerning all certification matters.
- Recognize that meeting certification requirements is a pre-condition to any contractual agreement for a position that requires certification in Rhode Island schools.
- Engage in ongoing appropriate professional development for all certificates they intend to maintain.
- Accept only those assignments for which they are professionally qualified and hold appropriate certification unless the educator and the district have agreed to the assignment and the district has secured prior approval from RIDE.
- Develop an understanding of state initiatives and support the implementation of these initiatives within their schools and districts.
- Maintain the security of standardized testing materials that comprise state assessment programs.
- Further the mission, policies, and regulations of the Rhode Island Board of Regents.

Source: Rhode Island Department of Elementary and Secondary Education Deborah A. Gist, Commissioner

Policy Adopted: 4/22/13 (Res. No. 13-4-26)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Recruitment and Selection of Employees

Purpose

The Cranston School Committee is committed to providing the highest quality educational program for the Cranston Public Schools in accordance with the highest aspirations of the community and the staff. This common goal shall be the concern of the administration, the school committee and the community at large.

Professionalism

Cranston Public Schools is dedicated to providing each individual with an opportunity to realize his/her full potential in an educational environment which emphasizes student achievement and success. Innovation and best practices based on research are an important aspect of the Cranston Public Schools' educational programs.

Recruitment and Selection

It shall be the duty of the superintendent of schools to assure that persons recommended for employment shall meet all qualifications established by law and by the Cranston School Committee for the type of position for which the recommendation is made.

All efforts in recruitment shall be directed at attracting the most qualified persons possible and additional effort shall be made to attract persons from diversified backgrounds. Also, efforts will be made to pursue affirmative action through positive and aggressive measures.

To accomplish this requirement, all vacancies will be clearly posted within the school district and, depending on the position, should be advertised on a state or national level, as determined appropriate by the superintendent or his/her designee. When a position has been determined to be vacant and has not been deemed by the school committee as a position that should be eliminated, then, that position will be posted and filled as soon as possible. Posting will be for 14 calendar days.

The following procedures shall apply to determining the need for and selection of candidates for new and replacement positions:

1. The chief operating officer shall consult regularly with appropriate administrative staff to determine whether a vacancy exists.
2. The chief operating officer shall meet with appropriate administrative staff to determine job specifications and/or criteria for evaluation of candidates.
3. Files of candidates shall be reviewed by administrators and the Personnel Office and interviews shall be scheduled. All Affirmative Action policies and procedures adopted by the Cranston School Committee shall be adhered to. Candidate files will be reviewed with sensitivity to equity issues such as gender, racial/cultural diversity, disability and other legally protected status.

4. To ensure balanced representation a team of interviewers should be selected to include at least an administrator, teacher, and parent. If the team is interviewing for a non-certified position the team would consist of an administrator, a member of the department or school. The purpose of the screening committee is to interview all qualified applicants and to forward to the superintendent for consideration and recommendation:
 - a. The screening/interview team will be formed with sensitivity to equity issues.
 - b. The appropriate administrators will develop a list of interview questions.
 - c. Those administrators will review and select candidates to be interviewed based on the job description and written criteria developed by the interview team.
 - d. Cranston substitutes and/or Cranston residents who apply for the specific posted position will be considered for an interview.
 - e. The team will be given the opportunity to review applications on file to determine if there are any other individuals that could be considered.
5. Each member of the screening/interview team must attend all interview sessions with prospective candidates for a particular position. If a person is not able to attend all interview sessions, that person has no rating privilege.
6. After a candidate is interviewed, each member of the screening/interview team shall complete a report of interview form without consultation. Results of the interview will be made known to members of the screening/interview team and the results will be confidential.
7. The chairperson of the screening/interview team will submit, through the appropriate central administrator to the superintendent, the top candidates in alphabetical order, with supporting data, defining characteristics of strengths and weaknesses as related to job specifications and responses to the interview questions.
8. When dealing with large numbers of candidates, the screening/interview teams should include with the interview results, supporting data, defining characteristics, and the strengths and weaknesses of the candidates. Questions should cover a broad spectrum as appropriate to student needs and programs.
9. The screening/interview team will submit all work to the superintendent who has the ultimate responsibility to recommend a candidate to the school committee at the next scheduled meeting.
10. The screening /interview team must understand that the entire screening process must be held in the strictest confidence.
11. Other consideration by the superintendent
 - a. Experience in the actual job held, including special qualifications that may be required or educationally desirable for a position and must be student focused.
 - b. Certifications held including highly qualified status and National Board Certification (if applicable).
 - Any other information in candidates file

- work history
- professional development
- discipline history
- degree
- transcripts
- test score (if applicable)
- recommendations
- community involvement
- professional affiliation
- evaluations
- any other relevant data

12. Unsuccessful applicants may contact the chief operating officer to discuss their candidacy.

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

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Affirmative Action Plan

The Cranston School Committee is committed to the concept of equal opportunity and affirmative action. All employees of the Cranston School System are to be judged as individuals based on their own individual abilities and merits. The Cranston School Committee adheres to the Equal Pay Act of 1963, the Civil Rights Act of 1964, Presidential Executive Order 11246, the Age Discrimination Act of 1969, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Executive Order #19, which prohibits employment discrimination based on race, color religion, sex, national origin, age or handicap.

It shall be the policy of the Cranston School Committee to aggressively foster and promote the objectives of the Affirmative Action Plan.

The goals of the Affirmative Action Plan are to ensure that equal employment opportunities are provided in the Cranston Public Schools and that the activities of the school system are free of all discriminatory practices and/or policies.

The superintendent and the Cranston School Committee will exercise personal leadership to vigorously delete any practices and/or policies that covertly or overtly discriminate against any individual on the basis of his or her race, color, religion, sex, age, national origin or physical disabilities unless based upon a bona fide occupational qualification.

The Affirmative Action Plan is a recommitment of the Cranston Public Schools to strive for equitable employment opportunities at all occupational classification levels within the structure of its educational system.

The superintendent, with assistance of the staff of the Cranston Public Schools, will have the responsibility of implementing, monitoring and evaluating the effectiveness of the Affirmative Action Plan on a regular basis and to revise the Affirmative Action Plan as changes are indicated.

In reference to Policy 4111.1, the following regulations shall be observed to ensure that employees of the Cranston School System receive equal employment consideration and are treated fairly during employment without regard to race, color, religion, sex, age, national origin or physical handicaps.

Responsibilities Established by the Affirmative Action Plan

The Superintendent of Schools has the final responsibility for the Affirmative Action/Equal Employment Opportunity Plan.

The assistant superintendent, administration, shall assume the duties of Affirmative Action/Equal Employment Opportunity Officer. He has direct responsibility for managing, implementing, monitoring, and evaluating the Cranston school system's Affirmative Action Plan and shall assume the following duties:

- a. Serve as the Cranston school system liaison, with governmental agencies, (local, state, federal) responsible for the enforcement of all fair employment laws and regulations.

- b. Assure dissemination of information regarding the Cranston school system's Affirmative Action Plan to all applicants, employees, persons, agencies, and companies doing business with the Cranston school system.
- c. Assist in monitoring the policies of the Cranston School system regarding recruitment, hiring, promotion, and training for compliance with established affirmative action procedures.
- d. Assure that complaints and grievances regarding discriminatory employment practices are investigated and processed according to policy and contractual requirements.
- e. Assure that adequate records are maintained which can be used to evaluate the Cranston School system's progress in affirmative action. Records should include a complete analysis of the existing workforce in compliance with regulations for the implementation of the Regents' policy on equal employment opportunity issued by the Rhode Island Department of Education.
- f. Effectively recruit minorities for positions throughout the Cranston school system; and provide information for distribution of job descriptions.
- g. Serve as non-voting advisor to the Affirmative Action Advisory Committee.
- h. Annually review and revise the Affirmative Action Plan with the superintendent of schools and other administrative personnel.

An Affirmative Action/Equal Employment Opportunity Advisory Committee shall be established by the Superintendent of Schools.

- a. The Affirmative Action/Equal Employment Opportunity Advisory Committee shall consist of seven members and reflect a broad spectrum of the Cranston community. The committee will elect a chairperson, the chairperson shall advise all individuals concerning Affirmative Action activities, call meetings, and assign the duties and responsibilities of committee members.
- b. Appointments to the committee shall be made for one and/or two year terms. Members of the committee may be replaced by the superintendent of schools.
- c. The Affirmative Action/Equal Employment Opportunity Officer shall serve as advisor to the committee, which shall meet at least quarterly. The full committee shall meet at least once a year with the superintendent of schools or his designee to review the Affirmative Action/Equal Employment Opportunity Plan's progress, and to make recommendations for upgrading the plan.
- d. The main function of the committee shall be to advise the superintendent of schools. Committee members shall review any comments or complaints about the plan's progress and provide assistance to the Affirmative Action/Equal Employment Opportunity officer in completing various tasks and duties established in the plan.

Community Involvement

Affirmative Action/Equal Employment Opportunity Officer shall meet with community leaders and organizations to determine the needs and concerns of the community. Based on community

needs, the Affirmative Action Advisory Committee will then translate these needs into workable recommendations to the superintendent of schools.

Dissemination of Policy

- a. The Cranston school system will publicize its Affirmative Action/Equal Employment opportunities policies to all employees, unions and other appropriate individuals and/or organizations. The following non-discrimination clause will be included in all union and contractual agreements: "The Cranston school system is an Equal Employment/Affirmative Action Employer."
- b. The Affirmative Action/Equal Employment Opportunities policies shall be included in all employee handbooks and/or organizational policy manuals. The Cranston school system shall also contract the appropriate news media, public and private employment agencies and education institutions.
- c. Affirmative Action/Equal Employment Opportunities policies shall be posted in conspicuous locations in all buildings and schools utilized by the Cranston school system.
- d. A copy of the Affirmative Action/Equal Employment Opportunities policies statement shall be published in the superintendent's bulletin. Any pertinent information pertaining to the Affirmative Action/Equal Employment Opportunities Plan will be published thereafter on a regular basis.

Goals and Timetable

- a. The Cranston school system shall develop a workforce capable of providing the highest quality of educational services while reflecting the population that is served. In setting specific employment goals, the following factors shall be considered:
 - Present workforce profile.
 - Minority and women population in Cranston.
 - Availability of minorities and women for employment based on: population, available workforce, and comparison with other relevant sources of referral.
 - Size of the minority and women population in the Cranston school system.
 - Anticipated number of openings.
 - Number and percentage of promotable minorities and women in the Cranston school system.

Training and Education

- a. The Cranston school system will request technical assistance from the Rhode Island Department of Education and other resources to develop an Affirmative Action orientation program for new and present employees in order to explain the philosophy and goals of the Affirmative Action/Equal Employment Opportunity Plan.
- b. Training programs to reduce sex role stereotyping, discrimination and sexist attitudes in educational practices, and materials shall be provided for administrators.

- c. All employees shall be informed of the internal grievance procedures for handling complaints of discrimination. Administrative personnel will receive orientation of procedures for discrimination hearings to ensure the most efficient handling of any complaints of alleged discrimination.

Personnel, Practices and Procedures

- a. Recruitment – all job descriptions and job requirements will be reviewed to ensure that only actual job functions are included. Application forms will be reviewed and modified if any information is requested that does not relate to the applicant’s competence for performance of a particular job (such as a person’s race, age, marital and family status). In addition to open-advertising, special steps will be taken to affirmatively recruit minorities, especially for positions indicated by the data maintained by the Cranston school system showing where minorities are under-utilized.
- b. Selection Process – Personnel responsible for interviewing procedures shall be free from stereotyped opinions and attitudes regarding “women’s work” and “men’s work.” All questions should assist the interviewer in assessing the applicant’s qualification and suitability for the specific job and the same questions shall be asked of both male and female applicants.
 - If the interviewing team approach is used, every effort shall be made to include members of minority groups and women.
 - When opportunities arise for promotion within the Cranston school system, minorities and women shall be encouraged to apply if they meet the specifications for promotional position.
 - All salary, benefits, condition of employment, layoff, recall, termination, promotion, involuntary transfer, disciplinary action and supplementary transfer shall be applied without any discrimination.

Policy Adopted: 8/20/79

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure

The Cranston Public Schools (the “district”) is committed to maintaining and promoting an educational environment free from all forms of discrimination, including harassment. The civil rights of all school community members are guaranteed by law, and the protection of those rights is important to the district. Discrimination, including harassment, on the basis of race, color, religion, national origin, ethnicity, genetic information or testing, sex, sexual orientation, age or disability (hereinafter “membership in a protected class”) will not be tolerated. Retaliation against any student or any other individual who has complained of discrimination, including harassment, or individuals, who have cooperated with an investigation of such complaint, is also unlawful and will not be tolerated. The district will promptly investigate, remedy any harm, seek to protect students and/or employees, and to prevent recurrence of such conduct. This policy applies to conduct directed toward students and other persons associated with the educational community by all other persons associated with the educational community including, but not limited to, students, district employees, the school committee, school volunteers, parents and independent contractors. (For a complaint of disability discrimination that is NOT harassment, please refer to the district’s section 504/ADA Prohibition against Discrimination Based on Disability policy/procedure.)

What is Discrimination, Including Harassment?

- a. Discrimination: Treating persons differently, or interfering with or preventing them from enjoying the advantages or privileges afforded to others because of their membership in a protected class.
- b. Harassment: Oral, written, graphic, electronic, or physical conduct relating to a person’s actual or perceived membership in a protected class that is sufficiently severe, pervasive or persistent so as to interfere with or limit that person’s ability to participate in the district’s programs or activities by creating a hostile educational environment. Harassing conduct based on a person’s protected status may include, but is not limited to:
 - Degrading, demeaning, insulting, or abusive verbal or written statements.
 - Taking personal belongings, taunting, teasing, name-calling, or spreading rumors.
 - Drawing or writing graffiti, slogans, visual displays, or symbols on school or another’s property.
 - Telling degrading or offensive jokes.
 - Unwanted physical contact of any kind.
 - Physical violence, threats of bodily harm, physical intimidation, or stalking.
 - Threatening letter, emails, instant messages, or websites that come within the scope of the District’s disciplinary authority.
 - Defacing, damaging, or destroying school or another’s property.
 - Harassing conduct does not have to be directed towards a particular individual. Other members of the same protected class may be considered the victim of harassment by virtue of being exposed, even indirectly, to the harassing conduct.

Sample of Conduct Which May Constitute Specific Types of Harassment

(The following is not intended as an inclusive list of conduct that may violate this policy.)

Disability Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her disability or perceived disability, including damaging or interfering with use of necessary equipment, intimidating manner of movement, using disability-related slurs, or invading personal space to intimidate.

National Origin Harassment

- Unwelcome verbal, written or physical contact directed at a person based on his/her national origin, ancestry, or ethnic background such as negative comments about surnames, customs, language, accents, immigration status or manner of speaking.

Racial Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her race or color, including racial slurs or insults based on characteristics of a person's race or color, racial graffiti or symbols, hostile acts based on a race, nicknames based on racial stereotypes, negative comments about appearance, imitating mannerisms, taunting, or invading personal space to intimidate.

Religious Harassment

- Unwelcome verbal, written or physical conduct directed at a person based on his/her religion, including derogatory comments about religious beliefs, traditions, practices (includes non-belief), or religious clothing.

Sexual Orientation Harassment

- Unwelcome verbal, written or physical conduct, directed at a person based on his/her actual or perceived sexual orientation, such as anti-gay slurs or insults, imitating mannerisms. Taunting, or invading personal space to intimidate.

Sexual Harassment

- **Quid pro quo sexual harassment** occurs when a person in a supervisory position explicitly or implicitly conditions participation in a program or activity or bases a decision concerning another on the other person's submission to unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature, whether or not the other person submits to the conduct. *Quid pro quo* sexual harassment, occurs, for example when a school employee causes a student to believe s(he) must submit to sexual advances to receive a better grade than deserved, or is threatened with a loss of a promised college application recommendation unless the student dates the employee.
- **Hostile environment sexual harassment** occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual

nature by a student, a school employee, or a third party on school property or at a school related activities is sufficiently severe, pervasive or persistent so as to interfere with or limit a person's ability to participate in or benefit from the district's programs or activities by creating a hostile, humiliating, intimidating, or offensive educational environment. A victim may also be someone affected by conduct directed toward another individual. **Sexual harassment may occur adult to student, student to student, student to adult, adult to adult, male to female, female to male, female to female, and male to male.**

Depending on the circumstances, sexual harassment may include, but is not limited to:

- **Verbal forms of sexual harassment**, including repeated unwanted requests for dates, sexual rumors, sexually explicit jokes, howling, whistles, catcalls, soliciting conversation regarding sexual activity and experiences, making unwanted gender-based references to a person's physical characteristics.
- **Written forms of sexual harassment**, including offensive gestures following or stalking another, cornering or blocking a person, leering, pressuring for sexual activities.
- **Nonverbal forms of sexual harassment**, including offensive gestures, following or stalking another, concerning or blocking a person, leering, pressuring for sexual activities.
- **Visual forms of sexual harassment**, including displaying sexually suggestive or sexually provocative photographs, pictures, objects, cartoons, or posters.
- **Unwelcome physical touching**, including grabbing, groping, squeezing, sexual fondling, kissing, brushing against another's body, body hugs, and other unwelcome contact.

Responsibilities of all Persons Associated with Educational Community

Each member of the educational community is personally responsible for ensuring that his/her conduct does not in any way harass or discriminate against any other person that h/she has contact with in the performance of his/her duties or studies or while acting as a member of the school community. In addition, each member of the educational community is required to fully cooperate in any investigation of alleged discrimination, including harassment. Further, District employees are obligated to intervene and stop any discrimination, including harassment that they witness and to immediately report to the building Principal instances of discrimination, including harassment that are reported to them, they observe, or of which they otherwise learn.

Designated Officials for Addressing Discrimination and Harassment Complaints

In each school building, the Principal is responsible for receiving and investigating reports and complaints of violations of this Policy at the school level. Individuals may file a report or complaint of discrimination, including harassment, with the Principal. In the event that the Complaint alleges violations against the Principal, the Complaint shall be delivered to the Superintendent, who shall appoint an individual to conduct the investigation.

Procedure for Reporting Discrimination and Harassment

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination, including harassment. (For a complaint of disability

discrimination that is NOT harassment, please refer to the District's Section 504/ADA Prohibition against Discrimination Based on Disability policy/procedure.)

A person, who believes that he or she had been harassed or otherwise discriminated against, is encouraged to report the situation to the Principal immediately. Reports/complaints are to be filed within ninety (90) days after: the discriminatory conduct or the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. The specific conduct objected to
2. The date(s) and time(s) such conduct took place
3. The name(s) of the alleged harasser(s) or person believed to be discriminating against them
4. The location(s) where the conduct occurred
5. The name(s) of any witness(es)
6. Action sought to remedy the situation
7. Any other details or information requested by the investigating official

In addition, the person should provide the principal with any documentation (emails, notes, pictures, electronic or recorded media, etc.) or other information in support of the allegation of discrimination including harassment.

Investigation of Complaints

Upon receipt of a report or complaint, the principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the alleged harasser to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the alleged harasser, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

In the event that an investigation reveals that the alleged action or actions do not constitute discrimination or harassment as defined in this policy, but that the underlying conduct may meet the definition of bullying or cyberbullying as set forth in the District's Bullying Policy, then the results of the investigation should be forwarded and/or reviewed in conjunction with the provisions of that policy. If necessary, the investigation may be re-opened under the parameters of that policy

Conclusion of Investigation

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

If a violation is found to have occurred, the district will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected. Such steps may include appropriate disciplinary action (including but not limited to suspension of student(s) and termination of employee(s)), counseling, development of a safety plan and other remedies, as appropriate.

Appeal Process

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the principal. The superintendent or his/her designee will respond to such request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

Confidentiality

Investigations of discrimination, including harassment complaints shall be conducted in such a manner as to disclose information only to those who need to know and as necessary to gain information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The Cranston Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with to the United States Department of Education, Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination, including harassment based on membership in a protected class.

U.S Department of Education, Office for Civil Rights
John W. McCormack Building
5 Post Office Square, Suite 900
Boston, MA 02109
Telephone: (617) 289-0111
<http://www.ed.gov>

Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903
Telephone: (401) 222-4600
<http://www.ride.ri.com>

Policy Adopted: 12/9/13 (Res. No. 13-12-19)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Harassment/Intimidation/Bullying

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

It is the policy of the Cranston Public Schools that harassment and/or bullying of students by other students, personnel, or the public will not be tolerated. This policy, developed in accordance with R.I.G.L. 16-21-26 which defines “harassment, intimidation or bullying” as: an intentional written or physical act or threat of a physical act or threat of a physical act that, under the totality of circumstances: (i) A reasonable person should know will have the effect of: physically harming a student, damaging a student’s property, placing a student in reasonable fear of harm to his or her person, or placing a student in reasonable fear of damage to his or her property; or (ii) is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student R.I.G.L. 16-21-26(a)(2). is in effect while students are on school grounds or property immediately adjacent, using school transportation, at bus stops, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district.

Definition of Bullying

Bullying occurs when an individual or group, while at school, intentionally assaults, batters, threatens, harasses, stalks, menaces, intimidates, extorts, humiliates, taunts, shuns or maliciously spreads rumors about others or participates in the organizing of others to engage in any of the aforementioned. Bullying is most often, but need not be, a repeated pattern of verbal, written or physical behavior of some duration. Bullying can include, but need not be limited to:

- Social/Emotional being intentionally unfriendly, name-calling, sarcasm, spreading rumors, taunting, deliberately excluding, treating with disrespect (“dissing”), tormenting (e.g. hiding books, threatening gestures)
- Physical pushing, kicking, hitting, punching or any use of violence
- Racial racial taunts, graffiti, gestures
- Sexual unwanted physical attention or contact, sexually abusive comments
- Homophobic because of, or focusing on the issue of sexuality or sexual preference

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

Procedure

1. Any student or employee who believes s/he is being harassed, intimidated or bullied should report such circumstances to the appropriate staff member, teacher or administrator immediately.
2. Any student or employee who has information or knowledge of harassing, intimidating or bullying behavior occurring is obligated to report the information to the appropriate staff member, teacher or administrator. Failure to do so may result in disciplinary action.
3. Upon receipt of information describing harassing, intimidating or bullying behavior, the building level administrator, or his/her designee, shall investigate all accusations. If the allegation is found to be credible, appropriate disciplinary sanctions subject to any appropriate due process procedures, and in accordance with available remedies described in the Cranston Public Schools Disciplinary Policy and Procedure Handbook shall be applied.

The anti-bullying policy detailed here has, with the necessary revisions to language contained in both the elementary and secondary Disciplinary Policy and Procedure Handbooks, been developed to produce policy documents that are mutually supportive. It is the intention of the task force responsible for the development of this policy that ongoing and comprehensive in-service training on the policy and its attendant procedures be provided to all Cranston Public Schools professional staff.

Policy Adopted: 8/16/04 (Res. No. 04-8-32)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Appointment

The school committee shall appoint upon the recommendation of the superintendent, the necessary persons to carry on the educational, operational and business affairs of the school department in an efficient manner.

No discrimination due to race, color, sex, national origin or creed shall be practiced in employment, assignment, or transfer of employees.

The superintendent shall notify each employee of his election and shall be responsible for completing the employment together with the required information and documents. In the case of appointments to administrative positions, the names of finalist candidates shall remain strictly confidential. The central administration shall keep accurate records of all employment and records of service.

All professional and non-certified employees will be appointed by a resolution of the Cranston School Committee. A written confirmation will be mailed to the new employee who will include a copy of their collective bargaining agreement or the appropriate non-certified employee policy.

Teacher's Files

The administration shall maintain only the following official files on each teacher:

1. A Confidential File
2. A Personal Data File
3. An Evaluators' File
 - The confidential file for each teacher shall be maintained in the strictest confidence at the personnel office.
 - It is understood that this confidential file includes all matters relating to the professional status and conduct of the teacher in the course of his employment in the Cranston School Department.

The following sub-paragraphs in this Article refer to all official files:

1. No non-confidential or non-privileged material derogatory to a teacher's conduct, service, character, or personality shall be placed in a teacher's file unless the teacher is notified that such material has been or may be included in his file. Upon request by either a teacher or the administration, a teacher shall be given an opportunity to read such material and shall acknowledge that he has read such material by affixing his signature on the copy to be filed. Such signature merely signifies that he has read the material to be filed; it does not indicate agreement to its content.
2. Teacher shall have the right to comment upon any non-confidential or non-privileged material filed and his comment shall be reviewed by an assistant superintendent of schools and attached to the file copy.
3. Upon request by a teacher, he shall be given access to his files within a reasonable time. Confidential and privileged information such as credentials, letters of reference from universities, individuals, or previous employers are exempted from such review. The appropriate administrator shall remove such confidential and privileged material from the file prior to a review of the file by a teacher. Unsolicited derogatory materials coming to the school committee shall not be regarded as privileged.
4. A teacher shall be permitted to reproduce material in his files other than confidential or privileged material, provided that such reproduction is without cost to the committee.
5. Teachers shall keep their files up to date and forms supplied by the administration concerning names (beneficiaries, person to be notified in case of emergency, dependents, etc.) addresses, telephone numbers, marital status, higher education related to professional advancement, health and medical status, pregnancy and other matters required for personnel administration.
6. File copies shall not be removed from the offices of the school administration.
7. A representative of the school administration shall be present at any inspection or reproduction of a teacher's files.
8. The administration shall provide a facility by which teachers may reproduce materials in their files at cost.

Personnel Records

The administration shall maintain only the following official files on each teacher; a Confidential File, a Personal Data File, and Evaluators' File.

1. The confidential file for each teacher shall be maintained in the strictest confidence at the personnel office.
2. It is understood that this confidential file includes all matters relating to the professional status and conduct of the teacher in the course of his/her employment in the Cranston School Department.

The following subparagraphs shall refer to all official files:

1. No non-confidential or non-privileged material derogatory to a teacher's conduct, service, character, or personality shall be placed in a teacher's file unless the teacher is notified that such material has been or may be included in his file. Upon request by either a teacher or the administration, a teacher shall be given an opportunity to read such material and shall acknowledge that he has read such material by affixing his signature on the copy to be filed. Such signature merely signifies that he has read the material to be filed; it does not indicate agreement with its content.
2. A teacher shall have the right to comment upon any non-confidential or non-privileged material filed and his comment shall be reviewed by an Assistant Superintendent of Schools and attached to the file copy.
3. Upon request by a teacher, he shall be given access to his file for good cause within a reasonable time, and, in any case, at least once a year in addition to any requests made pursuant to Section 1 above. Confidential and privileged information, such as credentials, letters or reference from universities, individuals, or previous employers are exempted from such review. The appropriate administrator shall remove such confidential and privileged material from the file prior to a review of the file by a teacher. Unsolicited derogatory material coming to the school committee shall not be regarded as privileged.
4. A teacher shall be permitted to reproduce material in his file other than confidential or privileged material, provided that such reproduction is without cost to the committee.
5. Teachers will keep their files up to date on forms supplied by the administration concerning names (beneficiaries, persons to be notified in case of an emergency, dependents, etc.) addresses, telephone numbers, marital status, higher education related to professional advancement, health and medical status, pregnancy, and other matters required for personnel administration.

6. File copies shall not be removed from the offices of the school administration.
7. A representative of the school administration shall be present at any inspection or reproduction of a teacher's file.
8. The administration shall provide a facility by which teachers may reproduce material in their files at cost.

(Master Agreement between the Cranston School Committee and The Cranston Teachers' Association, Sept. 1, 1977, Article XIII.)

Policy Adopted: 9/28/72
Policy Amended: 7/19/82

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Athletic Coaches

Coaching vacancies will be adequately posted in each building by the superintendent and advertised in accordance with the currently established posting policies and procedures.

Coaching positions shall be filled on the basis of the best qualified, responsible person available. Criteria to determine qualification will include, but not be limited to knowledge, playing experience and coaching experience in the particular sport.

All coaches will be evaluated annually by the director of athletics.

- After a formal evaluation, the evaluator and the coach will agree on a date and time for a conference to be held as soon as practicable.
- A coach will be allowed to review a copy of the evaluation and will have a right to discuss the contents of the document and to attach a written response.
- All coaches will be asked to sign the evaluation prior to its placement in the coaches' personnel file.
- Any complaint regarding a coach, made to the administration by any parent, student, or other person, which is considered in the evaluation will be shared with the coach involved.

Policy Adopted: 6/20/05 (Res. No. 05-6-29)
Policy Amended: 6/16/08 (Res. No. 08-6-26)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

CRANSTON PUBLIC SCHOOLS ATHLETIC DEPARTMENT HANDBOOK

Equal Opportunity Employer

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

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

504 Coordinator
Joseph Rotz
Executive Director of Educational
Programs and Service

Addition Passed: 6/16/14 (Res. No. 14-6-40)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

TABLE OF CONTENTS

Goals and Objectives

Purpose of Handbook

Role of the Athletic Director

Duties of the Head Coach

Duties of the Assistant Coach

Duties of Equipment Manager

Volunteer Coaches

Reappointment of Coaches

Cell Phone Usage and Recording Devices

Code of Ethics: Sportsmanship

Athletic Awards

First Aid Concerns

GOALS AND OBJECTIVES

The major goals and objectives of the Athletic Department are:

- to encourage good sportsmanship
- to foster development of skills and teamwork
- to develop self-discipline
- to develop a positive self-image
- to develop a respect for constituted authority
- to cultivate healthy values and attitudes
- to develop goals geared toward achievement and success
- to develop enthusiasm and appreciation for athletics
- to provide a positive role model for athletes in language and decorum

PURPOSE OF HANDBOOK

This Handbook is designed to serve the Athletic Director, all coaches and managers in the Cranston Public School's Athletic Program. It will serve as a directory and guide for effective athletic administration at the middle school and high school levels. It will assist in answering basic questions relating to the Rhode Island Interscholastic League requirements, school athletic requirements and team administrative responsibilities.

The policies outlined in this handbook summarize current policies of the Cranston Public Schools Athletic Department Programs and are intended as guidelines only. In addition, the language and policies of this handbook do not create and cannot be construed to create an expressed or implied contract of employment or continuation of employment between the Cranston Public Schools and any or all of its coaches. While we believe wholeheartedly in the policies described herein and while there are contractual conditions of employment, employment with the Cranston Public Schools, with regard to the Athletic Director, coaches and managers is on an at-will basis. This means that the employment relationship may be terminated at any time by either party for any reason not expressly prohibited by law.

The Cranston Public Schools retains the right to make all decisions involving policies, management and employment. The Cranston Public Schools reserves the right to modify, revoke, suspend, terminate, amend or change any or all of the policies contained herein.

The handbook supersedes and replaces any and all prior handbooks and/or policies with regard to the Cranston Public Schools Athletic Department.

ROLE OF ATHLETIC DIRECTOR

Duties of the Athletic Director

The overall function of the Athletic Director is to plan, develop, and supervise all activities related to interscholastic participation.

Responsibility to Chief Operating Officer

The Athletic Director is responsible to the Chief Operating Officer and is a liaison between the Rhode Island Interscholastic League and the coaching staff. Special duties include:

1. Responsible for Submitting Required Reports

- Team bus schedules
- Team eligibility lists
- Confirmation of home schedule with opposing schools
- Complete team schedules
- Equipment inventory
- Annual budget request for athletic department
- Equipment order and purchase
- Insurance claims with the RIIIL Injury Fund
- End of season coaching evaluations
- Gate receipts
- Athletic Department checkbook
- End-of-year report to superintendent
- End-of-year report to Title IX Office

2. Major Areas of Responsibilities and Essential Duties

- Provide effective leadership for continued evaluation, development, and improvement of the interscholastic athletic program within the goals and objectives and with particular reference to the special needs of the community.
- Observe and evaluate all head coaches in their discharge of duties.
- Prepare and submit a budget annually to assure adequate funding for the interscholastic athletic program.
- Submit annually a financial and extent of participation statement, for the total interscholastic athletic program—receipts, expenditures and student participation.
- Supervise and coordinate the care, maintenance, storage, and inventory of all athletic equipment and supplies.
- Supervise the maintenance, repair and preparation of all athletic fields and gyms and coordinate the schedule for their use.
- Supervise and arrange for the securing and paying of game officials and attendants.
- Serve as an official school representative to local, district, and state meetings in matters pertaining to athletic policies, rules, regulations, and tournaments.
- Assure adherence to the Rhode Island Interscholastic League policies, regulations, and procedures.
- Maintain complete team records for all sports at all levels to include won and loss records, league standings, championships, and number of participation at the beginning and end of each sport season.

- Maintain and approve all varsity eligibility lists, parent permission documents, assumption of risk, medical examination, and insurance forms for each sport.
- Arrange schedules and transportation for all interscholastic sports at all levels of competition (7-12) including league and non-league opponents, and file game contracts in athletic office.
- Provide for the proper administration and supervision of all athletic contests including ticket sellers and takers, security, medical and ambulance service, announcers, game personnel, spectator seating, and parking of vehicles.
- Approve all recommendations for athletic awards, distribute awards to coaches and maintain records per sport and season for all awards issued.
- Assume responsibility for the revision and recommendation of the “Coaches’ Handbook” for Cranston Public Schools.

3. Responsibility to the Coaches

- a. Arrange for coaches to receive all required student athletic forms including:
 - Assumption of risk form
 - Annual questionnaire form
 - Form for physical
 - Team eligibility form
 - Bus request form
 - Injury report form
 - Tournament request form
- b. Arrange for coaches to receive and collect coach’s administrative forms including:
 - Equipment inventory and budget request
 - End-of-season game reports (where applicable)
 - Student athletic awards
 - Coaching evaluation forms
 - Game schedule and bus request
 - RIIL “Blue Book” (available online: www.riil.org)
- c. Arrange for issuance, collection, and storage of team athletic supplies, equipment, and uniforms.
- d. Draw up practice times for use of facilities.
- e. Prepare game schedule and practice schedule for custodial staff.
- f. Assist the head coach in inspection of facilities for safety before utilization.
- g. Insure that coaches follow all rules and regulations pertaining to athletic practices, schedules, games and facilities.
- h. Maintain a file for every student participating in high school athletics.
- i. Evaluate head coaches at the end of their season of coaching for the school year.

- j. Ensure that all rules and regulations of the RIIL are followed.

4. Responsibility to the Athletic Contest

- Be responsible for recruiting personnel supplemental to game officials necessary for various games or matches.
- Be responsible for payment of officials and all game personnel or delegate such responsibilities.
- Supervise the inspection of all athletic facilities before a contest - work with the custodial staff and/or city personnel in planning for contests.
- Work closely with the custodial staff and/or city personnel to provide the necessary maintenance of athletic areas.
- Arrange for varsity teams and officials to be escorted to the locker facilities or back to their method of transportation.
- Supervise the sale of tickets and file a financial report following the contest.
- Assist with home athletic contest, spectators, crowd control, injuries, and game responsibilities.

Duties of the Head Coach

Safety of the athletes is the primary responsibility of the Head Coach. The Head Coach shall also be responsible for the total program of his/her sport. This includes varsity, junior varsity and freshman teams. Each head coach should establish a program development format for each level of play.

The Head Coach must be familiar with the rules and regulations of the Rhode Island Interscholastic League which is available on the league website: www.riil.org.

1. General Responsibilities

- Attend the mandatory pre-season coaches meeting. Sport schedules and league rules will be clarified and established. This is an excellent opportunity to contact teams regarding junior varsity game schedules. Failure to attend this meeting will result in a fine from the RIIL that will be your responsibility to pay.
- Meet with assistant coaches before the season to discuss league, school, and team policy procedures.
- Coaches in consultation with the school staff will be aware of students with special needs and follow appropriate procedures and processes.
- Attend the Athletic Director's mandatory pre-season meeting where the following forms will be distributed and each form explained: assumption of risk, annual questionnaire, form for physical, eligibility list, league schedule (if ready), Injury Fund reports, bus schedules, and tournament request form.
- Meet with potential athletes two to four weeks prior to the beginning of the season. At this meeting, distribute all necessary athletic forms. Establish a list of athletes by grade. Give potential athletes the practice dates, the return date of athletic forms, and general team requirements. Coaches who are involved in fall sports should meet with athletes before the close of the school year preceding the fall season. All fall head coaches should contact the appropriate middle school(s) that may feed your particular high school's program and

- have a day to sign up all interested incoming freshmen.
- Bus request schedules for all levels of play must be handed in to your school's equipment manager as soon as possible. Please pay particular attention to your departure time and make sure you list the actual location of your game as the destination (many teams play certain sports off campus). Remember, busses are more difficult to book in the fall and spring because many of the games are after school, causing us to use a private contractor. Most winter events occur after 3:30 p.m. which allows us to use our own busses. **Extremely important:** when the athletic department provides transportation to an athletic event, all athletes are required to ride the bus to and from the contest. Only in rare circumstances can the head coach grant permission for an athlete not to ride the bus. In this particular case, a letter from a parent or guardian in advance of the contest must be in the coach's hand prior to making a decision. This is certainly something that should not be encouraged and must be closely monitored.
- Junior varsity and freshmen schedules must be returned to the athletic director as soon as possible. The athletic director must place these schedules on the RIIL website and secure officials.
- Establish team goals and practice schedules.
- Determine the system of play at all levels.
- Assign responsibilities to assistant coaches including: locker room, field, gym, and weight room supervision. Your athletes should never be left unsupervised at any time.
- Arrange for fundraising if so desire. Check with principal for school policy (principal approval required).
- Determine weekend practice schedule; notify the Athletic Director so he/she can make the necessary arrangements with the custodial staff.

2. In Season Responsibilities

- Conduct tryouts in such a manner as to provide each athlete an equal opportunity to achieve a position on the team. Be sure you are able to justify your selections by using a scoring system you are comfortable with.
- Prior to selecting your team, determine the eligibility of your athletes. You can ask to see their report card, you can check with Guidance, or you can ask the main office for an "Ineligibility List". Never take the word of the athlete as being completely accurate.
- After determining the eligibility of your players and after your team has been chosen, head coaches at Cranston East should submit an Eligibility List to a secretary in the main office at Cranston East, and coaches at Cranston West should submit their Eligibility Lists to the Athletic Director so it can be posted on the RIIL website. Remember, all Eligibility Lists MUST be posted on the RIIL website twenty-four hours prior to your first RIIL contest, including the Injury Fund Game. Failure to do so will result in a fine from the RIIL that will be your responsibility to pay if you did not have your Eligibility List in on time.
- Have on hand at all times an "emergency call card" - a list of all your players along with all important contact numbers in the event of an injury of significance.
- Comply with mandates set forth by the Student Handbook: e.g. attendance policy governing participation. Have one of your athletes stop by the main office daily for an attendance sheet and other necessary correspondence.
- Cooperate with the sports media seeking interviews regarding team personnel, performance, etc. Bear in mind that statements are published and read by people for and against athletic programs; therefore, statements should be carefully weighed. The news media is not the proper channel for a coach's criticism of officials, opposing players,

etc.

- Create a parent-athletic booster club if so desired.
- When an athlete is hurt, the head coach must complete an “Injury Report Form” within twenty-four hours and send it to the Athletic Director. Please make sure all your athletes and their parents are aware of the benefits of the RIIL Injury Fund. You are responsible for the level of play and conduct of all athletes under your control.
- You are responsible for the supervision of assistant coaches in practice, games, and locker room areas.
- Pick up all necessary first aid equipment from your school’s equipment manager.
- Promote your sport by prompt and accurate reporting of scores to local media.
- Perform other duties as related to the assignment and as designated by the Athletic Director.

3. Post Season Responsibilities

- In order for your stipend to be released, all uniforms, equipment, medical supplies, and keys must be handed in to your school’s equipment manager. Once this is done, the equipment manager will contact the Athletic Director to release your stipend.
- Submit your request for post-season athletic awards for your team to the Athletic Director at least two weeks prior to your end-of-the-season banquet.
- Please read your end-of-the-season evaluation carefully, answer all questions, evaluate all your assistants (if applicable), have your assistant sign his evaluation, and return the full evaluation to the Athletic Director as soon as possible. If you or your assistant has any questions pertaining to the evaluation, contact the Athletic Director to set up a meeting to address all questions and concerns.
- You are encouraged to attend clinics, symposiums, or seminars that will ultimately make you a better coach in your sport. Any costs must be paid by you or non-school sources.

Duties of the Assistant Coach

The assistant coach is directly responsible to the head coach of sport and to the program planned for that level of play.

1. General Responsibilities

- Work with head coach in planning the program.
- Understand league, school, team, student responsibilities to the sport and carry out these policies.
- Attend RIIL meetings when asked by the head coach.
- Attend staff meetings when called by the head coach.
- Assist the head coach in any duties assigned by him/her pertaining to the overall athletic program.
- In relation to junior varsity and freshman teams, assistant coaches will have the same responsibilities as listed for the head coach where applicable.
- In the absence of the head coach, the assistant coach shall assume all the responsibilities of the head coach.

Duties of Equipment Manager

1. At the beginning of each season, with the head coach in attendance, the Equipment Manager will pass out all necessary uniforms, equipment, medical supplies and keys (if necessary). An accurate account of what was handed out and to whom it was handed out to must be kept.
2. Prior to each season, a bus request for each sport (in triplicate form) must be handed in to the Office of the Director of Transportation at least two weeks prior to the first event.
3. During the season, the Equipment Manager must be readily available to any coach who may need additional uniforms, equipment or medical supplies.
4. At the end of each season, the head coach will return all uniforms, equipment, medical supplies and keys (if any were handed out) to the appropriate Equipment Manager. Once the Equipment Manager is satisfied that the head coach has fulfilled his/her obligations as stated in the Athletic Department Handbook the Equipment Manager will then compile a list for the Athletic Director of any outstanding issues.
5. Once the football season ends, all uniforms and equipment must be separated so that it can be picked up in a timely fashion to be cleaned and reconditioned.
6. The Equipment Manager at all times must maintain an accurate inventory of all uniforms, equipment and medical supplies to aid the Athletic Director in the budget process.

Volunteer Coaches

Anyone who would like to be considered for a volunteer coaching position must submit an application with Human Resources.

All volunteer coaching candidates must be certified coaches. **A copy of their Rhode Island Coaching Certificate and CPR/AED/First Aid certification must be on file in Human Resources. The volunteer coach must complete the Rhode Island Interscholastic League Fundamentals of Coaching & Concussion training.**

All successful volunteer coaching candidates will be appointed by the Superintendent, subject to the "Volunteer Policy" and subject to the consent of the School Committee. A volunteer coach must always be accompanied by a paid coach.

The number of volunteer coaches will be limited as follows:

Football	7
All varsity other sports	3

Reappointment of Coaches

All coaches, assistant coaches, and volunteer coaches must be appointed by the Superintendent subject to the consent of the School Committee each year in order for them to continue in their role as coach for the next season.

Cell Phone Usage and Recording Devices

All coaches, assistant coaches, faculty managers and volunteer coaches must comply with the school committee's cell phone usage and recording device policy (policy 2526).

Code of Ethics: Sportsmanship

Sportsmanship is defined as that quality of responsible behavior characterized by the spirit of generosity and a genuine concern for the opponent.

The Cranston Athletic Department places the responsibility of sportsmanship on all those involved in the athletic program. The head coach will bear the greatest burden of this responsibility for sportsmanship. His/her influence on the attitudes and behavior of players, student body, and community establishes the mechanism for making sportsmanship a reality. The role the coach plays in developing the qualities of sportsmanship are demonstrated in the daily principles of coaching strategy and skill development. Nothing says more for a coach's program than the attitude and sportsmanship values his/her team portrays to those around them.

The following recommendations are included:

- Be a role model for those who follow you.
- Teach honest effort.
- Instruct the team in their responsibilities.
- Discipline athletes when appropriate and revoke their participation if necessary.
- Treat opponents and officials as guests.
- Shake hands with opponents and officials after the contest.

Athletic Awards

An athletic award is a symbol of athletic accomplishment and good sportsmanship. The value of the award lies in the implication rather than the monetary value. Each head coach should establish a general policy for athletic awards and follow this procedure to develop the athlete's intrinsic sense of accomplishment.

1. General Recommendations and Policies

- Standards of achievement should be required.
- Each coach will establish their own standards and make the athletes aware of these requirements.
- Accurate records should be kept by the coach regarding participation, sportsmanship, team records, and accomplishments of the athlete.
- Injuries should not exclude the student from receiving an award.
- As a coach, use your good judgment in giving awards - make sure the award means something to your team and to the total athletic program.
- Regardless of how many sports an athlete participates in, he/she will only receive one letter. After earning their letter, next they will earn their sport pin, and after the sport pin, the athlete can earn a bar. There are special bars available for the designation of capacity.
- Varsity squad members who do not meet award qualifications will be awarded certificates of participation.
- Junior varsity and freshmen members will receive certificates.

First Aid Concerns

- The well-being of the athlete is the first priority of the head coach.
- Do not do any more than you have been trained to do in your First Aid/CPR/AED classes.
- Follow general first aid procedures.
- Call rescue when necessary or summon EMT, athletic trainer, or doctor when available. Make sure a coach is with the injured athlete.
- Call a parent. Do not allow the student to walk home unsupervised.
- Notify the Athletic Director immediately regarding a serious injury.
- Contact injured athlete and parents after the injury.
- File an Injury Report within twenty-four hours of the injury and send the report to the athletic director.

Policy Amended: 10/21/13 (Res.13-10-17)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Health Examinations

The superintendent and/or the school committee may require from any employee at any time, a report of health examination by a physician who is licensed for the practice of medicine in the state of Rhode Island. Cost of the examination shall be borne by the individual.

Each such report, whether from an applicant for employment or from an employee, shall include a statement by the examination physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or a statement that no such condition exists.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Promotions

1. Promotional positions are defined as positions below the rank of assistant superintendent.
2. All vacancies in promotional positions shall be filled pursuant to the following procedures:
 - a. A notice shall be posted in every school building clearly setting forth a description of and the qualifications for the positions.
 - b. Such notices shall be posted as far in advance as practicable, and at least ten (10) school days before the final date for submission of applications.
 - c. Employees who desire to apply for such vacancies shall submit their letter of intent and resume to the superintendent or specified representative within the time limit specified in the notice. Applications shall include qualifications for the position as well as other data requested in the notice and/or helpful in evaluating the applications.
 - d. Employees who apply and are qualified for such positions shall be interviewed by a committee appointed by the superintendent. Interview ratings for each qualified applicant shall be prepared independently by each member of the committee. Recommendation for a vacancy shall be made by the Superintendent from among the top three applicants unless he/she decides to make no recommendation from such applicants.
 - e. Other considerations by the Superintendent:
 1. Experience in the actual job held, including special qualifications that may be required or educationally desirable for a position and must be student focused.
 2. Certifications held including highly qualified status and National Board Certification (if applicable)
 - Any other information in the candidate's file
 - work history
 - professional development
 - discipline history
 - degree
 - transcripts
 - test scores (if applicable)
 - recommendations
 - community involvement
 - professional affiliation
 - evaluations
 - any other relevant data

3. All employees who apply and are qualified for a promotional position shall be interviewed and shall subsequently be notified of the disposition of their application before the appointment is made.

Policy Adopted: 9/28/72
Policy Amended: 10/16/78
Policy Amended 12/9/13 (Res. No. 13-12-14)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Acting Positions

To insure continuity of services or programs during prolonged illness or due to action taken by the school committee, the superintendent will select qualified members of the staff to fill interim vacancies for positions not anticipated to be vacant beyond ninety school days; the superintendent will notify the school committee of any such action.

Policy Adopted: 6/25/74

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Cranston School Department Section 504/Ada Prohibition Against Discrimination Based On Disability

Pursuant to Section 504 of the Rehabilitation Act of 1973 ("Section 504") and Title II of the Americans with Disabilities Act of 1990 ("ADA") and their implementing regulations, no otherwise qualified individual with a disability 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 in the Cranston School Department ("district"). The district does not discriminate in admission or access to, participation or treatment, or employment in, its programs or activities. As such, the district's policies and practices will not discriminate against students and employees and with disabilities, will provide equal opportunity to employment, and will make accessible to qualified individuals with disabilities its facilities, programs, and activities. Disability discrimination will not be permitted in any of the programs, activities, policies, and/or practices in the district.

As used in this policy and as defined under Section 504/ADA (as the same may be amended from time to time), "an individual with a disability" means a person who has, had a record of, or is regarded as having, a physical or mental impairment that substantially limits one or more major life activities. Major life activities are functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, eating, sleeping, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The Section 504 regulations also require a school district to provide a "free appropriate public education" (FAPE) to each eligible student who has a disability and is in the school district's jurisdiction. Under Section 504, FAPE consists of the provision of regular or special education and related aids and services designed to meet the student's individual educational needs as adequately as the needs of nondisabled students are met and are based upon adherence to the applicable Section 504 and Title II regulations.

1. Free and Appropriate Public Education for Students

The district is committed to identifying, evaluating, and providing a free appropriate public education (FAPE) to students within its jurisdiction who are disabled within the definition of Section 504.

Under Section 504, the district must provide a free appropriate public education to each qualified disabled child. A free appropriate public education, under Section 504, consists of regular or special education and related aids and services that are designed to meet the individual student's needs and based on adherence to the regulatory requirements on educational setting, evaluation, placement, and procedural safeguards. 34 CFR 104.33, 104.34, 104.35, and 104.36. A student may be handicapped within the meaning of Section 504, and therefore entitled to regular or special education and related aids and services under the Section 504 regulations, even though the student may not be eligible for special education and related services under IDEIA.

Parent(s)/guardian(s)/custodian(s)/ (“parents”) are invited and encouraged to participate fully in the evaluation process, 504 plan development, 504 meetings, etc.

The district will provide non-academic extracurricular services and activities in such a manner as is necessary to afford qualified persons with disabilities an equal opportunity for participation in such services and activities. The district will verify that persons with disabilities participate with persons without disabilities in such activities and services to the maximum extent appropriate.

Any parent who disagrees with a decision made by the district or the disagrees with the student’s 504 team may follow the “Grievance Procedure for Addressing Discrimination” set forth below **OR** may request a hearing before an impartial hearing officer at the Rhode Island Department of Education (RIDE) **OR** may file a complaint with the United States Department of Education, Office of Civil Rights (OCR). Contact information for RIDE and OCR can be found at the end of this policy.

Employment Practices

Discrimination Prohibited

In accordance with Section 504/ADA, no qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any of the district’s programs or activities. Further, the district will take positive steps to employ and advance in employment qualified individuals with disabilities. The district will not limit, segregate or classify applicants or employees in any way that adversely affects their opportunities or status because of disability. Additionally, the district will not participate in any contractual or other relationships that have the effect of subjecting qualified individuals with disabilities who are applicants or employees to discrimination on the basis of disability.

Reasonable Accommodation

The district will make reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose an undue hardship on the operation of the district’s program and/or activities.

Facilities and Programs

No qualified person with a disability will, because the district’s facilities are inaccessible to or unusable by persons with disabilities, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity to which Section 504/ADA applies. This includes, but is not limited to, providing accommodations to parents with disabilities necessary for them to participate as other parents are allowed to participate in their child’s educational programs or meetings pertinent thereto.

For facilities constructed or altered after June 3, 1977, the district will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the district is committed to operating its programs and activities so that they are readily accessible to

persons with disabilities. Programs and activities will be designed and scheduled so that the location and nature of the facility or area of the program will not deny a student with a disability the opportunity to participate on the same basis as a student without disabilities. The district will meet its obligation through such means as redesign of equipment, reassignment of classes or other services to accessible buildings, assignment of aides to beneficiaries, alteration of existing facilities and/or construction of new facilities, or any other method that results in making its programs and activities accessible to persons with disabilities. In choosing among available methods for meeting its obligations, the district will give priority to those methods that serve persons with disabilities in the most integrated setting appropriate.

Designated Officials for Addressing Discrimination Complaints

In each school building, the principal is responsible for receiving and investigating reports and complaints of violations of this policy at the school level. Individuals may file a report or complaint of discrimination with the principal. In the event that the complaint alleges violations against the principal, the complaint shall be delivered to the superintendent, who shall appoint an individual to conduct the investigation.

Grievance Procedure for Addressing Discrimination

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of disability discrimination. If the complaint pertains to allegations of disability-based harassment, refer to the District's Anti-Discrimination/Anti-Harassment Policy and Grievance Procedure.

A person who believes that he or she had been discriminated against is encouraged to report the situation to the principal immediately. Reports/complaints are to be filed within ninety (90) days after the conduct complained of occurred or the time the individual reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.) The report can be written or oral and should consist of the following:

1. The specific action objected to, including but not limited to a team decision, action, or refusal to take an action requested by the parent or alleged denial of FAPE.
2. The date(s) and time(s) such action or refusal to take an action or alleged denial of FAPE took place.
3. The name(s) of the district staff or other persons believed to be discriminating against them.
4. The name(s) of any witness(es)
5. Action sought to remedy the situation.
6. Any other details or information requested by the investigating official.

In addition, the person should provide the principal with any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination.

Investigation of Complaints

Upon receipt of a report or complaint, the principal shall facilitate a prompt investigation. The investigation must allow for the complainant, the subject of the complaint, and the individual alleged to have discriminated to provide information, including the names of witnesses or other evidence, relevant to the investigation of the complaint. The principal will also endeavor to promptly interview and obtain detailed written statements from the complainant, the subject of the complaint, the individual alleged to have discriminated, as well as any potential witnesses. The principal will also review any other documents or information that he or she believes is relevant to the investigation.

A written determination regarding the complaint and any resolution will be provided by the principal to the complainant and the accused within thirty (30) school/working days of the complaint.

Appeal Process

The complainant may request reconsideration of the determination and/or resolution of a complaint by notifying the superintendent in writing or verbally within seven (7) school/working days of receipt of the written determination of the principal. The superintendent or his/her designee will respond to such request within thirty (30) school/working days of receipt of the request for reconsideration; his/her decision is final.

If a violation is found to have occurred, the district will take steps to prevent reoccurrence of the violation and correct its discriminatory effect on the person(s) affected.

If the violation involves the denial of a free and appropriate public education to a student or students, such steps may include re-convening of the 504 team, revision of a 504 plan, compensatory services, development of a safety plan and other remedies, as appropriate.

If the violation involves an employment issue, such steps may include appropriate discipline up to and including possible termination of any employee violating this policy and/or such other remedies as are appropriate.

Confidentiality

Investigations of discrimination complaints shall be conducted in such a manner as to disclose information only to those who need to know or those who may have information pertinent to the investigation. Please note, some level of disclosure may be necessary in the course of conducting interviews in connection with investigation of any complaint under this policy. The Cranston Public Schools shall endeavor to keep such information as confidential as it can without compromising the thoroughness of the investigation.

State and Federal Authorities

In addition to the process described above, the complainant may, at any time, file a complaint with to the Office for Civil Rights, Rhode Island Department of Elementary and Secondary Education, or other appropriate federal or state agency charged with enforcement of state and federal laws prohibiting discrimination.

U. S. Department of Education, Office for Civil Rights
John W. McCormack Building
5 Post Office Square, Suite 900
Boston, MA 02109
Telephone: (617) 289-0111
<http://www.ed.gov>

Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903
Telephone: (401) 222-4600
<http://www.ride.ri.com>

Policy Adopted: 12/9/13 (Res. No. 13-12-18)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Recording Conversation of Employees

Cranston Public Schools values educational integrity, free exchange of ideas, and the right to privacy of all of its employees.

In recognition of the above, it is the policy of the Cranston Public Schools that communications between employees will not be recorded (taped) without the knowledge and consent of all parties to the conversation except as otherwise required by law.

Policy Adopted: 7/20/98 (Res. No. 98-7-23)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Teacher Responsibilities and Duties

Responsibility to the Student and Parent

The first consideration of the teacher is the welfare of the student. He guides the student in his growth toward maturity by preparing him to be academically, socially and economically competent in the school, the home, and the community, and to be a responsible member of society. He recognizes the concern of the parent for the student's development and cooperates with the home for the best interests of each student.

1. The teacher will deal kindly and justly without prejudice or partiality with the student as an individual.
2. The teacher will respect the confidence of his student. Information given in confidence should be passed only to persons or agencies authorized by the principal.
3. The teacher will respect the basic responsibility of parents for their children, establish friendly and cooperative relationships with the home, and be discreet with information received from parents.
4. The teacher will not use his classroom privileges and prestige to promote personal gain, selfish interests, partisan politics, or sectarian religious views.
5. The teacher will help students develop sound moral, spiritual, and intellectual foundations.
6. The teacher will strengthen the democratic activities of the school and show his students that American citizenship involves responsibilities as well as privileges.
7. The teacher will not accept remuneration, directly or indirectly, for tutoring or equipping members of his own classes.

General Areas of Responsibility Assigned to the Classroom Teachers are:

1. To establish and maintain a sound educational program that will meet the needs of students assigned to him.
2. To organize and coordinate his individual program with that of the school.
3. To evaluate and report student achievement and progress.
4. To establish and maintain student records and reports.
5. To maintain that portion of the school plant and materials assigned to him.
6. Student supervision.
7. The conduct and behavior of those students assigned to him.
8. The utilization of proven up-to-date educational practices and methods.
9. The social and emotional adjustment of students.
10. Student discipline.
11. To adhere to and comply with all directives and policies established by the school committee.

The teacher will work in close cooperation with his fellow teachers and all other school personnel, respecting the authority attached to each associate's position and extending the recognition due a fellow professional. He is to help improve the status of the profession by developing and maintaining high standards. Any problems arising between the classroom teacher and other school employees should be cleared with the building principal at once.

The teacher is to endorse the principle that the profession must accept responsibility for the conduct of its members and understands that his own conduct will be regarded as representative of the profession.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Substitute Teachers

A substitute teacher shall be a person fully qualified to instruct in our schools and who is employed for short periods of time in the absence of the regular teacher because of illness or professional duties.

Suitable means for assigning, orienting and evaluating the work of substitute teachers shall be provided by the professional staff under the direction of the superintendent.

Rates of compensation for substitute teachers, long term and short term, will be set by the school committee.

Substitute teachers will not participate in the health and welfare plans or other fringe benefits of the school department.

Substitute teachers shall be appointed annually or as necessary by the school committee upon recommendation of the superintendent. Such election of substitute teachers shall take place prior to the opening of school in September.

The revision and current maintaining of substitute teacher lists shall be accomplished as necessary at regular meetings of the school committee as recommended by the superintendent.

The superintendent shall be responsible for the interim and temporary appointment of substitute teachers and shall be further responsible to report any such emergency action to the school committee at the next school committee meeting.

Legal Reference: General Laws of R.I. – Title 16 – Education 16-11-1 Certification of public school teachers required – Deductions from state aid for non-compliance.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Student Teachers

All student-teacher arrangements with colleges, universities and cooperating teachers and principals in Cranston shall be made only upon authorization of the superintendent.

The development and/or expansion of student-teaching programs is important to this system as a means of attracting and retaining high caliber personnel and is therefore encouraged.

The length of time a student teacher trains, and the procedure governing that training will vary with the colleges and universities where the undergraduate work is being completed. The authority to accept or reject the established procedures of the teacher-training institution and consequently accept or reject the training student will rest with the superintendent.

Any such action will be reported to the school committee in an appropriate monthly report of the superintendent.

Legal Reference: General Laws of R. I. – Title 16 – Education 16-2-11 General Powers superintendent.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Publication of Articles

Staff members are encouraged to contribute professional articles and news items to local, state and national agencies. All professional articles in which the Cranston Public Schools or any of its separate departments is mentioned should be cleared through the office of the superintendent of schools. The appropriate principal, director or supervisor shall advise the superintendent of the validity, reliability and general information contained therein.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Non-School Employment

All school personnel are employed for a specific job in the schools. It is understood that the duties of each position shall be carried out to the satisfaction of the superintendent of schools, the principal, and supervisors. The school committee recognizes the right of each individual to improve himself financially.

Personnel of the schools may receive compensation for outside activities as long as these activities do not interfere with the proper discharge of their assigned duties and do not reflect adversely upon the school department. It is expected that any outside activity should be carried on in a business-like and ethical manner.

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Personnel/Salaries Policy

When a teacher is hired with private school teaching experience, the teacher shall be placed on the step which is closest to their current private school teaching salary and greater. The superintendent may consider placing the new hire at additional steps subject to the approval of the school committee. The years of teaching experience in private schools shall not be a factor in placing a new hire on the Cranston teacher step schedule.

Policy Adopted: 9/28/72
Policy Amended: 10/13/10 (Res. No. 10-10-04)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Retirement Compensation**Tax Sheltered Annuity**

Teachers will be eligible to participate in a “tax sheltered” annuity plan established pursuant to United States Public Law 87-370 in accordance with procedures mutually acceptable to the Committee and the Association.

(Master Agreement between the Cranston School Committee and The Cranston Teachers’ Association, Sept. 1, 1969. Article XXXII).

Policy Adopted: 9/28/72

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

AIDS

This policy is in compliance with the Rhode Island Department of Elementary and Secondary Education and the Rhode Island Department of Health Policy on HIV infected students and employees.

If a school employee has been diagnosed as infected with HTLV-III/LAV and reports that diagnosis to the superintendent of schools, the executive director of human resources and public relations will convene a team comprised of the employee, his or her physician, an advocate of the employee's choice and a Cranston school physician. The team will review the medical recommendations.

If the team concludes, based on medical recommendations, that the employee should remain in his or her regular job, the superintendent of schools will be so informed.

If the team concludes that, based on medical evidence, the employee should be removed from contact with others; the superintendent of schools would be so informed. The employee would be granted medical leave as stipulated in the appropriate collective bargaining agreement.

If the team concludes, based on medical recommendations, that the employee should be transferred to another job, the superintendent of schools will be so informed.

Legal Reference: Title VII – Discrimination Act
Local Citation 28-5 – Fair Employment Practice Act

Policy Adopted: 5/5/87 (Res. No. 87-4-23)
Policy Revised: 8/15/05 (Res. No. 05-8-21)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Non-Certified, Non-Supervisory Personnel

Non-certified personnel shall be defined as any employee of the school department not actively engaged in teaching or in the supervision of teaching and/or teachers and not required to be certified by the state department of education as a condition of employment.

Legal Reference: General Laws of RI – Title 16 – Education
 16-2-18 Selection of teachers and superintendent –
 General control of schools – Expenses
 Cranston City Charter – Sec. 14.10

Policy Adopted: 9/28/72
Policy Amended: 12/17/07 (Res. No. 07-12-19)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Non Bargaining Unit/Non-Certified Part Time Personnel Policy

This document is designed to outline the policies, practices and procedures governing the non-bargaining/ non-certified part time personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an expressed or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Week

The normal work week will be less than forty (40) hours. The employee is not eligible for overtime. Compensatory time or "Comp Time" programs are prohibited unless authorized by the chief operating officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee's job performance will be formally evaluated by his/her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee's job performance. A budgeted percentage will be recommended by the Superintendent and will be subject to the approval of the Cranston School Committee.

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his/her supervisor indicating the anticipated termination date.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from Human Resources.

Pension

As of June 1, 2009, those employees whose current work schedule is twenty (20) hours or more and who currently participate in The Rhode Island State Employees' pension system will continue to contribute to the pension system. Otherwise, the district will not be requiring the employees covered under this policy to contribute to the pension program.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.
An employee is entitled to:

Vacation

<u>Hours Worked</u>	<u>Length of Completed Service</u>	<u>Vacation Days</u>
20-29	1 YEAR-5 YEARS 6 YEARS OR MORE	One (1) Recess Period Two (2) Recess Periods
30 or more	1 YEAR-5 YEARS 6 YEARS or MORE	Two (2) Recess Periods Three (3) Recess Periods

Holidays

An employee is immediately eligible for paid holiday time. The employee must work the day before and the day after a holiday in order to be paid for the holiday. The list of holidays will be as follows:

Hours Worked

15-19

Columbus Day, Veteran's Day, Thanksgiving, Christmas, New Year's, Martin Luther King Day, and Memorial Day.

Worked Hours

20-39

Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas, New Year's, Martin Luther King Day, Presidents' Day, and Memorial Day.

Paid Time for Illness

An employee will receive one sick day per every four months during the first year of employment and, on every anniversary, will receive ill days based upon the following:

<u>Years</u>	<u>Days</u>
1 to 5	3
6 or more	5

The employee must have worked eighty-five (85%) of the previous year to receive their allotment of sick days for the current year. Sick time should be used only for legitimate illness of the employee. Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reason for the illness, next evaluation and/or return date.

Unused sick time will not accumulate.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

Bereavement Days

This leave may be granted for a maximum of one (1) calendar day in the case of death of relatives by marriage or blood relatives.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his/her compensation from the court system to the payroll department.

Military Reserve

If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his/her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty

If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave

After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to human resources.

Policy Adopted: 7/20/09 (Res. No. 09-7-16)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Non-Certified Supervisory and Confidential Employee Policy

This document is designed to outline the policies, practices and procedures governing non-certified supervisory and confidential personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an expressed or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The superintendent subject to the approval of the school committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Day

The normal work shift is eight and one-half (8 1/2) hours, half an hour of which is an unpaid meal period. The employee is not eligible for overtime. Compensatory time or "comp time" programs are prohibited unless authorized by the chief operating officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee's job performance will be formally evaluated by his/her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee's job performance. A budgeted percentage will be recommended by the superintendent and will be subject to the approval of the Cranston School Committee.

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his/her supervisor indicating the anticipated termination date.

Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to; theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs; weapons or alcohol, breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Benefits Eligibility

To be eligible for benefits the employee must be employed in a regular full-time position.

Health Insurance

Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes the major portion of the cost of available insurance programs.

For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his/her paycheck. If the employee is required to make a premium contribution, he/she will be automatically enrolled in the district's pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish to have this arrangement, he/she has thirty (30) days to contact the department of human resources. The employee's cost sharing will be set by the school committee at the beginning of each fiscal year.

COBRA

In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's Group Health and Dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from human resources.

Group Life Insurance

The Cranston School Department will provide free group life insurance. The amount of life insurance is based on the schedule of benefits for the group life plan. The employee may purchase additional coverage through payroll deductions.

Pension

The employee is required to participate in The Rhode Island State Employees' pension system.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays and leaves as outlined below.

An employee is entitled to:

Length of Completed Service	Vacation Days
1 YEAR	5 DAYS
5 YEARS	10 DAYS
10 YEARS	15 DAYS
20 YEARS	20 DAYS

An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.

Holidays

An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.

Paid Time for Illness

An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness of the employee or a member of the employee's immediate family (spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least seven (7) days in advance.

The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.

Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reasons for the illness, next evaluation and/or return date.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

Bereavement Days

This leave may be granted for a maximum of five (5) calendar days for the death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).

In the case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) calendar days.

In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his/her compensation from the court system to the payroll department.

Military Reserve

If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his/her regular weekly pay and any weekly pay received from the reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty

If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave

After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.

THIS POLICY APPLIES TO ALL EMPLOYEES HIRED AFTER 7/1/2007.

**Policy Adopted: 8/20/07 (Res. No. 07-8-35)
Policy Amended: 8/11/08 (Res. No. 08-2-16)**

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Non-Certified Personnel

Non-Certified Employee Policy

This document is designed to outline the policies, practices and procedures governing non-certified personnel, hereinafter referred to as employees. It is the employee's responsibility to make themselves familiar with the contents of this policy.

This policy is not an express or implied contract of employment. The Cranston School Committee reserves the right to change, modify or delete any provisions of this employee policy in accordance with its by-laws. Either the school department with school committee approval or the employee may terminate the employment relationships at any time with or without notice or cause. The superintendent subject to the approval of the school committee has the authority to enter into written agreements regarding the length of employment or grounds for termination.

Probationary Period

All new employees who fall within this job category are required to serve a probationary period of six months from their date of hire. This is designed to give the employee and supervisor a period of time to determine the potential for continuing employment with the school district.

Work Day

The normal work shift is eight and one-half (8 ½) hours, half an hour of which is an unpaid meal period. Compensatory time or "comp time" programs are prohibited unless authorized by the chief operating officer.

Performance Appraisals

Upon completion of the first year of employment and each year thereafter, the employee's job performance will be formally evaluated by his/her supervisor. This appraisal will become a part of the permanent personnel record.

Merit Increases

Wage increases will be based upon the merit of the employee's job performance. A budgeted percentage will be recommended by the superintendent and will be subject to the approval of the Cranston School Committee.

Resignation

If an employee wishes to leave the employ of the school district, a two week notice is required. Resignations should be submitted in writing to his/her supervisor indicating the anticipated termination date.

Dismissal

Serious violations of school department policy will be cause for immediate discharge. Such violations include, but are not limited to: theft; dishonesty; insubordination; unauthorized absences; misuse of school department equipment; fighting; use or possession of illegal drugs, weapons or alcohol; breach of confidentiality.

Confidentiality

The employee may know or have access to confidential information. An employee is not to discuss confidential information with anyone including and not limited to fellow employees, family, or friends. The sharing of confidential information between employees as part of their professional responsibilities is exempt from this provision. Any violation of this provision will be grounds for disciplinary action up to and including termination.

Benefits Eligibility

To be eligible for benefits the employee must be employed in a regular full-time position.

Health Insurance

Recognizing the importance of comprehensive health and dental coverage, the Cranston School Department contributes to the major portion of the cost of available insurance programs.

For the employee, the difference between the school department's contribution and the total premium cost will be deducted from his/her paycheck. If the employee is required to make a premium contribution, he/she will be automatically enrolled in the district's pre-tax premium conversion plan, whereby the contribution is made before the payroll earnings are taxed. If the employee does not wish to have this arrangement, he/she has thirty (30) days to contact the department of human resources. The employee's cost sharing will be set by the school committee at the beginning of each fiscal year.

COBRA

In compliance with federal law, an employee and their qualified beneficiaries covered under the school district's' group health and dental plans may elect to continue their coverage under the plan if their coverage ends due to certain events.

Worker's Compensation

The employee is covered by the school department's worker's compensation insurance. Payment of claim is calculated in accordance with applicable state laws. The employee is required to report an injury sustained on the job immediately to a supervisor. Failure to do so may jeopardize eligibility for the benefit. An incident report form can be obtained from human resources.

Group Life Insurance

The Cranston School Department will provide free group life insurance. The amount of the life insurance is based on the schedule of benefits for the group life plan. The employee may purchase additional coverage through payroll deductions.

Pension

The employee is required to participate in The Rhode Island State Employees' pension system.

Tax Sheltered Annuity Program

An employee of the district is eligible to participate in one of the school department's several tax sheltered annuity programs.

Vacations, Holidays and Leaves

Employees are entitled to vacations, holidays, and leaves as outlined below.

An employee is entitled to:

Length of Completed Service	Vacation Days
1 YEAR	5 DAYS
5 YEARS	10 DAYS
10 YEARS	15 DAYS
20 YEARS	20 DAYS

An employee, after one year of service, will receive one (1) recess period as well as their earned vacation days.

Holidays

An employee is immediately eligible for paid holiday time. The list of holidays will be issued at the beginning of the fiscal year.

Paid Time for Illness

An employee will receive one sick day per month during the first year of employment and, on every anniversary, will receive fifteen days for the coming year. Sick time should be used only for legitimate illness of the employee or a member of the employee's immediate family (spouse, child, mother or father or other family members in the immediate household). Unused sick time will not accumulate. The employee may use up to three (3) sick days per year for personal business. Request for personal days should be scheduled at least seven (7) days in advance.

The employee will have a seventy-five (75) day long term ill bank which may be accessed after an employee has been out for five (5) consecutive work days or from the day of an inpatient hospitalization.

Any absence due to illness in excess of three (3) consecutive days will require a physician's note which will outline the reasons for the illness, next evaluation and/or return date.

Leaves of Absence

The school district offers both paid and unpaid leaves of absence.

Bereavement Days

This leave may be granted for a maximum of five (5) calendar days for the death in the immediate family (father, mother, sister, brother, son, daughter, spouse, father-in-law, mother-in-law, son-in-law, daughter-in-law, or other family members in the immediate household).

In the case of death of a grandfather, grandmother, grandson, granddaughter, a leave may be granted for three (3) calendar days.

In the case of death of relatives by marriage or blood relatives not listed above, a leave of the day of the funeral will be granted.

Jury Duty

Should the employee be called to serve on a jury during a scheduled work day, the school district will pay the regular wages for that day and the employee will be required to submit his/her compensation from the court system to the payroll department.

Military Reserve

If an employee is an active military reservist, and is required to serve two weeks active duty during the year, the employee will be eligible to receive the difference between his/her regular weekly pay and any weekly pay received from the Reserves. The employee will be required to produce a statement of earnings to the payroll department.

The employee may also qualify for the following unpaid leaves:

Military Duty

If the employee enlists or is drafted into any branch of the U.S. Armed Forces, the employee may return to the district without intervening employment or beyond the maximum limit prescribed by state or federal law.

Medical Leave

After completion of the employee's probationary period, an unpaid medical leave may be granted up to one (1) year. A physician's certificate must be submitted with the request for leave to Human Resources.

THIS POLICY APPLIES TO ALL EMPLOYEES HIRED AFTER 7/1/2007.

Policy Adopted: 12/17/07 (Res. No. 07-12-20)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**

Employee Computer Use Policy

Purpose and Scope

Computer systems, including electronic mail and internet access, are district-owned resources and are provided as tools for the educational mission of the schools.

The district has established the following policy with regard to use of the computer equipment, services, access and disclosure of electronic mail messages, created, sent, or received by district employees using the district's electronic mail system and internet services. Violations of this policy may result in disciplinary action up to and including termination. If necessary, the district shall advise appropriate legal officials of any illegal activities.

Computer Use

Each employee of the district shall be responsible for using the district's computer systems for job-related purposes only. Because the computing systems, including but not limited to the equipment and software, belong to the district, the district has an obligation to ensure their legal and ethical use and has the right to monitor all of the district users. Employees may use only system resources that they are authorized to use and only for the job-related purposes specified. Employees shall be held accountable for all usage of their systems and shall keep their key words and passwords confidential to protect themselves and their files. Accessing and/or reading another employee's files is prohibited unless authorized by the employee's supervisor. Employee shall not transport software or data provided by the district to another computer site without prior authorization from the employee's supervisor.

The use of computers and the network are provided to the employees as tools for job-related use. Misuse of computers and the network shall be subject to disciplinary action up to and including termination. Such misuse would include, but not be limited to the following:

- Use of the system for any unlawful, invasive, infringing, defamatory or fraudulent purpose.
- Copying system files.
- Copying of copyrighted materials.
- Transportation of copyrighted software from one site to another without the owner's expressed permission.
- Use of abusive or otherwise objectionable language in either public or private messages.
- Accessing, viewing, downloading or utilizing any other method for retrieving, fostering or promoting non-district related information including, but not limited to, entertainment sites or pornographic sites.
- Sending of "chain-letters", jokes or lists or any other types of use that would cause congestion or disrupt the operation of the networks or otherwise interfere with the work of others.
- Use of system and/or networks in attempts to gain unauthorized access to other networks.
- The use of the system to solicit or proselytize for commercial venture or religious or political causes, outside organizations or other non-job-related solicitation.
- Use of the system to create any offensive or disruptive messages including sexual implications, racial slurs, gender specific comments or any other comment that offensively addresses someone's age, sexual orientation, religious or political beliefs, national origin

- or disability.
- Use of the system to communicate confidential or sensitive information such as performance reviews, disciplinary and/or corrective actions, or attorney/client privileged information, personnel information and health or medical information.

All software, programs, applications, templates, data and data files residing on district computer systems or storage media are property of the Cranston School District and shall not be removed from the work place without proper authorization.

Copyright Infringements

Unauthorized duplication of copyrighted information or data and software packages is a direct infringement of the Federal copyright law. Illegal copying of software shall be subject to disciplinary action.

Email Policy

It is required that all Cranston Public School employees utilize their school account for all correspondence having to do with work-related communication. All employees upon hire will receive a "user@cpsed.net" account that is to be used for all school-related communication. Forwarding of this account is prohibited due to the private nature of school-related correspondence.

Sharing of passwords is strictly prohibited. Each individual is responsible for his/her account, including the safeguarding of access to the account. All email originating from an account is deemed authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

The electronic mail system, hardware, software are the property of the Cranston School District. Additionally, all messages composed, sent or received on the electronic mail system are, and remain, the property of the district and as such can be viewed, retrieved and monitored by the district. Email is not the private property of the employee. The use of the computers and the electronic mail system is reserved solely for the conduct of business of the Cranston School District. The email system shall be used for business purposes only and shall not be misused as set forth in the preceding paragraphs. The users receiving any inappropriate and/or prohibited emails should immediately contact the director of technology at 401-270-8195.

Internet Access

District employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted during the employee's normal work hours.

All internet data that is composed, transmitted and/or received by the district's computer system is considered to belong to the district. It is, therefore, subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the internet are the property of the district and the district reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

Software Use

Technical staff must be consulted before the installation of software. Unauthorized software can make a computer inoperable, cause network conflicts, spread computer viruses and take up valuable computer space.

Only software purchased by or licensed to the Cranston School District may be used on district computers. Use of licensed software must conform to the terms of the agreement.

Policy Adopted: 12/20/10 (Res. No. 10-12-17)

**CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND**